

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR MEETING**

Monday, April 14, 2025

6:00 PM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person. Members of the public who choose to access the meeting via live stream video may do so at:

<https://www.youtube.com/channel/UClgebJT-i0GbAiYqrkpaBmA>

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 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 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.

Closed Session Starts at 6:00PM

Open Session Starts at 7:00 PM

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. CLOSED SESSION - ADJOURN TO CLOSED SESSION - PER WISCONSIN**

**STATUTES 19.85 (1)(c)(f) and (g)**

- A. Review Minutes of March 10, 2025 meeting
- B. Update and Consideration of Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.
- C. Review Individual Administrator, Teacher, Co-Curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements
- D. Review Individual Co-Curricular Contract Recommendations and Individual Coaches Performance Evaluations
- E. Review Summer School Contract Recommendations

**IV. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA**

**V. BOARD DEVELOPMENT WORKSHOP**

If time allows between the Closed Session and the start of the Regular Meeting Agenda, the Board may use this time for Board Development.

A. Superintendent and Board Book Study *Great on Their Behalf* by AJ Crabill  
Please read chapters 1 and 9

**VI. APPROVAL OF MINUTES**

A. Review Minutes of March 10, 2025 Regular Meeting, March 12, 2025 and March 31, 2025 Special Meetings. 7

**VII. APPROVAL OF AGENDA AND ADDITIONS**

A motion will be necessary to approve the agenda as presented (or) with changes as recommended.

**VIII. PUBLIC COMMENTS** 16

Individuals may use this time to comment on any topic. A copy of Board Policy 187 —Public Participation at Board Meetings is enclosed for your reference. Each speaker will be allowed 3 minutes to speak for a total of 30 minutes. . Emailed comments will be shared and reviewed by all the board members but will not be read out loud.

**IX. BOARD RECOGNITION**

President Ensign will recognize board members.

**X. TEACHING STAFF, STUDENTS, & BOARD**

**REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Student Reports

1. Student Council Report

Abigail Anderson and Alena Wagoner are the student representatives from the high school and will be present to report to the Board on what is occurring at the high school.

2. Warrior Spotlight 19

A brief update will be shared by the HS DECA/FBLA .

B. Staff Report

Members of the WTA will provide an update to the Board from the Teachers.

C. Board Reports/Action Items

1. Individual Board Reports on Educational Related Events, Meetings, or Trainings  
Attended by Individual Board Members

2. National School Staff Appreciation Week Board Correspondence 36

National School Staff Appreciation Week is May 5-9, 2025. Mark Hetzel has been working with Communication Specialist, Anne Blackburn, on a draft correspondence they would like consideration from the Board on sending to all staff during the week of May 5th. Please see the attached draft correspondence. They are seeking board feedback and consideration.

3. Spring Election Update 38

The Canvass of the April 1, 2025 School Board Election Results successfully took place on Monday April 7th. Attached please find the canvass results.

**XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Curriculum Committee

1. Review the minutes of the March 11, 2025 meeting. 42

B. Policy Committee	
1. Review the minutes from the March 31, 2025 meeting	43
2. Harrassment Policy Review	45
The Administration reviewed policies 411, 411 Rule, 411.1 with the committee. The committee approved on a 3-0 vote to recommend that the full board approve these policies as presented. Attached please find clean version and edited versions of the policies.	
3. Policies for Discussion, Review, and Consideration	91
Administration will present the policies for review as per the attached spreadsheet.	
a. 412 Sexual Harassment	93
b. 430 Exhibit Student Attendance	96
c. 453.4 & 453.4 Rule Administering Medications to Students	98
d. 453.5 & 453.5 Rule Life Threatening Allergy Management	109
e. 455 Student Safety	112
f. 455.2 Child Enticement	114
g. 672 Purchasing	116
h. 884 Relations with Health Authorities	118
i. 885 Relations with Social Services Authorities	119
C. Co-Curricular Committee	
1. Review the minutes from the March 31, 2025 Co-Curricular meeting	120
2. Branding Expectations	122
A draft version of updated handbook language that outlines WCSD staff expectations for adhering to the district's branding guidelines was shared with the committee. This ensures consistency in representing our schools and reinforces a unified identity across all communications. The committee, on a 3-0 vote, is recommending full board approval as presented. Pages 23-28 of the Branding Guide share examples of the Do's and Don'ts for WCSD Branding.	
3. Handbook Updates	154
The following handbooks related to co-curriculars were recommended by the committee on a 3-0 vote for approval as presented.	
a. 2025-26 Booster Club Handbook	155
b. Coaches Handbook	190
D. Facility Committee Meeting	
1. Review the minutes from the April 8, 2025 meeting	221
2. Approval of Capital Maintenance Projects	223
Steve will provide an update on funds available before starting the discussion on capital maintenance projects for 2025. After that discussion, administration will share feedback from the facility committee on the priority 1 projects recommended by adminiatration. The attachment has been modified to reflect the facility committee recommendation. The facility committee recommended approval of the	

attached revised list of priority 1 projects. The facility committee recommended approval 3-0.

3. Consideration of Softball Scoreboard Donation/Project 232

Attached please find a request from the softball boosters for a softball scoreboard donation/project. Per board policy, a facility improvement with donated funds requires approval of the school board. The facility committee is recommending approval 3-0.

4. Consideration for Heritage Elementary School parking lot project 234

The school board previously hired civil engineer, Roxanne Johnson, to evaluate the Heritage/ Intermediate School site traffic flow. Attached please find the proposal and budget estimate from this evaluation. Please note that Vogel is holding enough funds from Heritage Elementary to complete this project. The facility committee is recommending approval of the curbing project in the northwest corner of the property. The facility committee is not recommending approval of the parking lot addition.

E. Budget Committee Meeting

1. Review Minutes from the April 8, 2025 Meeting. 241

2. Consideration of Technology Upgrades to Transportation Contract 243

The purpose of this agenda item is to request approval of technology upgrades on our school busses. The budget committee evaluated a range of options over the last several months. The recommendation from the committee is to implement a parent bus tracking app as well security camera upgrades. The tracking app will be paid for by the district. The security camera upgrades will result in an additional fee as Lamers is making the investment not the district. This fee will be added to daily route costs. Attached please find this information from Lamers. The recommendation from the budget committee will improve parents access to bus route information as well as improve the security on the busses themselves.

**XII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Administration Reports/Action Items

1. Consideration of the 2025-2026 Employee Benefits Plan 246

The attached presentation outlines the information reviewed by the Insurance Committee to create their recommendation to the Board. The Human Resources Committee supported bringing the proposed action directly to the full Board.

In the survey results, 202 staff declared a preference to remain with Dean Insurance, while 52 indicated they preferred a change to GHC. 33 did not have an opinion.

In respect to the High Deductible Plan, more staff already enrolled in the HDHP preferred to have the monthly premium reduced by decreasing the monthly HSA contributions compared to keeping HSA contributions the same. (31% - 26% )

Consequently, the Insurance Committee is recommending to the Board that the district remain with Dean Insurance / SSM and that the HDHP is adjusted to reduce HSA contributions to lower the monthly premiums. The district cost is consistent irregardless of an employee's selection of the traditional HMO or the High Deductible / HSA HMO.

The district also offers dental, voluntary vision, term life, voluntary short-term disability and long-term disability insurances, but the corresponding rates and/or employee costs are not changing for 25/26.

2. Update on District 4K Program 256

Miranda Moe, Assistant Principal at Arboretum Elementary and District 4K Coordinator, will be present at Monday's Board Meeting to share an update on the District's 4K program.

3. Announcements

**XIII. CONSENT AGENDA**

A. Approval of Checks

B. Finance

1. Monthly Finance Reports 265

Attached you will find the Budget Status report as of March 2025 and the Cash Reconciliation report for February 2025.

C. Safety Drills Report 270

D. Consideration of AFS Foreign Exchange Student from Japan for the 2025-2026 School Year.

E. Consideration of the 2024-2025 CESA 2 Contract 271

F. Gifts and Field Trips

1. Gifts

2. Field Trips

G. Approve Individual Administrator, Teacher, Co-Curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements

H. Approve Summer School Contract Recommendations

**XIV. BOARD BUSINESS**

A. Board Reorganization

For the Board Reorganization, Rebecca will provide all Board Members with a document to choose their committee preferences.

B. Legislative Update

1. Approval of Letter to the Joint Finance Committee 275

C. Correspondence

**XV. FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Board Meeting

B. Special Meetings

4/29/25 MS Tour @ 5pm

4/29/25 Reorganization meeting @ 6pm

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee - 4/24/25 @ 3pm

F. Facilities Committee

G. Insurance Committee

H. Human Resources Committee - 4/15/25 @ 4pm Negotiations

I. Policy Committee

J. DEI Committee

XVI. **RETURN TO CLOSED SESSION** - (if necessary) to complete agenda as listed under Agenda Item III

XVII. **RETURN TO OPEN SESSION**

XVIII. **ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION**

XIX. **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.”

# Minutes of Board Evaluation meeting

## The Board of Education Waunakee Community School District

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A Board Evaluation meeting of the Board of Education of Waunakee Community School District was held Monday, March 31, 2025, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

### **I. CALL TO ORDER**

President Ensign called the meeting to order at 5:34pm.

### **II. ROLL CALL**

Present: Dotzler, Engebretson, Ensign, Heinemann, Heinrichs, Hetzel

Also Present: Brown, Schell, McGlynn

### **III. APPROVE THE AGENDA**

A motion was made by Hetzel, second by Heinrichs, to approve the agenda as posted.

Motion carried 3-0.

### **IV. PUBLIC COMMENTS** There were no public comments for this meeting.

### **V. DANE COUNTY SCHOOL CONSORTIUM WITHDRAWAL AND DISSOLUTION**

McGlynn and Schell presented and answered questions regarding the need for a motion to be made to approve the Waunakee Community School District withdrawing from the Dane County School Consortium effective June 30, 2025, in accordance with applicable by-laws and intergovernmental agreements.

Schell and McGlynn also presented and answered questions regarding the need for a motion to be made to approve the District Administrator for the Waunakee Community School District to vote on behalf of the Board of Education to dissolve the Dane County School Consortium effective June 30, 2025, in accordance with applicable by-laws and intergovernmental agreements.

A motion was made by Dotzler, second by Hetzel, to approve the Waunakee Community School District withdrawing from the Dane County School Consortium as of June 30, 2025 and also giving the District Administrator the approval to vote on behalf of the Board of Education to dissolve the Dane County School Consortium as of June 30, 2025. Motion carried 6-0

### **VI. LISTENING SESSION NOTES REVIEW**

Ensign introduced this agenda item in order that the board may review all the comments made at the staff listening sessions. The board assigned the Dr. Brown that task to review these comments with the administrative team and to bring back a report to the board regarding actions taken by the end of May, 2025.

### **VII. BOARD OF EDUCATION SELF-EVALUATION AND PRIORITIES**

Ensign introduced this agenda item in order that the board may review all the board's evaluation tools. The board discussed new board member onboarding, community

engagement sessions, and having a board winter workshop

VIII. **ADJOURN**

A motion was made by Dotzler, second by Heinemann, to adjourn the meeting at 7:28 pm.  
Motion carried 7-0.

Respectfully submitted,

\_\_\_\_\_  
Judith Engebretson, Clerk

Date \_\_\_\_\_

JE:rm

# Minutes of Regular Meeting - Open

## The Board of Education Waunakee Community School District

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A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, March 10, 2025, beginning at 6:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

### **I. CALL TO ORDER**

President Ensign called the meeting to order. A motion was made by Engebretson, second by Heinrichs, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c), (f) and (g) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 7-0 on a roll call vote. Time 6:00PM

### **II. ROLL CALL**

Dotzler – Yes, Engebretson, - Yes, Ensign- Yes, Frey – Yes, Heinemann - Yes , Heinrichs – Yes, Hetzel- Yes.

Also Present: Dr. Brown, Summers, Grabarski

### **III. CLOSED SESSION - ADJOURN TO CLOSED SESSION - PER WISCONSIN STATUTES 19.85 (1)(c)(f) and (g)**

- A. Review Minutes of February 10, 2025 Meeting
- B. Update and Consideration of Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.
- C. Review Individual Administrator/ Administrative Support Contract, Contract Extensions, and Recommendations.
- D. Review Individual Teacher Contract Recommendations, Contract Extensions, and Resignations
- E. Review Individual Co-Curricular Contract Recommendations
- F. Review Summer School Contract Recommendations

### **IV. RETURN TO OPEN SESSION - BEGIN REGULAR AGENDA**

A motion was made by Hetzel, second by Heinrichs, to adjourn closed session and reconvene in open session. Motion carried 7-0. Time 6:40pm reconvening to open session at 7:00pm

### **V. BOARD DEVELOPMENT WORKSHOP** -No Board Development for this meeting.

### **VI. APPROVAL OF MINUTES**

- A. Review minutes of the February 10, 2025 Regular meeting and the February 19 and 24, 2025 Special meetings.

A motion was made by Hetzel, second by Heinemann, to approve the minutes as posted. Motion carried 7-0.

### **VII. APPROVAL OF AGENDA AND ADDITIONS**

A motion was made by Heinemann, second by Dotzler, to approve the agenda as posted.  
Motion carried 7-0.

**VIII. PUBLIC COMMENTS**

There were no emailed public comments for this meeting. In person public comments are given by the following:

Jackee Subkoviak – Neuroaffirming Schools

**A. Celebration of Sustainable Concrete Project of the Year for Heritage Elementary School with Subcontractor Advanced Concrete**

Jacob and Josh Jankowski of Advanced Concrete presented the school district with the Sustainable Concrete Project of the Year by the Wisconsin Ready Mixed Concrete Association (WRMCA) award.

**IX. PUBLIC HEARING ON REQUEST FOR DPI WAIVER PURSUANT TO WIS.STAT. § 118.38 DUE TO THE WISCONSIN GUARANTEE ADMISSION PROGRAM (2023 WISCONSIN ACT 95)**

Schell presented the Public Hearing that would request a waiver from the Department of Public Instruction, under Wis. Stat. § 118.38 that would allow the Waunakee Community High School to determine its top 10% and 5% of rising 12th grade students for the Wisconsin Guarantee Admissions Program (as established in 2023 Wisconsin Act 95 and § 118.38 of Wisconsin state statutes) by using the District's Laude System instead of exclusively using students' grade point average. Schell answered any questions.

**X. TEACHING STAFF, STUDENTS, & BOARD REPORTS/RECOMMENDATION/ ACTION ITEMS**

**A. Student Reports**

**1. Student Council Report**

Abigail Anderson and Alena Wagoner, the student representatives presented a report to the Board on what is occurring at the high school. This information included an update on Girls Basketball, Boys Basketball, Girls Hockey, Boys Hockey, Gymnastics, the start of the spring sports season. They also updated the board on Forensics, DECA, FFA, Science Olympiad, and Print Publications competitions. Winter formal was a success. The Future Educators are involved in the Linus project. The Spring Musical is practicing and the Winter play was great. Prom, a Trip to the Capitol, Choir Concert, and Solo Ensemble is coming up. The updated the board on some of the results of the climate survey. The students are looking forward to Spring break.

**2. Warrior Spotlight**

The Arboretum 4th Grade Announcers and Service Club students shared their favorite things about being a school leader.

**B. Teacher Report**

Melanie Trainor-Burton and Amy Frank from the WTA provided an update to the Board. They are thankful for the virtual conferences again this year and the option to hold these virtual conferences from home. They are looking forward to hearing more about the additions to the harassment policy. There was a great response to the WTA Board Candidate forum. They are thankful for the yoga events offered for points and the flexibility to attend virtually. This event built great community opportunities within each building and districtwide.

**C. Board Reports/Action Items**

1. Individual Board Reports on Educational Related Events, Meetings, or Trainings Attended by Individual Board Members  
There were no comments from the board members.
2. Evaluation Schedule  
The Board's Self-Evaluation review will take place at a Special Board Meeting scheduled for March 31, 2025 @ 5:30PM.

**XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

**A. Curriculum Committee**

1. The February 24, 2025 Meeting Minutes were reviewed.
2. Consideration of and action on a Resolution that would request for a waiver from the Department of Public Instruction, under s. 118.38 of the Wisconsin Statutes, that would allow Waunakee Community High School to determine its top 10% and 5% of rising 12th grade students for the Wisconsin Guaranteed Admissions Program (as established in 2023 Wisconsin Act 95 and section 118.58 of the state statutes) by using the District's Laude System instead of exclusively using students' grade point average.  
Public Hearing on Request for DPI Waiver pursuant to Wis. Stat. § 118.38 due to the Wisconsin Guarantee Admission Program (2023 Wisconsin Act 95) to better align how Waunakee Community High School determines its top 10% and 5% of rising 12th grade students for the Wisconsin Guarantee Admissions Program as established in 2023 Wisconsin Act 95. Waunakee has a long-standing Laude system for local honors as well seek to use this ranging to determine our top 10% and top 5% of students for the program.  
A motion was made by Dotzler, second by Heinemann to move forward with this waiver as presented. Motion carried 7-0.

**B. Human Resources Committee**

1. The March 7, 2025 Meeting Minutes were reviewed.
2. Insurance RFI Update  
Grabarski updated and answered questions regarding the Insurance RFI update and the timeline that will be followed.
3. 2025-26 Compensation Planning  
Grabarski updated and answered questions on the compensation planning and timeline.

**C. Facility Committee**

1. Review March 6, 2025 Meeting Minutes
2. Approval of Capital Maintenance Projects  
Summers presented and answered questions regarding the capital maintenance request. These 4 projects are being brought forward for approval to get moving on these for completion before the first day of school. The facility committee made a 3-0 motion to approve. A motion was made by Heinemann, second by Dotzler, to approve the projects as presented. Motion carried 7-0.
3. Review DRAFT of 2025 Summer Capital Maintenance Projects  
Summers presented and answered questions regarding a draft of 2025 summer capital maintenance projects. Administration intends to seek feedback from this list for approval in April.

**D. DEI Committee**

1. The 2/26/25 DEI Committee Minutes were reviewed.
2. Draft - Harassment Policy Update  
Heinrichs updated the board on this policy that will now go to the policy committee. The

board was also updated that the MSAN conference will be April 10 & 11 and WCSD will have a panel of students presenting.

E. Budget Committee

1. The March 5, 2025 Budget Committee Meeting Minutes were reviewed.

2. Approval of 2025-26 Preliminary Budget Planning Process

Summers presented and answered questions regarding the preliminary budget planning process for 2025-26. Open enrollment approvals from January and the financial estimates as a result of the 25-26 CPI have been updated. A motion was made by Hetzel, second by Heinrichs, to approve the budget planning process as presented. Motion carried 7-0.

XII. **ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Administration Report/Action Items

1. **Resolution Authorizing the Issuance and Sale of \$52,000,000 Bond Anticipation Notes, Series 2025 Pursuant to Section 67.12(1)(b), Wisconsin Statutes**

Summers presented and answered questions regarding the request of approval for the attached resolution for the final \$52 million from the November 2022 capital referendum. A motion was made by Heinemann, second by Dotzler, to approve the resolution as presented. Motion carried on a roll call vote 7-0.

Roll Call: Dotzler – Yes, Engebretson, - Yes, Ensign- Yes, Frey – Yes, Heinemann - Yes , Heinrichs – Yes, Hetzel- Yes.

2. Title IX Policies

Grabarski presented and answered questions regarding the change in the Title IX laws that have required school district's to revert back to the previous version of their Title IX policies. WASB has reviewed and updated these policies. Administration asked for a simpler version that staff could keep on hand. A motion was made by Engebretson, second by Dotzler to approve the policies as posted. Motion carried 7-0.

3. Correspondence - NA

XIII. **CONSENT AGENDA**

President Ensign acknowledge the generous gift of engineering equipment from ACS group and the generous donation for the next 3 years from EUA for the Student Financial Assistance Fund.

Also acknowledged was the many Early College Credit and Start College Now programs.

A request was made to pull out the Co-Curricular Staff update list.

A motion was made by Heinrichs, second by Hetzel to approve the full consent agenda as presented without the Co-Curricular Staff list. Motion carried 7-0.

A motion was made by Heinrichs, second by Frey, to approve the Co-Curricular Staff update list as presented. Motion carried 6=Yes – 1=abstain.

A. Approval of Checks

B. Finance

1. Monthly Finance Reports

C. Early College Credit Program and Start College Now Applications

D. Bridging Brighter Smiles MOU

E. CESA 5 Contract

F. Safety Drills

G. Gifts & Field Trips

1. Gifts

Donation of engineering equipment for the High School Shop from ACS group totaling \$1360.00

Donation from EUA totaling \$20,000 per year, for three years, to the Student Financial Assistance Fund.

2. Field Trips

DECA International Career Development Conference Orlando FL. April 25 - April 30, 2025

H. Approve Individual Administrator, Admin. Support, Teacher, Contract Extensions, Co-Curricular, Support Staff and Custodial Recommendations, Resignations, Leaves & Retirements

**New Teacher Staff**

Abbigail Holzmann, Math Interventionist, AES

**New Support Staff**

Kathleen Breunig, Para Educator Special Education, MS

Maria Fite Guerrero, EL Para Educator, HS

Carleigh Heintz, Para Educator Special Education, IS

Zoe Messing, Para Educator Special Education, PES

**Retirements**

Jill Broughton, Speech/Language Pathologist, HS

Ron Esser, Head Custodian, MS

Lisa Frestedt, Para Educator Regular Education, HES

**Resignations**

William Callaway, Orchestra Teacher, MS

August DiSalvo, Cross Categorical Teacher, HS

Alexandra Iczkowski, Custodian, HS

Colleen Serum, Business Education Teacher, HS

Anne Sparks, Bilingual Family Engagement Specialist, HES

Kelly Stuhr, Para Educator Special Education, IS

**One-Year LOA for 2025-26 School Year**

Beth Crook De Valdez, Art Teacher, HS

**Internal Changes - NO Action**

Janelle Pherson, from 1-Yr Title I Interventionist, HES/IS, to reg contract Title I Interventionist

Bethany Pottinger, from 1st Grade Teacher, AES, to Reading Teacher, AES

Dannette Weismann, from Admin.Asst. to Special Ed. to Admin. Asst. to the Dir. of Business Services

Co-Curricular Staff Updates posted in the extra section of this agenda.

I. Approve Summer School Contract Recommendations – posted in the extra section of the agenda.

**XIV. BOARD BUSINESS**

**A. Legislative Update**

**1. Legislative Letters from Director of Business Services**

Brown presented and answered questions regarding the letters drafted in support of the Inflation Reduction Act from the Director of Business Services, Allie Newton. The District has officially started the process with the IRS to file for the reimbursements for Heritage and the Intermediate School.

**2. 2025 State Budget Bills**

WCSD Board Member Mark Hetzel pulled together a list of new budget bills that would

affect public schools in WI. The board asked administration to pull together letters to send to the legislators on behalf of the Board of Education.

**XV. FUTURE AGENDAS AND MEETINGS**

A. Agenda Items for Next Board Meeting

B. Special Board Meeting - Board Evaluation Meeting Mar. 31, 2025 @ 5:30PM

BOE Workshop Part 2 - March 12, 2025 @ 5:30PM

A motion was made by Heinemann, second by Dotzler, to approve the special meetings as presented. Motion carried 7-0.

The board asked Administration to schedule a Middle School Tour on April 29, 2025.

C. Budget Committee

D. Co-Curricular

E. Curriculum Committee

F. Facility Committee -

G. Human Resources Committee

H. Policy Committee

I. DEI Committee

**XVI. RETURN TO CLOSED SESSION - NA**

**XVII. RETURN TO OPEN SESSION - NA**

**XVIII. ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION NA**

**XIX. ADJOURN**

The Board of Education adjourned at 8:33PM on a motion by Dotzler, second by Heinrichs, and passed unanimously by voice vote 7-0.

Respectfully submitted,

\_\_\_\_\_  
Judith Engebretson, Clerk

Date \_\_\_\_\_

JE:rm

# Minutes of Board Winter Workshop Part 2

## The Board of Education Waunakee Community School District

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A Board Winter Workshop Part 2 of the Board of Education of Waunakee Community School District was held Wednesday, March 12, 2025, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

### **I. CALL TO ORDER**

President Ensign called the meeting to order at 5:36pm.

### **II. ROLL CALL**

Present: Dotzler, Engebretson, Ensign, Frey, Heinemann, Heinrichs, Hetzel.

Also Present: Brown, Summers, Schell

### **III. APPROVAL OF AGENDA AND ADDITIONS**

A motion was made by Engebretson, second by Heinemann, to approve the agenda as posted. Motion carried 7-0.

### **IV. THE SCHOOL BOARD WORKSHOP PART 2 WILL FOCUS ON DIALOGUE AND DISCUSSION RELATED TO SAFETY, BUDGET, ACADEMIC ACHIEVEMENT, AND CONTINUOUS IMPROVEMENT PLANNING**

The board along with Dr. Brown, Mr. Summers & Mr. Schell discussed safety, budgets, academic achievement and the continuous improvement plan.

### **V. ADJOURN**

The Board of Education adjourned at 8:04PM on a motion by Engebretson, second by Frey, and passed unanimously by voice vote 7-0.

Respectfully submitted,

\_\_\_\_\_  
Judith Engebretson, Clerk

Date \_\_\_\_\_

JE:rm

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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While the public has the right to attend meetings of the Board of Education that have not been convened in a closed session, individuals or groups generally do not have a right to be included on a Board meeting agenda or a right to enter into the discussions or deliberations of the Board. However, without affecting the Board's discretion to authorize other forms of input or participation during Board meetings from persons who are not Board members, the Board expressly authorizes and directs limited public participation during duly-noticed public comment periods as follows:

1. The Superintendent and Board President shall ensure that the agenda and public notice of the Board's primary regular business meeting each month includes a period for public comment. During a public comment period noticed under this paragraph, interested persons may briefly address the Board on topics that are reasonably germane to some aspect of the District's policies, practices, programs, or operations, regardless of whether the speaker's topic is otherwise noticed as a specific subject matter of the meeting in question.
2. Subject to any more specific decision or directive of the Board, the Board President has discretion to include a period of public comment on the agenda and public notice of additional Board meetings. In exercising such discretion, the President may specify on the public notice of the meeting that speaker comments during the public comment period will be limited to topics that are sufficiently germane to the noticed subject matter of the meeting.

When a public comment period is expressly included on the public notice of a Board meeting and there is sufficient interest in addressing the Board, the period shall either include at least 10 individual speakers or extend for 30 actual minutes, whichever limitation permits the greater total number of speakers. However, the Board may extend the total duration of a noticed public comment period at any meeting by a majority vote.

The Superintendent, or his/her designee, will implement a viewpoint-neutral speaker registration process that establishes an order for speaking in the event that the interest in appearing before the Board at any meeting may exceed the time that is allocated for the public comment period. Each speaker, upon being recognized by the presiding officer, will state his/her name and identify his/her connection to the District (if any) and to any group they are representing in connection with their remarks.

Each speaker's presentation is normally limited to a maximum of 3 minutes. However, at a meeting the Board may vote to reduce the time limit to no shorter than 2 minutes per speaker in order to accommodate a greater total number of speakers. In addition, at the Board's discretion, a speaker's time may be briefly extended provided that, upon request, a similar extension shall be granted to other speakers at the same meeting. Any individual may speak only once during the public comment period at any meeting.

Speakers generally should not expect an immediate response or reaction to their comments from the Board. Further:

1. If, at applicable meetings, a speaker raises a topic during a public comment period that was not among the publicly-noticed subject matter of the meeting, the extent of any response to

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

the speaker and his/her remarks shall be limited in accordance with applicable law.

- 2. During a public comment period, Board members will not engage in a substantive discussion of or otherwise attempt to materially investigate or reach a Board resolution of either (a) complaints or grievances regarding the conduct of individual staff members or individual students; or (b) attempts to appeal staff or administrative decisions relating to individual District employees or students. A public comment period during a Board meeting is not the preferred or established means of processing such issues or bringing such matters to the Board's attention.
- 3. If time or other limitations preclude an interested person from addressing the Board at a specific meeting, the person may submit written information to the Board and/or attempt to utilize a public comment period at a future meeting.

Subject to an appeal to the Board that is made by a Board member, the presiding officer of the Board meeting shall have the authority to conduct and maintain proper order in connection with any authorized public comment period, including the authority to (1) recognize speakers; (2) enforce established time limits; (3) interject and request that speakers voluntarily redirect specific complaints, grievances, or attempted appeals to more appropriate District procedures; and (4) terminate the remarks of any individual who does not adhere to established rules and procedures for public participation, who speaks in a threatening or profane manner, whose comments are repetitive of that person's previous comments, or whose conduct is disruptive and impedes the Board's ability to conduct its business in an orderly and timely fashion.

Individuals who are permitted to address the Board during a meeting are responsible for the content of their comments. The forum represented by a public comment period does not exempt a speaker from any liability arising from his/her comments (e.g., for defamation or for any breach of legally-protected confidentiality).

This policy and any rules and/or procedures that may be adopted related to the administration of public comment periods under this policy are not intended to apply to the following:

- 1. A meeting or any portion of a meeting that constitutes a formal public hearing on a particular topic or issue.
- 2. Instances where the Board seeks or agrees, by majority vote, to accept input that is relevant to a noticed agenda item from a person who is not a Board member in order to (for example) resolve a formal or informal point of information that arises during the Board's discussion of an agenda item.
- 3. Meetings of any standing or ad hoc committee that may be established by the Board.

### Legal References:

**Wisconsin Statutes**

- [Section 19.81](#) [state policy on open meetings]
- [Section 19.83\(2\)](#) [discussion during period of public comment]

# PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waukegan Community School District

Page 3 of 3

[Section 19.84\(2\)](#) [public notice of board meetings, including public comment period]  
[Section 19.85](#) [exemptions to open meetings]

## Cross References:

WASB PRG 187 Sample Policy 4 (with substantial local adaptation)

## Adoption/Revision Date(s):

October 1989  
March 1994  
September 1994  
January 2000  
February 2002  
May 2020  
January 2022

# Waunakee DECA/FBLA

Warrior Spotlight





# DECA Districts Competitors

Lily Arndt

Devin Lamontagne

Cardyn Frost

Maurits Groothuizen

Macyn Holschbach

Jack Fassbender

Ian Jakel

Aubrey Jones

Vishnu Kata

Matthew Lenerz

Maddy Rucker

Maddie May

Drew Swenson

Ali Tisdale

Nathan Topoll

Morgan Wayne

Yasmine Youssef

Isabelle McKee

Olivia Michaels

Benson Middleton

Alex Mikkelson

Kobe Ni

Noah Lukens

Maya Nowicki

Samuel Park

Ben Pieton

Quinn Pfeiffer

Rayan Asghar

Justin Sawicki

Sam Schipper

Valerie Chou

Claire Van Beek

Brooke Yecoshenko

Lili Peekna

Copeland Lietz

Miles Lin

Adeline Goepfert

Luke Andrekus

Sara Succhachutithanakorn

Abby Chambers

Grant Christenson

Kennedy Christian

Sophia Cliff

Natalie Cook

Cooper Becks

Taylor Copeland

Denise Espirito Santo Dias

Cole Van Roo

Willy Voeller

Lincoln Webster



# DECA State Competitors



Vishnu Kata  
Lily Arndt  
Luke Andrekus  
Maya Nowicki  
Morgan Wayne  
Nadia Chaudhary  
Samuel Park  
Willy Voeller

Adeline Goepfert  
Ali Tisdale  
Aubrey Jones  
Brooke Nelson  
Cardyn Frost  
Grant Christenson  
Kobe Ni



# DECA International Competitors/Attendees

## ICDC Event Qualifiers

- **Lily Arndt & Ali Tisdale** - Travel & Tourism TDM
- **Samuel Park & Vishnu Kata** - Hospitality Services TDM

## Leadership Team

- **Luke Andrekus**
- **Morgan Wayne**

22



# Program of Work

## September

- Football Concessions
- Recruitment Club/Org Fair
- Bracelet Making
- Spirit Bracelet Sales



## October

- Food 4 Kidz
- Pumpkin Painting
- Trick or Can
- Bucky Books
- Halloween in the Halls
- Forward Madison FC
- Truck or Treat



## November

- Salvation Army Bell Ringing
- Girls on Run
- Chalk the Walk
- Color A Smile
- Guest Speaker



# Program of Work

## December

Salvation Army Bell Ringing  
Basketball Concessions  
Rotary Lights  
Food Pantry Holiday  
Fundraiser  
Competition Prep Nights  
State Officer Speaker



## January

DECA Districts Competition  
Wrestling Concessions  
Future Freshman Night  
Competition Prep Nights  
MDA Pickleball Tournament



## February

Valentine's Day Cookies  
Polar Plunge  
Prairie STEAM Night  
Big Read  
Basketball Concessions  
Guest Speaker



# Program of Work

## March

DECA State Competition



## April

DECA Internationals  
Officer Shadowing  
DECA Bake Sale  
Forward Madison FC  
DECA Scoopie Night  
Culver's Share Night  
Milio's Share Night  
LinkedIn Contact Time

## May

Lacrosse Concessions  
Shoe Drive  
End of the Year  
Celebration

**MILIO'S**  
WAUNAKEE MILIO'S X WAUNAKEE DECA  
**DONATION DAY** APRIL 21  
10% BACK  
OUR CHAPTER WILL RECEIVE 10% OF ALL SALES ON DONATION DAY!  
ORDER A SANDWICH! 10 AM - 8 PM MONDAY, APRIL 21ST

**A NIGHT OUT FORWARD**  
WAUNAKEE DECA/FBLA  
SATURDAY | APRIL 19TH  
GATES 5 PM KICKOFF 6 PM  
TICKETS: \$20 GOAL TICKETS - GETS YOU A SEAT IN 111  
RSVP BY: APRIL 15TH  
SHOP GEAR PARKING & MATCHDAY INFO

**Culver's SHARE NIGHT**  
APRIL 22 5 - 8 PM  
HOSTED BY WAUNAKEE DECA  
SUPPORT OUR CHAPTER!  
Sign up to volunteer or come have dinner @ Waunakee Culver's!  
@waunakeedca

**SHOE DRIVE**  
DONATE ANY SHOES HERE!  
SOLES & SOULS  
Turning shoes and clothing into opportunity  
FBLA Future Business Leaders of America

# DECA Fundraising Efforts

Food for Kidz - \$300

MDA (Miracle Minute @ Homecoming) - \$610.43

Make A Wish - \$12.50

MDA (Pickleball Tournament) - \$96.30

Waunakee Food Pantry - \$200

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# 01

# CHAPTER INTRODUCTION



## Waunakee FBLA

**Chapter Goal:** Actively participating within the community to give back to organizations and businesses that reach a large span of people who need a helping hand.

**Chapter Mission:** Increase active participation while providing greater opportunities for members to prepare for future careers through local business leaders and professional development sessions.

## Quality Over Quantity

27

- New approach to recruitment
  - Recruiting involved, committed members over students joining for the 'name'

## Chapter Statistics

- **15.6% increase in active participation in 2024-2025**
- 16.5% increase in membership in 2024-2025
- 61.5% of members are new in 2024-2025

**Total Current Members: 148**



# 02

# PROGRAM OF WORK

A Program of Work (POW) is a document that FBLA chapters use to document and plan events during the year. The POW shows how each event corresponds with and reinforces the nine FBLA goals.

## Chapter Activities - FALL 2024

### September

- Football Concessions
- Recruitment Club/Org Fair
- Spirit Bracelet Fundraiser
- Homecoming Parade

### October

- Food4Kidz
- Stock Market Game
- Halloween in the Halls
- **Bucky Books**
- Trick or Can

### November

- Salvation Army Bell Ringing
- Girls on the Run
- Chalk the Walk

28



# 02

# PROGRAM OF WORK

A Program of Work (POW) is a document that FBLA chapters use to document and plan events during the year. The POW shows how each event corresponds with and reinforces the nine FBLA goals.

## Chapter Activities - WINTER 2025

### December

- Salvation Army Bell Ringing
- Basketball Concessions
- Rotary Lights
- Food Pantry Holiday Fundraiser

### January

- Basketball Concessions
- Future Freshman Night
- Competition Prep Nights

### February

- Basketball Concessions
- Mini Business World
- Valentine's Cookies
- Polar Plunge
- Big Read Night
- STEAM Night

29



# 02

# PROGRAM OF WORK

*A Program of Work (POW) is a document that FBLA chapters use to document and plan events during the year. The POW shows how each event corresponds with and reinforces the nine FBLA goals.*

## Chapter Activities - SPRING 2025

### March

- Officer Shadowing
- Junior Achievement Info Meeting

### April

- Bingo at Senior Center
- LinkedIn Session
- HR Representative
- Lacrosse Concessions

### May

- Junior Achievement
- Shoe Drive
- Restaurant Fundraisers
- End-of-Year Banquet

30



# 03 BUSINESS PARTNERSHIPS



## Waunakee Food Pantry

- Business tour
- Fundraiser
- Connection with community



## FBLA Bucks Day

- Network with WI FBLA
- Facility Tour
- Guest Speakers

31



## Junior Achievement

- Teaching business lessons to young kids
- Scholarship opportunities



## Waunakee Senior Center

- Playing Bingo
- Running crafts

### Guest Speakers:

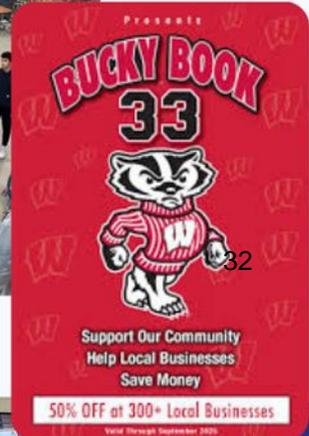
Olivia Lemanski - WIB President and past DECA State President

Therese Merkel - CEO and Founder of Tricky Foods

# 04 CHAPTER FUNDRAISING



**\$5,527.68**





# 05 CONFERENCES

*Competitors participate in workshops throughout the duration of conferences while networking with like-minded students*

## National Leadership Conference Orlando, Florida

- 4 members attended
- Pin trading
- Certification Tests
- Explored the city
  - Universal Studios

*10 members attending NLC  
2025 in Anaheim, CA*





# 05 CONFERENCES

*Competitors participate in workshops throughout the duration of conferences while networking with like-minded students*

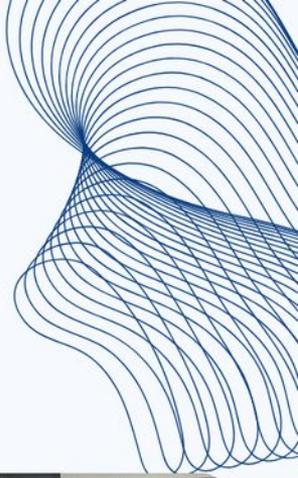
## Regional Leadership Conference

Middleton High School



- 56 members competed
- Guest Speakers
- 26 Members placed in the Top 5 of their event

**4th Place - Outstanding Local Chapter**





# 05 CONFERENCES

*Competitors participate in workshops throughout the duration of conferences while networking with like-minded students*



## State Leadership Conference Green Bay, Wisconsin



- 30 members attending
- Business Tours
- Career/College Fair
- Team bonding



**5th Largest Chapter in the State - (2024)**  
**3<sup>rd</sup> Largest - (2025)**

Staff Appreciation 2025  
May 5-9, 2025

To the Exceptional Staff of the Waunakee Community School District,

As we celebrate National Staff Appreciation Week, we want to take a moment to recognize and express our heartfelt gratitude to each and every one of you. Your dedication, talent, and unwavering commitment to our students, families, and community are what make the Waunakee Community School District a truly special place. Every role within our district is essential, and together, you create an environment where students feel supported, challenged, and inspired to grow.

Our teachers, building and central office administrators, paraeducators, social workers, counselors, psychologists, specialists, instructional coaches, interventionists, and co-curricular coaches and advisors play an integral role in shaping the future of our students. Your ability to nurture curiosity, foster creativity, and provide guidance ensures that each student receives a well-rounded, high-quality education. Through your compassion and dedication, you create inclusive and engaging classrooms where every learner is valued, encouraged, and given the tools to succeed. You go beyond academics—supporting students' social, emotional, and personal growth in ways that extend far beyond the classroom. We are incredibly grateful for your hard work and commitment to making a lasting impact on every child's life.

To our IT staff, office personnel, administrative assistants, maintenance and custodial teams, food service professionals, bus drivers, and crossing guards—your efforts are the backbone of our schools. Every day, you contribute to the smooth operation of our buildings, ensuring that students and staff have a safe, clean, and welcoming environment where learning can flourish. Whether it's keeping our technology running, greeting families with a warm smile, maintaining our facilities, serving nutritious meals, or ensuring safe transportation, your work is invaluable. Your dedication does not go unnoticed, and we deeply appreciate the care and effort you put into making our schools run efficiently.

We also want to recognize the partnerships that make our district stronger. Our community organizations, parent volunteers, and business partners play an important role in enriching the student experience and supporting the work of our schools. The collaboration between our staff and these groups helps ensure that we continue to provide the highest level of education and opportunity for every student.

Each of you plays a vital role in shaping the future of our district, and the impact of your work extends far beyond the walls of our schools. The dedication, passion, and commitment you bring to your roles create a culture of excellence that defines what it means to be part of the Waunakee Community School District. You make a difference not only in the lives of our students but also in the broader community, fostering a spirit of collaboration and lifelong learning.

On behalf of the Board of Education, thank you for your tireless efforts, your unwavering support of our students, and your commitment to making Waunakee a place where excellence in education is not just a goal, but a daily reality. We celebrate you today and every day for the incredible work you do.

With gratitude and appreciation,

**The Waunakee Community School Board**

Joan Ensign, President

Katie Dotzler, Vice-President

Judith Engebretson, Clerk

Jack Heinemann, Treasurer

Ted Frey, Director

Dawn Heinrichs, Director

Mark Hetzel, Director

# CERTIFICATE OF DETERMINATION OF PERSON ELECTED

We do determine and certify that the following (2) named persons received the greatest number of votes for the office of school board members representing the Village of Waunakee on the Waunakee Community School District Board of Education, at the general election held on April 1, 2025 were duly elected to said office for a term beginning on the fourth Monday of April 2025 and ending on the fourth Monday of April 2028.

Heather Murray School Board Member from the Village of Waunakee

Carly Eaton School Board Member from the Village of Waunakee

Witness our hands at the office of the School Clerk at Waunakee, Wisconsin, dated this 7<sup>th</sup> day of April, 2025.

### Board of Canvassers

(Signed)

1.

Thomas B. Engstrom

2.

Judith Engstrom

3.

Ma A. Engstrom

Date: April 7, 2025

# CERTIFICATE OF DETERMINATION OF PERSON ELECTED

We do determine and certify that the following (1) named person received the greatest number of votes for the office of school board members representing the Town of Springfield/Town of Dane on the Waunakee Community School District Board of Education, at the general election held on April 1, 2025 were duly elected to said office for a term beginning on the fourth Monday of April 2025 and ending on the fourth Monday of April 2028.

Christopher Sonne

School Board Member from the Town of Springfield/Dane

Witness our hands at the office of the School Clerk at Waunakee, Wisconsin, dated this 7<sup>th</sup> day of April, 2025.

### Board of Canvassers

(Signed)

1.

Thomas B. Engler

2.

Judith Engler

3.

Brian Engler

Date: April 7, 2025

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
STATEMENT OF THE BOARD OF CANVASSERS**

We, the undersigned members of the Board of Canvassers of the Waunakee Community School District, certify that the annexed and within tabular statement is true and correct as compiled by us from the original returns made to the school district clerk by the several towns, villages, and election districts in said school district of the spring general election held on Tuesday, the 1st day of April, 2025. The number of votes given for the election of candidates for school board are as follows:

For the Board position representing the Town of Dane/Town of Springfield

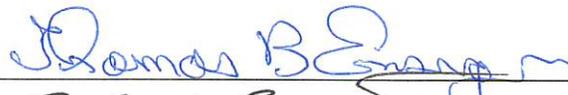
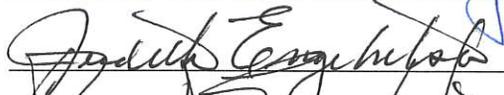
Name : Christopher Sonne 7058

For the Board positions representing the Village of Waunakee

Name : Heather Murray 4441

Name : Carly Eaton 4243

**Board of Canvassers**

(Signed) 1.  April 7, 2025  
2.  April 7, 2025  
3.  April 7, 2025

# WAUNAKEE COMMUNITY SCHOOL DISTRICT

905 Bethel Circle

Waunakee, WI 53597

School Board Election Tally – April 1, 2025 Election

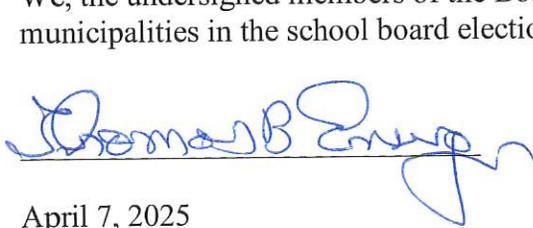
Canvass conducted on April 7, 2025

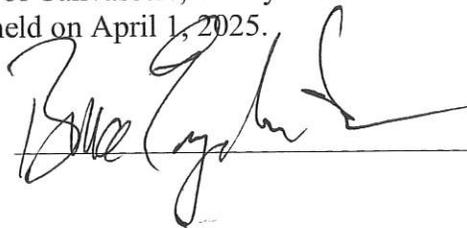
1:00 pm

	DANE	MADISON	MIDDLETON	SPRINGFIELD	VIENNA	WAUNAKEE 1-5	WAUNAKEE 6-14	WESTPORT	TOTALS
<b>TOWN OF DANE, TOWN OF SPRINGFIELD (VOTE FOR ONE)</b>									
Sonne	40	261	138	204	298	1395 1103	971 1289	1359	7058
						2498	2260		
<b>VILLAGE OF WAUNAKEE (VOTE FOR TWO)</b>									
Heinemann	34	101	54	135	182	221 642	556 205	801	4131
Murray	15	175	88	89	147	887 718	712 253	757	4441
Eaton	11	161	77	93	122	872 720	736 736	705	4243
Dotzler	27	122	68	129	192	773 669	591 206	783	4160

41

We, the undersigned members of the Board of Canvassers, certify that the above tally represents the vote totals as reported by the above municipalities in the school board election held on April 1, 2025.







April 7, 2025

# Minutes of Curriculum Committee Meeting

## The Board of Education Waunakee Community School District

---

A Curriculum Committee Meeting of the Board of Education of Waunakee Community School District was held Tuesday, March 11, 2025, beginning at 3:00 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

### **I. CALL TO ORDER**

Chairperson Hetzel called the meeting to order at 3pm

### **II. ROLL CALL**

Present: Dotzler, Ensign, Hetzel

Also present: Brown, Schell, Johnson

### **III. APPROVE THE AGENDA**

A motion was made by Ensign, second by Dotzler, to approve the agenda as posted. Motion carried 3-0.

### **IV. PUBLIC COMMENTS** – There were no public comments for this meeting.

### **V. TEXTBOOK REQUESTS-FIRST LOOK**

Schell and Johnson provided an overview and answered questions of this year's textbook requests. This was a first review for informational purposes only. The committee was informed that the final review at the next meeting will be lower in cost. Schell and Johnson are currently reviewing and working on this.

### **VI. CURRICULUM PROJECT REQUESTS-FIRST LOOK**

Schell and Johnson presented and answered questions for the first review of the summer curriculum project requests. This will be an action item in April. There will be reductions made to fit within budget parameters.

### **VII. FUTURE AGENDAS AND MEETINGS**

April-Second look (action items) at textbook and summer curriculum project requests. Instructional technology overview.

May-Testing and Assessment schedule. Clarification of higher level goals for upcoming SIP meetings if needed. Spring local assessment data including intervention trends, particularly for Tier II and Tier III. Elevate overview.

### **VIII. ADJOURN**

A motion was made by Dotzler, second by Ensign, to adjourn the meeting at 3:41PM.  
Motion Carried 3-0.

# Minutes of Policy Committee Meeting

## The Board of Education Waunakee Community School District

---

A Policy Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, March 31, 2025, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

### **I. CALL TO ORDER**

Chairperson Frey called the meeting to order at 7:32 am

### **II. ROLL CALL**

Present: Dotzler, Engebretson, Frey

Also Present: Brown, Blackburn, Grabarski, Loken, Schell

### **III. APPROVE AGENDA**

A motion was made by Engebretson, second by Dotzler, to approve the agenda as posted.

Motion carried 3-0.

### **IV. PUBLIC COMMENTS** There were no public comments for this meeting.

### **V. STUDENT STAFF RELATIONSHIPS POLICIES**

Grabarski presented and answered questions regarding the second viewing of the additional language to be added to Policy 363.2 Rule 1. This will be reviewed administratively and then brought back to the board before the end of the school year.

### **VI. SOCIAL MEDIA ADMINISTRATIVE GUIDELINES**

Brown introduced these guidelines. Blackburn also presented and answered questions regarding the first draft. The goal is to have this ready to use for the beginning of the beginning of the 2025-2026 school year. The committee asked administration to compare to peer districts.

### **VII. HARASSMENT POLICY REVIEW**

Brown presented and answered questions regarding policies 411, 411 Rule, 411.1 with the committee. A motion was made by Engebretson, second by Dotzler, to recommend that the full board consider these policies as presented. Motion carried 3-0.

### **VIII. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION**

Brown introduced and answered questions regarding the policies presented on the attached spreadsheet. Schell indicated that policy 771.1 was ready to act on but 771.1 Rules 1 and 2 needed more time to complete. A motion was made by Engebretson, second by Dotzler to recommend that the full board consider the policies as presented without policy 771.1, 771.1 Rules 1 & 2. Motion carried 3-0.

A. 412 Sexual Harassment

B. 430 Exhibit Student Attendance

C. 453.4 & 453.4 Rule Administering Medications to Students

D. 453.5 & 453.5 Rule Life Threatening Allergy Management

E. 455 Student Safety

F. 455.2 Child Enticement

G. 672 Purchasing

H. 771.1 Use of Copyrighted Materials

I. 771.1 Rule 1 & 2 Copyright Law Requesting Permission to use copyrighted materials

J. 884 Relations with Health Authorities

K. 885 Relations with Social Services Authorities

IX. **FUTURE MEETINGS** - NA

X. **ADJOURN**

A motion was made by Dotzler, second by Engebretson, to adjourn the meeting at 8:08 am.

# STUDENT NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES

Waunakee Community School District

Policy 411

Page 1 of 5

The right of students to be admitted to school and to participate fully in curricular, co-curricular, recreational, student services, or other programs or activities shall not be unlawfully abridged or impaired because of a student's sex, sexual orientation, race, color, national origin, ancestry, religion, creed, age, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Accordingly, the School Board prohibits all forms of unlawful discrimination against students, regardless of the legally-protected status or classification that serves as the basis for any prohibited discriminatory conduct, policy, or practice. When based upon a legally-protected status or classification, examples of unlawful and discriminatory acts can include:

1. The denial of admission to any public school;
2. The denial of participation in, equal access to, or the benefits of any curricular, extracurricular, student services, recreational, or other program/activity, including the District's career and technical education opportunities;
3. The discriminatory and inequitable provision of resources among comparable curricular or extracurricular programs; or
4. Any action, policy, or practice, including segregation, bias, stereotyping, or student harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons, or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on a legally-protected classification or characteristic.

As further required by the Board's policies and/or applicable law:

- The District shall provide all appropriate and legally-required accommodations, educational services, and/or programs for students who have been identified as having a qualifying disability, regardless of the nature or severity of the disability and regardless of whether the student qualifies for the District's special education program. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.
- Among other accommodations for a student's religious beliefs that may be required under state or federal law, the District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. If any such need is not adequately resolved by the application of regular classroom procedures, a student or the student's parent/guardian may submit a written (including via email) request for such an accommodation to the principal of the student's school. Access to and disclosure of such requests is limited as provided under the District's student records policies. The school principal or his/her designee shall approve or deny each such request. Potential accommodations may include, but are not necessarily limited to, being excused from participation in an activity, alternative assignments, release time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodation granted under this paragraph shall be provided to the student without prejudicial effect.
- Children of homeless individuals and unaccompanied youth (youth not in the custody of a

# STUDENT NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES

Waunakee Community School District

Policy 411

Page 2 of 5

parent or guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as those provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

This policy shall not be interpreted to prohibit the District from (1) providing special programs or services based on student need, such as gifted and talented programming, special education, school-age parents, bilingual-bicultural programs or services, at risk or alternative programs, and other special programs or services; or (2) placing a student in a school, program, class, or activity based on objective standards of individual need or performance.

Complaints alleging a violation of any aspect of this policy may be filed and shall be processed in accordance with the District's student discrimination complaint procedures, as adopted in connection with Board Policy 413/513 and this policy. The Special Education Director is authorized to receive any student discrimination complaint, including any complaint arising under Chapter PI 9 (student nondiscrimination under state law) or Chapter PI 41 (accommodation of students' religious beliefs) of the Wisconsin Administrative Code.

Any person who is determined to be responsible for any form of unlawful discrimination, any act of prohibited retaliation, or other violation of a District nondiscrimination policy, including this policy, is subject to appropriate disciplinary action and/or other appropriate consequences that are within the District's lawful authority.

**Policy Provisions Incorporated by Reference.** The following provisions of Board Policy 413/513, which addresses the District's commitment to nondiscrimination across all aspects of the District's programs, activities, and operations, are applicable to this student-focused policy and are incorporated by reference:

- The designation of nondiscrimination coordinators, including the District's Title IX Coordinator(s). [*Board Policy 113*] provides the direct contact information for the District's nondiscrimination coordinators.
- Notice that the prohibitions against sex discrimination established by Title IX of the federal Education Amendments of 1972 ("Title IX") and by the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations") apply to the District. Title IX protects students, employees, and others from various forms of prohibited sex discrimination.
- Procedures under which any person (including a person who is not claiming to have been personally harmed/victimized by the alleged conduct or challenged policy) may report information about or, if eligible, submit a complaint alleging possible prohibited discrimination or prohibited retaliation. This includes procedures and conditions under which an individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX "complainant") may file a "formal complaint" of "sexual harassment," as those terms are defined in federal regulations for purposes of Title IX.
- The prohibition that no official, employee, or agent of the District or any other person

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(including a student) may intimidate, threaten, coerce, or unlawfully discriminate against any individual (1) for the purpose of interfering with any right or privilege secured by any nondiscrimination statute or related regulation, or (2) because the individual has made a report or complaint, or testified, assisted, participated, or exercised a protected legal right (if any such right is applicable) to refuse to participate in any manner in an investigation or proceeding conducted under any District nondiscrimination policy.

- The limitations on the extent to which the District can provide or assure confidentiality, but also the commitment to observe any specific confidentiality requirements established by state or federal law.
- The prohibition against bad faith conduct and abuse of process in connection with any report or complaint of possible discrimination or retaliation.

**External Complaints and Proceedings.** By following the procedures and timelines established by the applicable non-District entity, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education's Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction. Each such external entity independently determines whether a given complaint falls within the entity's scope of authority.

**Notices and Published Nondiscrimination Statements.** The District Administrator and the District's designated nondiscrimination coordinators shall ensure that notice of this policy and its accompanying complaint procedures is published at the beginning of each school year as a Class 1 legal notice. In addition:

1. A student nondiscrimination statement shall be included in the District's student and employee handbooks, course selection handbooks, and other published materials distributed to the public describing school activities and opportunities;
2. The District's student nondiscrimination complaint procedure shall be included in the District's student and employee handbooks; and
3. The District shall also provide the notices required under applicable federal nondiscrimination laws that apply to students (e.g., Title IX, Section 504, etc.).

**Evaluation and Reports.** The District Administrator and the District's designated nondiscrimination coordinators shall ensure that the District annually prepares a summary compliance report regarding student nondiscrimination and that the District completes an evaluation of the status of nondiscrimination and equality of educational opportunity in the District at least once every five years, as further specified under the regulations of the Department of Public Instruction.

## Legal References:

### Wisconsin Statutes

[Section 118.13](#)

[student nondiscrimination; policy/procedures required]

### Wisconsin Administrative Code

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[PI 9](#)  
[PI 41](#)

[student nondiscrimination; policy/procedure/notice required]  
[accommodating student religious beliefs; policy required]

## Federal Laws

[20 U.S.C. §1681 et seq.](#)

[Title IX of the Education Amendments of 1972, as amended, prohibiting sex discrimination in federally-supported educational programs; implementing regulations at [34 C.F.R. Part 106](#)]

[20 U.S.C. §6312\(e\)\(3\)\(D\)](#)

[nondiscrimination in admission on the basis of surname or language-minority status]

[29 U.S.C. §794 et seq.](#)

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

[42 U.S.C. §12131 et seq.](#)

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

[42 U.S.C. §6101 et seq.](#)

[Age Discrimination Act of 1975, as amended, prohibiting age discrimination, with relevant exceptions, in programs or activities receiving Federal financial assistance]

[42 U.S.C. §2000c et seq.](#)

[Title IV of the Civil Rights Act of 1964, as amended, prohibiting certain equal protection violations relating to the assignment of students to public schools and within such schools based on sex, religion, race, color, or national origin]

[42 U.S.C. §2000d et seq.](#)

[Title VI of the Civil Rights Act of 1964, as amended, prohibiting discrimination on the basis of race, color, or national origin in any program or activity that receives federal funds; implementing regulations at [28 C.F.R. Part 42, Subpart C](#)]

[42 U.S.C. §11431 et seq.](#)

[the McKinney-Vento Homeless Assistance Act; equal access for homeless students; required policies to remove barriers]

[34 C.F.R. Part 100, App. B](#)

[this appendix requires school districts to provide a notice that all vocational opportunities will be offered without regard to race, color, national origin, sex, or disability]

## Cross References:

WASB PRG 411 Sample Policy 3

342.1, Programs for Students with Disabilities

411-Rule (1), Student Discrimination/Harassment Complaint Procedures

411.1, Student Harassment

413/513, Nondiscrimination in District Programs, Activities and Operations

512, Sexual Harassment

Special Education Handbook

**Adoption Date:** March 1994

**Revised:** September 1995  
March 2002

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If any person believes that the Waunakee Community School District has inadequately complied with section 118.13 of the state statutes and the statute's implementing regulations or any of the federal nondiscrimination laws (including but not limited to Title VI, Title IX, Section 504, and Title II of the Americans with Disabilities Act), or if any person believes that a student has in some other way been unlawfully discriminated against on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, age, pregnancy, parental or marital status, any physical, learning, mental or emotional disability, or any other legally-protected status or classification, then the person may attempt to resolve his/her concern by reporting the relevant information to an appropriate District official and/or, to the extent eligible, by submitting a complaint that serves to initiate the District's formal complaint procedures, as established in this Rule. As further explained below, the District may redirect certain complaints to be processed under different procedures.

The complaint procedures defined below may also be used to address other types of student-related complaints and other types of non-student-related discrimination complaints to the extent authorized or directed by any Board policy or District rule/procedure. However, an appeal to the Department of Public Instruction (DPI) may not always be available when the complaint procedures are used for such other purposes.

Any person participating in the resolution of a report or complaint of possible prohibited discrimination who has concerns about safety, the availability and maintenance of an appropriate school-related environment, or retaliation should discuss those concerns with a District-designated nondiscrimination coordinator as early as possible in the process. Such concerns may be raised even prior to initiating the complaint procedure.

When a District nondiscrimination coordinator or an authorized designee is notified of any report or complaint of alleged discrimination under these procedures (including a report or complaint of retaliation prohibited by a nondiscrimination law and/or District policy), the District shall consider (and any person involved in the matter may affirmatively request consideration of) any interim measures that should be taken while the report or complaint is being resolved. Such interim measures may include, for example, safety planning or other steps that might be taken to protect any person and to ensure equal access to the District's education programs and activities.

Within these procedures, a report to an appropriate District official of conduct that reasonably may constitute prohibited student discrimination (or retaliation) will be treated as a "complaint" when an eligible person has made an oral or written request to an appropriate District official that objectively can be understood as a request for the District to investigate and make a determination about the alleged discrimination or retaliation. The procedures below further address the filing and processing of complaints. (Note: The District requires an oral complaint to be documented in writing as a condition of starting a formal investigation and determination of the allegations under these complaint procedures.)

It is also permissible to report a concern about possible discrimination to an appropriate District official that is not intended as a "complaint," but that is intended (1) to notify appropriate District officials of information about possible student discrimination, (2) to seek assistance related to possible discrimination for one or more persons, and/or (3) to request that the District consider a particular change or other response to the concern. The District's expectation is that, upon

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receiving any such report, the District's designated nondiscrimination coordinators and other administrative officials will appropriately respond to the report, with the goals of preventing, identifying, and preventing the recurrence of any prohibited discrimination.

## **A. COORDINATION WITH THE DISTRICT'S TITLE IX GRIEVANCE PROCESS FOR ALLEGATIONS OF TITLE IX SEXUAL HARASSMENT**

As required by the federal Title IX regulations, the District will use its separately-adopted Title IX "grievance process" to address "formal complaints" of "sexual harassment," as those terms are defined in the federal regulations (see 34 C.F.R. §106.30). The District's Title IX grievance process is documented in 413/513 Rule 1, and it is available on the District's website. Regarding the Title IX grievance process:

1. If a complaint or other report of possible sex-based **harassment** could have been pursued as a formal complaint of Title IX sexual harassment under the District's Title IX grievance process but the complaining party elects not to do so, then the District is not under any automatic obligation to process the report of sex-based harassment using the general nondiscrimination complaint procedures defined above. However, even if the District does not initiate the use of its Title IX grievance process or the general complaint procedures defined below, the District will still fulfill any applicable legal obligations to appropriately respond to the reported information.
2. The District is not required to use the general nondiscrimination complaint procedures defined below to further address any report, complaint, allegation, or basis for a finding of potential misconduct or liability that reaches a determination or that is otherwise resolved through the separate Title IX grievance process. However, such determination or resolution may be subject to an appeal to DPI by the complainant as the District's determination of the complaint for purposes of Chapter PI 9.

## **B. OPTIONS AND PROCEDURES FOR INFORMAL RESOLUTION**

The District strongly encourages, but does not require, the informal resolution of complaints and concerns regarding the implementation and monitoring of the laws, regulations, and local policies that facilitate the provision of equal educational opportunities and that prohibit discrimination against students.

To pursue informal means of resolving a complaint or concern, a person may initially contact either the appropriate school principal or the District's nondiscrimination coordinator for student matters, whose full position title and contact information is provided below in Section C-1 of these procedures. Reports may also be made via an online reporting tool if available. If an individual initially contacts a school principal regarding informal resolution of a student discrimination matter, the school principal shall involve a District-designated nondiscrimination coordinator in determining the District's response.

In contacting the District to initiate an informal process, it will be very helpful if the individual contacting the District expressly states (1) that they would like to explore informal means of reporting possible discrimination or addressing a complaint or concern prior to initiating a formal complaint; and (2) that their report, complaint, or concern involves a potential violation of particular laws or District policies.

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Informal methods for attempting to resolve a complaint or concern may include the scheduling of meetings among relevant parties; meetings or communications mediated by an administrator or other individual selected by the District who was not directly involved in the issue; or, following a presentation and initial assessment of the issue(s), the offering of one or more options for changes to be made in the relevant circumstances. If a report of possible student discrimination has been made by an individual (e.g., an uninvolved witness) who is not a person who would qualify as an actual, aggrieved party in interest to the alleged discrimination, then an option for informal resolution of the report may include a commitment by the District to attempt to contact the actual party in interest regarding the report and the available options for addressing the relevant circumstances.

## C. FORMAL DISCRIMINATION COMPLAINT PROCEDURES

1. **Filing a Complaint.** A complaint arising under the state or federal laws identified in this rule, or under the Board's equal educational opportunities and student nondiscrimination policy, may be filed as provided in Board Policy 413/513. In addition, it is always sufficient to file a written complaint that concerns possible student discrimination directly with the office of the Special Education Director, who serves as a District-designated nondiscrimination coordinator for student matters. The same employee is also a District-designated coordinator for purposes of Title IX, Section 504, the Americans with Disabilities Act, and the Age Discrimination Act. The contact information for the student nondiscrimination coordinator (also referred to below as the "Compliance Officer") is as follows:

Special Education Director and Student Nondiscrimination Coordinator  
Waunakee Community School District  
905 Bethel Circle Waunakee, WI 53597  
608-849-2000  
tiffanyloken@waunakee.k12.wi.us

A District form that can be used to submit a complaint of student discrimination is available at <https://www.waunakee.k12.wi.us/board/policies> and can also be obtained upon request from the main administrative office in any District school.

2. **Formal Processing and Investigation of a Complaint under these Procedures to be Based on a Written Statement.** Although a complaint may initially be made orally, the formal complaint procedures listed below shall be initiated based on a written statement of the complaint that documents the relevant claims/allegations. The written statement may be a statement that was submitted by a complainant (or a complainant's legally-authorized representative, such as a parent) or a statement that is prepared by a District-designated nondiscrimination coordinator or a designee that documents an oral complaint. If necessary, the written statement may be amended during the process, or the District may otherwise inform the parties of any clarifications of or changes to the claims or allegations under investigation.

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As needed, the Compliance Officer or a designee may, without bias or favoritism and without serving as an advocate, seek confirmation of what is being alleged or request additional details or clarifications.

3. **Initial Processing and Investigation.** Upon receiving or documenting a written statement of the complaint, the Compliance Officer shall initially issue an acknowledgement of receipt, determine whether the issues presented are properly amenable to resolution through the student discrimination complaint procedures, and, if so, undertake or arrange for an investigation of the issues raised by the complaint.
  - a. The Compliance Officer or a designee shall provide the person making the complaint with a written acknowledgement of receipt within 21 days of receiving or documenting the written statement of the complaint.
  - b. If the Compliance Officer determines, after obtaining the approval of the District Administrator, that the complaint (or a portion thereof) does not present an issue that can be addressed through this complaint procedure, then the District may re-direct the complaint to another internal procedure, to the extent applicable. Within ten (10) days of receiving notice of any decision that the complaint (or a portion thereof) is not amenable to an investigation and/or determination on the merits through these procedures (including a District-initiated dismissal of the complaint for a lawful reason), the complainant may request that the District Administrator reconsider that determination. Upon receiving any adverse response to the request for reconsideration that constitutes a final determination, the complainant may appeal the determination to the Department of Public Instruction within thirty (30) days, as further identified below.
  - c. Any investigation shall be conducted by a person who the District determines is not identified within the complaint as a party who is allegedly responsible for, or who was directly involved in, the underlying issue or incident(s).
  - d. In all cases that proceed to an investigation stage, either the Compliance Officer or an assigned investigator shall speak or correspond personally with the complainant in order to provide an opportunity for the complainant to provide such information and evidence as the complainant wishes to present. Prior to reaching a determination pursuant to an investigation conducted under these procedures that any known alleged responsible party personally engaged in discrimination, violated District policies or rules, or committed other misconduct related to the allegations, the investigator shall make reasonable efforts to provide such individual respondent(s) with an equivalent opportunity. This paragraph does not prohibit additional investigative interviews of the parties or other persons.
4. **Determination after an Investigation.** Following an investigation, either the investigator, the Compliance Officer, the District Administrator, or a separate designee approved by the District Administrator or School Board shall issue the initial administrative determination of the complaint and, in a manner consistent with applicable student records laws, issue a written determination to the complainant and any other appropriate parties indicating the extent to which the complaint was or was not substantiated and including such other information as may be appropriate under the

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circumstances. Depending on factors such as the authority of the person assigned to make the initial determination of the complaint, the specific nature of the allegations, and the application of confidentiality laws, a determination that any allegation of discrimination, retaliation, or other misconduct or violation has been substantiated (in whole or in part) may or may not identify specific remedies for the aggrieved party, disciplinary sanctions, or other consequences (or recommendations for such actions). For example, it may be necessary or appropriate in some cases for the determination to include the conclusion that a person responsible for substantiated discrimination or any other misconduct or violation shall be referred to appropriate District officials for follow-up decisions based on the determination.

5. **Requests for Reconsideration, Final District Action, and Appeals to DPI.** If any actual party to the complaint is dissatisfied with the initial administrative determination of the complaint, he/she may file a request within ten (10) days of receipt of the determination asking the District Administrator to review the file and reconsider the determination.
  - a. If a party requests reconsideration, he/she shall identify the basis for the request with reasonable specificity. Subject to the overall time limitations described below, the District Administrator shall issue a decision on reconsideration within thirty (30) days of the District Administrator's receipt of the request. At the District's discretion, additional fact-finding may occur at this stage.
  - b. To the extent an actual party in interest to a complaint is notified of any specific remedies, sanctions, or consequences as part of the written determination received by that party, only the intended beneficiary of a remedy (or such person's representative) may request reconsideration through these procedures of the specific remedies applicable to that party. Similarly, only the person on whom a sanction or other consequence has been imposed (or such person's representative) may request reconsideration through these procedures that is based on a direct challenge to the specific type or severity of the sanction(s)/consequence(s).
  - c. A decision on reconsideration is a final District determination of the complaint. The decision will include appropriate information about a complainant's right under Chapter PI 9 to appeal an adverse determination to DPI.
    - i. Appeals to DPI may be mailed to the Department of Public Instruction, Pupil Nondiscrimination Program, P.O. Box 7841, Madison, WI 53707.
    - ii. Any appeal to DPI must be filed within thirty (30) days of the date of the school District's final action on the complaint.
6. **Timelines and Extensions.** Generally, the initial administrative determination following an investigation will be reported to the complainant and to other appropriate parties within approximately sixty (60) calendar days of the District's receipt of the complaint, and any decision on reconsideration will normally be issued within ninety (90) calendar days of the District's receipt of the complaint.

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- a. The administrator who is managing the complaint process is encouraged to keep the actual parties of interest to the complaint (including any alleged victim/target or any alleged responsible party) apprised of the status of the complaint.
- b. The District and the parties involved may mutually agree to a further extension of the overall 90-day time period. If mutual agreement to extend the time period cannot be obtained and good cause for an extension exists, the District may contact DPI and request express permission to unilaterally extend the overall 90-day time period.
- c. A party may request a reasonable extension of a deadline that is applicable to the parties under these procedures, and the District may approve such requests, in whole or in part, upon a determination that there is good cause for the request and that extending the deadline will not be unduly prejudicial to the District or to the parties. The District does not have authority to extend regulatory deadlines for initiating an appeal to DPI.

## **D. DEADLINE FOR THE INITIAL FILING OF A COMPLAINT**

There is no absolute deadline for the initial filing of a complaint under these procedures. The District always has an interest in being made aware of potential concerns with student discrimination and other student issues permitted to be raised through these complaint procedures. However, a person with a complaint or concern involving a student matter is encouraged to notify the District of the issue or to file a formal complaint as soon as reasonably possible after the occurrence of the relevant events. Any gap in filing or otherwise pursuing a complaint or concern can affect the extent to which it is practical to investigate the matter, and a delay may also limit the range of possible remedies and resolutions that are reasonably available. Notwithstanding the lack of a single, fixed deadline, the District Administrator shall have authority to determine that any complaint that is filed more than 300 days after the occurrence of the incident in question, or after the last occurrence of an ongoing/recurring incident of alleged discrimination, will not be processed through these procedures for lack of timeliness (although the District Administrator may follow-up on the issues presented through other means if appropriate). A decision that the complaint is untimely (or any other dismissal of a complaint prior to issuing the determination identified in Section C-4 above—such as dismissal for egregious abuse of process) is subject to the reconsideration and appeal steps identified in Section C-3(b) above.

Complainants should also be aware that courts and external agencies may have specific filing or notice deadlines that are tied to the date of the alleged violation, rather than the date that a party initiates or completes any District-established complaint process.

## **E. SPECIAL PROCEDURE FOR COMPLAINTS INVOLVING THE DESIGNATED FILING OFFICER**

In the event that a complaint to be filed under these procedures concerns the actions of or decisions made directly by the filing officer designated in Section C-1 of the above-listed procedures, the complainant may instead file the complaint in writing at the District's main administrative office, directed to the attention of the District Administrator, who shall adjust the roles performed in the process so that the filing officer is neither managing, investigating, nor determining the District's administrative response to the complaint.

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## **F. SPECIAL PROCEDURE FOR COMPLAINTS INVOLVING THE DISTRICT ADMINISTRATOR**

In the event that a complaint to be filed under these procedures concerns the actions of or decisions made directly by the District Administrator, the complainant may file the complaint in writing at the District's main administrative office, directed to the attention of the Board President, who shall work with District legal counsel in order to process the complaint. If the Board President and District legal counsel determine that the District Administrator may not be sufficiently impartial, or that it is in the best interests of the District to avoid the appearance of any such partiality, then the Board President, with notice to the other members of the Board, shall designate District legal counsel or another non-employee investigator as the complaint manager for purposes of processing and investigating the complaint up to the point of reaching and issuing a resolution on the complaint. After completion of the investigation in such a case, the Board shall meet and assess the findings and outcome of the investigation, make and issue the resolution of the complaint, and perform the role of the District Administrator in [*steps 4 through 5 in Section C*], above.

## **G. SPECIAL PROCEDURES FOR COMPLAINTS WHERE A PROPOSED ADMINISTRATIVE RESOLUTION REQUIRES A CHANGE IN BOARD POLICY OR INVOLVES THE PAYMENT OF DISTRICT FUNDS**

In the event that the District determines at any stage of processing the complaint that the most appropriate resolution of a complaint requires either a change in Board policy or any payment of District funds to a complainant or other aggrieved person, the District Administrator shall present the complaint, the investigative findings, and the proposed resolution to the Board. The Board shall then determine and issue the resolution that is required in [*Section C-4*] of the procedures listed above. To the extent the Board issues the resolution required in [*Section C-4*], the Board shall respond to any request for reconsideration of that resolution that may be submitted under [*Section C-5*].

## **H. VOLUNTARY WITHDRAWAL OF A COMPLAINT**

Where the complainant voluntarily withdraws a complaint due to a satisfactory resolution of the issues, mootness, or any other reason, the District is not required to continue to process the complaint. However, in certain circumstances, the District may choose to continue to follow-up on issues or concerns identified in the withdrawn complaint through other means or processes.

## **I. FILING COMPLAINTS WITH THE OFFICE FOR CIVIL RIGHTS OF THE U.S. DEPARTMENT OF EDUCATION AND OTHER EXTERNAL AGENCIES OR THE COURTS**

Nothing within these locally-established complaint resolution procedures shall preclude individuals from filing a discrimination complaint or request for enforcement directly with the U.S. Department of Education's Office of Civil Rights ("OCR"), as authorized by federal law. Such complaints may be filed with OCR as further described on the U.S. Department of Education's website. See <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. OCR complaints originating in Wisconsin are generally processed by OCR's regional office located in Chicago.

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*Office for Civil Rights*  
**Chicago Office**  
*U.S. Department of Education*  
*John C. Kluczynski Federal Building*  
*230 S. Dearborn Street, 37th Floor*  
*Chicago, IL 60604*

*Telephone: (312) 730-1560*  
*Facsimile: (312) 730-1576; TDD: 800-877-8339*  
*Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov) }*

A complaint or suit may also be filed with another external governmental agency or court. Such agencies and courts independently determine the timeliness of a complaint or suit and the extent to which any given complaint or suit falls within their realm of authority. Such actions may be taken in lieu of or in addition to filing a complaint under the District's local procedures.

## **J. CONFIDENTIALITY**

Complainants who have specific concerns about confidentiality in connection with a complaint should arrange to discuss those concerns at the time they file their complaint.

The District cannot assure complainants or other aggrieved parties or alleged victims that a complaint can be processed without disclosing the identity of persons involved in the events/issues to the extent reasonably necessary to investigate and process the complaint. For example, in most cases, it is not possible to fully process and investigate a complaint without revealing the identity of the person(s) who has filed the complaint to individuals being questioned about the issues/events identified in the complaint.

All complainants are given further notice by this section that, in some situations, the allegations of a complaint will compel an investigation or other follow-up activity by the District in a manner that necessitates the direct or indirect disclosure of the identity of a complainant against his/her wishes, even when the complainant seeks to "withdraw" the complaint.

At the same time, it would be wholly inappropriate for District employees who may be involved in the complaint resolution process to violate lawful confidentiality directives or any applicable confidentiality requirements established in state or federal law, such as by inappropriately disclosing information from student records when no lawful exception to confidentiality applies. District policy also prohibits District employees, other agents of the District, and students who are involved in the complaint resolution process from engaging in acts of harassment or retaliation against any aggrieved party, complainant, or other person involved in the complaint resolution process. Any violations of the District's conduct expectations related to the complaint resolution process subject the violator to appropriate disciplinary action.

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The District will also carefully assess its legal obligations under the public records law before the District would disclose any sensitive and personally-identifiable complaint-related information in response to a request for records.

An example of a complaint that may be able to be processed without regard to the identity of the complainant is a complaint that raises a question as to the legality of a District-wide or school-wide policy or practice of general applicability that affects many students, and that can be adequately assessed without reference to any particular student, family, or incident.

## **K. SEPARATE COMPLAINT PROCEDURE – SPECIAL EDUCATION**

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's Special Education Handbook, or as outlined in the District's Section 504 Handbook, as may be applicable.

## **L. Standard Behavior Reporting Procedures**

District staff are expected to inform the appropriate administrator or the District's nondiscrimination coordinator for student matters as soon as they are aware of a concern.

Upon receiving a report, the District will promptly and thoroughly investigate the matter. The investigation will be conducted by designated administrators and will include interviews with the complainant, the alleged perpetrator, and any witnesses. If the District receives a report of harassment, the District will make an initial assessment of whether the allegations being made, if true, would constitute a violation of Policy 411 or 411.1. If the District determines that the allegations, even if true, are not a violation of District policy, or state or federal law, the District will determine whether additional investigation is reasonably likely to generate additional information supporting the charge being made, and will proceed accordingly. The purpose of this procedure is not to disqualify complaints but, instead, is meant to encourage meaningful reporting of usable information and assist corrective and responsive actions to maintain a safe and positive environment in the school community.

At the conclusion of this process, the appropriate administrator will communicate to the reporter and/or victims the general outcome in writing or email consistent with protecting the rights of all parties.

**Cross References:** WASB PRG 411 Sample Rule 3

**Adoption Date:** March 1994

**Revised:** September 1995

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April 1999  
March 2002  
February 2019  
September 2024  
XXXX, 2025

# STUDENT HARASSMENT BASED ON A LEGALLY-PROTECTED STATUS

## Policy 411.1

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This policy addresses prohibited harassment of students that is based on, or that occurs because of, a student's legally-protected status, including harassment that is based on a student's sex (including any non-conformance with sex-based or gender-based stereotypes), 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. The District prohibits and will intervene to respond to reports, complaints, or other sufficient notice of any such harassment not only because of the District's legal obligations, but also because such conduct is detrimental to the educational environment and to the well-being of students. This policy further addresses preventative education and instructional practices involving speech that creates an environment that is intimidating, hostile or offensive and related to harassment so that the District fosters a positive educational environment. Harassment normalizes discrimination by making prejudiced views seem acceptable. It harms relationships, unity, civil discourse and creates an intimidating, hostile and offensive environment. Clear standards, education, and fostering respectful norms are essential to protect individual dignity while supporting critical thinking and free expression.

### **Defining and Identifying Harassment Based on a Legally-Protected Status**

Although different state and federal laws establish different standards to define conduct that does (or does not) constitute prohibited student harassment, prohibited harassment under this policy generally includes behavior (or any course of conduct) affecting one or more students that is based, in whole or in part, on a legally-protected status or classification and that:

1. Substantially interferes with a student's school performance;
2. Substantially interferes with a student's ability to participate in or benefit from any District activity or program; or
3. Creates an intimidating, hostile, or offensive environment within any District school, activity, or program.

As defined and prohibited under the federal Title IX regulations (see [34 C.F.R. §106.30](#)), sexual harassment of a student also expressly includes conduct on the basis of sex within a District program or activity that either (1) involves a District employee conditioning the provision of an aid, benefit, or service of the District on a student's participation in unwelcome sexual conduct; (2) is unwelcome and sufficiently severe, pervasive, and objectively offensive so as to effectively deny a student equal access to an education program or activity; **or** (3) constitutes sexual assault, stalking, dating violence, or domestic violence as those terms are further defined under the Title IX regulations.

In addition:

- The person responsible for the prohibited harassment may be another student, a District employee, a non-employee acting as an agent or contractor of the District, or another person who is present in, or who engages in conduct that sufficiently impacts, the educational environment or the applicable District program or activity.
- A student can be a victim of and adversely affected by harassing conduct even when he/she is not the direct target of the harassment.

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- Harassment is defined primarily by the characteristics and effects of the behavior, and such considerations can outweigh any asserted lack of specific intent to harass. The effects of the relevant conduct are normally evaluated from the perspective of a reasonable person in the position of the student victim.

Persons who engage in prohibited harassment in violation of this policy or in violation of the immediately preceding paragraph are subject to District-imposed discipline or other sanctions, and the District may provide victims of harassment with appropriate accommodations, other remedies or support.

Finally, conduct may occur (or be reported or alleged) that would constitute prohibited harassment under this policy except that the conduct lacked a sufficient connection to a District program or activity or otherwise occurred outside the scope of the District's rule-making, investigatory, or disciplinary authority. In such a situation, the District may still work with the victim (or alleged victim) to provide interventions or supports that address any school-connected consequences that relate to the conduct (or alleged conduct).

### **Examples of Prohibited Conduct**

Some examples of prohibited conduct that could constitute unlawful harassment or directly contribute to the creation of an unlawful intimidating, hostile, or offensive educational environment under this policy include any of the following:

- Multiple, repeated, or severe verbal or written (including electronic) comments or gestures that insult, degrade, or stereotype a student or group of students because of any legally-protected status or classification. This might include the use of slurs, epithets, name calling, ridicule, mockery, insults, or put-downs.
- Conduct or communications that endanger a student's health, safety, or property, such as an assault, a threat, or attempted intimidation, that occurs because of a person's legally-protected status.
- Posting, displaying, or circulating any written or graphic materials, sound or video recordings, or any electronic or other materials, symbols, or objects that attack, mock, belittle, or show hostility toward a student or group of students based on a legally-protected status.

Additional examples of conduct that may constitute or directly contribute to a finding of unlawful sex-based harassment include, but are not limited to, the following: (1) unwelcome comments that are lewd or sexually-suggestive (including sexual innuendo or offensive language of a sexual nature); (2) unwelcome physical contact or other unwarranted intrusions within an individual's personal space that occur because of a person's sex; (3) persisting in romantic advances or making requests for romantic involvement after being informed that such attention is unwelcome; (4) the implicit or explicit making of any demands or any unwanted requests for sexual activity; (5) the display or distribution of sexually-explicit content that lacks a sufficiently legitimate purpose; or (6) any verbal, written, graphic, or physical conduct or communication that attacks, mocks, belittles, or shows hostility toward a student due to the student's sex, gender, sexual orientation, or lack of conformity to sex-based or gender-based stereotypes.

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## **Applicability of Nondiscrimination Policies; Reports and Complaints of Harassment**

Unlawful harassment that is based on a legally-protected status is a form of discrimination. As a result, Board Policy 413/513 (Nondiscrimination in District Programs, Activities and Operations) and Board Policy 411 (Student Nondiscrimination and Equal Educational Opportunities) apply in full to this policy. In addition, the District's expectations for employees to intervene and appropriately report their knowledge of incidents or allegations of prohibited discrimination (including unlawful harassment) to an appropriate administrator apply to incidents/allegations of student harassment that are known to an employee.

Any person may report a concern or allegation of prohibited student harassment that is based on a legally-protected status to any of the District's nondiscrimination and equal opportunity coordinators. The report or complaint may be submitted to a designated coordinator (1) in person (whether verbally or in writing), (2) by U.S. mail, (3) by telephone, or (4) by electronic mail. Other methods that result in the coordinator actually receiving the report or complaint are also acceptable. Board Policy 413/513 identifies and provides contact information for designated coordinators, including identifying the primary coordinator for any student discrimination matter. To this end, any individual who believes they have been subjected to harassment, or who witnesses or becomes aware of harassment, is encouraged to report the incident immediately to a school administrator, counselor, or any trusted staff member so that this is brought to the attention of the District's nondiscrimination and equal opportunity coordinators. Reports may be made orally or in writing. The District will provide reporting forms in multiple languages and accessible formats as needed.

The District will maintain confidentiality to the extent possible, consistent with the need to investigate and address the reported conduct, while protecting the rights of all parties.

Reports and complaints of possible student harassment under this policy will be processed and resolved as set forth in the rules and procedures adopted under Board Policy 413/513 and Board Policy 411.

## **Instructional Materials and Texts**

The District recognized there are educational materials or lessons that are used by the District, or its staff, in good faith that could be considered hostile, offensive or intimidating. As a matter of policy, the District will not allow students or staff to read aloud slurs related to a legally protected status that may appear in texts that we teach out loud. In addition to not reading the word aloud, staff members are expected to acknowledge to students that while this word/phrase exists in a particular text and may be seen as having artistic or literary value, or may be essential to understanding the prevailing culture at the time the piece was written, the words will not be read out loud or spoken in class. The staff member will explain why the words are not being used, referencing the reasons identified above. Staff members with questions/concerns about this position should review district guidance on sensitive topics and speak to building administrators and/or the Directors of Curriculum and Instruction for their grade span.

## **Prevention and Education**

A. The District will implement ongoing training and education programs for students, staff, and the community to promote understanding, respect, and inclusivity. These programs will address

# STUDENT HARASSMENT BASED ON A LEGALLY-PROTECTED STATUS

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the impact of harassment and language that can be intimidating, hostile or offensive to ensure a positive educational experience for all students.

B. The District will provide training in recognizing and responding to microaggressions, which are statements, actions or incidents regarded as manifesting unintentional or inchoate discrimination against protected classes of individuals.

C. The District will regularly review and update its anti-harassment policy and practices to ensure effectiveness and compliance with state and federal laws.

## Policy Dissemination

A. This policy will be distributed annually to students, staff, and parents/guardians through handbooks, newsletters, registration and/or enrollment materials, and the District website.

B. The District will display information about this policy and reporting procedures prominently in all school buildings.

## Compliance

This policy complies with all applicable federal and state laws, including Title VI, Title VII, and Title IX of the Civil Rights Act, the Americans with Disabilities Act, Section 504, and Wisconsin state statutes.

## Legal References:

### Wisconsin Statutes

[Section 118.13](#) [student nondiscrimination]

[Section 947.013](#) [harassment prohibited]

### Wisconsin Administrative Code

[PI 9](#) [student nondiscrimination; policy/procedure/notice required]

### Federal Laws

See the federal references for Policy 411-Student Nondiscrimination and Equal Educational Opportunity

## Cross References:

WASB PRG 411.1 Sample Policy 2

411, Student Nondiscrimination and Equal Educational Opportunity 411-Rule (1), Student Discrimination/Harassment Complaint Procedure

413/513, Nondiscrimination in District Programs, Activities and Operations 447.3, Student Suspension

447.4, Student Expulsion

447.5, Student Discipline Suspension/Expulsion of Students with Disabilities 454, Child Abuse and Neglect

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**Adoption Date:** September 2024

**Revised Date:** XXXX, 2025

# STUDENT NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES

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~~(This sample student nondiscrimination policy is appropriate only for a district that has adopted either PRG 113 Sample Policy 1 or PRG 113 Sample Policy 2 (or a locally-numbered equivalent) because this sample incorporates certain provisions from policy 113 by reference (rather than repeating the provisions in their entirety). **IMPORTANT:** A district using this sample would also need to adopt a student discrimination complaint procedure. PRG 411 Sample Rule 3 is a complaint procedure that was drafted to coordinate with this sample policy. In addition, a district adopting this policy should strongly consider adopting PRG 411.1 Sample Policy 2 (or 411.1 Sample Policy 1) as a supporting policy that further defines and addresses unlawful harassment based on any legally-protected status as one form of prohibited discrimination.)~~

The right of students to be admitted to school and to participate fully in curricular, co-curricular, recreational, student services, or other programs or activities shall not be unlawfully abridged or impaired because of a student's sex ~~if desired, insert as an interpretive clarification: "(including any non-conformance with conformity to sex-based or gender-based stereotypes)";~~ sexual orientation, race, color, national origin, ancestry, religion, creed, age, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Accordingly, the School Board prohibits all forms of unlawful discrimination against students, regardless of the legally-protected status or classification that serves as the basis for any prohibited discriminatory conduct, policy, or practice. When based upon a legally-protected status or classification, examples of unlawful and discriminatory acts can include:

1. The denial of admission to any public school;
2. The denial of participation in, equal access to, or the benefits of any curricular, extracurricular, student services, recreational, or other program/activity, including the District's career and technical education opportunities;
3. The discriminatory and inequitable provision of resources among comparable curricular or extracurricular programs; or
4. Any action, policy, or practice, including segregation, bias, stereotyping, or student harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons, or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on a legally-protected classification or characteristic.

As further required by the Board's policies and/or applicable law:

- The District shall provide all appropriate and legally-required accommodations, educational services, and/or programs for students who have been identified as having a qualifying disability, regardless of the nature or severity of the disability and regardless of whether the student qualifies for the District's special education program. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.
- Among other accommodations for a student's religious beliefs that may be required under state or federal law, the District shall provide for the reasonable accommodation of a

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# STUDENT NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES

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student's sincerely held religious beliefs with regard to examinations and other academic requirements. If any such need is not adequately resolved by the application of regular classroom procedures, a student or the student's parent/guardian may submit a written (including via email) request for such an accommodation to the principal of the student's school. Access to and disclosure of such requests is limited as provided under the District's student records policies. The school principal or his/her designee shall approve or deny each such request. Potential accommodations may include, but are not necessarily limited to, being excused from participation in an activity, alternative assignments, release time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodation granted under this paragraph shall be provided to the student without prejudicial effect. ***{Editor's Note: Some districts choose to address the accommodation of students' religious beliefs in a separate policy, while often still directing that any complaints regarding an alleged failure to accommodate are to be filed and processed under the district's general student discrimination complaint procedures. See PI 41.04(1)(d) of the Wisconsin Administrative Code.}***

- Children of homeless individuals and unaccompanied youth (youth not in the custody of a parent or guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as those provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

This policy shall not be interpreted to prohibit the District from (1) providing special programs or services based on student need, such as gifted and talented programming, special education, school-age parents, bilingual-bicultural programs or services, at risk or alternative programs, and other special programs or services; or (2) placing a student in a school, program, class, or activity based on objective standards of individual need or performance.

Complaints alleging a violation of any aspect of this policy may be filed and shall be processed in accordance with the District's student discrimination complaint procedures, as adopted in connection with ~~Board Policy 113413/513~~ and this policy. ***{Editor's Note: Every time that "Board Policy 113" appears as a cross reference within this sample, a district should modify the cross reference, if necessary, to correspond to the locally numbered equivalent of PRG 113 Sample Policy 1 or PRG 113 Sample Policy 2, as actually adopted in the district.}*** The Special Education Director ~~(insert the appropriate position title or other appropriate descriptor)~~ is authorized to receive any student discrimination complaint, including any complaint arising under Chapter PI 9 (student nondiscrimination under state law) or Chapter PI 41 (accommodation of students' religious beliefs) of the Wisconsin Administrative Code. ***{Editor's Note: Ensure that the staff position title inserted in the previous sentence is accurate and consistent with the nondiscrimination coordinator designations made in any other policies, including especially the local equivalent to the PRG 113 policy samples.}***

Any person who is determined to be responsible for any form of unlawful discrimination, any act of prohibited retaliation, or other violation of a District nondiscrimination policy, including this policy, is subject to appropriate disciplinary action and/or other appropriate consequences that are within the District's lawful authority.

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**Policy Provisions Incorporated by Reference.** The following provisions of ~~Board Policy~~ ~~413/513~~, which addresses the District's commitment to nondiscrimination across all aspects of the District's programs, activities, and operations, are applicable to this student-focused policy and are incorporated by reference:

- The designation of nondiscrimination coordinators, including the District's Title IX Coordinator(s). ~~Board Policy 413/513, 413~~ provides the direct contact information for the District's nondiscrimination coordinators.
- ~~Notice that the prohibitions against sex discrimination established by Title IX of the federal Education Amendments of 1972 ("Title IX") and by the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations") apply to the District. Title IX protects students, employees, and others from various forms of prohibited sex discrimination.~~
- Procedures under which any person (including a person who is not claiming to have been personally harmed/victimized by the alleged conduct or challenged policy) may report information about or, if eligible, submit a complaint alleging possible prohibited discrimination or prohibited retaliation. ~~This includes procedures and conditions under which an individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX "complainant") may file a "formal complaint" of "sexual harassment," as those terms are defined in federal regulations for purposes of Title IX.~~
- ~~Notice that the prohibitions against sex discrimination established by Title IX of the federal Education Amendments of 1972 ("Title IX") and by the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations") apply to the District. Title IX protects students, employees, and others from various forms of prohibited sex discrimination.~~
- The prohibition that no official, employee, or agent of the District or any other person (including a student) may intimidate, threaten, coerce, or unlawfully discriminate against any individual (1) for the purpose of interfering with any right or privilege secured by any nondiscrimination statute or related regulation, or (2) because the individual has made a report or complaint, or testified, assisted, participated, or exercised a ~~protected~~ legal right ~~if any such right is applicable~~ to refuse to participate in any manner in an investigation or proceeding conducted under any District nondiscrimination policy.
- The limitations on the extent to which the District can provide or assure confidentiality, but also the commitment to observe any specific confidentiality requirements established by state or federal law.
- The prohibition against bad faith conduct and abuse of process in connection with any report or complaint of possible discrimination or retaliation.

***{Editor's Note: One or more of the sections below this note may be deleted if the district prefers to shorten the policy. However, the remaining sections of this sample cover legal rights or legal obligations that will exist regardless of whether they are expressly addressed in this policy.}***

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**External Complaints and Proceedings.** By following the procedures and timelines established by the applicable non-District entity, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education's Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction. Each such external entity independently determines whether a given complaint falls within the entity's scope of authority.

**Notices and Published Nondiscrimination Statements.** The District Administrator and the District's designated nondiscrimination coordinators shall ensure that notice of this policy and its accompanying complaint procedures is published at the beginning of each school year as a Class 1 legal notice. In addition:

1. A student nondiscrimination statement shall be included in the District's student and employee handbooks, course selection handbooks, and other published materials distributed to the public describing school activities and opportunities;
2. The District's student nondiscrimination complaint procedure shall be included in the District's student and employee handbooks; and
3. The District shall also provide the notices required under applicable federal nondiscrimination laws that apply to students (e.g., Title IX, Section 504, etc.).

**Evaluation and Reports.** The District Administrator and the District's designated nondiscrimination coordinators shall ensure that the District annually prepares a summary compliance report regarding student nondiscrimination and that the District completes an evaluation of the status of nondiscrimination and equality of educational opportunity in the District at least once every five years, as further specified under the regulations of the Department of Public Instruction.

### Legal References:

#### Wisconsin Statutes

[Section 118.13](#) [student nondiscrimination; policy/procedures required]

#### Wisconsin Administrative Code

[PI 9](#) [student nondiscrimination; policy/procedure/notice required]

[PI 41](#) [accommodating student religious beliefs; policy required]

#### Federal Laws

[20 U.S.C. §1681 et seq.](#) [Title IX of the Education Amendments of 1972, as amended, prohibiting sex discrimination in federally-supported educational programs; implementing regulations at [34 C.F.R. Part 106](#)]

[20 U.S.C. §6312\(e\)\(3\)\(D\)](#) [nondiscrimination in admission on the basis of surname or language-minority status]

[29 U.S.C. §794 et seq.](#) [Section 504 of the Rehabilitation Act of 1973, as amended, prohibiting discrimination based on a qualifying disability; implementing regulations at [34 C.F.R. Part 104](#) and [28 C.F.R. Part 42, Subpart G](#)]

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- [42 U.S.C. §12131 et seq.](#) [The Americans with Disabilities Act, Title II, as amended, nondiscrimination based on disability by state and local governments; implementing regulations at [28 C.F.R. Part 35](#)]
- [42 U.S.C. §6101 et seq.](#) [Age Discrimination Act of 1975, as amended, prohibiting age discrimination, with relevant exceptions, in programs or activities receiving Federal financial assistance]
- [42 U.S.C. §2000c et seq.](#) [Title IV of the Civil Rights Act of 1964, as amended, prohibiting certain equal protection violations relating to the assignment of students to public schools and within such schools based on sex, religion, race, color, or national origin]
- [42 U.S.C. §2000d et seq.](#) [Title VI of the Civil Rights Act of 1964, as amended, prohibiting discrimination on the basis of race, color, or national origin in any program or activity that receives federal funds; implementing regulations at [28 C.F.R. Part 42, Subpart C](#)]
- [42 U.S.C. §11431 et seq.](#) [the McKinney-Vento Homeless Assistance Act; equal access for homeless students; required policies to remove barriers]
- [34 C.F.R. Part 100, App. B](#) [this appendix requires school districts to provide a notice that all vocational opportunities will be offered without regard to race, color, national origin, sex, or disability]

#### Cross References:

[WASB PRG 411 Sample Policy 3](#)  
[342.1, Programs for Students with Disabilities](#)  
[411-Rule \(1\), Student Discrimination/Harassment Complaint Procedures](#)  
[411.1, Student Harassment](#)  
[413/513, Nondiscrimination in District Programs, Activities and Operations](#)  
[512, Sexual Harassment](#)  
[Special Education Handbook](#)  
[insert appropriate cross references to the policy as applicable to your district.]

**Adoption Date:** March 1994

**Revised:** September 1995  
March 2002  
May 2005  
May 2016  
September 2024

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# STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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~~{This sample rule provides that the district administrator will make the district's final decisions in response to most student discrimination complaints, except in limited cases, such as where the district administrator is the individual accused of discrimination or where the district administrator determines that the most appropriate resolution of a complaint requires a change in board policy. This sample rule also expressly addresses expectations of confidentiality in the complaint resolution process, establishes a flexible but enforceable deadline for the initial filing of a formal complaint, and addresses voluntary withdrawal of a complaint. The specific position titles, addresses, phone numbers, and email addresses included in this sample should be regularly reviewed and updated as needed. This sample rule does not address the dissemination of nondiscrimination statements/information, program reports, program evaluation, or recordkeeping related to complaints. The sample assumes those issues are either addressed in a different policy/resource or that the district at least understands that there are legal obligations related to those issues that will exist whether or not the topics are expressly addressed in a local policy or rule/procedure.}~~

If any person believes that the ~~{insert the official name of the school district}~~ Waunakee Community School District has inadequately complied with section 118.13 of the state statutes and the statute's implementing regulations or any of the federal nondiscrimination laws (including but not limited to Title VI, Title IX, Section 504, and Title II of the Americans with Disabilities Act), or if any person believes that a student has in some other way been unlawfully discriminated against on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, age, pregnancy, parental or marital status, any physical, learning, mental or emotional disability, or any other legally-protected status or classification, then the person may attempt to resolve ~~their~~ his/her complaint or concern by reporting the relevant information to an appropriate District official and/or, to the extent eligible, by submitting a complaint that serves to initiate using either, or both of (1) the District's informal dispute resolution options, if available; or (2) the District's formal complaint procedures, as established in this Rule. As further explained below, the District may redirect certain complaints to be processed under different procedures.

The complaint procedures defined below may also be used to address other types of student-related complaints and other types of non-student-related discrimination complaints to the extent authorized or directed by any Board policy or District rule/procedure. However, an appeal to the Department of Public Instruction (DPI) may not always be available when the complaint procedures are used for such other purposes.

Any person participating in the resolution of a report or complaint of possible prohibited discrimination who has concerns about safety, the availability and maintenance of an appropriate school-related environment, or retaliation should discuss those concerns with a District-designated nondiscrimination coordinator as early as possible in the process. Such concerns may be raised even prior to initiating the complaint procedure.

When a District nondiscrimination coordinator or an authorized designee is notified of any report or complaint of alleged discrimination under these procedures (including a report or complaint of retaliation prohibited by a nondiscrimination law and/or District policy), the District shall consider (and any person involved in the matter may affirmatively request consideration of) any

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# STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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interim measures that should be taken while the report or complaint is being resolved. Such interim measures may include, for example, safety planning or other steps that might be taken to protect any person and to ensure equal access to the District's education programs and activities.<sup>1</sup>

Within these procedures, a report to an appropriate District official of conduct that reasonably may constitute prohibited student discrimination (or retaliation) will be treated as a "complaint" when an eligible person has made an oral or written request to an appropriate District official that objectively can be understood as a request for the District to investigate and make a determination about the alleged discrimination or retaliation. The procedures below further address the filing **and processing** of complaints. **(Note: The District requires an oral complaint to be documented in writing as a condition of starting a formal investigation and determination of the allegations under these complaint procedures.) (Editor's Note: The definition of a "complaint" used in this paragraph is borrowed from the 2024 Title IX regulations and generalizes the application of that Title IX definition to all types of student discrimination complaints.)**

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**It is also permissible to report a concern about possible discrimination to an appropriate District official that is not intended as a "complaint," but that is intended (1) to notify appropriate District officials of information about possible student discrimination, (2) to seek assistance related to possible discrimination for one or more persons, and/or (3) to request that the District consider a particular change or other response to the concern. The District's expectation is that, upon receiving any such report, the District's designated nondiscrimination coordinators and other administrative officials will appropriately respond to the report, with the goals of preventing, identifying, and preventing the recurrence of any prohibited discrimination.**

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## **A. COORDINATION WITH THE DISTRICT'S TITLE IX GRIEVANCE PROCESS FOR ALLEGATIONS OF TITLE IX SEXUAL HARASSMENT PROCEDURES**

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**(Editor's Note: Some districts may elect to exclude this section, particularly if the district's Title IX policies and grievance procedures process already address the relevant coordination issues. However, there is likely some benefit to the repetition and clarification of those coordination issues in these procedures.)**

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**As required by the federal Title IX regulations, the District will use its separately-adopted Title IX "grievance process" to address "formal complaints" of "sexual harassment," as those terms are defined in the federal regulations (see 34 C.F.R. §106.30). The District's Title IX grievance process is documented in ~~"113-Rule 1"~~ **413/513 Rule 1**, and it is available on the District's website. Regarding the Title IX grievance process:**

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- 1. If a complaint or other report of possible sex-based harassment could have been pursued as a formal complaint of Title IX sexual harassment under the District's Title IX grievance process but the complaining party elects not to do so, then the District is not under any automatic obligation to process the report of sex-based harassment using the**

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<sup>1</sup> Note that your draft of 411 Rule include language addressing disciplinary consequences at this point of the policy. I noted in my earlier comments that such language is more appropriate in policy 411 and 411.1. I will note in those policies where consequences are addressed.

# STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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~~general nondiscrimination complaint procedures defined above. However, even if the District does not initiate the use of its Title IX grievance process or the general complaint procedures defined below, the District will still fulfill any applicable legal obligations to appropriately respond to the reported information.~~

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- ~~2. The District is not required to use the general nondiscrimination complaint procedures defined below to further address any report, complaint, allegation, or basis for a finding of potential misconduct or liability that reaches a determination or that is otherwise resolved through the separate Title IX grievance process. However, such determination or resolution may be subject to an appeal to DPI by the complainant as the District's determination of the complaint for purposes of Chapter PI 9.~~

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~~**{Editor's Note: Some districts may elect to exclude this section, particularly if the district's Title IX grievance procedures already address the relevant coordination issues. However, there is likely some benefit to including express language in this rule that attempts to harmonize the related policies and processes.}**~~ As required by the federal Title IX regulations, the District has adopted separate "grievance procedures" for the resolution of complaints, including student discrimination complaints, (1) that have been submitted by an eligible individual, and (2) that the District identifies as raising allegations that reasonably may constitute sex discrimination or retaliation prohibited under Title IX (i.e., a "Title IX complaint"). The District's Title IX grievance procedures are defined in ~~["113-Rule 1"]~~ and are available on the District's website at ~~[insert website location]~~.

The following apply to Title IX complaints:

- ~~1. Title IX complaints may be filed and will be processed using the District's Title IX grievance procedures (rather than by using the general student nondiscrimination complaint procedures defined below).~~
- ~~2. Title IX complaints are **not** subject to the informal resolution option described below within these procedures.~~
- ~~3. If a report or complaint of possible sex discrimination could have been pursued as a Title IX complaint under the District's Title IX grievance procedures but the complaining party elects not to do so or refuses to do so, then the District is not under any automatic obligation to further process the report or complaint of sex discrimination using the general complaint procedures defined below.~~
- ~~4. The District is not required to further address any report, complaint, allegation, or basis for a finding of potential misconduct or other liability that reaches a determination (including but not limited to a lawful dismissal) or that is otherwise resolved through the District's separate Title IX grievance procedures. However, such determination or resolution may be subject to an appeal to DPI by the complainant as the District's determination of the complaint for purposes of Chapter PI 9.~~

## **B. OPTIONS AND PROCEDURES FOR INFORMAL RESOLUTION**

# STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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The District strongly encourages, but does not require, the informal resolution of complaints and concerns regarding the implementation and monitoring of the laws, regulations, and local policies that facilitate the provision of equal educational opportunities and that prohibit discrimination against students.

To pursue informal means of resolving a complaint or concern, a person may initially contact either the appropriate school principal or the District's nondiscrimination coordinator for student matters, whose full position title and contact information is provided below in ~~Section C-1~~ of these procedures. **Reports may also be made via an online reporting tool if available.** If an individual initially contacts a school principal regarding informal resolution of a student discrimination matter, the school principal shall involve a District-designated nondiscrimination coordinator in determining the District's response.

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In contacting the District to initiate an informal process, it will be very helpful if the individual contacting the District expressly states (1) that they would like to explore informal means of reporting possible discrimination or addressing a complaint or concern prior to initiating a formal complaint; and (2) that their report, complaint, or concern involves a potential violation of particular laws or District policies.

Informal methods for attempting to resolve a complaint or concern may include the scheduling of meetings among relevant parties; meetings or communications mediated by an administrator or other individual selected by the District who was not directly involved in the issue; or, following a presentation and initial assessment of the issue(s), the offering of one or more options for changes to be made in the relevant circumstances. If a report of possible student discrimination has been made by an individual (e.g., an uninvolved witness) who is not a person who would qualify as an actual, aggrieved party in interest to the alleged discrimination, then an option for informal resolution of the report may include a commitment by the District to attempt to contact the actual party in interest regarding the report and the available options for addressing the relevant circumstances.

## C. FORMAL DISCRIMINATION COMPLAINT PROCEDURES

- ~~***Editor's Note: This paragraph assumes that the school district has adopted a policy that is substantively similar to PRG 113 Sample Policy 1 or 113 Sample Policy 2 that includes directions for filing discrimination and harassment complaints that would ultimately be processed under these complaint procedures. If that is not the case, then this paragraph will need to be further modified.***~~ **Filing a Complaint.** A complaint arising under the state or federal laws identified in this rule, or under the Board's equal educational opportunities and student nondiscrimination policy, may be filed as provided in Board Policy 413/513~~insert applicable local policy—e.g., "Board Policy 113"~~. In addition, it is always sufficient to file a written complaint that concerns possible student discrimination directly with the office of the ~~ensuring coordination with related district policies that also designate nondiscrimination coordinators, identify the appropriate administrator—e.g., "Director of Student Services";~~ Special Education Director, who serves as a District-designated nondiscrimination coordinator for student matters. ~~insert to the extent~~

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<sup>2</sup> This sentence added from second draft of hate speech rule.

# STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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~~*accurate in the district:*~~ "The same employee is also a District-designated coordinator for purposes of Title IX, Section 504, the Americans with Disabilities Act, and the Age Discrimination Act"~~1~~. The contact information for the student nondiscrimination coordinator (also referred to below as the "Compliance Officer") is as follows:

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Special Education Director and Student Nondiscrimination Coordinator  
Waunakee Community School District  
905 Bethel Circle Waunakee, WI 53597  
608-849-2000

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tiffanyloken@waunakee.k12.wi.us ~~[REGULAR POSITION TITLE]~~ and Student Nondiscrimination Coordinator  
{SCHOOL-DISTRICT}  
{PHYSICAL OFFICE ADDRESS}  
{OFFICE MAILING ADDRESS, only if different}  
{OFFICE TELEPHONE}  
{DISTRICT ISSUED EMAIL ADDRESS}

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~~[Insert if desired and accurate: "Written complaints are strongly preferred to help avoid ambiguity and miscommunication."]~~ ~~[Insert if desired and accurate: "A District form that can be used to submit a complaint of student discrimination is available at <https://www.waunakee.k12.wi.us/board/policies> ~~[insert website location]~~ and can also be obtained upon request from the main administrative office in any District school."]~~

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- 2. Formal Processing and Investigation of a Complaint under these Procedures to be Based on a Written Statement.** Although a complaint may initially be made orally, the formal complaint procedures listed below shall be initiated based on a written statement of the complaint that documents the relevant claims/allegations. The written statement may be a statement that was submitted by a complainant (or a complainant's legally-authorized representative, such as a parent) or a statement that is prepared by a District-designated nondiscrimination coordinator or a designee that documents an oral complaint. If necessary, the written statement may be amended during the process, or the District may otherwise inform the parties of any clarifications of or changes to the claims or allegations under investigation.

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~~[Insert as a clarification if desired: "As needed, the Compliance Officer or a designee shall may, without bias or favoritism and without serving as an advocate, seek confirmation of what is being alleged or request additional details or clarifications. Applicable documentation of the complaint may be created/updated as needed. This provision does not preclude the possibility of later changes to the scope of the allegations covered by a complaint."~~

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- 3. Initial Processing and Investigation.** Upon receiving such a complaint or documenting a written statement of the complaint, the Compliance Officer shall initially issue an acknowledgement of receipt, determine whether the issues presented are properly amenable to resolution through the student discrimination complaint procedures, and, if so, undertake or arrange for an investigation of the issues raised by the complaint.

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# STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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- a. ~~The Compliance Officer or a designee shall provide the person making the complaint with a written acknowledgement of receipt within insert number of days — e.g., "10" or "15" business 21 days of receiving or documenting the written statement of the complaint. Receipt of the complaint shall be acknowledged on or before 21 days of the District's receipt of the complaint.~~
  - b. If the Compliance Officer determines ~~insert if desired: ",~~ after obtaining the approval of the District Administrator, ~~;~~ that the complaint (or a portion thereof) does not present an issue that can be addressed through this complaint procedure, then the District may re-direct the complaint to another internal procedure, to the extent applicable. Within ten (10) days of receiving notice of any decision that the complaint (or a portion thereof) is not amenable to an investigation and/or determination on the merits through these procedures (including a District-initiated dismissal of the complaint for a lawful reason), the complainant may request that the District Administrator reconsider that determination. Upon receiving any adverse response to the request for reconsideration that constitutes a final determination, the complainant may appeal the determination to the Department of Public Instruction within thirty (30) days, as further identified below.
  - c. Any investigation shall be conducted by a person who the District determines is not identified within the complaint as a party who is allegedly responsible for, or who was directly involved in, the underlying issue or incident ~~(s)~~.
  - d. In all cases that proceed to an investigation stage, either the Compliance Officer or an assigned investigator shall speak or correspond personally with the complainant in order to provide an opportunity for the complainant to provide such information and evidence as the complainant wishes to present. Prior to reaching a determination pursuant to an investigation conducted under these procedures that any known alleged responsible party personally engaged in discrimination, violated District policies or rules, or committed other misconduct related to the allegations, the investigator shall make reasonable efforts to provide such individual respondent(s) with an equivalent opportunity. This paragraph does not prohibit additional investigative interviews of the parties or other persons.
4. **Determination after an Investigation.** Following an investigation, either the investigator, the Compliance Officer, the District Administrator, or a separate designee approved by the District Administrator or School Board shall issue the initial administrative determination of the complaint and, in a manner consistent with applicable student records laws, issue a written determination to the complainant and any other appropriate parties indicating the extent to which the complaint was or was not substantiated and including such other information as may be appropriate under the circumstances. Depending on factors such as the authority of the person assigned to make the initial determination of the complaint, the specific nature of the allegations, and the application of confidentiality laws, a determination that any allegation of discrimination, retaliation, or other misconduct or violation has been substantiated (in whole or in part) may or may not identify specific remedies for the aggrieved party, disciplinary sanctions, or other consequences (or recommendations for such actions). For

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# STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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example, it may be necessary or appropriate in some cases for the determination to include the conclusion that a person responsible for substantiated discrimination or any other misconduct or violation shall be referred to appropriate District officials for follow-up decisions based on the determination.

5. **Requests for Reconsideration, Final District Action, and Appeals to DPI.** If any actual party ~~in interest~~ to the complaint is dissatisfied with the initial administrative determination of the complaint, he/she may file a request within ten (10) days of receipt of the determination asking the District Administrator to review the file and reconsider the determination.

- a. If a party requests reconsideration, ~~they~~ he/she shall identify the basis for the request with reasonably specificity. Subject to the overall time limitations described below, the District Administrator shall issue a decision on reconsideration within thirty (30) days of the District Administrator's receipt of the request. At the District's discretion, additional fact-finding may occur at this stage.

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- b. ~~*Insert if desired: "To the extent an actual party in interest to a complaint is notified of any specific remedies, sanctions, or consequences as part of the written determination received by that party, only the intended beneficiary of a remedy (or such person's representative) may request reconsideration through these procedures of the specific remedies applicable to that party. Similarly, only the person on whom a sanction or other consequence has been imposed (or such person's representative) may request reconsideration through these procedures that is based on a direct challenge to the specific type or severity of the sanction(s)/consequence(s)."*~~ ***(Editor's Note: There are advantages and disadvantages to defining/limiting the potential scope of requests for reconsideration (i.e., intra-district appeals), and the analysis related to such reconsideration/appeal opportunities within discrimination complaint procedures has changed as a result of the 2024 Title IX regulations. This may be an area that a district wishes to consult with their legal counsel about. For example, some districts may decide to leave their appeal language very general, while some districts that choose to address the issue raised by this paragraph may wish to consider an alternative approach to the one presented in this sample.)***

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- c. A decision on reconsideration is a final District determination of the complaint. The decision will include appropriate information about a complainant's right under Chapter PI 9 to appeal an adverse determination to DPI.
- i. Appeals to DPI may be mailed to the Department of Public Instruction, Pupil Nondiscrimination Program, P.O. Box 7841, Madison, WI 53707.
- ii. Any appeal to DPI must be filed within thirty (30) days of the date of the school District's final action on the complaint.

6. **Timelines and Extensions.** Generally, the initial administrative determination following an investigation will be reported to the complainant and to other appropriate parties within approximately sixty (60) calendar days of the District's receipt of the complaint, and any

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decision on reconsideration will normally be issued within ninety (90) calendar days of the District's receipt of the complaint.

- a. The administrator who is managing the complaint process is encouraged to keep the actual parties of interest to the complaint (including any alleged victim/target or any alleged responsible party) apprised of the status of the complaint.
- b. The District and the parties involved may mutually agree to a further extension of the overall 90-day time period. If mutual agreement to extend the time period cannot be obtained and good cause for an extension exists, the District may contact DPI and request express permission to unilaterally extend the overall 90-day time period.
- c. A party may request a reasonable extension of a deadline that is applicable to the parties under these procedures, and the District may approve such requests, in whole or in part, upon a determination that there is good cause for the request and that extending the deadline will not be unduly prejudicial to the District or to the parties. The District does not have authority to extend regulatory deadlines for initiating an appeal to DPI.

## D. DEADLINE FOR THE INITIAL FILING OF A COMPLAINT

There is no absolute deadline for the initial filing of a complaint under these procedures. The District always has an interest in being made aware of potential concerns with student discrimination and other student issues permitted to be raised through these complaint procedures. However, a person with a complaint or concern involving a student matter is encouraged to notify the District of the issue or to file a formal complaint as soon as reasonably possible after the occurrence of the relevant events. Any gap in filing or otherwise pursuing a complaint or concern can affect the extent to which it is practical to investigate the matter, and a delay may also limit the range of possible remedies and resolutions that are reasonably available. Notwithstanding the lack of a single, fixed deadline, the District Administrator shall have authority to determine that any complaint that is filed more than 300 days after the occurrence of the incident in question, or after the last occurrence of an ongoing/recurring incident of alleged discrimination, will not be processed through these procedures for lack of timeliness (although the District Administrator may follow-up on the issues presented through other means if appropriate). A decision that the complaint is untimely (or any other dismissal of a complaint prior to issuing the determination identified in [\["Section C-3C-4"\]](#) above—such as dismissal for egregious abuse of process) is subject to the reconsideration and appeal steps identified in [\["Section C-2\(b\)C-3\(b\)"\]](#) above. **Editor's Note: Verify that the section cross-references in this document remain accurate in the final version of any local rule based on this sample. Additional cross-references appear below.**

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Complainants should also be aware that courts and external agencies may have specific filing or notice deadlines that are tied to the date of the alleged violation, rather than the date that a party initiates or completes any District-established complaint process.

## E. SPECIAL PROCEDURE FOR COMPLAINTS INVOLVING THE DESIGNATED FILING OFFICER

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# STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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In the event that a complaint to be filed under these procedures concerns the actions of or decisions made directly by the filing officer designated in *["Section C-1"]* of the above-listed procedures, the complainant may instead file the complaint in writing at the District's main administrative office, directed to the attention of the District Administrator, who shall adjust the roles performed in the process so that the filing officer is neither managing, investigating, nor determining the District's administrative response to the complaint.

## F. SPECIAL PROCEDURE FOR COMPLAINTS INVOLVING THE DISTRICT ADMINISTRATOR

In the event that a complaint to be filed under these procedures concerns the actions of or decisions made directly by the District Administrator, the complainant may file the complaint in writing at the District's main administrative office, directed to the attention of the Board President, who shall work with District legal counsel in order to process the complaint. If the Board President and District legal counsel determine that the District Administrator may not be sufficiently impartial, or that it is in the best interests of the District to avoid the appearance of any such partiality, then the Board President, with notice to the other members of the Board, shall designate District legal counsel or another non-employee investigator as the complaint manager for purposes of processing and investigating the complaint up to the point of reaching and issuing a resolution on the complaint. After completion of the investigation in such a case, the Board shall meet and assess the findings and outcome of the investigation, make and issue the resolution of the complaint, and perform the role of the District Administrator in *["steps 3-4 through 4-5 in Section C"]*, above.

## G. SPECIAL PROCEDURES FOR COMPLAINTS WHERE A PROPOSED ADMINISTRATIVE RESOLUTION REQUIRES A CHANGE IN BOARD POLICY OR INVOLVES THE PAYMENT OF DISTRICT FUNDS

In the event that the District determines at any stage of processing the complaint that the most appropriate resolution of a complaint requires either a change in Board policy or any payment of District funds to a complainant or other aggrieved person, the District Administrator shall present the complaint, the investigative findings, and the proposed resolution to the Board. The Board shall then determine and issue the resolution that is required in *["Section C-3C-4"]* of the procedures listed above. To the extent the Board issues the resolution required in *["Section C-3C-4"]*, the Board shall respond to any request for reconsideration of that resolution that may be submitted under *["Section C-4C-5"]*.

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## H. VOLUNTARY WITHDRAWAL OF A COMPLAINT

Where the complainant voluntarily withdraws a complaint due to a satisfactory resolution of the issues, mootness, or any other reason, the District is not required to continue to process the complaint. However, in certain circumstances, the District may choose to continue to follow-up on issues or concerns identified in the withdrawn complaint through other means or processes.

## I. FILING COMPLAINTS WITH THE OFFICE FOR CIVIL RIGHTS OF THE U.S. DEPARTMENT OF EDUCATION AND OTHER EXTERNAL AGENCIES OR THE COURTS

# STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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~~Sample Rule 3~~ Waunakee Community School District

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Nothing within these locally-established complaint resolution procedures shall preclude individuals from filing a discrimination complaint or request for enforcement directly with the U.S. Department of Education's Office of Civil Rights ("OCR"), as authorized by federal law. Such complaints may be filed with OCR as further described on the U.S. Department of Education's website. See <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. OCR complaints originating in Wisconsin are generally processed by OCR's regional office located in Chicago.

*Editor's Note: If the district wishes to identify more specific contact information for OCR Chicago office, the following information is current as of July 31/February 16, 2024/2025.*

Office for Civil Rights  
Chicago Office  
U.S. Department of Education  
John C. Kluczynski Federal Building  
230 S. Dearborn Street, 37th Floor  
Chicago, IL 60604

Telephone: (312) 730-1560  
Facsimile: (312) 730-1576; TDD: 800-877-8339  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

A complaint or suit may also be filed with another external governmental agency or court. Such agencies and courts independently determine the timeliness of a complaint or suit and the extent to which any given complaint or suit falls within their realm of authority. Such actions may be taken in lieu of or in addition to filing a complaint under the District's local procedures.

## J. CONFIDENTIALITY

Complainants who have specific concerns about confidentiality in connection with a complaint should arrange to discuss those concerns at the time they file their complaint.

The District cannot assure complainants or other aggrieved parties or alleged victims that a complaint can be processed without disclosing the identity of persons involved in the events/issues to the extent reasonably necessary to investigate and process the complaint. For example, in most cases, it is not possible to fully process and investigate a complaint without revealing the identity of the person(s) who has filed the complaint to individuals being questioned about the issues/events identified in the complaint.

All complainants are given further notice by this section that, in some situations, the allegations of a complaint will compel an investigation or other follow-up activity by the District in a manner that necessitates the direct or indirect disclosure of the identity of a complainant against his/her wishes, even when the complainant seeks to "withdraw" the complaint.

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# STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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~~Sample Rule 3~~ Waunakee Community School District

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At the same time, it would be wholly inappropriate for District employees who may be involved in the complaint resolution process to violate lawful confidentiality directives or any applicable confidentiality requirements established in state or federal law, such as by inappropriately disclosing information from student records when no lawful exception to confidentiality applies. District policy also prohibits District employees, other agents of the District, and students who are involved in the complaint resolution process from engaging in acts of harassment or retaliation against any aggrieved party, complainant, or other person involved in the complaint resolution process. Any violations of the District's conduct expectations related to the complaint resolution process subject the violator to appropriate disciplinary action.

The District will also carefully assess its legal obligations under the public records law before the District would disclose any sensitive and personally-identifiable complaint-related information in response to a request for records.

An example of a complaint that may be able to be processed without regard to the identity of the complainant is a complaint that raises a question as to the legality of a District-wide or school-wide policy or practice of general applicability that affects many students, and that can be adequately assessed without reference to any particular student, family, or incident.

## K. SEPARATE COMPLAINT PROCEDURE – SPECIAL EDUCATION

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's Special Education Handbook, or as outlined in the District's Section 504 Handbook, as may be applicable.

## L. Standard Behavior Reporting Procedures

District staff are expected to inform the appropriate administrator or the District's nondiscrimination coordinator for student matters as soon as they are aware of a concern.

Upon receiving a report, the District will promptly and thoroughly investigate the matter. The investigation will be conducted by designated administrators and will include interviews with the complainant, the alleged perpetrator, and any witnesses. If the District receives a report of harassment, the District will make an initial assessment of whether the allegations being made, if true, would constitute a violation of Policy 411 or 411.1<sup>3</sup>. If the District determines that the allegations, even if true, are not a violation of District policy, or state or federal law, the District will determine whether additional investigation is reasonably likely to generate additional information supporting the charge being made, and will proceed accordingly. The

<sup>3</sup> Note I added 411.1. The original hate speech policy you sent to me was described as a modification of policy 411, but it was/is a modification of 411.1.

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# STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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purpose of this procedure is not to disqualify complaints but, instead, is meant to encourage meaningful reporting of usable information and assist corrective and responsive actions to maintain a safe and positive environment in the school community.

At the conclusion of this process, the appropriate administrator will communicate to the reporter and/or victims the general outcome in writing or email consistent with protecting the rights of all parties.<sup>4</sup>

## Adoption Date:

Cross References: WASB PRG 411 Sample Rule 3

Adoption Date: March 1994

Revised: September 1995  
April 1999  
March 2002  
February 2019  
September 2024

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<sup>4</sup> Your draft of the hate speech rule put this language between the informal and formal complaint procedures – the language is acceptable, but there is not an obvious place to put it, so I put it here.

# STUDENT HARASSMENT BASED ON A Policy 411.1 LEGALLY-PROTECTED STATUS

~~Sample Policy 2~~ Wauwaukee Community School District

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~~{This sample policy defines unlawful harassment as a form of student discrimination under state and federal civil rights laws (i.e., harassment tied to one or more legally-protected classifications). The sample includes specific examples of prohibited conduct. The final section of this sample policy, addressing reports and complaints of harassment based on a legally-protected status, has been written to coordinate with PRG 113 Sample Policy 1 (or PRG 113 Sample Policy 2) and PRG 411 Sample Policy 3. For example, the description of how to file a report or complaint of prohibited harassment under this policy references the same procedures and methods that are set forth under those other sample policies, which in turn are based on requirements established under Title IX for making reports and complaints of Title IX sexual harassment. IMPORTANT: This sample assumes that the district is adopting and implementing the PRG sample policies under topic 113 and topic 411 that have been updated in 2024 to reflect the 2024 federal Title IX regulations.}~~

This policy addresses prohibited harassment of students that is based on, or that occurs because of, a student's legally-protected status, including harassment that is based on a student's sex ~~(if desired, insert as an interpretive clarification: "(including any non-conformance with sex-based or gender-based stereotypes)")~~, 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. The District prohibits and will intervene to respond to reports, complaints, or other sufficient notice of any such harassment not only because of the District's legal obligations, but also because such conduct is detrimental to the educational environment and to the well-being of students. ~~This policy further addresses preventative education and instructional practices involving harmful speech that creates an environment that is intimidating, hostile or offensive and related to harassment so that the District fosters a positive educational environment. Harassment normalizes discrimination by making prejudiced views seem acceptable, which sows division and it harms relationships, unity, and civil discourse and creates an intimidating, hostile and offensive environment. Clear standards, education, and fostering respectful norms are essential to protect individual dignity while supporting critical thinking and free expression.~~

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## Defining and Identifying Harassment Based on a Legally-Protected Status

Although different state and federal laws establish different standards to define conduct that does (or does not) constitute prohibited student harassment, prohibited harassment under this policy generally includes behavior (or any course of conduct) affecting one or more students that is based, in whole or in part, on a legally-protected status or classification and that:

1. Substantially interferes with a student's school performance;
2. Substantially interferes with a student's ability to participate in or benefit from any District activity or program; or
3. Creates an intimidating, hostile, or offensive environment within any District school, activity, or program.

<sup>1</sup> This language is from draft two of the hate speech policy you asked me to review.

# STUDENT HARASSMENT BASED ON A LEGALLY-PROTECTED STATUS Policy 411.1

Sample Policy 2 Waunakee Community School District

Page 2 of 7

~~As defined and prohibited under the federal Title IX regulations (see 34 C.F.R. §106.30), sexual harassment of a student also expressly includes conduct on the basis of sex within a District program or activity that either (1) involves a District employee conditioning the provision of an aid, benefit, or service of the District on a student's participation in unwelcome sexual conduct; (2) is unwelcome and sufficiently severe, pervasive, and objectively offensive so as to effectively deny a student equal access to an education program or activity; or (3) constitutes sexual assault, stalking, dating violence, or domestic violence as those terms are further defined under the Title IX regulations. As specifically defined and prohibited under the federal Title IX regulations (see 34 C.F.R. §106.02), sex-based harassment means sexual harassment and other harassment on the basis of sex, including conduct within any District program or activity that either (1) involves a District employee, agent of the District, or other person with a District-authorized role who conditions the provision of an aid, benefit, or service of the District on a student's participation in unwelcome sexual conduct; (2) is unwelcome sex-based conduct that, based on the totality of the circumstances, creates a hostile environment; or (3) constitutes sexual assault, stalking, dating violence, or domestic violence as those terms are further defined under the Title IX regulations. *[If desired, insert the following sentence to further capture the details of the express definition of sex-based harassment that is established in the 2024 Title IX regulations: "Under the federal Title IX regulations, harassment on the basis of sex includes harassment on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity."]* ***[Editor's Note: In connection with this paragraph and particularly the optional final sentence of this paragraph, it is important to consider that the specific scope of discrimination on the basis of sex, including the scope of harassment on the basis of sex, as defined within the 2024 Title IX regulations remains subject to ongoing litigation in the federal courts as of the August 1, 2024, effective date of the regulations.]***~~

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In addition:

- The person responsible for the prohibited harassment may be another student, a District employee, a non-employee acting as an agent or contractor of the District, or another person who is present in, or who engages in conduct that sufficiently impacts, the educational environment or the applicable District program or activity.
- A student can be a victim of and adversely affected by harassing conduct even when ~~he/she is~~ **they are** not the direct target of the harassment.
- Harassment is defined primarily by the characteristics and effects of the behavior, and such considerations can outweigh any asserted lack of specific intent to harass. The effects of the relevant conduct are normally evaluated from the perspective of a reasonable person in the position of the student victim.

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~~Nothing in this policy limits the District's discretion or authority to intervene with respect to conduct (or alleged conduct) affecting a student that, although not determined to constitute proven unlawful harassment, either (1) could contribute to a finding of unlawful harassment if the behavior or course of conduct were to continue; (2) violates any other policy or specific conduct rule or directive established by the District; (3) causes a substantial disruption within any District program or activity; or (4) endangers the health, safety, or property of a student. ***[Editor's Note: Some districts may elect to exclude this clarifying paragraph.]***~~

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# STUDENT HARASSMENT BASED ON A LEGALLY-PROTECTED STATUS Policy 411.1

~~Sample Policy 2~~ Wauwaukee Community School District

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~~Persons who engage in prohibited harassment in violation of this policy or in violation of the immediately preceding paragraph are subject to District-imposed discipline or other sanctions, and the District may provide victims of harassment with appropriate accommodations or other remedies or support.<sup>2</sup>~~

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Finally, conduct may occur (or be reported or alleged) that would constitute prohibited harassment under this policy except that the conduct lacked a sufficient connection to a District program or activity or otherwise occurred outside the scope of the District's rule-making, investigatory, or disciplinary authority. In such a situation, the District may still work with the victim (or alleged victim) to provide interventions or supports that address any school-connected consequences that relate to the conduct (or alleged conduct). ***{Editor's Note: Some districts may elect to exclude this clarifying paragraph.}***

## Examples of Prohibited Conduct

***{Editor's Note: Some districts may elect to exclude this section providing examples of prohibited harassing conduct. However, the inclusion of some specific examples is one of the primary reasons to maintain a policy on unlawful harassment that is separate from the district's general student nondiscrimination policy. Otherwise, it may be more expedient to simply expand on the definition of unlawful harassment within the general student nondiscrimination policy.}***

Some examples of prohibited conduct that could constitute unlawful harassment or directly contribute to the creation of an unlawful intimidating, hostile, or offensive educational environment under this policy include any of the following:

- Multiple, repeated, or severe verbal or written ~~(including electronic)~~ comments ~~or gestures~~<sup>3</sup> that insult, degrade, or stereotype a student or group of students because of any legally-protected status or classification. This might include the use of slurs, epithets, name calling, ridicule, mockery, insults, or put-downs.
- Conduct ~~or communications~~ that endangers a student's health, safety, or property, such as an assault, a threat, or attempted intimidation, that occurs because of a person's legally-protected status.
- Posting, displaying, or circulating any written or graphic materials, sound or video recordings, or any electronic or other materials, symbols, or objects that attack, mock, belittle, or show hostility toward a student or group of students based on a legally-protected status.

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Additional examples of conduct that may constitute or directly contribute to a finding of unlawful ~~sexual-sex-based~~ harassment include, but are not limited to, the following:

(1) unwelcome comments that are lewd or sexually-suggestive (including sexual innuendo or offensive language of a sexual nature); (2) unwelcome physical contact or other unwarranted

<sup>2</sup> I added this language to replace the language in the 411 rule that I noted was in the wrong place – see FN 1 in that document.

<sup>3</sup> Note that this part of the policy provides examples of prohibited conduct. It is not meant to cover all possible examples and the exclusion of other possible examples does not exclude them from being prohibited conduct. I have no problem with addition of the word "gestures"

# STUDENT HARASSMENT BASED ON A LEGALLY-PROTECTED STATUS Policy 411.1

~~Sample Policy 2~~ Waunakee Community School District

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intrusions within an individual's personal space that occur because of a person's sex; (3) persisting in romantic advances or making requests for romantic involvement after being informed that such attention is unwelcome; (4) the implicit or explicit making of any demands or any unwanted requests for sexual activity; (5) the display or distribution of sexually-explicit content that lacks a sufficiently legitimate purpose; or (6) any verbal, written, graphic, or physical conduct or communication that attacks, mocks, belittles, or shows hostility toward a student due to the student's ~~insert either "sex, gender, sexual orientation, or lack of conformity to sex-based or gender-based stereotypes" or "sex, sexual orientation, or lack of conformity to sex-based stereotypes"~~. ~~{Editor's Note: Due to some uncertainty about the exact scope of sex-based harassment under applicable civil rights laws, some districts may elect not to expressly differentiate between "sex" and "gender" in the final example given in this paragraph. Other districts may prefer to include the express differentiation.}~~

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## **Applicability of Nondiscrimination Policies; Reports of ~~and~~ Complaints of Harassment**

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~~{Editor's Note: This section could be replaced with the following alternate, more general language:~~

~~"Harassment that is based on a legally-protected status is a form of prohibited discrimination under applicable laws and District policies. Any person, including any student, may report a concern or allegation of prohibited harassment to the District, and the District has established processes and procedures for responding to such reports or complaints. When an eligible person initiates a complaint seeking an investigation and determination of allegations of student harassment based on a legally-protected status, the complaint will be processed according to ~~insert references to applicable local policies – e.g., "Board Policy 113 and Board Policy 411"~~ and the complaint/grievance procedures established under those District nondiscrimination policies. Any individual who needs additional information about submitting a report or complaint of possible student harassment may contact ~~insert the appropriate position(s) – e.g., "any of the District's nondiscrimination coordinators, as identified in "Board Policy 113 and Board Policy 411", or the office of the District Administrator"~~."~~

### ~~END OF EDITOR'S NOTE.}~~

Unlawful harassment that is based on a legally-protected status is a form of discrimination. As a result, ~~Board Policy 413/513/Board Policy 113~~ (Nondiscrimination in District Programs, Activities and Operations) and ~~Board Policy 411~~ (Student Nondiscrimination and Equal Educational Opportunities) apply in full to this policy. In addition, the District's expectations for employees to ~~intervene and~~ appropriately report their knowledge of incidents or allegations of prohibited discrimination (including unlawful harassment) to an appropriate administrator apply to incidents/allegations of student harassment that are known to an employee.

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Any person may report a concern or allegation of prohibited student harassment that is based on a legally-protected status to any of the District's nondiscrimination and equal opportunity

<sup>4</sup> This is from draft 2 of the hate speech policy.

# STUDENT HARASSMENT BASED ON A LEGALLY-PROTECTED STATUS Policy 411.1

Sample Policy 2 Waunakee Community School District

Page 5 of 7

coordinators. The report or complaint may be submitted to a designated coordinator (1) in person (whether verbally or in writing), (2) by U.S. mail, (3) by telephone, or (4) by electronic mail. Other methods that result in the coordinator actually receiving the report or complaint are also acceptable. Board Policy 413/513 ~~(Board Policy 1131)~~ identifies and provides contact information for designated coordinators, including identifying the primary coordinator for any student discrimination matter. To this end, any individual who believes they have been subjected to harassment, or who witnesses or becomes aware of harassment, is encouraged to report the incident immediately to a school administrator, counselor, or any trusted staff member so that this is brought to the attention of the District's nondiscrimination and equal opportunity coordinators. Reports may be made orally or in writing. The District will provide reporting forms in multiple languages and accessible formats as needed.

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The District will maintain confidentiality to the extent possible, consistent with the need to investigate and address the reported conduct, while protecting the rights of all parties. (Editor's Note: The reporting procedures referenced in this paragraph must be consistent with the reporting procedures that are defined in the district's related nondiscrimination policies/rules.)

Reports and complaints of possible student harassment under this policy will be processed and resolved as set forth in the rules and procedures adopted under Board Policy 113413/513 and Board Policy 411.

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## Instructional Materials and Texts<sup>5</sup>

Harassment and harmful language do not include educational materials or lessons that are used by the District, or its staff, in good faith. As a matter of policy, the District will not allow students or staff to read aloud slurs related to a legally protected status that may appear in texts that we teach out loud. In addition to not reading the word aloud, staff members are expected to acknowledge to students that while this word/phrase exists in a particular text and may be seen as having artistic or literary value, or may be essential to understanding the prevailing culture at the time the piece was written, the words will not be read out loud or spoken in class. The staff member will explain why the words are not being used, referencing the reasons identified above.<sup>6</sup> Staff members with questions/concerns about this position should review district guidance on sensitive topics and speak to building administrators and/or the Directors of Curriculum and Instruction for their grade span.

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## Prevention and Education

A. The District will implement ongoing training and education programs for students, staff, and the community to promote understanding, respect, and inclusivity. These programs will address the impact of harassment and harmful language and the importance of standing against discrimination and hostility.

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<sup>5</sup> The remainder of this policy is language from the second draft of the hate speech policy.

<sup>6</sup> I think this is sufficiently clear – the staff member is not to say the slur when explaining to the class why the slur is not to be read or spoken. It is important that the policy be clear on this point - staff may be subject to discipline for violation of this part of your policy and may argue that the policy is ambiguous. You may wish to say this more explicitly – say that the staff member will not say the slur (or write it on the board, etc.) under any circumstances.

# STUDENT HARASSMENT BASED ON A LEGALLY-PROTECTED STATUS Policy 411.1

~~Sample Policy 2~~ Waunakee Community School District

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B. The District will provide training in recognizing and responding to microaggressions, which are statements, actions or incidents regarded as manifesting unintentional or inchoate discrimination against protected classes of individuals.

C. The District will regularly review and update its anti-harassment policy and practices to ensure effectiveness and compliance with state and federal laws.

### Policy Dissemination

A. This policy will be distributed annually to students, staff, and parents/guardians through handbooks, newsletters, registration and/or enrollment materials, and the District website.

B. The District will display information about this policy and reporting procedures prominently in all school buildings.

### Compliance

This policy complies with all applicable federal and state laws, including Title VI, Title VII, and Title IX of the Civil Rights Act, the Americans with Disabilities Act, Section 504, and Wisconsin state statutes.

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### Legal References:

#### Wisconsin Statutes

[Section 118.13](#) [student nondiscrimination]  
[Section 947.013](#) [harassment prohibited]

#### Wisconsin Administrative Code

[PL 9](#) [student nondiscrimination; policy/procedure/notice required]

#### Federal Laws

See the federal references for Policy 411-Student Nondiscrimination and Equal Educational Opportunity

### Cross References:

[WASB PRG 411.1 Sample Policy 2](#)  
[411. Student Nondiscrimination and Equal Educational Opportunity 411-Rule \(1\), Student Discrimination/Harassment Complaint Procedure 413/513, Nondiscrimination in District Programs, Activities and Operations 447.3, Student Suspension 447.4, Student Expulsion](#)

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# STUDENT HARASSMENT BASED ON A LEGALLY-PROTECTED STATUS Policy 411.1

~~Sample Policy 2~~ Waunakee Community School District

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447.5, Student Discipline Suspension/Expulsion of Students with Disabilities 454, Child Abuse and Neglect  
*{Insert appropriate cross references to the policy as applicable to your district.}*

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**Adoption Date:** September 2024

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## Harassment Rule: Summary

### Steps to Resolve an Informal Complaint:

1. Informal Resolution
  - Contact the school principal or the District's nondiscrimination coordinator.
  - Reports may also be submitted via an online reporting tool.
2. Involvement of the Nondiscrimination Coordinator
  - If a complaint is made to the principal, they will involve the District's nondiscrimination coordinator in determining the response.
3. Clarify Intent & Issue
  - Clearly state that you seek an informal resolution before filing a formal complaint.
  - Specify if the concern involves a potential violation of laws or District policies.
4. Possible Informal Resolution Methods
  - Schedule meetings with relevant parties.
  - Arrange mediated communication with an administrator or neutral party.
  - Discuss and consider changes to relevant circumstances based on an initial assessment.
5. Third-Party Reports
  - If the report is made by an uninvolved witness, the District may attempt to contact the affected individual to discuss resolution options.

## **Steps for Filing a Formal Complaint:**

1. File under Board Policy 413/513 or submit directly to the Special Education Director, who is the District's Nondiscrimination Coordinator.
  - Use the District complaint form (available online or at school offices).
2. Formal Processing & Investigation
  - A complaint may start orally, but it must be documented in writing before formal procedures begin.
  - The Compliance Officer may seek clarifications or additional details.
3. Initial Review
  - The Compliance Officer acknowledges receipt within 21 days.
  - If the complaint does not fall under this procedure, it may be redirected.
  - A complainant may request a review of dismissal within 10 days.
4. Investigation
  - Conducted by an unbiased investigator.
  - Both the complainant and the accused may provide information and evidence.
5. Determination & Outcome
  - A written decision is issued, stating whether the complaint was substantiated.
  - Remedies or disciplinary actions may be referred to District officials.
6. Reconsideration & Appeals
  - A complainant may request reconsideration within 10 days.
  - The District Administrator reviews and responds within 30 days.
  - If dissatisfied, an appeal can be made to the Department of Public Instruction (DPI) within 30 days.

Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	WCSD Recommendation:
411.1	Sexual Harassment	412		Review later after US DOE Title IX regulations are finalized. This policy will be replaced with a sample from PRG 411.1 that will cover a student harassment beyond sexual harassment and which will potentially cover sexual harassment not covered by district policy 413/513.	Repeal
431	Student Attendance	430 Exhibit	Replace policy 430 and rules 430 (1) to (4) with PRG 431 Sample Policy 1 and Sample Rule 1	Note that your current policies and rules do not address tardiness, which is covered in Sample Rule 1. There are several local policy decisions to be made which I highlighted.	Repeal
453.4 & 453.5 R	Administering Medications to Students	453.4 & 453.5 R	Replace current policy with PRG 453.4 sample policy 1 and current rule with PRG 453.4 sample rule 1	This policy and the associated rule should be reviewed by the school nurse prior to presentation by the board.	Update to PRG
453.5 and 453.5 R	Life Threatening and Allergy Management	453.5 and 453.5 R	Keep current policy and rule	The PRG does not have a sample policy on allergy management. This policy and rule were adopted in 2012 and should be reviewed by school nurse.	Repeal
720	Student Safety	455	Consolidate this policy and others into a school safety plan coded 720	Existing WCSD Policy 455, should be consolidated into a school safety policy 720	Repeal

	Child Enticement	455.2	Consider grouping this with other school safety policies	This policy is better coded as a rule under policy 720. It is a type of school safety response plan and should be consistent with the school safety program adopted under 720. The PRG does not have a sample that covers this content and it is acceptable as written.	Repeal
672	Purchasing	672		Review with other policies relating to internal controls.	Update per edits
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.	Repeal
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.	Repeal

## SEXUAL HARASSMENT/HARASSMENT

412/512

The Waunakee Community School District is committed to providing a learning and working environment for its students and employees that is free from intimidation and sexual harassment. This policy applies to all District employees and students and will also be distributed to all contractors, vendors and other agents of the District.

Forms of harassment, other than sexual harassment, are to be considered a violation of this policy.

It shall be a violation of this policy for any member of the Waunakee Community School District staff to harass another staff member or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature. For purposes of this policy, sexual harassment includes, but is not limited to:

- 1) Unwelcome sexual advances, unwelcome requests for sexual favors, verbal, written, visual depictions or physical conduct of a sexual nature, and other inappropriate verbal or physical conduct of a sexual nature, whether or not repeated, when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, when made by any student to another student, or when made by a student to a staff member when:
  - a) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, or when
  - b) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when
  - c) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.
- 2) A range of subtle and not so subtle behaviors, which may involve individuals of the same or different sex. Behaviors that may be considered sexual harassment include, but are not limited to the following:
  - \* verbal harassment or abuse, sexual jokes and innuendo
  - \* pressure for sexual activity or sexual favors, unwanted sexual advances
  - \* remarks to a person with sexual or demeaning implications, including remarks about an individual's body, sexual prowess, or sexual deficiencies
  - \* unwelcome touching, leering or whistling

- \* suggesting or demanding sexual involvement accompanied by implied or
- \* explicit threats concerning one's grades, job, etc.
- \* insulting or obscene comments or gestures
- \* display or sexually suggestive objects or pictures
- \* other physical, verbal or visual conduct of a sexual nature

e) It is not considered harassment of any sort for members of management to enforce job performance and conduct standards in a fair and consistent manner.

Waunakee Community School District encourages reporting of all perceived incidents of harassment and/or retaliation, regardless of the alleged offender's identity or position. In addition, the District encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it stop immediately. Often this action alone will resolve the problem.

If for any reason a person believes that he/she has been the victim of, or has been witness to, conduct constituting sexual harassment and/or retaliation by any staff member, student or contractor/vendor or agent of the District and does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the person should immediately report the alleged offensive behavior to his/her supervisor, counselor or teacher. If this does not resolve the complaint the person should file a written complaint with the Equity Coordinator (Director of Human Resources) using the Discrimination/Harassment Complaint Form. In the event that the Equity Coordinator is involved in the alleged offensive behavior, the person may report the incident and file a complaint with the superintendent.

All reports of harassment or retaliation will be investigated promptly. The investigation may include interviews with persons involved, and where necessary, with persons who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality of any information related to complaints, complaint investigations, and identity of person(s) named in complaints will be maintained to the extent consistent with adequate investigation and appropriate corrective action and legal requirements.

The District will take appropriate corrective action, including disciplinary action, against any individual who engages in harassment, who impedes investigation of a harassment complaint, or who retaliates against any individual for reporting harassment or for assisting or participating in investigation of a harassment complaint. Corrective action may include, for example, training, referral to counseling, reassignment, and/or disciplinary action, as the District believes appropriate under the circumstances. Employees who violate this policy will be subject to disciplinary action at the discretion of management, including, without limitation, suspension and termination. Students who violate this policy will be subject to suspension and/or expulsion. Both employees and students who violate this policy may be referred to law enforcement agencies should there be an alleged violation of criminal law.

Nothing in the policy restricts the right of an individual to file a complaint with police authorities regarding sexual harassment. In fact, the superintendent may request that a complaint be filed by the grievant as the result of his/her investigation of the complaint.

Legal Ref.: Sections 111.36 Wisconsin Statutes  
118.13  
118.20  
Title VII, Civil Rights Act of 1964 (as amended)  
PI 9 Wisconsin Administrative Code  
Title IX or the Education Amendments of 1972

Cross Ref.: 411-Rule (1), Student Discrimination/Harassment Complaint Procedure  
447.3, Student Suspension  
447.4, Student Expulsion  
447.5, Student Discipline Suspension/Expulsion of Students with Disabilities  
454, Child Abuse and Neglect  
511-Rule, Employment Discrimination/Harassment Complaint Procedures  
522.3, Employee Misconduct Reporting

Cross Ref.: Complaint Procedures  
Current Employee Agreements

Adopted: 4/22/91

Revised: 5/11/92  
March 1994  
September 1994  
September 1995  
April 1999  
March 2002  
April 2002

Waunakee Community School District

**TRUANCY REFERRAL INFORMATION**

430-Exhibit

Waunakee Community School District

Referring School Official \_\_\_\_\_ School Contact Person \_\_\_\_\_

Referral Date \_\_\_\_\_ a.  
b.

I. Student's Name \_\_\_\_\_ **Grade** \_\_\_\_\_

Student's Address \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Student's Date of Birth \_\_\_\_\_

II. Parent's Name: (Father) \_\_\_\_\_ Work Phone \_\_\_\_\_

(Mother) \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent's Address: \_\_\_\_\_

III. Summary of Days Absent

Date absent from school/class	Absent all day	<u>Periods Absent in A.M. Classes</u>	<u>Periods Absent in P.M. Classes</u>

Total Number of Absences/Out of \_\_\_\_\_ Days.

- IV. History of truancy/previous attendance: (Statement regarding the number of percent of truancy in previous semester or school years)
  
- V. Statement of social/behavioral problems or other issues that may relate to the problem:
  
- VI. Statement of school's perception of the parent's and student's attitude toward the problem:
  
- VII. Statement of school's recommendation to local social service agency:
  
- VIII. Summary of school action to correct problem:

Effectiveness of Action

Type of Action	Date	Attendance Improved	Attendance Did Not Improve
Referral to other Community/County Resources			
Referral to Municipal Court			

# ADMINISTERING MEDICATIONS TO STUDENTS

## Policy 453.4

Waukeek Community School District

Page 1 of 2

~~*{This sample policy provides general guidance for the administering of prescription drugs and nonprescription drug products to students by school personnel. It includes minimum staff training requirements, assigns general oversight responsibility to a designated school district employee(s), and allows certain students to possess and self-administer their own medication under established conditions.}*~~

Medications should be administered to school children at home, rather than at school, whenever possible. School personnel (including employees, registered nurses serving the district, volunteers and/or licensed school bus drivers) who are authorized to do so in writing by a building principal may administer medications to students under the procedures and conditions established to implement this policy that are developed with the assistance of a school nurse and adopted by the School Board.

The ~~*identify the appropriate position — e.g., registered nurse serving the school building principal or his/her designee*~~ shall be responsible for overseeing the receipt of the written medication instructions and consents, the maintenance of complete and accurate medication administration records, the proper storage of medications, and the disposal of outdated and unused medications in accordance with District procedures. The ~~*identify the appropriate position*~~ shall be responsible for ensuring that the written medication administration instructions that are on file in the District are periodically reviewed by a registered nurse.

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No school personnel, other than a health care professional, shall be involuntarily required to administer any medication to a student by any means other than ingestion. Authorized school personnel who voluntarily agree to administer a prescription drug or nonprescription drug product that must be injected into a student, inhaled by a student, rectally administered to a student, or administered into a nasogastric, gastrostomy or jejunostomy tube shall complete all state-mandated and District-required training before administering medication to a student through such means.

Students may possess (carry) and use an inhaler or epinephrine contained in an authorized delivery system/mechanism with the written approval of the student's physician and parent or guardian. ~~*Insert if desired and consistent with local intent and practices; "In addition, older and responsible students may also possess and self-administer their own prescription drugs and nonprescription medications at school, provided that the student does so in compliance with relevant District policies and procedures."*~~

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No District policy or procedure shall be interpreted to limit or detract from the immunities and other limitations on liability available under the law to nurses and other persons who engage in or assist with the administration of medication to students.

### Legal References:

#### Wisconsin Statutes

[Section 118.125](#)

[maintenance and confidentiality of student records]

[Section 118.29](#)

[administration of drugs to students by school personnel and emergency care; policies and procedures required]

[Section 118.291](#)

[student possession and use of inhalers]

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# ADMINISTERING MEDICATIONS TO STUDENTS

## Policy 453.4

Waukegan Community School District

Page 2 of 2

- [Section 118.292](#) [student possession and use of epinephrine]
- [Section 118.2925](#) [life-threatening allergies in schools; allergy management plan and use of epinephrine]
- [Section 121.02\(1\)\(g\)](#) [school district standard; provision of emergency nursing services]
- [Section 146.82](#) [confidentiality of patient health care records]
- [Section 146.83](#) [access to patient health care records]
- [Section 441.18](#) [authority of certified advanced practice nurse to prescribe and deliver opioid antagonists to designated individuals and to issue a standing order to persons authorizing the dispensing of an opioid antagonist]
- [Section 448.037](#) [authority of physician or physician assistant to prescribe and deliver opioid antagonists to designated individuals and to issue a standing order to persons authorizing the dispensing of an opioid antagonist]

### Wisconsin Administrative Code

- [N 6.03\(3\)](#) [supervision and delegation of nursing acts]
- [PI 8.01\(2\)\(a\)2](#) [required emergency nursing services policies, including protocols for administering medication]

### Cross References:

- [WASB PRG 453.4 Sample Policy 1](#)
- [453.1 Emergency Nursing Services](#)
- [453.4, Medication Administration to Students](#)
- [453.4-Exhibit A, Prescription Medication Consent Form](#)
- [453.4-Exhibit B, Over-the Counter Medication Consent Form](#)
- [453.5, Life-Threatening Allergy Management](#)
- [453.5 Rule, Standing Order for Allergic Reaction](#)

**Adoption Date:** 5-11-92

- Revised:**
- March 1994
  - October 1997
  - December 2000
  - March 2002
  - March 2011
  - April 2012
  - May 2016
  - June 2018
  - May 2020
  - XXXX 2025

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# MEDICATION ADMINISTRATION PROCEDURES

Waukegan Community School District

453.4-Rule

Page 1 of 9

~~This sample rule outlines general procedures for administering prescription drugs and nonprescription drug products to students. It includes protocols for obtaining and reviewing required written instructions and consent, storage and disposal of medications, and recordkeeping. This sample rule is intended to implement PRG 453.4 Sample Policy 1.~~

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**IMPORTANT:** Section 118.29(4) of the state statutes provides that in developing the required policy and procedures related to the administration of medication to students, school boards "shall seek the assistance of one or more school nurses." Accordingly, before adopting any procedures based on this sample (in whole or in part) or otherwise substantively amending the district's local procedures, a district must obtain assistance and input from a school nurse. The WASB advises that the final procedures be formally adopted by a vote of the school board.<sup>1</sup>

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## 1. Authorization for School Personnel to Administer Medication to Students

~~A building principal (or the District Administrator, or their designee) shall designate, in writing, the names of appropriate school personnel (including employees, registered nurses serving the district, volunteers and/or licensed school bus drivers) who will have the authority to administer medications to students in a manner consistent with all relevant policies and procedures.~~

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a. The principal, **District Administrator or their designee**, may make a general designation of authority (1) for any registered nurse serving the District to administer any medication by any means permitted within the scope of the individual's nursing license; and (2) for other school personnel to administer medication via ingestion, eye drops, ear drops, topical application, an inhaler, and/or an epinephrine auto-injector or epinephrine prefilled syringe, provided that the individual has completed any applicable state-mandated training. Nothing in this paragraph prevents, in certain cases, a principal or registered nurse serving the schools from expressly limiting the personnel who will have authority to administer particular medication to a particular student.

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b. In the event any school personnel other than a registered nurse will be asked to administer other medication to students or other individuals in a manner not covered by a general designation under the previous paragraph, the principal, **district registered nurse**, shall make case-by-case determinations of the school personnel who will have the authority to administer such medications, and ensure that such personnel have completed all state-mandated and District-required training. A registered nurse serving the school or other health care professional shall assist the principal in ensuring that such personnel receive any additional instruction, support and supervision as may be appropriate.

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c. No school personnel, other than a health care professional, shall be involuntarily required to administer medication to students by any means other than ingestion. However, a registered nurse serving the school must decline to perform any medical act or service which the nurse is not competent to perform due to lack of education, training or experience.

<sup>1</sup> I left this part of the introductory note in as a reminder to review this policy with the school nurse prior to presentation to the board.

# MEDICATION ADMINISTRATION PROCEDURES

## 453.4-Rule

Waukeek Community School District

Page 2 of 9

- d. If a student requires assistance from school personnel in the administration of any medication or through any means that constitutes the delegation of a nursing act, or any other specialized health care services that constitutes the delegation of a nursing act, it shall be the responsibility of a registered nurse serving the school to: (1) delegate such tasks to appropriate school personnel, with proper authorization from the building principal; and (2) ensure that school personnel engaging in such activities receive appropriate training, instruction and supervision.
- e. All school personnel authorized to administer medication to students shall receive a copy of these procedures.

### 2. Notification to School Personnel

If a student requires medication to be administered at school or at school activities, including administration by school personnel, the student's parent or guardian shall notify the ~~identify the appropriate position(s) – e.g., building principal, registered nurse serving the school, or health office staff~~ of the student's needs. An adult student may directly notify such school staff of his/her medication-related needs.

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### 3. Administration of Prescription Medication

~~Except for the specific emergency situations identified below,~~ authorized school personnel will administer a prescription drug to a student only if all of the following conditions are met:

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~~Editor's Note: A district should delete the bracketed introductory phrase appearing in this sentence if the district's final adaptation of this sample includes neither section 4 of this sample, addressing separate emergency authority in connection with glucagon and epinephrine, nor section 5 of this sample, addressing emergency administration of an opioid antagonist in an opioid-related overdose situation.~~

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- a. The school has received written consent from the student's parent(s) or guardian(s) for designated school personnel to administer medication to the student in the dosage prescribed by the health care practitioner.
- b. The school has received written instructions from the student's health care practitioner regarding the administration of the prescribed medication. These instructions shall include the medication name, dose, route, frequency, time/conditions, duration and the health care practitioner's name and contact information. Where applicable or where requested by school personnel, such instructions may also include relevant precautions, information about possible reactions and/or interventions, and the circumstances under which the health care practitioner should be contacted.
- c. The prescription medication is supplied to the school in the original pharmacy-labeled package and it specifies the name of the student, the name of the prescriber, the name of the prescription drug, the dose, the effective date, and the directions in a legible format.

<sup>2</sup> Note the instruction to delete the bracketed language (highlighted in yellow) if the policy does not allow any exceptions for emergencies. Your current policy and rule allow limited exceptions. Note that all text highlighted in green are editor's notes that should be deleted from the final draft of the policy and rule.

# MEDICATION ADMINISTRATION PROCEDURES

## 453.4-Rule

Waukegan Community School District

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- d. If the prescription medication is required to be injected into the student, inhaled by the student, rectally administered to the student, or administered into a nasogastric tube, a gastrostomy tube or a jejunostomy tube, the school personnel designated to administer the medication to the student has completed all state-mandated and District-required training required for administering medication through that particular means prior to administering the medication to the student. Such additional training is not required for health care professionals (e.g., registered nurses).

#### 4. Administration of Glucagon or Epinephrine by School Personnel in Emergency Situations

*Editor's Note: If the district chooses not to authorize and provide appropriate training for the emergency administration of glucagon and/or epinephrine (i.e. in the absence of a student-specific prescription and student-specific written consent and instructions), then the district should delete or modify this section as needed. State law allows, but does not require, school districts to authorize such emergency administration of glucagon and epinephrine. School districts are also not required to obtain or have on hand a supply of non-patient-specific glucagon or epinephrine. However, a district likely would need to have a supply of the medication(s) on hand in order for the drugs to be available for possible administration in an actual emergency. School officials should be aware that it may be difficult for a school to obtain a non-patient-specific prescription for epinephrine auto-injectors or prefilled syringes if the district does not adopt a physician-approved school allergy management plan, as authorized by section 118.2925 of the state statutes.)*

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School personnel who have been authorized to do so in writing and who have received all state-mandated and any District-required training may administer glucagon or epinephrine to a student (1) in an emergency situation if all of the requirements for the administration of a prescription medication, as defined in the previous section, have been met, or (2) under the following additional special circumstances:

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- a. With respect to epinephrine, such school personnel may use an epinephrine auto-injector or prefilled syringe to administer epinephrine to any student who appears to be experiencing a severe allergic reaction if, as soon as practicable, the person administering the drug reports the allergic reaction by calling the telephone number "911" or, in an area in which the telephone number "911" is not available, the telephone number for an emergency medical service provider.

*Editor's Note: If the district has a board-adopted and physician-approved school allergy management plan, as authorized by section 118.2925 of the state statutes, school officials should make sure that the information in this paragraph is aligned to and consistent with the protocols that the plan establishes for the emergency administration of epinephrine to students and other persons.)*

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- b. With respect to glucagon, such school personnel may administer glucagon to any student who the school bus driver, employee, or volunteer knows is diabetic and who appears to be experiencing a severe low blood sugar event with altered consciousness

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<sup>3</sup> Review editor's note regarding inclusion of this section of rule and delete from final draft.

<sup>4</sup> WCSD policy 453.5 Life-Threatening Allergy Management references "Guidelines for Managing Life-Threatening Allergies" which may include the board adopted school allergy management plan referenced in the editor's note. This section of the rule should be aligned with that plan.

# MEDICATION ADMINISTRATION PROCEDURES

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if, as soon as practicable, the person administering the drug reports the event by calling the telephone number "911" or, in an area in which the telephone number "911" is not available, the telephone number for an emergency medical service provider.

## 5. Administration of Opioid Antagonist (e.g., Narcan) by School Personnel in Emergency Situation

*Editor's Note: If the district chooses not to authorize the emergency administration of opioid antagonists (as provided in the next paragraph of this sample), then the district should not include this section in its adopted procedures. State law allows, but does not require, districts to authorize the administration of an opioid antagonist (e.g., Narcan®) to an individual who appears to be undergoing an opioid-related drug overdose. School districts are also permitted, but not required, to work with an authorized prescriber to obtain a prescription for an opioid antagonist that does not name the individual to whom the medication will be administered. However, as a practical matter, if a district chooses to authorize the emergency administration of opioid antagonists, the district would likely need to obtain such a prescription in order for the drugs to be available in the event of an actual emergency.*

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School personnel who have been authorized to do so in writing and who have received all state-mandated and any District-required training may administer an opioid antagonist, if the drug is available (~~e.g., if the District has worked with a prescriber to obtain a supply that is kept on hand~~), to any student or other person who appears to be undergoing an opioid-related drug overdose if, as soon as practicable, the person administering the drug reports the drug overdose by calling the telephone number "911" or, in an area in which the telephone number "911" is not available, the telephone number for an emergency medical service provider.

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## 6. Administration of Nonprescription (Over-the-Counter) Medication

Authorized school personnel will administer nonprescription drug products to a student only if all of the following conditions are met:

- a. The parent or guardian has provided the appropriate school personnel with written consent and instructions.
- b. If the nonprescription medication is supplied by the student's parent or guardian, it is supplied in the original manufacturer's package, and the package lists the ingredients and recommended therapeutic dose in a legible format. School personnel may administer nonprescription medication to a student in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student's health care practitioner.
- c. If the nonprescription medication is required to be injected into the student, inhaled by the student, rectally administered to the student, or administered into a nasogastric tube, a gastrostomy tube or a jejunostomy tube, the school personnel designated to administer the nonprescription medication to the student has completed any DPI-

<sup>5</sup> I did not find anything addressing the emergency administration of Narcan in your policies or in a search of the district website.

# MEDICATION ADMINISTRATION PROCEDURES

Waunakee Community School District

453.4-Rule

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approved training that is required for administering medication through that particular means prior to administering the medication to the student. Such training is not required for health care professionals (e.g., registered nurses).

## 7. Student Possession and Use of Inhalers and Epinephrine

- a. An asthmatic student may possess (carry) and use a metered dose inhaler or dry powder inhaler while in school or at a school-sponsored activity under the supervision of a school authority if all of the following conditions are met:
  - the student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate symptoms;
  - the student has the written approval of the student's physician and, if the student is a minor, the written approval of the student's parent or guardian; and
  - the written approval(s) is on file in the school records.
- b. A student may possess (carry) and use an epinephrine auto-injector (e.g., Epipen®) or epinephrine prefilled syringe if all of the following conditions are met:
  - the student uses the epinephrine to prevent the onset or alleviate the symptoms of an emergency situation;
  - the student has the written approval of his/her physician and, if the student is a minor, written approval of the student's parent or guardian; and
  - the written approval(s) is on file in the school records.

When providing the required approvals to building principals for students to possess and use their inhalers or epinephrine auto-injectors or prefilled syringes, parents and guardians and physicians should consider the student's knowledge of his/her medication and his/her ability to use the inhaler or epinephrine independently. If the physician or parent or guardian determines that it is appropriate to have assistance from school personnel in administering the inhaler or epinephrine to the student in any emergency or non-emergency situations, the medication must be administered in accordance with procedures outlined above for the administration of prescription medication.

## 8. Student Possession and Use of Other Prescription and Nonprescription Medication

*Editor's Note: This section presents one possible approach to the topic of student possession and possible self-administration of medication. This area is less regulated by state law than many of the topics addressed in previous sections of this sample rule (above). School district officials and nurses serving the district should carefully review this section and modify the content as needed to reflect the district's intent and practice. Ensure that any allowance for direct student possession and self-administration of medication is consistent with any related statements about this issue that are included in the related board policy (e.g., PRG 453.4 Sample Policy 11.)*

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# MEDICATION ADMINISTRATION PROCEDURES

Waukegan Community School District

453.4-Rule

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Responsible students, as determined by the agreement of the parent or guardian ~~and building principal~~ and in consultation with a nurse serving the school as needed, may be permitted to possess and self-administer medications other than asthma inhalers and epinephrine in authorized delivery systems/mechanisms (as separately addressed above) without first obtaining written practitioner approval for such self-administration. The following factors, among others, will be considered in determining whether a student will be granted this permission:

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- a. The type of medication;
- b. The reason for medication;
- c. The age of the student; and
- d. The responsibility of the student, including but not limited to compliance with all dosage and administration instructions provided by the manufacturer and/or the student's practitioner, compliance with all school rules and regulations relating to the presence of drugs in the schools, and the student's ability to provide for the safe and appropriate storage of the medication.

Although exceptions may be considered, this section regarding permission for self-administration of medication is intended to apply primarily to such requests by high school students. For students under the age of 18, a parent or guardian will provide the District with a signed, written statement of consent for self-administration by the student that identifies the name of the medication.

Any permission granted under this section may be revoked by the District, or withdrawn by the parent or guardian, at any time.

## 9. Medication Storage and Disposal

- a. All prescription and nonprescription student medication in the District's possession shall be kept in a safe and secure location(s). Medication will be stored to maintain quality in accordance with the manufacturer's or health care practitioner's storage instructions. Medication which needs to be accessible to the student will be stored in an appropriate location per student need.
- b. For field trips and other co-curricular or extracurricular activities held off school premises, student medication will be stored in a secure location determined appropriate by the activity supervisor, keeping in mind the manufacturer's or health care practitioner's storage instructions.
- c. Parents and guardians will be asked to pick up any unused portions of prescription and nonprescription medications within ~~if identify the appropriate time period~~ 5 days after completion of the school year or when the student's medications have been discontinued. Unused medications will not be sent home with students.
- d. Student medications that have reached their expiration date and medications that have not been picked up by the student's parent or guardian will be disposed of in a safe and

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# MEDICATION ADMINISTRATION PROCEDURES

Waukegan Community School District

453.4-Rule

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proper manner in accordance with [DPI's Guidelines for Disposal of Medications in the Schools](#).

## 10. Recordkeeping

- a. ~~The building principal~~ **nurse serving the school** is responsible for maintaining written records of the school personnel who have been authorized to administer medication to students and of documentation of staff completion of all required training courses (including the dates on which such training occurred).
- b. Upon receipt of a student's medication at the school, school personnel will document the date of receipt, the type of medication, and verify the amount of medication supplied to the school. The person receiving the medication shall ensure that the student's name is affixed to the package of any nonprescription drug product.
- c. The written consents and instructions from the student's parent or guardian and from the health care practitioner, the medication supply receipt documentation, and the staff training documentation required above will be kept on file in the school. ~~The~~ **identify the appropriate position—e.g., registered nurse serving the school/school nurse or health assistant** will review the medication administration instructions received from the health care practitioner and/or parent or guardian prior to school personnel administering medications to help ensure the safety of students. In addition, a registered nurse ~~or health assistant~~ serving the school will review the written instructions from the student's parent or guardian annually or more often if changes in medication dosage occur.
- d. School personnel designated to administer medication to students, whether at school or during co-curricular or extracurricular activities, shall do the following:
  - Record each dose of prescription or nonprescription medication administered to a student on the medication administration log, including the date and time given. If the medication is not administered to the student as scheduled, the reason shall be noted on the log (e.g., student was absent from school, the student refused to take the medication, lack of supply of the medication from the student's parent or guardian).
  - Document any medication administration that deviates from the instructions of the health care practitioner and parent or guardian (medication administration error) on the medication administration log. Some examples of medication errors include: administration of a medication to the wrong student, administration of the wrong medication to a student, administration of the wrong dosage of medication to the student, administering the medication via the wrong route, administration of the medication at the wrong time, and failure to administer a medication in accordance with the appropriate health care practitioner and parent or guardian instructions. An incident report should be completed and submitted to the ~~identify the appropriate position—e.g., nursing serving the school, and building principal or both~~. The student's parent or guardian and health care practitioner (if applicable) should also be notified of the incident.

The above documentation should occur immediately after the medication is

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# MEDICATION ADMINISTRATION PROCEDURES

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administered to the student to assure accuracy and safety.

- e. School personnel shall maintain the confidentiality of student health and medication administration-related records in accordance with applicable state and federal laws and regulations and the District's student records policy and procedures.

## 11. Definitions

As used in these procedures, above, the terms "practitioner," "health care professional," "nonprescription drug product," "prescription drug," and other terms expressly defined in section 118.29 of the state statutes are intended to have the meaning of the corresponding statutory definition. ~~Insert these two key definitions, if desired: "For example:~~

~~a. "Practitioner" (including "health care practitioner" as used above) means "any physician, naturopathic doctor, dentist, optometrist, physician assistant, advanced practice nurse prescriber, or podiatrist licensed in any state."~~

~~b. "Health care professional" means "a person licensed as an emergency medical services practitioner under s. 256.15, a person certified as an emergency medical responder under s. 256.15 (8) or any person licensed, certified, permitted or registered under chs. 441 or 446 to 449." Registered nurses are "health care professionals" under this definition."~~

~~Editor's Note: If desired, a district could insert additional complete statutory definitions of other key terms by copying the relevant definitions from section 118.29(1).~~

## Cross References:

[WASB PRG 453.4 Sample Policy 1](#)

## Cross References:

WASB PRG 453.4 Sample Rule 1  
[453.1 Emergency Nursing Services](#)  
[453.4 Medication Administration to Students](#)  
[453.4-Exhibit A, Prescription Medication Consent Form](#)  
[453.4-Exhibit B, Over-the Counter Medication Consent Form](#)

**Adoption Date:** 5-11-92

**Revised:** March 1994

October 1997

December 2000

March 2002

April 2012

May 2020

XXXX, 2025

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# MEDICATION ADMINISTRATION PROCEDURES

Waunakee Community School District

453.4-Rule

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**Standing Order for Allergic Reaction (Anaphylaxis)**

453.5-Rule

Anaphylaxis is an allergic reaction that may be triggered by a food allergy, insect sting or drug reaction. **If a person with a known history of severe allergic reaction is exposed to a known allergen, activate the emergency medical services immediately. Do not wait for symptoms to develop.**

In the event of an anaphylaxis of a student, staff member or community member and the person does not have their own prescribed Epi-Pen; Epinephrine will be administered by a district school nurse or health assistant according to the following procedure.

1. Assess the person for symptoms of shock or respiratory distress.
  - a. **Respirations:** may be wheezy, labored or absent
  - b. **Pulse:** may be rapid, weak or difficult to detect
  - c. **Color:** may be pale, mottled or cyanotic
  - d. **Skin:** may be cool, moist or clammy; urticarial (hives) may be present, nail capillary refill time may exceed two seconds
  - e. **Blood pressure:** may be low or undetectable
  - f. **Mucous Membranes:** may be swollen (Eyes, nose and mouth)
  - g. **Other:** stupor, agitation, restlessness, vomiting, diarrhea, headache and unconsciousness
2. Monitor the airway, keeping it open. As needed remove secretions/vomit and assist with ventilation.
3. If person has ANY signs or symptoms of an allergic reaction and if no other specific physician order is available, administer epinephrine as follows:
  - a. **Under 60 pounds**
    - i. First dose: Epi-Pen Jr. (0.15 mg epinephrine) according to Epi-Pen Jr. directions.
    - ii. Subsequent injections may be given every 15-20 minutes, in accordance with observed symptoms (Section 1 above) or instruction from 911 center, if available.
  - b. **Over 60 pounds**
    - i. First dose: Epi-Pen (0.3 mg epinephrine) according to Epi-Pen directions.

- ii. Subsequent injections may be given every 15-20 minutes, in accordance with observed symptoms (Section 1 above) or instruction from 911 center, if available.
- c. Epi-Pen or Epi-Pen JR may be administered through clothing.
  - i. Pull off blue safety cap.
  - ii. Form fist around injector, keeping fingers away from orange tip.
  - iii. Swing back slightly, and jab firmly into outer thigh.
  - iv. Hold in place for at least 10 seconds. Massage area
  - v. Discard injector in sharps container or provided plastic case
  - vi. Stay with student until EMS arrives.
  - vii. Record event on health service log, and incident report.

4. First Aid

- a. Lay person flat, facing up (supine position); raise feet 8 to 12 inches. (Position on side if vomiting.)
- b. Keep person warm, but not overheated.
- c. Do not administer any solid or fluid by mouth.
- d. If bee stinger is noted in skin, remove by gently scraping at skin level.
- e. Monitor person closely, as sudden clinical deterioration can occur despite treatment.
- f. **DO NOT LEAVE THE PERSON ALONE!**

**ANY TIME EPI-PEN IS GIVEN CALL 911**

If known, state that the person has a peanut/bee/allergy and has been exposed/stung. State that Epi-Pen has been given and time of medication if known.

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Nurse Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Nurse Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Student Services

\_\_\_\_\_  
Date

Adopted: April 2012

**STUDENT SAFETY**

The safety of students shall be assured through close supervision of students in all school buildings and grounds and through special attention to the following:

- 1) Maintaining a safe school environment. Safety experts shall be called in periodically to inspect the physical condition of all buildings and grounds.
- 2) Observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards.
- 3) Offering safety education to students as germane to particular subjects such as laboratory courses in science, shop courses, and health and physical education.
- 4) Providing, through the services of the school nurse or other designated person, first aid care for students in case of accident or sudden illness.
- 5) Providing adequate supervision of playgrounds when they are used by students during school hours.

In addition to the above safety measures, school personnel shall be sensitive to noticing suspicious individuals loitering in or near school buildings or in automobiles nearby and shall immediately report their observations to the principal. The principal shall notify the police if the circumstances seem to warrant it.

Teachers shall instruct students not to accept gifts or automobile rides from strangers, and the students will also be instructed to tell the teachers, their parents, police, or school patrols of any suspicious individuals.

Legal Ref.: Section 118.07-118.10 Wisconsin Statutes  
120.12(26)  
121.02(1)(g) & (I)  
PI 8.01(2), Wisconsin Administrative Code

Cross Ref.: 453.1-Rule, First Aid Procedures  
455.1, Supervision of Students  
720, District Safety Policy  
721, Buildings and Grounds Inspections  
722.1, Accident Reporting  
723-Rule, Emergency Procedures  
860, Visitors to the Schools  
882.1, Sex Offender Notification  
School Safety Plans

Adopted: 5/11/92  
Revised: March 1994  
March 2002

Waunakee Community School District

## CHILD ENTICEMENT

455.2

When any school personnel becomes aware of any incident of child enticement, they should report it to the building principal. Children themselves may report such incidents. These incidents are to be treated seriously. In these times of childhood abuses, it is better to be on the side of caution, communication and thorough investigation.

When an incident is reported, the principal or designee will implement the following procedure:

1. Conduct an interview with the child or children, taking a written record of their description of the events.
2. Call the police to evaluate the facts and determine the seriousness of the incident.
3. Call the parent or guardian and inform them of the incident. Invite them to come to school.

If the incident is serious, the following procedures are to be implemented:

### ELEMENTARY SCHOOLS

1. Notify the superintendent or designee immediately by phone. The superintendent, after consulting with the investigating law enforcement agency will determine the release of information.

The purpose of consulting with the police department is to coordinate the dissemination of information without jeopardizing the police investigation. Information released to staff, parents, children, media, etc., should be limited to confirmation of the incident and that staff and students have been notified. The media should be referred to the police department for further information.

2. The principal will notify all teachers and other appropriate staff of the enticement incident. Only the details resulting from step one above will be shared.
3. The superintendent or designee will notify other public schools by phone sharing information determined in step one above. Student identity and personal injury details remain confidential.
4. The principal will prepare and send home a written notice to the parents/guardian of all students regarding the event. Student identity and personal injury details are to be kept confidential.

5. An announcement about personal safety will be made to students at the end of the school day, cautioning students to go straight home and to not speak to strangers. Remind elementary students that when approached they should:

- Say "NO"
- Get away
- Tell someone (an adult)
- Sometimes you need to make a lot of noise

#### MIDDLE SCHOOL AND HIGH SCHOOL

Above procedure should be followed if determined to be appropriate after police investigation. Variations in the procedures should be determined with the police department and the superintendent or his/her designee. Communication should be through students to parents if it is determined that such is necessary.

Cross Ref: 882 Relations with Police Authorities

Adopted: March 1996

Waunakee Community School District

## PURCHASING

The Board of Education authorizes the superintendent and ~~business manager~~ **Director of Business Services** to purchase and supervise the purchasing of all materials, goods, and supplies for the District in accordance with state law and policy guidelines.

All purchases shall be made at the best price available giving consideration to quality, conformity to developed specifications, and suitability to the requirements of the educational system and delivery terms.

### I. General Guidelines

- A. Except as otherwise provided by Board policy all purchases of goods, services, and equipment for which the District will be responsible for payment must be on official purchase orders, properly signed and executed. Credit cards may be used under the procedures established by the business manager. Staff may directly purchase goods and equipment under the procedures established by the business manager.
- B. Given equality of service, quality, delivery and price, the District shall purchase, whenever possible, from local suppliers and services. The employee shall not feel bound to purchase any item locally that can be secured at a savings from outside services.
- ~~B.C.~~ Use of "Resale" account within the District budget shall not be used as competition for area businesses.
- ~~C.D.~~ Gift card cards shall not be purchased from taxpayer funds. Gift cards may be purchased from non-taxpayer funds like Fund 21 and Fund 60. The maximum value of a gift card shall not exceed \$100. Gift cards purchased by District social workers or through the Student Financial Assistance Fund are exempt from the \$100 maximum. Distribution of all gift cards must be documented by the purchaser of the gift cards.

### 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.: Sections 120.12(1) Wisconsin Statutes

120.13(33)  
779.14(lm) Wisconsin Statutes  
946.10  
946.12  
946.13

Cross Ref.: 375, Student Activity Funds Management  
524.1, Staff Conflicts of Interest  
665, Petty Cash Account  
672.1, Bidding Requirements  
672.3, Cooperative Purchasing  
672.4, Sales/Vendor Relations  
851-Rule, Sales/Advertising Exceptions  
933 Construction Contracts Bidding and Awards  
933-Rule, Standards for Performance and Payment Assurances

Adopted: 10/11/82

Revised: March 1994  
August 10, 1998  
April 2002  
November 2005  
July 2012  
May 2014  
July 2019

Waunakee Community School District

Policies of the Board of education

Series 800: School-Community Relations

## RELATIONS WITH HEALTH AUTHORITIES

884

The Board of Education encourages District staff to work with the school and county health departments to maintain a healthful and safe school environment; to promote the good health of students and their families; to educate students in preventive medicine and good health practices; and to help students develop a sense of responsibility for personal and community health.

Specifically, the Board approves of these cooperative health programs:

Health Education. The school nurse will serve as a resource person and consultant on certain health topics.

Communicable Disease Control. Health authorities will train school personnel to identify symptoms of communicable diseases and coordinate appropriate home follow-up procedures.

Screening. Health authorities will work with school staff to screen student vision and hearing and to test students for scoliosis.

Resource Persons for Teachers. Teachers may consult health authorities about an individual student's health problems, or new approaches to health education.

Individual Student Consultations. Health officials also may be available to consult with students directly if any student so desires.

Legal Ref.:    Sections        118.29 Wisconsin Statutes  
   120.12(16)  
   121.02(1)(e)  
   121.02(1)(e)

Cross Ref.:    453.1, Emergency Nursing Services  
                                 453.2, Immunizations  
                                 453.3, Communicable Diseases  
                                 523.5, Infection Control  
                                 453.31, Students with CMV or AIDS  
                                 760, Food Services Management

Adopted:        2/14/83  
Revised:        March 1994  
                         July 2002

Waunakee Community School District

**RELATIONS WITH SOCIAL SERVICE AUTHORITIES**

While the Waunakee Board of Education is concerned primarily with the education of each student, it is also concerned with the total welfare and development of the student. Where possible, the Board will work fully and extensively with county social service agencies.

A referral to court services should be considered as a process in improvement and long-range planning to help the student, his/her parents or guardians, and the school. The court is an authoritative agency and has a definite and positive role in helping some students and their parents/guardians which school personnel must carefully evaluate.

Attendance referrals to court should be made in accordance with state law.

The schools have a policy of cooperating with the Division of Court Services when workers come to the school for information regarding school adjustment or for a conference with the student under supervision. District personnel can only disclose student record information except as specifically authorized by state and federal law and established district procedures.

Legal Ref.:    Sections        118.125 Wisconsin Statutes  
   118.15  
   118.16  
   118.17  
   118.162

Cross Ref.:    347-Rule (1), Student Record Procedures  
                         430-Rule (2), Truancy Procedures

Adopted:        2/14/83

Revised:        March 1994  
                         July 2002

Waunakee Community School District

# Minutes of Co-Curricular Committee Meeting

## The Board of Education Waunakee Community School District

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A Co-Curricular Committee Meeting of the Board of Education of Waunakee Community School District was held Monday, March 31, 2025, beginning at 8:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

### **I. CALL TO ORDER**

Chairperson Dotzler called the meeting to order at 8:29 am.

### **II. ROLL CALL**

Present: Dotzler, Engebretson, Frey

Also present: Brown, Conrad, Blackburn

### **III. APPROVE THE AGENDA**

Administration requested that item VII C. Branding Expectations be moved after item VI Booster Club Fees Report. A motion was made by Engebretson, second by Frey, to approve the agenda as posted with the changes requested. Motion carried 3-0.

IV. **PUBLIC COMMENTS** – There were no public comments for this meeting.

### **V. CO-CURRICULAR REPORT**

Conrad presented and answered questions regarding the Winter Co-Curricular Report. This is an informational item only.

### **VI. BOOSTER CLUB FEES REPORT**

Conrad presented and answered questions regarding the Booster Club Fees report. This is an informational item only.

\*\*\* Item VII C. Branding Expectations was reviewed at this point in the agenda.\*\*\*

### **VII. HANDBOOK UPDATES**

Conrad presented a high level summary of the handbook updates and answered questions. Grabarski also answered questions regarding the Coaches Handbook.

#### A. 2025-26 Booster Club Handbook

A motion was made by Frey, second by Engebretson, to recommend that the full board consider the 2025-2026 Booster Club Handbook as presented. Motion Carried 3-0.

#### B. Coaches Handbook

A motion was made by Frey, second by Engebretson, to recommend that the full board consider the Coaches Handbook as presented. Motion carried 3-0

#### C. Branding Expectations

\*\*\* This item was reviewed earlier in the agenda as indicated\*\*\*

Brown introduced the branding process and Blackburn presented and answered questions regarding a draft version of updated handbook language that outlines WCSD staff expectations for adhering to the district's branding guidelines. A motion was made by Engebretson, second by Frey, to recommend that the full board consider the handbook language and staff branding expectations as presented. Motion carried 3-0.

### **VIII. FUTURE MEETINGS** - NA

**IX. ADJOURN**

A motion was made by Frey, second by Engebretson, to adjourn the meeting at 9:09 am.  
Motion carried 3-0.

Subject: WCSD Branding – Clear Expectations for Unified Excellence

Dear WCSD Staff,

Several years ago, the Waunakee Community School District embarked on a transformative journey to unify and elevate our branding and visual identity. This initiative, approved by the Board of Education and informed by a year-long collaborative process with students, staff, parents, and community members, marked a pivotal step in ensuring that our district's values and commitment to excellence are reflected in everything we do.

As we move forward, it is essential to revisit the branding guidelines and reaffirm the expectations that help us present WCSD as a cohesive and professional organization. Consistency in how we represent our schools, programs, and school district is not just about logos and colors—it's about building trust, enhancing our reputation, and fostering a sense of unity within our community.

### **Our Branding Journey**

In May 2021, the Board of Education approved the development of a comprehensive district brand. Over the next year, a Core Branding Committee—representing a diverse cross-section of our community—worked with our branding partner, Foundry, to create a unified identity. This process included seven focus groups and multiple opportunities for input, ensuring the final design reflected the spirit and pride of WCSD.

The new brand was officially approved and launched in May 2022, with comprehensive guidelines for its use in all print, digital, and social media platforms. Over the past several years, we've made great strides in adopting this new identity. However, as with any district-wide initiative, periodic reviews are crucial to ensuring continued alignment and consistency.

### **Setting Clear Expectations**

To maintain the integrity and impact of our brand, I ask that all staff take a moment to review the branding guidelines and recommit to using them in their daily work in classrooms, meetings, clubs and organizations, and athletics. Key expectations include:

- **Consistency Across Platforms:** All print materials, digital content, and social media posts must adhere to the approved branding standards. For example, classroom/school newsletters, athletic event programs, meeting agendas and powerpoint presentations, and club announcements should all feature consistent fonts, colors, and layouts in line with our guidelines.
- **Correct Logo Usage:** Only official district and school logos should be used, in their appropriate formats and colors, as specified in the guidelines. This includes classroom presentations, athletic team uniforms and apparel, signage for events, and email signatures to ensure we present a unified identity.
- **Unified Messaging:** Our tone and visuals should reflect the professionalism and pride of WCSD, whether we are communicating with families, students, or external partners. Whether it's a teacher sending home classroom updates, a coach creating a game

schedule or roster, or a staff member presenting at a professional conference, the consistent use of approved visuals and a positive, clear tone reinforces our district's values and mission.

- **Representing the School District**

- All Waunakee Community School District employees, when serving in an official capacity for the school district, must represent the district using the official Board of Education-approved school logo. Outdated, altered, or unapproved versions of the district logo must **not** be worn or used on apparel, materials, communications, and anything else representing the district.

### **Resources and Support**

The branding guidelines, logo files, and templates remain available on the [district website/Communications](#). Additional resources are also located on the [Staff Portal/Branding website](#). These resources provide detailed instructions on appropriate logo usage, color schemes, and typography. If you have specific needs or questions regarding branding, please contact Anne Blackburn at [anneblackburn@waunakee.k12.wi.us](mailto:anneblackburn@waunakee.k12.wi.us). All printed apparel and material must be approved by the Building Principal, Athletic Director, and/or Communications office. **Any organizations needing financial support to reflect the Board approved branding can reach out to the Communications office.**

### **Looking Ahead**

This review is an opportunity to ensure we are collectively aligned in how we represent the district. By adhering to these guidelines, we continue to strengthen our image, promote trust within our community, and showcase Waunakee Community School District as a district of excellence.

Thank you for your dedication to maintaining the high standards that set WCSD apart. Together, we can ensure our district's identity remains as strong and vibrant as the community we serve.

Go Warriors!

With Appreciation,  
Monica Kelsey-Brown, Ph. D.  
Superintendent  
Waunakee Community School District

Handbook Draft - March 2025

## School District Branding Employee Expectations

Effective July 1, 2025

All Waunakee Community School District employees, when serving in an official capacity for the school district, must represent the district using the official Board of Education-approved school logo.

Official capacity refers to any instance in which a district employee is performing duties on behalf of the district while on the clock or receiving compensation for their time, including during the school day, extracurricular activities and programming, school-sponsored programming, and events where they are representing the Waunakee Community School District.

Employees are expected to uphold the district's visual identity in all professional settings, including classroom instruction and decor, meetings, extracurricular activities, and internal/external communications.

Outdated, altered, or unapproved versions of the district logo must **not** be worn or used on apparel, materials, or communications.

All apparel, materials, and digital or print content must adhere to the district's official branding guidelines. Approval for printed apparel and materials must be obtained from the Building Principal, Athletic Director, or Communications Office before use or purchase. Branding resources, including logos, templates, and guidelines, are available on the district website/Communications portal. [Link to Guidelines](#)

Consistent and professional branding strengthens our district's identity and reinforces the values we represent. Thank you for your commitment to maintaining a unified and respectful image.



# WAUNAKEE

COMMUNITY HIGH SCHOOL

## BRAND GUIDELINES

JUNE 2022



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# INTRODUCTION

Waunakee Community School District plays an integral role and is a staple in our Waunakee community. During the 2021-2022 school year, the Board of Education approved a year-long process to create a district visual brand. This process included a wide selection of community stakeholders, including students, staff, Board of Education members, parents, community members, etc. to gather input.

Visual branding is an important facet of an organization's communication plan. To keep the integrity of the Waunakee Community School District and the district/high school visual brand, it is crucial to follow these guidelines when using visual elements. This will help strengthen our image, promote trust, and will allow us to represent ourselves as **one team**.

A brand includes our name, logo, and identifying elements including fonts, colors, and graphics. The logo is a visual representation that represents who we are as a district.

The visual branding results enclosed in this district branding guidelines package are relevant for the Waunakee Community High School brand and the spirit/athletic/co-curricular programs of our school district. The correct guidelines should be followed with what you are producing or sharing with the community to represent our brand. Certain criteria must be met, and any and all entities that use the logo are subject to review and approval by the Waunakee Community School District.

With our high school brand, it is important that the district communicates to the community with an consistent, solid, and professional manner.

If you are seeking the Waunakee Community School District and its logo, please see the Waunakee Community School District branding guidelines.

# MISSION / VISION

## **Mission**

Committed to Children...Committed to Community...Committed to Excellence

## **Vision**

The Waunakee Community School District is a collaborative learning community that works with students, staff, families, and the community to ensure that every student is ready for college and career; through a focus on data, research based best practices, and engagement with students to be active partners in their learning.

## **Visionary Aspiration**

- Establishes excellence in all facets of their work.
- Engages and builds positive relationships with students.
- Celebrates Both student growth and attainment.
- Cultivates critical and creative thinkers, and nurtures collective inquiry.
- Sustains learning environments that are challenging and attentive to the diverse learning needs of every students.
- Institutes a challenging curriculum, and prepares students for their future.
- Teaches students to embrace ethics, values, and character.
- Fosters a safe environment for the educational, emotional and physical needs of all.
- Promotes student engagement and belief in their own learning.
- Provides and supports staff development and opportunities for professional growth.
- Respects cultural and global perspectives.
- Allocates resources in concert with the district's vision.

# GENERAL INFORMATION

## OFFICIAL / FORMAL NAME

It is important that we use the full legal name of our school. Each word helps speak to who we are and what we support. Please use the official name for the appropriate communication and presentation.

### OFFICIAL SCHOOL NAME – Formal presentations

Waunakee Community High School

### OFFICIAL WARRIORS NAME – Informal & spirit presentations

Waunakee Warriors

## LOGOS PAST & LOGOS FUTURE

Since not all old logos and brandings can be replaced immediately, it is acceptable to continue using existing apparel and physical signage, until new items can be ordered and created. As of June 2022, all new materials need to use the approved logos and branding requirements.

## COMPUTER FILE NAMING CONVENTION

All logo files are named accordingly to their characteristics. All files are categorized in folders according to their use, PRINT or WEB. Example of the file name is below.

### WCSD\_WCHS\_Logo\_V\_4C\_P.ai



**A.** School District Acronym **B.** School Acronym **C.** Image type **D.** Orientation

**E.** Color Profile (4C = CMYK, 1C = Spot Color, 2C = 2 Spot Colors) **F.** Color Theme **G.** File type

## BRAND ELEMENTS

Integrity + Consistency + Action = **Trust**

### **Living Our Brand**

Presenting a consistent and compelling story is a fundamental responsibility of everyone associated with the school through every aspect of school life—not just by what is said, but by what is done daily.

### **Brand Ambassadors**

Whether you are students, alumni, parents, athletes, or staff—you are the face of our schools. Wherever you go you are a Warrior—carrying our brand and reputation forward with every action and word.

### **Warm & Welcoming**

Every day, in every way, we should show hospitality and kindness to ALL who we come in contact with at our schools, on the playing field, or on the other side of the world.

### **One Mission**

Committed to Children...Committed to Community...Committed to Excellence

### **Waukegan Community School District's Personality**

- Community • Strength • Pride • Traditional • Opportunity • Success • Excellence

**TOGETHER... ONE TEAM!**

## APPROVED LOGOS

### Primary Logo - High School

To keep brand integrity, it is essential that all logos be used consistently and correct. For all high school formal communications, the primary logo (horizontal / vertical) should be used.

#### PRIMARY LOGO



**WAUNAKEE**  
**COMMUNITY HIGH SCHOOL**

## APPROVED LOGOS

### Secondary Logo - Warriors Name

To keep brand integrity, it is essential that all logos be used consistently and correct. For specific uses and needs, the secondary logo (horizontal / vertical) can be used. This secondary logo/name should be used for environmental graphics, uniforms, spirit wear, and scenarios promoting the Warrior brand.

#### SECONDARY LOGO



**WAUNAKEE  
WARRIORS**

# APPROVED LOGOS

## Logo Orientation

The logo may need to be displayed in a horizontal or vertical orientation. To ensure consistency, there are two functional, approved variations that should be strictly followed.

133

### VERTICAL



### HORIZONTAL



## APPROVED LOGOS

Parts of the Logo



ICON - WARRIORS SHIELD

**WAUNAKEE**  
COMMUNITY HIGH SCHOOL

HIGH SCHOOL WORDMARK



ICON - WARRIORS SHIELD

**WAUNAKEE**  
**WARRIORS**

WARRIORS WORDMARK

# APPROVED COLORS

## Color Codes

Color consistency is crucial to the brand. Please follow the approved colors shown here.

COLORS	FORMAL SCHOOL COLORS			
	PRIMARY	PRIMARY	ACCENT	ACCENT
<b>CMYK</b> ○○○○ For standard / in-house printing use	C: 77 M: 97 Y: 0 K: 0	C: 0 M: 0 Y: 0 K: 0	C: 0 M: 0 Y: 0 K: 50	C: 0 M: 0 Y: 0 K: 100
<b>PMS (PANTONE)</b> ○ Professional printing / on color ink use	267 C	White	Cool Grey 7C	Black
<b>RGB</b> ○○○○ For web / digital use	R: 97 G: 51 B: 147	R: 255 G: 255 B: 255	R: 147 G: 149 B: 152	R: 0 G: 0 B: 0
<b>HEX #</b> ○ For web / digital use	#613393	#ffffff	#939598	#000000

# APPROVED COLORS

## Primary Logo - High School - Color Variations

Color variations may also be required depending upon how and where the logo will be used. Please follow the approved colors shown here.



### LOGO WITH WHITE TRIM



To help keep the integrity of the logo. Please use the version with white trim on black or dark backgrounds.

# APPROVED COLORS

## Secondary Logo - Warriors Name - Color Variations

Color variations may also be required depending upon how and where the logo will be used. Please follow the approved colors shown here.



### LOGO WITH WHITE TRIM



To help keep the integrity of the logo. Please use the version with white trim on black or dark backgrounds.

# SCALE / CLEAR SPACE

Consistency and function are important to all logo scenarios. Using proper scale is a key factor in maintaining these aspects, as well as the integrity of the logo over a period of time.

Proper dimensions of the physical logo and the space around the logo are both important factors in creating presence and power. With multiple vendors, parent groups and affiliates using the logo, these dimensions will help maintain consistency and focus in size and space.

## SCALE



WIDTH NO SMALLER THEN 1.50"



WIDTH NO SMALLER THEN .375"

## CLEAR SPACE



For clear space, the minimum space, should be the height of the words community high school. This will help allow the logo to stand with prominence.

# TYPOGRAPHY

## Main Font - High School – Formal presentations

Along with logo use, fonts are an important part to brand consistency. To strengthen visual communication, the high school should adopt a common font to use across communication platforms.

## BROTHER 1816 (ADOBE FONT LIBRARY)

### WEIGHTS

Waunakee THIN	<b>Waunakee</b> MEDIUM
Waunakee LIGHT	<b>Waunakee</b> BOLD
Waunakee BOOK	<b>Waunakee</b> XBOLD
Waunakee REGULAR	<b>Waunakee</b> BLACK

### ITALICS

<i>Waunakee</i> THIN	<b><i>Waunakee</i></b> MEDIUM
<i>Waunakee</i> LIGHT	<b><i>Waunakee</i></b> BOLD
<i>Waunakee</i> BOOK	<b><i>Waunakee</i></b> XBOLD
<i>Waunakee</i> REGULAR	<b><i>Waunakee</i></b> BLACK

### CHARACTERS / GLYPHS

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890,.( ) \* & % \$ # @ ! ^ & ! \_ - + = ? / \ ] [ { }

### BODY COPY (Sample text in paragraph form)

Brother 1816 SEressitio veribus, quisequis untio tet, solorum earchilit et maion re sa ium quas aliberum, voluptia ducil et facearcipsam ut od eum que incte estio. Pa doluptatur? Quiatibus, qui tori int aut acitatitude eos estecer iandipid ullestium quate optateCus denis res seque mi, sectium expedianis serspriet aut alicia dolectaestio di amet volum, officipic tem dem vollupti nam, ommolorro volorum.

# TYPOGRAPHY

## Main Font - High School – Everyday use

Along with logo use, fonts are an important part to brand consistency. To strengthen visual communication, the high school should adopt a common font to use across communication platforms.

## LATO (ADOBE FONT LIBRARY & GOOGLE FONTS)

140

### WEIGHTS

Waunakee  
HAIRLINE

Waunakee  
THIN

Waunakee  
LIGHT

Waunakee  
REGULAR

**Waunakee**  
MEDIUM

**Waunakee**  
SEMI BOLD

**Waunakee**  
BOLD

**Waunakee**  
HEAVY

### ITALICS

*Waunakee*  
HAIRLINE

*Waunakee*  
THIN

*Waunakee*  
LIGHT

*Waunakee*  
REGULAR

***Waunakee***  
MEDIUM

***Waunakee***  
SEMI BOLD

***Waunakee***  
BOLD

***Waunakee***  
HEAVY

### CHARACTERS / GLYPHS

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0 , . ( ) \* & % \$ # @ ! ^ & ! \_ - + = ? / \ ] [ { }

### BODY COPY (Sample text in paragraph form)

Lato SEressitio veribus, quissequis untio tet, solorum earchilit et maion re sa ium quas aliberum, voluptia ducil et facearcipsam ut od eum que incte estio. Pa doluptatur? Quiatibus, qui tori int aut acitacitate eos estecer iandipid ullestium quate optateCus denis res seque mi, sectium expedianis serspiet aut alicia dolectaestio di amet volum, officipic tem dem vollupti nam, ommolorro volorum.

# TYPOGRAPHY

## Alternate Fonts - High School

Some programs and platforms do not have access to the main fonts. Please use the alternative fonts if main font is not available. (i.e. Microsoft or programs limited to font access)

If not available...

### BROTHER 1816

#### WEIGHTS

Waunakee  
HAIRLINE

Waunakee  
THIN

Waunakee  
LIGHT

Waunakee  
REGULAR

Waunakee  
MEDIUM

Waunakee  
SEMI BOLD

Waunakee  
BOLD

Waunakee  
HEAVY



Use...

### GILL SANS

#### WEIGHTS

Waunakee  
LIGHT

Waunakee  
REGULAR

Waunakee  
SEMI BOLD

Waunakee  
BOLD

If not available...

### LATO

#### WEIGHTS

Waunakee  
HAIRLINE

Waunakee  
THIN

Waunakee  
LIGHT

Waunakee  
REGULAR

Waunakee  
MEDIUM

Waunakee  
SEMI BOLD

Waunakee  
BOLD

Waunakee  
HEAVY



Use...

### CALIBRI

#### WEIGHTS

Waunakee  
LIGHT

Waunakee  
REGULAR

Waunakee  
BOLD

**Please Note:** If for any reason that the alternative fonts are not available, use the font Arial.

# TYPOGRAPHY

## Main Font - Warriors – Athletic / School Spirit

Along with logo use, fonts are an important part to brand consistency. To strengthen visual communication, the high school should adopt a common font to use across communication platforms.

## INDUSTRY (ADOBE FONT LIBRARY)

### WEIGHTS

Waunakee

THIN

Waunakee

LIGHT

Waunakee

BOOK

Waunakee

MEDIUM

**Waunakee**

DEMI

**Waunakee**

BOLD

**Waunakee**

BLACK

**Waunakee**

ULTRA

### ITALICS

*Waunakee*

THIN

*Waunakee*

LIGHT

*Waunakee*

BOOK

*Waunakee*

MEDIUM

***Waunakee***

DEMI

***Waunakee***

BOLD

***Waunakee***

BLACK

***Waunakee***

ULTRA

### CHARACTERS / GLYPHS

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0 , . ( ) \* & % \$ # @ ! ^ & ! \_ - + = ? / \ ] [ { }

### BODY COPY (Sample text in paragraph form)

Brother 1816 SEressitio veribus, quissequis untio tet, solorum earchilit et maion re sa ium quas aliberum, voluptia ducil et facearcipsam ut od eum que incte estio. Pa doluptatur? Quiatibus, qui tori int aut acitamate eos estecer iandipid ullestium quate optateCus denis res seque mi, sectium expedianis serspiet aut alicia dolectaestio di amet volum, officipic tem dem vollupti nam, ommolorro volorum.

# TYPOGRAPHY

## Alternate Fonts - Warriors – Athletic / School Spirit

Some programs and platforms do not have access to the main fonts. Please use the alternative fonts if main font is not available. (i.e. Microsoft or programs limited to font access)

If not available...

### INDUSTRY

#### WEIGHTS

Waunakee  
THIN

Waunakee  
LIGHT

Waunakee  
BOOK

Waunakee  
MEDIUM

**Waunakee**  
DEMI

**Waunakee**  
BOLD

**Waunakee**  
BLACK

**Waunakee**  
ULTRA



Use...

### EUROSTILE

#### WEIGHTS

Waunakee  
REGULAR

Waunakee  
MEDIUM

Waunakee  
BOLD

Waunakee  
HEAVY

**Waunakee**  
BLACK

**Please Note:** If for any reason that the alternative fonts are not available, use the font Arial.

# TYPOGRAPHY

## WORDMARKS – Sport Teams

To identify teams and categories and to stay consistent with the brand, the word marks are preferred. This allows the team to have an identifier and will keep the visual brand consistent and focused as “One Team”.

**WAUNAKEE**

SECONDARY LOGO “WAUNAKEE” WORD MARK

SPORT NAME - HERE

SPORT NAME - LATO - BOLD - 50% BLACK

**WARRIORS**

SECONDARY LOGO “WARRIORS” WORD MARK

SPORT NAME - HERE

SPORT NAME - LATO - BOLD - 50% BLACK

**Please Note:** Waunakee Community High School partners with neighboring high schools for specific sport teams, clubs or organizations. With these specific situations, please contact the Communications and Engagement Specialist on how to combine school brand identities.

# TYPOGRAPHY

## WORDMARKS – Organizations & Clubs

To identify school clubs and categories and to stay consistent with the brand, the word marks are preferred. This allows the team to have an identifier and will keep the visual brand consistent and focused as “One Team”.

**WAUNAKEE**

ORGANIZATION or CLUB - HERE

SECONDARY LOGO “WAUNAKEE” WORD MARK

ORG. OR CLUB NAME - LATO - BOLD - 50% BLACK

**WARRIORS**

ORGANIZATION or CLUB - HERE

SECONDARY LOGO “WARRIORS” WORD MARK

SPORT NAME - LATO - BOLD - 50% BLACK

## Partnerships - Two Logos and/or Identifiers

National Clubs and Affiliations (DECA, FFA, SkillsUSA, FCCLA, etc)

Do not alter the partners logos. Use Wauunakee branding elements when possible. Anytime Wauunakee is referenced, use branding font or logo. If possible, use a line to separate logos and elements to distinguish the brands. See example below:

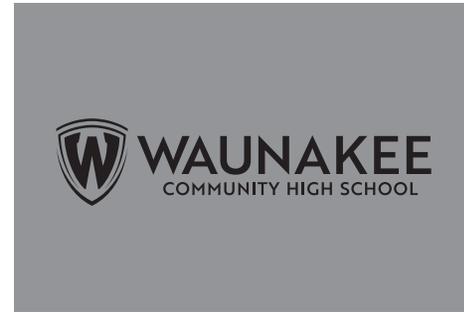


## DO's & DONT's

Using the logo on all materials affiliated with Waunakee Community High School is mandatory. However, with the number of ways the logo can appear on a variety of materials, it is important to first observe the dos and don'ts when placing the logo. Observe the examples to see how use the logo to be more impactful.

### Backgrounds

**USE** Simple backgrounds, strong contrast so the logo stands with prominence



**DO NOT USE** Same color as logo, complex, busy backgrounds, or dark color background that you do not promote contrast



**Please Note:** The combination of purple and black is not ideal color combination. White and Purple or White and Black are preferred.

# DO's & DONT's

## Alter or Distort Logo

Keeping the integrity of the logos will help strengthen the visual brand.

## DO NOT...

### STRETCH OR DISTORT LOGO



### RECOLOR LOGO



### ADD DROP SHADOW OR 3D EFFECTS



### REPOSITION ICON WITH WORD MARK

-This applies to the primary logo only



### CHANGE FONT STYLE



### RESIZE ICON WITH WORD MARK



### ADD ANY ELEMENTS OR GRAPHICS



### INSERT W INTO WORD MARK



# DO's & DONT's

Use of old logos

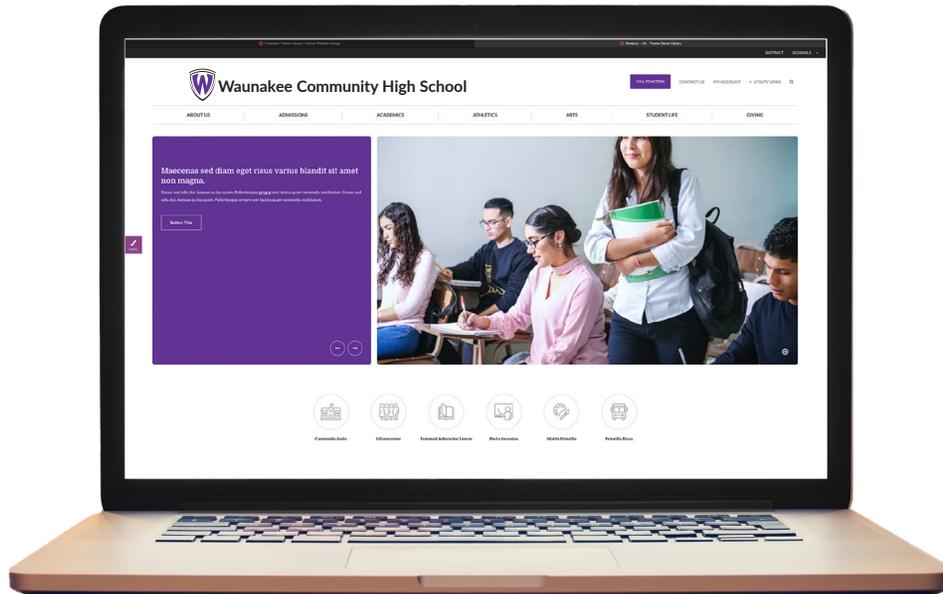
## DO NOT USE...



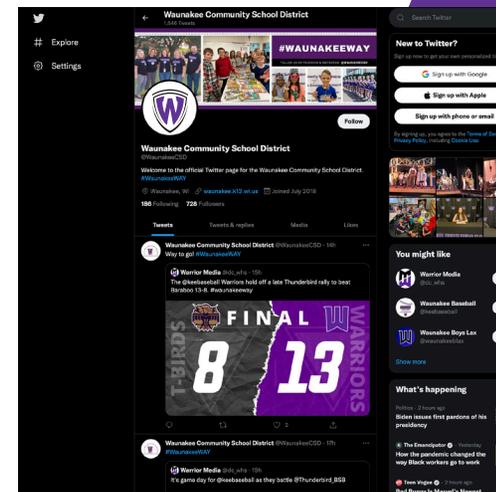
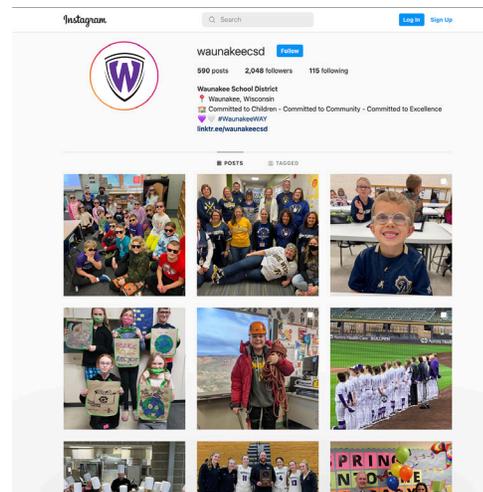
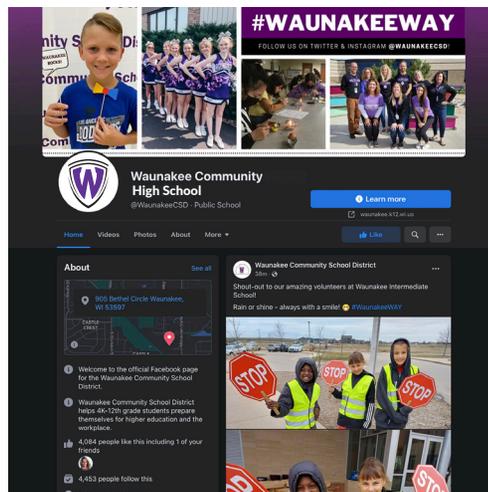
# EXAMPLES OF GOOD USES

## Website and Social Media Sites

### WEBSITE



### SOCIAL



# EXAMPLES OF GOOD USES

## Environmental Graphics



150

# EXAMPLES OF GOOD USES

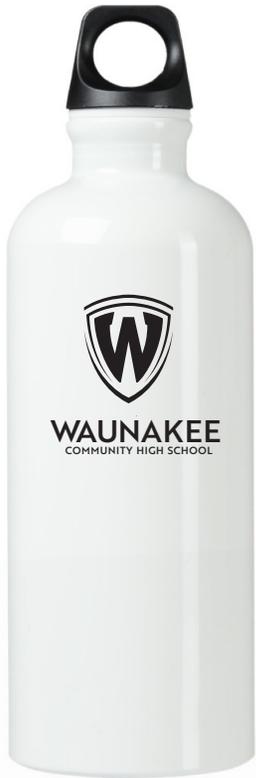
## Uniforms & Event Use



151

# EXAMPLES OF GOOD USES

## Merchandise and Booster Use



152

**Please Note:** Spiritwear helps generate excitement and adapts to current style trends. The secondary logo has graphic elements that can be flexible in use. The elements can be rearranged to complement design or area. To save and keep integrity, the district asks that you **DO NOT ALTER** the graphic elements of the logo when creating designs for your spirit wear project.

# GENERAL RULES / CONTACT

## GENERAL RULES

These rules will help maintain the brand integrity of its identity. It is mandatory that all logos and their use follow this style guide without modification.

- All artwork should be approved by the Communications and Engagement Specialist before printing.
- Use of the logos and trademarks, and any messages, graphics or designs with the logo may not conflict with the mission, vision, values, goals, objectives or policies of the Waunakee Community School District.
- Logo use must be in compliance with all state and federal laws governing the school.
- A logo may not be used to disparage or taunt other schools.
- The school district reserves the right to order any company, individual or organization to immediately cease and desist use of a logo, or to deny use of its logos to any individual, company or organization for any reason, especially to those:
  - who violate the rules noted within board policy, and the brand guide
  - whose products are deemed inappropriate for minors by the district or by law
  - whose advertising or promotion is deemed inappropriate by the school district
  - who make inappropriate or fraudulent claims or offers as determined by the school district
  - who have engaged in activities or events detrimental to the reputation of the school district
- Waunakee Community School District reserves the right to request submission of designs for approval.
- Waunakee Community School District reserves the right to object to any unauthorized or inappropriate use of its logos and may enforce this at any time.

**For additional information or requesting an electronic copy of the logo, please contact:**

**Waunakee Community School District Communications Department**

905 Bethel Circle Waunakee, WI 53597 | (608) 849-2000

wcsd\_communications@waunakee.k12.wi.us | www.waunakee.k12.wi.us



**Agenda Item: Handbook Updates**

**Background Information:** The following handbooks related to co-curriculars have been updated:

- Coaches Handbook
- Booster Club Handbook

**Administrative Recommendation:** To approve the handbook updates as presented.

**Board Action Requested:** The following motion would be in order: “Move to approve the Coaches handbook and Booster club handbook as presented.”

**Fiscal Note:** There are no financial impacts related to this requested action.

2025-2026



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**WAUNAKEE**  
COMMUNITY HIGH SCHOOL

**BOOSTER CLUB  
HANDBOOK**



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## **Dear Waunakee Community High School Supporter:**

Welcome to an exciting year of being a Waunakee Warrior! We are thrilled you have chosen to participate in athletics and our programming.

Waunakee Community School District provides a great learning environment for each and every student-athlete. As a member of the Badger Conference, we face and welcome great competition and high expectations of effort, achievement, and sportsmanship.

We hope this Booster Club handbook will provide you with guidance as you devote your time and resources to improving the experience for student-athletes, staff, and families involved in our programs. This handbook was designed to inform, educate, and guide you as a Booster Club, by addressing the rules, regulations, and information for participation in our Waunakee Community School District programming.

We partner with you and thank you for your dedication to our students, staff, and community.

Go Warriors!

Dr. Monica Kelsey-Brown, Superintendent  
Mr. Brian Borowski, High School Principal  
Mr. Nick Conrad, Athletic Director



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## SCHOOL DISTRICT MISSION AND VISION STATEMENT

### MISSION STATEMENT

“Committed to Children...Committed to Community...Committed to Excellence”

### VISION STATEMENT

The Waunakee Community School District is a collaborative learning community that works with students, staff, families, and the community to ensure that every student is ready for college and career; through a focus on data, research based best practices, and engagement with students to be active partners in their learning.

### EQUITY STATEMENT

The Waunakee Community School District embraces the differences among our students, staff, and families. We work to provide a safe environment with access to resources, opportunities, and instruction for all students to reach their full potential in the classroom and beyond. We strive to create a culture of dialogue, acceptance, and inclusion. We are committed to engaging all students so that they may thrive academically, socially, and emotionally in an ever-changing multicultural society.

### High School

Waunakee Community High School (9-12)  
301 Community Drive  
Waunakee, WI 53597  
Phone: (608) 849-2100

### Bethel Administration Office

905 Bethel Circle  
Waunakee, WI 53597  
Phone: (608) 849-2000



## BOOSTER CLUB ORGANIZATIONS AND WAUNAKEE COMMUNITY SCHOOL DISTRICT

Booster Clubs are organizations of parents, family members, caregivers, staff, and community members working together for the purpose of supporting our students and coaches of our programs/teams.

Booster Clubs are valued partners in supporting the co-curricular activities of our students. While the school district welcomes and encourages the interest, participation, and support of Booster Clubs, the District maintains control and management of the activities and athletics, including all rules, policies, and procedures.

The partnership, transparency and accountability between the school district and Booster Clubs is critical to maintaining thriving relationships while also adhering to local, state, and national requirements including District policy, WIAA requirements, Title IX compliance, and Internal Revenue Service (IRS) laws.

For all these reasons, Booster Clubs private management is adapted to District concerns and compliance requirements. We each have responsibilities to our students and our programs, but we share the same common purpose.

There will be **TWO** meetings annually of Booster Club members, coaches, and the Waunakee Community School District to strengthen our partnership, give ample time to answer questions, and provide opportunities for consistency and unity in our work. **Those dates are below and are held as virtual meetings.**

~~The 2024-2025 Booster Club meeting dates will be held in July 2024 and February 2025.~~

DATES TO REMEMBER	
Booster Meeting #1	July 23, 2025 <del>July 25, 2024</del>
Booster Meeting #2	February 4, 2025 <del>February 5, 2025</del>
Financial Report Form Due (FRF)	July 15, 2026 <del>July 15, 2025</del>



## SCHOOL BOARD POLICIES

School Board Policies are set for the educational goals of the entire school system and provide directives for administrators and other staff members and volunteers to follow while working towards the district's goals. The policies outline business procedures to allow for efficient operations of student activities and school operations.

It is expected that High School Booster Clubs follow all district purchasing and fiscal policies and procedures.

- A. General Booster Club - [881.1](#)  
The General Booster Club School Board policy includes information about gifts to the district, fundraising, and staff relations.
- B. Expense Reimbursement - [671.2](#)  
The Expense Reimbursement School Board policy includes information about the different rules and regulations of expense reimbursement, including meals, housing, parking, transportation, etc.  
*\*If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*
- C. Purchasing - [672](#)  
The Purchasing School Board policy includes information about general guidelines of district purchasing.  
*\*If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*
- D. Purchasing Approval - [672.1](#)  
The Purchasing School Board policy includes information about the bid process when making purchases based on purchase price.  
*\*If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*
- E. Bidding/Cooperative Purchasing - [Rule 672.1](#) and [672.3](#)  
The Bidding/Cooperative Purchasing School Board policy includes information about the procedures when obtaining formal bids and quotes and making sure we use cooperative purchasing, when available.  
*\*If you choose to manage your finances privately (see section VII), this School Board policy does not apply to your Booster Club organization.*



## FINANCIALS

The Waunakee Community School District Business Office is committed to supporting High School Booster Clubs. We strive to be as efficient as possible while maintaining consistency and transparency across all our programming.

### Business Office Directory and Contact Information

Steve Summers Executive Director of Operations	<a href="mailto:stevesummers@waunakee.k12.wi.us">stevesummers@waunakee.k12.wi.us</a>
Allie Newton Dye Director of Business Services	<a href="mailto:alexandraneaton@waunakee.k12.wi.us">alexandraneaton@waunakee.k12.wi.us</a> <a href="mailto:ndradye@waunakee.k12.wi.us">ndradye@waunakee.k12.wi.us</a>

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## Financials - School District Business Office

### Managing of Finances of Community Partners, including Booster Clubs (two options)

1. Manage Finances Through the School District<sup>1</sup>
  - Funds are accounted for in Fund 21, which is the gifts/donation fund for the school district.
  - Booster Clubs must follow all Waunakee Community School District School Board policies.
    - Fund 21 policies have more flexibility when it comes to topics like bidding requirements for purchases and gift card purchases.
  - Deposits, accounts payable, and payroll transactions are all processed by the school district.
  - There are no requirements of additional reporting to the IRS for the community organizations/Booster Club.
  - There is tax exempt status for all purchases and transactions.
  
2. Manage Finances Privately
  - Booster Clubs should be able to identify the Taxpayer Identification Number (TIN) connected to the bank account.
  - The bank account TIN should NOT be the Waunakee Community School District federal identification number or the social security number of a Booster Club member (former or present). The bank account TIN will have to be corrected if either scenario exists.
  - The Booster Club should have copies of the organizational paperwork that was filed originally to receive the Taxpayer Identification Number. If not, you can search for the document through the [Internal Revenue Services](#) (IRS).
  - The Booster Club should be aware of the specific type of organization that your Booster Club is.
    - An example includes IRS 501(c)(3) organization
  - The type of organization matters for compliance with state and federal regulations.
    - An example of annual reporting to the IRS is linked [here](#).
  - **Booster Club By-Laws**  
If your organization is opting to become a 501(c)(3), you will be required to submit Booster Club By-Laws to the Athletic Department. If you are in need of examples, please reach out to the Waunakee Community School District Business Office.

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<sup>1</sup> District management of Booster Club finances refers to serving as a repository of funds and performance of ministerial functions, as necessary. The District does not exercise discretion or judgment with respect to such funds apart from compliance with applicable laws and regulation.



## Financials - Reporting Transparency and Accountability

At the end of each fiscal year, Booster Club organizations are required to submit a copy of the Financial Reporting Form (FRF) (section 2 - template provided) to the Athletic Director. The Athletic Director will forward this information to the Business Office for the School District.

1. **Booster Club Guidelines**  
This guideline document is School Board policy 881.1 regarding parent organization and Booster Clubs. The Booster Club must sign and return these guidelines to the Athletic Director's Office by July 30 of the District fiscal year (July 1 through the following June 30).
2. [Financial Reporting Form \(FRF\)](#)  
Each Booster Club must submit their completed Financial Reporting Tool (FRF) to the school district Athletic Director's Office by July 15 of the District fiscal year.

The Business Office will provide the [Financial Reporting Form \(FRF\)](#) for each Booster Club for the upcoming school year. This will be emailed by the Athletics Office to the Head Coach/Booster Club representatives by September 1 of that respective year. \*Please note. Booster Clubs may submit their own spreadsheets as long as all the information is included in the provided template above from the school district.

All financial records will be presented to the Board of Education (BOE) in August of the District fiscal year.

3. **Retention of Records**  
In an effort to keep financial transparency, records are required to be kept for a set amount of time, per [Board of Education Policy 773-Exhibit](#), Records Retention Schedule.
  - If the Booster Club manages their finances with the Waunakee Community School District, it is required to keep the current fiscal year + 6 years of documentation.
  - If the Booster Club manages their finances privately, please refer to the guidelines required for your type of organization.
    - Organizations registered as a 501(c)(3) must maintain records and keep books to show that it complies with tax rules. Please reference this [website](#) for more information.



## Financials - Fundraising

Fundraisers must be approved and added to the document in the Athletics Office.

[Here is a link to the reporting and approval form.](#)

This document will be a resource each school year to have as a reference for programs to know what has been done regarding fundraising, what companies utilized, and offer suggestions and ideas on what has worked well for Booster Clubs/programs. We ask that similar fundraising efforts are not completed during the same season (for example: pizza products are not sold for two respective Booster Clubs during the same spring season). No fundraising is permitted without prior consent and clearance of the Athletics Office. All policies, procedures and local and state laws need to be followed regarding fundraising.

\*Please note! These fundraisers are not mandatory, but suggestions for the sport/Booster Club to raise monies for their programming.

1. 50/50 raffles
  - a. 50/50 raffles are a fundraising type activity.
  - b. All state laws must be followed.
  - c. [Raffle license](#) must be secured.
  - d. All raffles must be approved by the Athletics Office.
2. Raffles
  - a. All raffles are a fundraising type activity.
  - b. All state laws must be followed.
  - c. [Raffle license](#) must be secured.
  - d. Examples: [Girls Soccer](#) and [Boys Soccer](#)

3. Concessions

Booster Clubs must comply with the school district policy on the sale of food on school premises. There are no product restrictions or limitations on brands.

School Board Policy - [763](#)

Booster Clubs are one of the organizations that the District can authorize to operate the concession stands at sporting events in order to raise funds for their organization/Club.

4. Product Sales

School Board Policy- [374](#)

All product sales for fundraising must be a 50% profit margin for the organization, per School Board policy.

*\*The Business Office plans to review this policy with the School Board.*



5. Classmunity

Classmunity program is available to both Waunakee Community School District managed and privately managed organizations.

Classmunity website:

<https://www.classmunity.com/waunakeewi/view-fundraisers.php>

[School Board policy 881](#) defines the fundraising process.

6. Sponsorship

Sponsorships are a viable form of fundraising for Booster Clubs. All sponsorship requests must follow the [Board of Education Policy 851](#), Advertising in the School and [Board of Education Policy Exhibit 881.1](#), Parent Organization/Booster Club Relations and Information Guidelines.

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## Financials - Fees

### 1. Athletic/Co-Curricular Fees

Each student will be responsible for an Athletic/Co-Curricular Fee of \$75 for participation in the programming. These fees are billed in Infinite Campus by the school district during athletic registration each season. These funds are managed and used by the Athletics Office.

~~These athletic fees will be posted by the Athletic Department to all students registered for the program.~~

### 2. Booster Club Fees

Booster Club Fees are separate from the school fees. These fees are set by the Booster Club and are billed independently from the school district. These funds are managed and used by the Booster Club. In no capacity should these fees take the place of fundraising and they should not be used to offset expenses related to facility improvements.

\*The [Student Financial Assistance Fund](#) will automatically cover Booster Club Fees, as well as school district athletic fees for students approved for Free and Reduced Lunch. The families will NOT need to make the Booster Clubs/Coaches aware of this payment. The Student Financial Assistance Fund will work with the Athletic Department when fees are due, etc. for payment. Please reference the Student Financial Assistance Fund resources (Booster Club Handbook, page 26).

It is very important that Booster Clubs communicate to their families that the Student Financial Assistance Fund is available for assistance, especially at the beginning of the season when families are required to pay/submit payment for Booster Club Fees or registering for a program.



## Financials - District Financial Support

1. All coaches' salary and benefits are paid for by the school district, per [Board of Education 370 Rule \(1\)](#), Co-Curricular Activity Size Limitations Coach/Player Ratios.
2. Supply Expense Budget  
Each sport will be allotted a minimum of \$1,500 of supply and expense budget per season. The Coach and the Booster Club will work together to decide what items will be purchased with this allotment. **A final list of supplies will be submitted by the head coach to the athletic department.**
3. Transportation  
The district shall fund the cost of school bus transportation to and from events. Booster Clubs may fund the difference between school bus transportation and Coach transportation, if approved by the Athletic Director.
4. Uniform Budget  
Each sport is included in a rotation for funds for new uniforms from the school district.

Please review the [following spreadsheet](#) to view the year that your program is eligible for funding from the school district. This allotment can be used for home/away uniforms, pinnies, etc. and is allocated every four years.

- Any cost above and beyond the dollars allotted would be the responsibility of the Booster Club.
- Booster Clubs wishing to purchase new uniforms in an off-year of when the school district allotment is offered would be at the expense of the Booster Club.
- All uniform purchases must be approved by the Athletic Department/Communications Office to follow the school district branding guidelines.



## Financials - District Provided Insurance

The district provided liability policy provides coverage for the following:

*Your past or present employees or elected or appointed officials while acting within the scope of their employment or authority, authorized volunteers while acting for you or on your behalf, including your students, and all commissions, agencies, boards, districts, authorities, PTAs, PTOs, Booster Clubs or similar entities when you retain the right to control the details of the work of these individuals or entities, except this insurance shall be excess of any insurance maintained by your past or present employees or elected or appointed officials, or authorized volunteers, including students for the ownership, maintenance, or use of any automobiles owned by the employee, official, volunteer, or student, regardless of whether such automobiles are also hired or borrowed by you.*

- This also applies to Family Teacher Organizations (FTO).

An example of an event outside of the control of the Waunakee Community School District is a clinic hosted by an athletic program in another venue/location offered to student-athletes on a regional/statewide basis.

Booster Club board members/leadership liability policies are not necessary if all activities of the organization are under the control of the Waunakee Community School District. Booster Club officers/directors liability policies should be considered if the organization conducts activities outside of the control of the Waunakee Community School District.

### Booster Club Provided Insurance <sup>2</sup>

Booster Clubs engaging in activity outside of the control of the Waunakee Community School District should purchase a liability policy for your organization through an insurance company. The school district purchases their insurance policies through Hub International in Waunakee.

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<sup>2</sup> The District encourages Booster Clubs to secure separate coverage, as well. Although the District does direct Booster Clubs on, e.g., compliance issues, the District does not generally retain control over the work of Booster Clubs or their individual members.



## TITLE IX REQUIREMENTS

The Waunakee Community School District is required to adhere to the Title IX requirements. These requirements are the basis behind many of the requirements the District has for the Booster Club organizations.

Please review [this document](#) that summarizes the requirements.

## TITLE IX NOTICE

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 [briangrabarski@waunakee.k12.wi.us](mailto:briangrabarski@waunakee.k12.wi.us)

Director of Special Education, Waunakee Community School District. 905 Bethel Circle, Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 [tiffanyloken@waunakee.k12.wi.us](mailto:tiffanyloken@waunakee.k12.wi.us)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.waunakee.k12.wi.us/board/policies>

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.



## SCHOOL DISTRICT BRANDING GUIDELINES

Waunakee Community School District plays an integral role and is a staple in our Waunakee community. During the 2021-2022 school year, the Board of Education approved a year-long process to create a district visual brand. This process included a wide selection of community stakeholders, including students, staff, Board of Education members, parents, community members, etc. to gather input.

Visual branding is an important facet of an organization's communication plan. To keep the integrity of the Waunakee Community School District and the district/high school visual brand, it is crucial to follow these guidelines when using visual elements. This will help strengthen our image, promote trust, and will allow us to represent ourselves as one team.

A brand includes our name, logo, and identifying elements including fonts, colors, and graphics. The logo is a visual representation that represents our brand.

The visual branding results enclosed in these district branding guidelines packages are relevant for the Waunakee Community High School brand and the spirit/athletic/co-curricular programs of our school district. The correct guidelines should be followed with what you are producing or sharing with the community to represent our brand. Certain criteria must be met, and any and all entities that use the logo are subject to review and approval by the Waunakee Community School District.

With our high school brand, it is important that the district communicates to the community with a consistent, solid, and professional manner.

If you are seeking the Waunakee Community School District and its logo or the Waunakee Community High Schools and its logo, please contact the Communications Department via email at [wcsd\\_communications@waunakee.k12.wi.us](mailto:wcsd_communications@waunakee.k12.wi.us).

[Waunakee Community School District Branding Guidelines](#)

[Waunakee Community High School Branding Guidelines](#)

[Color Reference Quick Sheet](#)



## School District Branding Guidelines - Additional Resources

### [Waunakee Community High School Google Slides Presentation](#)

The Google document will ask you to make a copy when clicking on the above link. The header and footer will not change. Delete the text, and use the document for yourself. It will automatically add to your Google drive.

Under layout in Google Slides Presentation, there are many different options for layouts of your slides. You can select the option that you'd like.

### [Waunakee Community School District Google Slides Presentation](#)

This Google document will ask you to make a copy when clicking on the above link. The header and footer will not change. Delete the text, and use the document for yourself. It will automatically save to your Google drive. This presentation is the Waunakee Community School District logo/brand.

### [Logos](#)

It is very important when downloading our school district logos, you follow the branding guidelines. The rules help maintain the integrity of the brand.

#### [WCHS Spirit/Shield Logo](#)

#### [WCHS Logo with Text \(Vertical\)](#)

#### [WCHS Logo with Text \(Horizontal\)](#)

#### [Waunakee Warriors \(Vertical\)](#)

#### [Waunakee Warriors \(Horizontal\)](#)

#### [Waunakee Warriors \(Text\)](#)

\*There are several versions of each logo, including file types. If you are in need of a specific file type for a vendor, social media, etc. please reach out to the Communications Department via email at [wcsd\\_communications@waunakee.k12.wi.us](mailto:wcsd_communications@waunakee.k12.wi.us).





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## FACILITIES

### 1. Facility Use by Community Organizations

Facilities within the Waunakee Community School District are available for Booster Clubs that are managed both by the school district and privately managed organizations.

Please visit our facility usage guidelines and procedures to reserve space or inquire about using our Waunakee Community School District facilities.

[School Board policy 830](#) defines the use of School Facilities.

Fees (if applicable) are approved each year in May by the School Board.

### 2. Scheduling Facility Use

Effective September of 2023, the Waunakee Community School District implemented a public-facing community scheduling software program. This software will allow community members, internal staff, etc. to schedule facility use within the school district. All requests for facility use will be inputted within this new system.

- If you have an event that you would like to reserve space for outside of the normal school day (Monday-Sunday), we ask that you complete a facility reservation.
- Once a request has been made, the Athletic Department will review the request and approve it, unless additional information is needed or a conflict occurs.

Reservations can be made here:

<http://events.dudesolutions.com/waunakeecsd/page/quickform>

### 3. Facility Enhancements

If your organization is interested in completing a facility enhancement, please reach out to the Business Office prior to the start of the discussions. School Board policy requires review and approval for any facility enhancements before a capital campaign or fundraising begins.



## CAMPS/CLINICS

Waunakee Community School District supports Booster Clubs and athletic programs offering opportunities for community youth camps and clinics to support our student athletes and their programs.

Effective for camps beginning in the 2023-2024 school year, all registrations and payment will be processed through the Waunakee Community School District via GoFan. All camp expenditures will be accounted for in the District's accounting system.

Facility use and fees may apply, depending on the nature of the camp.

Camp offerings for each summer are listed on the [District Athletics website](#). The website is updated in the spring of the year for all the offerings/registrations for the respective summer camps that year/summer.

Questions regarding camps/clinics, please contact the Athletics Office at (608) 849-2103.

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## COMMUNICATION

It is very important that Booster Clubs keep open communication with the school district and the Athletics Office, as well as with school district employees (coaches, volunteers, etc.)

- Communication with the Athletic Office
  - a. The head coach and Athletic Department are always the first points of contact with Booster Clubs, regardless of the request. If the request needs to be routed to a different department, the Athletic Office will route the request to the specific person.
- Communication with Coaches
  - a. All communication with a Booster Club and coach **must use** the school district provided email for a coach.
- Communication with Students
  - a. The Athletics Office has organized the program HUDL App for use for communication with coaches and student-athletes. The HUDL App will be required, and purchased by the Athletics Office. All athletic programs will have access to the basic package from the school district. Because the HUDL messaging app has changed in the past year, other apps may be more useful for communication. Examples of these apps include but are not limited to:
    - i. SportsYou
    - ii. BAND
    - iii. Remind
  - b. There are a variety of functions that organizations/sporting programs can utilize in addition to the basic package of communication with this tool. Any other or additional add-on features within HUDL is the responsibility of the Booster Club.
- Communication with Booster Clubs within our School District
  - a. Information must be updated yearly to reflect contact information of Booster Clubs. Document contains names, email addresses, social media accounts, etc. for each Booster Club.  
[Booster Club Database](#)
- Advertising Events Protocols
  - a. Listed on our [Community Events](#) page on the district website are guidelines for organizations wishing to distribute information through schools. Please follow the procedures carefully when submitting information.



- 
- b. All requests follow the [Board of Education Policy 851](#), Advertising in the School.
- c. Organizations wishing to advertise or distribute information on this community webpage need to follow these steps:
- Send your request along with a flier to [district\\_administrator@waunakee.k12.wi.us](mailto:district_administrator@waunakee.k12.wi.us).
  - PDF format clearly includes the start and end date of the event, as well as contact information for individuals with questions.
  - Once the request is reviewed by the District Administrator's office, the requestor will be notified if/how the submission will be posted.
  - If posted, the District Administrator's office will share the information with the Waunakee Community School District building offices.
- School District Communications Office
    - As a resource, the Communications office can be a tool that can help you with operations, communication, and advertising. Please reach out to the Communications Office (905 Bethel Circle, Waunakee) at 849.2000, ext. 8005.

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## STATE TOURNAMENT GUIDELINES

The Athletics Office has the following guidelines to share the expectations and support that the Waunakee Community School District provides to athletes and teams when they perform/compete at the state level.

[Athletic Department Guidelines](#)

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## SPECIAL EVENTS

The Athletics Office will have a sign-up each season for special event nights. Each Booster Club/Head Coach will be responsible for inputting the dates of all nights they will celebrate during their respective season.

[Sign-Up Document](#) (Fall, Winter, and Spring sports)

\*Please note! These special nights are not mandatory, but suggestions for the sport/Booster Club to honor and celebrate during their season.

1. Youth Night
2. Senior Night
  - Banners: Banner hanging and the take-down are the responsibility of the senior parents and Booster Club members. Please contact Jen Lockman ([jenlockman@waunakee.k12.wi.us](mailto:jenlockman@waunakee.k12.wi.us)) to schedule when you can hang the banners in the commons. You will need to provide your own zip ties.
  - For banners that will hang in the Fieldhouse for the Senior Night game, we ask that the Booster Club members use Gaffer's tape to protect the walls.
  - If you do not schedule with Jen before the season, the Athletics Office can't guarantee you will be able to display the banners in the commons.
  - Senior Programs
    - [Collecting Senior Information from Athletes](#)
3. Parents Night
4. Teacher Appreciation Night
  - Form Templates
    - [Collecting Teacher Choices from Athletes](#)
    - [Collecting RSVP from Staff Members](#)
5. End of the Year Banquet
  - End of the year banquets are planned and held by the Head Coach/Advisor in honor of the team's season. Many times, a Booster Club committee will help the coach with this process. It is recommended that all banquets are held on-site at the High School, but special permission will be granted if a program would like to hold the event off-site. This must be approved by the Athletic Director or High School Principal.
  - School Board Policy - [522.1](#)



All functions involving our students of the school district should be completely alcohol-free and drug-free.

- Awards

All awards will be ordered from the Athletics Office. Each sport will receive 3 awards, including small (5x7) plaques and the American Legion award.

Any additional awards beyond these will be at the expense of the Booster Club.

6. Additional Booster Club Activities and Resources

- Rosters

- [Rosters - Printable Template](#)
- [Roster Card Template](#)

- Away Game Food: Away game food is not required by the Booster Club program. Please note that when weather poses the threat of postponing a game, that decision may not come from the school(s) until 2:00pm on the day of a competition.

- Photography

- A yearbook photo must be submitted for each athletic program. In order for the yearbook to meet their deadlines, team photos of each level must be completed and uploaded in a timely manner.
- Please see the [team photo submission policy document](#) for complete information. The athletic department can also take care of photo uploading by emailing us the name of the team and including the photo.
- If you need assistance in setting up a team photo day, please contact the athletic office

- Volunteers

Volunteers are the heart of our programs.

- [Committee Chair Sign-Up Template](#)

- Websites

At this time, Booster Club websites will not be linked off the district website. Our offerings at the high school level will be listed, as well as an email address contact for each sport.

- Websites maintained by teams and/or Booster Clubs must:

- Follow district branding guidelines
- Be kept up-to-date



## SOCIAL MEDIA GUIDELINES

The Waunakee Community School District social media accounts are maintained by the Communications & Engagement Specialist to inform and engage the Waunakee Community School District and Community.

Social media posts occur at a minimum of once per day. Social media posts include, but are not limited to:

- Highlighted accomplishments of anyone within the Waunakee Community School District
- Relevant district information
- Emergency and non-emergency school closures, early dismissals, delayed openings
- Employment opportunities

District administrators, principals, department supervisors, teachers, coaches, booster club representatives, and club advisors are encouraged to submit pictures/text monthly to provide transparency and engagement for our school community.

All district-related social media accounts must comply with FERPA, Copyright Laws, uphold the safety and security of all students, staff, and focus on branding while maintaining a positive image for Waunakee Community School District.

We do not promote fundraisers on our district social media channels.

1. We ask that all athletic programs/Booster Clubs submit their social media pages to the Athletics Office. This helps us help you celebrate our student-athletes. Our main district social media accounts can reshare, like, comment, and engage with your programs.  
[Booster Club Contact Database + Social Media Pages](#)
2. We ask that all Booster Clubs/athletic programs submit stories, pictures, text, etc. to our district social media email address to promote on our district level social channels.  
You can email [social\\_media@waunakee.k12.wi.us](mailto:social_media@waunakee.k12.wi.us).
  - [Facebook](#)
  - [Instagram](#)
  - [Twitter](#)
  - [YouTube](#)
3. Social Media Best Practices for Booster Clubs
  - It is important to select the right avenue of social media account for your Booster Club. It is not possible and manageable to use every platform for your organization, but it is important to know what the Booster Club would like to get out of the social media presence and how you can use social media to benefit



your Booster Club. Choosing the right social media platform to reach your different audiences is very important, but taking the time to understand your target audience and where they prefer to spend their social media time is crucial for the success of your channels.

- Posts to social media should focus on promoting the team and it's players and coaches in a positive manner. Examples of posts that would be anticipated include, but are not limited to:
  - Photos, videos, posts of team events, games, activities, tournaments, camps, etc.
  - Game scores and highlights.
  - Upcoming team games and events.
  - Team and individual accomplishments, including awards, special recognition, etc.
  - Reposts or retweets mentioning the team in the media.
  - Posts should be objective
- Only positive and appropriate facts are to be posted. Perceptions and opinions should be avoided. Facts are to be simple, clear, and concise. Spelling, grammar, and punctuation should be correct.
- Branding and school district guidelines must be followed and used on all social media channels and communications.
- The following text needs to be included in the notes/About Me (Facebook) or BIO (Instagram and Twitter) section of the Booster Club social media accounts.
  - This account is run by the "Waunakee Booster Club", volunteer members of the Booster Club. It is **not** an official account of the Waunakee Community School District.
  - Commenting Guidelines are required/posted on all social media channels.
  - Account is not managed or created by a school district employee, coach, etc.
  - Account is managed by a Booster Club volunteer.
  - [Example](#)
- The standard is to avoid using names unless necessary on social media posts. If there is special recognition, then it may be appropriate to include the athlete's name. You do not need to worry about including names with your pictures, but you should always include a short description of what is happening in the photo.



- Additional Resources  
[Best Social Media Practices for Schools](#)

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## WARRIOR MEDIA

Warrior Media students create and produce livestream broadcasts for many of the home Waunakee Athletics events, as well as game-day photography, play-by-play, video board content, and social media updates (gameday and final score graphics).

Website: <https://www.waunakee.k12.wi.us/athleticsactivities/livestream#/>

Photography Website: <https://photos.warriormedia.org/>

Social Media Channels

- Instagram: [https://www.instagram.com/wm\\_whs/](https://www.instagram.com/wm_whs/)
- X (Twitter): [https://twitter.com/wm\\_whs](https://twitter.com/wm_whs)

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## PUBLIC RECORDS

Public Records Law - Wis. Stat. §§ 19.31 to 19.39

### School Board Policies

Policy 823 - Access to Public Records

Policy 823 Exhibit - Public Records Notice and Fee Schedule

Policy 823 Rule - Procedures for Handling Public Records Requests

The public records law “shall be construed in every instance with a presumption of complete public access, consistent with the conduct of government business. The denial of public access generally is contrary to the public interest, and only in an exceptional case may access be denied.”

The school district, as a governmental entity, has a legal responsibility to maintain records. Those records are the responsibility of the Records Custodian – in WCSD the superintendent is the custodian of records.

View [informational presentation](#) regarding Public Records and Requests.



## STUDENT FINANCIAL ASSISTANCE FUND

The Student Financial Assistance Fund is committed to ensuring that all Waunakee Community School District students and families can participate in school activities and programs regardless of their ability to pay.

If you have questions regarding the Student Financial Assistance Fund or to learn more about the Fund, please contact Teri Reible at the district office via phone (608) 849-2000. If you need assistance in a language other than English, please call the district interpreter and translator at 608-849-2000 option 2.

- The Student Financial Assistance Fund statement should be included in all written communication shared with families. **It is very important that the text is copied and pasted into emails, texts, messages, etc. when sending emails to your families, especially at the beginning of the season when families are required to pay/submit payment for Booster Club Fees or registering for the program.**

Text to be included in your communications:

*The Waunakee Community School District is committed to ensuring that all students and families can participate in their school communities regardless of a family's financial situation and ability to pay. Scholarships or payment plans are available to any student who has been approved for the free/reduced meal program, and may be available to any student whose families have a financial need due to unique circumstances. Please contact your school building social worker to learn more about these opportunities. If you need assistance in a language other than English, please call the district interpreter and translator at 608-849-2000 option 2.*

- The Student Financial Assistance Fund will automatically cover Booster Club Fees, as well as school district athletic fees for students approved for Free and Reduced Lunch. The families will NOT need to make the Booster Clubs/Coaches aware of this payment. The Student Financial Assistance Fund will work with the Athletic Department when fees are due, etc. for payment.

Text to be included in your communications, as well:

*If you are approved with the Waunakee Community School District Free and Reduced Lunch program, your Booster Club Fees and Athletic Fees will be waived. You do NOT need to disclose this information to the Booster Club members. The Student Financial Assistance Fund will take care of this.*



- Additional Student Financial Assistance Fund Resources
  - [Presentation](#)
  - [Website](#)
  - [Classmunity Website](#) of the Student Financial Assistance Fund

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## BOOSTER CLUB BEST PRACTICES

The following best practices are highly recommended to minimize legal liability for any Booster Club organization:

- All Booster Club members must be made aware that no individual should personally benefit from the organization's activities, but be focused on the benefit of the students and the programming.
- Individual Booster Club members are not employed by the District and are not representatives of the District for purposes of this Policy. Consequently, Booster Clubs must be careful to avoid giving the imprimatur of the District.
- To avoid the appearance of an actual conflict of interest, a coach/advisor should not be part of any decision making/approvals that result in any financial benefit to the coach.
- All Booster Club members are expected to follow the same standards of conduct as District employees when chaperoning, sponsoring, or attending student activities.
- Use a general email (like Gmail) for all communication within the Booster Club organization. This way, when there is a change in leadership, the Booster Club will just need to update passwords and document access.
- The treasurer of the Booster Club should be working with the school district to keep the financial reporting tool up-to-date. Please reach out if you have questions or concerns. The Financial Reporting Form (FRF) will be submitted to the Athletic Office by July 15 of the District fiscal year.
- All meetings should be properly communicated and posted for all members of the organization. The notice should clearly state the date, time, and location of the meeting and items to be discussed. The Booster Club organization may use the school facilities for their meetings with proper prior approval through the Facilities Rental Process.
- No coercion (actual or implied) may be exercised in fundraising activities and no student or teacher is required to raise any particular minimum money or sell any minimum number of tickets, etc. There can be a recommended amount per athlete/student/family.



## ADDITIONAL RESOURCES FOR BOOSTER CLUBS

[Waunakee Community School District website](#)

Waunakee Community School District - [Athletics website](#)

[Internal Revenue Services](#)

[Waunakee Booster Club Contact List](#)

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## SIGNATURE OF ACKNOWLEDGE FOR BOOSTER CLUBS

Each Booster Club must acknowledge the Booster Club Handbook and submit in writing the action of reading/receiving the document. Failure to abide by this document may result in the ability to attend in future athletic events and participate as a Booster Club member.

This document must be submitted to the Athletics Office. This acknowledgement should be completed by digitally signing this Google Form: <https://forms.gle/9Fbv2bsJifusaXoAA>

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### DISCLAIMER

This handbook serves as a resource for Booster Club volunteers, members, coaches, students, and families in partnership with the Waunakee Community School District. It is meant to provide guidance and information related to supporting our student athletes within our athletic programs, but should not be viewed as a legally binding document.

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2025-2026



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**WAUNAKEE**  
COMMUNITY HIGH SCHOOL

**COACHES  
HANDBOOK**



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## WAUNAKEE COMMUNITY SCHOOL DISTRICT ATHLETIC DEPARTMENT VISION AND EQUITY STATEMENT



**VISION STATEMENT** Waunakee Athletics is committed to building champions on the field, in the classroom, and in life through effort, respect, and teamwork. Our athletes represent Waunakee with pride, striving for excellence in all they do.

The teams and athletes competing for the WCSD Athletic Department are measured by the following vision:

**I. SUCCESS**

- On the field of competition in terms of wins and losses in relation to skills of our teams/players and that of the opponent.
- Players experience success in the classroom and the community as well as the field of competition.
- A positive atmosphere surrounds the program.

**II. REPRESENT/RESPECT**

- Players demonstrate respect for coaches, teammates, opponents, and officials.
- Waunakee athletes positively represent themselves, the team, the school, and the Community.

**III. EFFORT**

- Waunakee athletes give the maximum effort in games regardless of score.
- Waunakee athletes give maximum effort in practice and strive to improve throughout the season and between seasons.

**EQUITY STATEMENT -**

The Waunakee Community School District embraces the differences among our students, staff, and families. We work to provide a safe environment with access to resources, opportunities, and instruction for all students to reach their full potential in the classroom and beyond. We strive to create a culture of dialogue, acceptance, and inclusion. We are committed to engaging all students so that they may thrive academically, socially, and emotionally in an ever-changing multicultural society. The Waunakee Community School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education programs or activities.



## CONTACT INFORMATION

### **High School**

Waunakee Community High School (9-12)  
301 Community Drive  
Waunakee, WI 53597  
Phone: (608) 849-2100

### **Middle School**

Waunakee Community Middle School (7-8)  
1001 South St.  
Waunakee, WI 53597  
Phone: (608) 849-2060

### **Bethel Administration Office**

905 Bethel Circle  
Waunakee, WI 53597  
Phone: (608) 849-2000

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## COACH STATEMENTS

### WAUNAKEE COACHES' STATEMENT ON OUT OF SEASON CLINICS & COMPETITIONS

A student/athlete's academic performance is our primary concern. We encourage our student/athletes to perform at their highest academic level possible and to be excellent citizens. We encourage our student/athletes to be involved in more than one school sponsored co-curricular program.

We highly discourage a student/athlete's involvement in out of school athletic clubs or organizations while involved in school sports programs. The WIAA has rules limiting the participation of athletes on two teams during the same sport during the school season. A student/athlete is exposed to enough competition and stress in school programs without adding out of school practices and/or competitions which would take away study time and normal eating and sleeping times which are a necessity for competing at the interscholastic level.

Coaches are in agreement that a strength development, flexibility, endurance and agility program is essential for all of our student/athletes and should be available as a year-round program. All students/athletes can benefit from this program and need to feel comfortable and welcome regardless of gender, skill, and ability. ~~We do not agree with holding any out of season camps, clinics, or tournaments except during the summer.~~ WIAA rules ~~now~~ allow contact with players during the summer period, provided the program is not limited to students on the basis of a school affiliation, athletic experience, team status, is not required, and is ~~scheduled for and completed~~ by July 31st. ~~No contact is permitted from July 1 through July 6, per WIAA rules.~~

We need to consistently support all programs, as we are all Waunakee.



## ELIGIBILITY

### Academic Eligibility ¶



~~First 9 Weeks: Follow WIAA guidelines (page 36, section 7a of WIAA Handbook) ¶~~

~~Second 9 Weeks: 11/6/23-1/10/24 (May begin play on 12/2/23) ¶~~

~~Third 9 Weeks: 1/23/24-3/21/24 (May begin play on 2/13/24) ¶~~

~~Fourth 9 Weeks: 4/1/24-6/7/24 (May begin play on 4/22/24)~~

### Academic Eligibility for all Co-Curricular Participants

Incoming freshmen who received a failing grade during the fourth quarter of 8th grade are ineligible for the first three weeks of any fall co-curricular activity.

A student who is carrying six academic subjects may receive an “F” grade and will still be eligible if he/she has a “C” grade to compensate for the failure. However, if a student with six academic subjects receive two or more failures, he/she will be ruled ineligible for competition for the next nine-week grade reporting period.

A student who is declared scholastically ineligible for co-curricular participation may regain probationary eligibility after a period of 15 school days and is doing passing work in all classes. Passing academic achievement will be determined by individual classroom teachers through reports filed with the high school athletic director ~~each week for the remainder of the grading period. A week of eligibility will be lost by the student/athlete if any of his/her teachers report failing grades.~~ The student must have each of his/ her teachers check and sign the form and the student must return the form to the athletic director’s office.

The student may practice during the ineligibility period. Eligibility will be determined by the FIRST and THIRD quarter 9 week progress reports. Semester grades will be used during the SECOND and FOURTH grading periods to determine eligibility. Summer school can be used to make-up eligibility. An Incomplete “I” is considered a failing mark until all work is completed and a grade is issued to replace the “I”.



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## **JOB DESCRIPTIONS**

### **MIDDLE AND HIGH HEAD COACH/ADVISORS**

#### **Responsibilities**

The head coach/advisor for each activity has the responsibility of guiding the activity of the school district, by adhering to the policies and regulations of the School Board, as well as the practices and procedures of the school administration. Each head coach/advisor should have a working knowledge of individual building practices, the District Coaches Handbook and the Wisconsin Interscholastic Athletic Association (WIAA) rules.

Reports To: Athletic Director

#### **Qualifications**

A. Professional preparation: either through employment as a teacher, college training, or previous experience.

B. Background experience: possess working knowledge of all aspects of the activity.

C. Personal: demonstrate interest in and an aptitude for performing tasks listed:

1. At every opportunity urge the participants to be polite, courteous, and fair to visiting groups and teams.
2. Display good conduct.
3. Model poise and self-control at all times.
4. Teach the participants to play fairly.
5. Be a good host to the visiting team, coach, participants, and spectators.
6. Educate the players/participants on the sidelines to the fact that is unsportsmanlike conduct to yell intimidating remarks at the visiting team, participants, or officials.
7. Respect the officials' judgment and the interpretation of the rules. If an interpretation appeal is necessary, follow appropriate procedures.
8. Let the officials control the game and the coach control the team.
9. Publicly attempt to shake hands with the officials prior to the game and the opposing coach/advisor before and after the game.
10. Demonstrate a leadership style that communicates effectively with parents, players, and assistant coaches/advisors.
11. Enjoy working with middle and high school age students.

#### **Program Responsibilities**

The head coach:



1. Has full responsibility for the overall supervision and development of the program district wide.
2. Is in charge of assigning all duties of assistant coaches/advisors working under his/her Supervision.
3. Is responsible for keeping practice schedules for the activity within the confines of the times specified by the athletic director and with due consideration to the staff and welfare of participants.
4. Is responsible for the general upkeep and protection of supplies under the jurisdiction of the program.
5. Reports periodically while the activity is in season to the principal/athletic director with regard to developments in the program.
6. Is directly responsible for a complete inventory of any supplies used for the activity. (to be completed at the end of each season)
7. Provides an evaluation of the program including assistants and improvements at the high school level at the end of the season.
8. Is responsible for compiling and submitting records (participation and season results for high school and participation for the middle school) to the principal/athletic director at the conclusion of the season.
9. Is responsible for recommending purchase of equipment, supplies, and uniforms, as needed/demands.
10. Has a shared responsibility for striving to build positive attitudes and developing good public relations in the school and community and promotes the sport/activity.
11. Plans and schedules a regular program of practice and meetings in season.
12. Works closely with the principal/athletic director in scheduling any contests/performances. This includes filing completed facility usage forms and transportation forms.
13. Oversees the safety conditions of the facility or area in which assigned sport/activities are conducted at all times and participants are present.
14. Conducting a preseason parents' meeting and attending the WIAA and Badger Conference meetings. Complete WIAA and Badger Conference forms in a timely manner.
15. Makes recommendation to the athletic director in matters of scheduling.
16. Cooperates with all other staff in providing the optimum program possible under existing conditions.
17. Makes financial reports of all trips where money has been advanced and keeps receipts and accurate records when expenses are to be reimbursed. (Mainly at the high school level, for example; state tournament expenses.)
18. Submits the following to the athletic director or principal:
  - a. An alphabetical roster as soon as it is set.
  - b. A squad roster with all necessary personal data, at least one week before the first contest.



- c. An alphabetical list of award winners and score sheets immediately following the season.
19. Keeps abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops, and reading in the field.
20. Performs other duties as related to his/her assignments as designated by the building principal or athletic director.

### **Personnel Responsibilities**

The head coach:

1. Teaches individual participants the skills necessary for improvement in the activity.
2. Helps to establish performance criteria for eligibility in interscholastic competition in all activities.
3. Applies discipline in a firm and positive manner.
4. Determines the strategies for the program to be used.
5. Understands that he/she is continually on display and must exercise good judgment in portraying positive behavior. Be reminded of the fact that he/she is responsible for participants' conduct during practice and traveling, as well as when performing. All programs should be expected to project a professional image; coaches/advisors should lead by example.
6. Encourages good conduct and desirable pupil/teacher relationships.
7. Is certain that no participant is permitted to participate until all appropriate procedures have been completed to participate in activities.
8. Thoroughly explains eligibility requirements and participation rules to all members. If a violation occurs, it is to be discussed with the principal or athletic director and a family contact must be made. Due process must be utilized.
9. Is responsible for clearing with the principal, or athletic director, the departure time for trips that involve loss of school time and for seeing that the faculty is given adequate and appropriate notice.
10. Sees that all participants have made necessary arrangements for their own transportation home when returning from road trips in late evening hours.
11. Provide the athletic department with an accurate list of students to be released early for competition (when applicable).
12. Provides participants with an evaluation either through a meeting or written Communication.
13. Be an active leader in their sport's youth program.



## EVALUATIONS - HEAD COACH

\*Now done through an online form – <https://www.coachevaluator.com/>

This evaluation process is meant to assist coaches in setting goals for the programs they oversee, to maintain communication with regards to program with the Athletic Director, and to encourage and identify areas of professional growth. A major part of the process will consist of a yearly pre-season and post-season conference with the Athletic Director. A written evaluation will be done on a yearly basis.

The evaluation instrument will focus on:

- Short term goal setting (for upcoming season) Long term goal setting (for entire program)
  - Communication skills
  - Organizational skills
  - Knowledge of game (Individual skills and team strategies)
  - These areas are in the Head Coaches job description. The evaluation instrument will be signed by the coach and the Athletic Director. A signed copy will be kept by each as well as the High School Principal.
- I. Short term goals
    - A. Goals and expectations for the immediate season.
    - B. Team strengths/weaknesses to work on.
  - II. Long term goals
    - A. Areas the head coach wants to see improved in the overall programs.
    - B. Off-season expectations of players.
    - C. Development of feeder programs.
  - III. Communication skills
    - A. Demonstrates ability to effectively communicate with
      - B. Players
      - C. Assistant coaches
      - D. Support staff (managers, custodians, trainers, etc.)
      - E. Administration
      - F. Teaching staff
      - G. Parents
      - H. Media
  - IV. Organizational skills
    - A. Demonstrates effective organization of:



- B. Practice time
  - C. Program organization ie: (youth programs, off-season programs, etc.)
  - D. Program business ie: (Budget, bus and facility forms, pre-season parent meeting, post
  - E. season banquet, etc.)
- V. Knowledge of Game
- A. Understanding of individual skills
  - B. Understanding of team strategies
  - C. Player management
  - D. Application of knowledge in practice and game settings
- VI. Leadership Abilities

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## RESPONSIBILITIES OF A COACH

### Pre-Season:

- A. Check the previous year's inventory to make sure all equipment and supplies are available as indicated. If the inventory does not balance, notify the athletic director immediately.
- B. All students must have a valid ~~freshman and juniors must take a WIAA Physical~~ ~~Physical~~ ~~on file~~ ~~file~~. ~~Any new sophomores and seniors must have the proper physical on file, along with a tan alternate year card.~~ Under no circumstances is an athlete to practice or participate in a contest unless a valid green WIAA physical card is on file in the Athletic Director's office. A WIAA physical is good for two years with an alternate year card signed by a parent for the second year. The physical must be taken after April 1 to be good for two school years.
- C. Discuss with your athletes at your first meeting, the purpose of the co-curricular code. If you want, discuss this with the Athletic Director for ideas on how to cover the code with your athletes. REVIEW THE CONTENTS OF OUR CODE WITH YOUR ATHLETES.
- D. Parents must complete the online registration form. It will be sent to parents in July and can be accessed through the parent portal of Infinite Campus. If parents have questions they should contact the Athletic Office.
- E. The Head Coach is responsible for getting the forms to the athlete in a timely manner. The Athletic Director's office will send out a list to the head coaches' mailboxes of all athletes who are ready to go with physicals completed or have their alternate year card completed. ONLY ATHLETES ON THE COMPLETED LIST MAY START PRACTICE. An updated list will be available everyday beginning on the first day of football practice and running through the school year. Remind your athletes well before the beginning of your season to get this taken care of. If you allow an athlete to practice without completion of the WIAA required physical/alternate year card, it will be documented and put into your file. This is extremely important for safety purposes. YOU WILL BE HELD ACCOUNTABLE IF AN ATHLETE IS INJURED WITHOUT PROPER PERMISSION TO PRACTICE. DISCIPLINARY ACTION SHALL BE TAKEN.
- F. Turn in a printed or typed list of all players by grade and in alphabetical order within three days of the start of your season.
- G. A complete roster of each of your teams must be turned in. List the players in numerical order. Be sure every player's dressing is listed. This means Varsity, JV and Frosh



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rosters. List information in the following order: Jersey number, Name, Grade, Height, Weight (where applicable), and Position. This roster information is needed ASAP but no later than 1 ½ weeks before your first contest.

- H. Meet with assistant coaches before the beginning of the season to discuss – Expectations, Practice planning, Individual responsibilities, Skills to be taught and Methods used, Coaches conduct practice and contests. Make it very clear to all assistants and volunteer assistants that anything out of their normal responsibilities such as calling meetings with team members, sending notes home, making calls to parents, schools, referees, newspapers, etc. must be cleared with the head coach beforehand. If you would like, invite the Athletic Director to be present at this meeting.
- I. Each coach must attend required WIAA rules interpretations meetings or view online rules meetings. Assistant coaches must also attend meetings or view online. ALL coaches must complete the WIAA rules test.
- J. ALL coaches must receive the Wisconsin Fact sheet on concussions for coaches and sign the agreement form. ALL PAID COACHES: must submit proof of AED, CPR, & First Aid Certification.
- K. Each head coach will receive a copy of the confidential ineligibility list.
- L. Coaches will use a school-affiliated email account for all of the team related email communication.
- M. Volunteer coaches must follow all district guidelines outlined in [Board Policy 535.21](#).
- N. When students are cut from a team, coaches must follow procedures listed in school board policy [370.1 Rule 1 Co-Curricular Activity Size Limitations Coach/Player Ratios](#).
  - a. The middle school shall have a no-cut policy for its interscholastic program. Students shall receive the opportunity to play through a rotation system in basketball and volleyball if necessary.
  - b. Cutting is allowed at the high school. It is to be done tactfully and personally by coaches (no list posted, etc.). Cuts may be reviewed by the athletic director and principal.



## CONTESTS - HOME and AWAY

### AWAY CONTESTS

- A. Arrange for transportation with the athletic office via the provided Google Doc.
- B. Only high school approved managers, athletes and coaches are permitted to ride the player's bus and permitted to sit on the player's bench. Coaches' children are not to be at practice sessions or near the coach ~~before or~~ during the contest, unless they are of high school age and part of the team. ANY exception must be approved by the principal/athletic director beforehand.
- C. Each level coach is responsible for the conduct of student/athletes on buses. This shall include:
  - i. Proper behavior
  - ii. Windows shut when we return home
  - iii. All trash removed from the bus
  - iv. No students shall leave the bus through the emergency exit unless instructed to do so.
- D. Travel to events – each student must ride and return from practices, contests, performances, events with their team/group unless proper arrangements are made before leaving on the trip. The arrangements are as follows:
  - i. Completion of the WCSD ~~Alternate Athletic Transportation Form Agreement~~ must be completed via the Google Form provided to coaches at the start of the season. ~~given to the principal/athletic director prior to each date/event.~~ (no other notes, phone calls or emails will be accepted) A copy of the WCSD Student Transportation Agreement is on page 23 of this book. Feel free to make copies.
  - ii. ~~Students are allowed to transport themselves to practice within a 30 mile radius of WCHS.~~
  - iii. ~~Coaches will not provide rides to practice or competitions in their own vehicles unless previously approved to do so by following WCSD procedures.~~
  - iv. ~~Permission from the principal/activities director must be given to the coach/director.~~
  - v. The parents must pick up the student in the presence of a ~~paid~~ ~~the~~ coach/director.
  - vi. A copy of the "Consent to Treatment" form must be carried by each team's head coach to all contests. The best way to do this is to tape them into your first aid kit in a plastic container/ziploc bag.



- vii. The head coach or a designated coach is responsible to check locker rooms before we leave a visiting school. Do not allow our athletes to leave a mess or personal property. The condition we leave a locker room in will be equal to, or better than how we found it. It's called Warrior Pride.
- viii. SPORTSMANSHIP IS ESSENTIAL TO THE PRIDE OF OUR TOTAL ATHLETIC PROGRAM. The head coach is responsible for coach and player conduct. Coaches and players must display good sportsmanship as a participant or as a spectator. Stress this every chance you get. It will rub off. Take every opportunity to reinforce this.

## HOME CONTESTS

- A. Arrange with the athletic director for someone to greet the opposing team and officials for your own non-conference invites and/or tournaments. See to it that they get into the proper locker rooms and have everything they need. This is not necessary for any WIAA Tournament Series contests or Badger Conference contests.
- B. For all home varsity contests that require the result to be posted to the WIAA website, the athletic director should be emailed ~~or texted with~~ the final score of that night's contest. This includes any multiteam invites.



## MEDIA

The head coach of each level is responsible for meeting/talking to the Waunakee Tribune Sports Editor. ~~Sub varsity level coaches will still need to submit articles to the Waunakee Tribune~~ (tribsports@hgnews.com). The weekly deadline is on Tuesday at 10:00 AM.

- The head coach or designated person to call home contest results to the Madison newspapers and TV stations. This is for varsity contests only.

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## POST-SEASON INFORMATION

- A. Complete and turn in to the Athletic Activities Director the following forms:
- a. ~~Co-Curricular activity form along with Booster Club year-end report~~
  - b. Equipment and supply inventory sheets
  - c. Major awards form
  - d. Coaches' performance review forms should be done at the end of the season – for each assistant coach in your program. You can ask your assistants to fill one out for you also.
  - e. Properly store all equipment and supplies in the assigned area, and complete inventory sheets.
  - f. The date of the awards banquet should be scheduled ASAP – a year in advance is not too early. Off-Site banquets must be pre-approved by the Athletic Director.

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## ATHLETIC POLICIES

- A. The head coach is in charge of the entire program, including the middle school program.
- B. Winning is not the most important phase of coaching at Waunakee. Athletes should be prepared to win but we are more concerned that students learn about life through athletics and to become good people and citizens. We expect Waunakee athletes to have respect for school, coaches, opponents, team members and themselves. Coaches must show respect for athletes, fellow coaches, officials and themselves.
- C. Profanity is not to be used by athletes or coaches at any time.
- D. If a coach is aware of an athlete that has broken co-curricular code rules, the Athletic Director and Principal must be notified as soon as possible.
- E. Call Coaches and all fellow teachers by their title "Coach" or Mr., Miss, Mrs., or Ms.
- F. Do not air any petty grievances where students or others can overhear you. Talk to the person who can do something about your problem.
- G. Dress-up on days of interscholastic contests by squad members will be up to the discretion of the head coach.
- H. Managers are not to be allowed in the coaches' office. Do not allow any student or athlete to hang around the coaches' office.
- I. No athlete should be allowed in the training room unless a coach or the trainer is present.
- J. The training room is to remain locked unless a coach or trainer is present.
- K. The weight room is off limits for all unless a qualified instructor or coach is present.
- L. In the Badger Conference, visiting teams must supply their own towels. It is important that non-conference teams be made aware of this rule. It is the responsibility of the head coach to ensure all towels taken on any trip are returned.
- M. In the past, some coaches have attended or held team parties at their home or at a player's home. This practice is not ~~permitted~~ ~~condoned~~ by the school and/or athletic department. Coaches' liability is too great in these situations.



- N. Our athletes need and deserve recognition for their efforts. The Waunakee Tribune does employ a full-time sports reporter so each coach is responsible for supplying the newspaper with contest information.
- O. Some athletes have special medical problems and/or medical history. You will receive a copy of the Confidential Medical list from the school nurse. Please review it carefully and make a point with the athletes that you and our trainer need to be made aware of this.
- P. ~~It is recommended that all participants in sports be inoculated against tetanus. You should discuss this with their parents.~~
- Q. Under WIAA regulations, an athlete must be an amateur in all sports in order to participate in any sport. They can violate their amateur standing if they:
- Accept any amount of money or merchandise connected with sports
  - Sign a contract for athletic services
  - Permit their name, picture or personal appearance to be used for
  - promoting anything.
  - Play under another name.
- R. An athlete cannot attend a specialized game, clinic or school unless the program is approved by WIAA Rules. Expenses of any clinic, camp, etc. must be paid by the athletes' family or he/she will be declared ineligible.
- S. A coach cannot provide transportation for an athlete to any camp, clinic, workshop, etc.
- T. An athlete may participate in only one sport per season.
- U. All summer camp/clinics held here must be discussed with the Athletic Director
- V. SUMMER CAMPS AND CLINICS - Youth camps (8th grade and below) can be run through the school by setting up an activity account through the **Athletic Department Activities Director** or your Booster Club. If you do not handle your youth camp through the **Athletic Department Activities Director** or Booster Club, you will need to rent the facilities and purchase your own insurance program. High School aged camps can be run through the school. Those camps need to be **concluded by held between the end of the school year and July 31st** and must comply with contact rules.

#### **CIVIL LIABILITY FOR ETHICS VIOLATIONS – STATE OF WISCONSIN**

- A. Sale of goods and Services at Schools #118.12
- Prohibits all school employees from receiving a fee or anything of value for promoting sales to a pupil while on the employing school district's property or at an activity of the district. (This would include the promotion of camps for which



you work for a salary. All local camps should be handled through the community education program. Also, resale items should be handled through the school store or booster clubs. Do Not Handle Directly).

B. Penalties

- a. Fine of not more than \$200.00 per offense
- b. Conduct violating #118.12 may also violate #946.13 (Misconduct in Public Office)

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## ATHLETIC BOOSTER CLUB ORGANIZATIONS

Parent and community support of the Waunakee School District's athletic programs are essential to the success of those programs for the benefit of our student athletes. This support is often provided through the organization of athletic booster clubs. While these organizations can provide much needed support, such support must not compromise the integrity of the School District and its athletic programs. Therefore, coaches must be aware of, and strictly adhere to, the various state laws, WIAA regulations, and District policies governing the relationship between booster clubs and school districts. This section is intended to provide coaches with an overview of their responsibilities in this regard. However, should coaches have questions regarding issues not addressed in this section, those questions should be raised with the District's Athletic Director or other appropriate member of the District's administration.

Coaches shall determine how booster clubs shall best support their athletic program and booster clubs shall not provide support in any form without first consulting with the coach. If a coach becomes aware of an unauthorized activity, form of support, or violation of these rules by any booster club or individual, the coach shall immediately report such to the District's Athletic Director, or other appropriate District Administrator.

Please review the booster club handbook on the district website for complete guidelines related to booster clubs and WCSD.

### Fundraising:¶¶



- ~~No fundraiser involving students shall take place without prior approval from the Board of Education.¶¶~~
- ~~All requests for fundraising should be submitted to the District Activities Director, who¶¶ shall then present it to the Board of Education for consideration.¶¶~~
- ~~Fundraising requests should include the following information: Purpose of the fundraiser. Type of fundraising activity (i.e., candy sale, carnival, etc.). Date, time, place, etc., of the activity. Name of the sponsoring organization. Name and phone number of the organization's representatives. Name and phone number of the person(s) in charge of the fundraiser.¶¶~~
- ~~Student athletes may not be required to participate in fundraisers or be required to raise a particular amount of money when participating in a fundraiser.¶¶~~
- ~~Prizes or incentives for individual student athletes to raise funds or sell products as part of a fundraiser are prohibited.¶¶~~
- ~~Revenues from fundraisers may not be selectively used for the benefit of particular¶¶ student athletes within an athletic program. Such funds must be used equally to the benefit of all student athletes who are members of the particular athletic program being¶¶ sponsored.¶¶~~



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#### Gifts and Donations:¶

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- ~~No student athlete may accept, receive and/or direct to another, reimbursement or award in any form including cash or merchandise of any kind or for any amount for achievement in athletics, or membership or status in an athletic program.¶~~
- ~~No student athlete may receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete. This includes but is not limited to receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for all other participants.¶~~
- ~~No student athlete may make an endorsement as an athlete, or appear as an athlete, in the promotion of a commercial/advertisement and/or profit-making event, item, plan or service.¶~~
- ~~While student athletes may receive symbolic awards such as trophies, medals, ribbons, event T-shirts, event hats, game balls, or other items of no intrinsic/utilitarian value, students may not receive such merchandise items as jackets, sweaters, sweatshirts, equipment, watches, rings, coupons, gift certificates, etc., regardless of their value.¶~~
- ~~All gifts or donations to an athletic program, including free or reduced cost services, must first be approved by the Board of Education, and once approved and bequeathed, become the sole property of the District.¶~~
- ~~Any banquet or similar event for student athletes sponsored by any person or organization other than the District shall first be approved by the District.¶~~
- ~~Group entertainment for student athletes sponsored by any person or organization other than the District, shall first be approved by the District. Such entertainment is only permissible if it is limited to transportation, admission to event, and necessary food and lodging.¶~~
- ~~No coach may accept any compensation, award or gift, other than those of no intrinsic value such as plaques, trophies, medals, etc., for his or her involvement with an athletic program, other than that provided for by the District.¶~~
- ~~No coach may, in recognition of school athletic achievement, present to his or her student athletes, or permit presentation by others to his or her student athletes, any award other than of a type falling under the category of badges, certificates, cups, trophies, medals, banners, ribbons, pictures, event T-shirts, event hats, game balls, unattached emblems, letters, or other items of symbolic, but no intrinsic, value.¶~~
- ~~No coach may receive for his or her personal benefit anything of value from any person other than the District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any student.¶~~

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#### References:¶



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~~Waunakee School Board Policies 374 and 881.1 WIAA Bylaws, Article XI¶~~

~~WIAA Eligibility Requirements, Article IV Wis. Stat. § 118.12 (2)(a)¶~~

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## EMERGENCY PROCEDURES

- A. Set up a plan for an emergency procedure from your area. **This is a WIAA requirement.**
- B. Be sure to review plans prior to the start of each season with your assistants, Athletic Trainer, and Team.
- C. Always have a first aid kit and ice on hand near your area.
- D. Know where the nearest AED is located.
- E. Be sure your staff is aware of all emergency procedures.
- F. Be familiar with the After School Event Emergency Plan and any WIAA weather-related policies.

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## FINANCIALS

### Budgeting and Purchasing

- A. After checking allotted dollar amounts with the Athletic Director, the head coach shall submit a quote to obtain a purchase order from the Athletic Director's office for purchase. Coaches may not exceed approved expenditures unless it is first cleared through the principal/athletic director.
- B. The head coach is reminded that freight cost comes out of his/her budget also. Invoices should arrive shortly after orders are received. They must be checked for accuracy. If the invoice is accurate, sign and date it and turn it into the Athletic Director. If you do not turn in the signed invoice, the order will not be paid. You will become responsible for it.
- C. Items purchased without a purchase order and/or prior approval by the Athletic Director may be the financial responsibility of the coach making the purchase.

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## WISCONSIN LAWS

### A. Hazing

“No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, and branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.” [S.948.51 (2), Wisconsin Statutes] “In this section “forced activity” means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student’s willingness to participate in the activity.” [S.948.51 (1), Wisconsin Statutes] S. 948, in Wisconsin’s criminal code, applies universally.

### B. Harassment

“Pupil harassment” means behavior toward pupils based, in whole or in part, on sex, race religion national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional, or learning disability which substantially interferes with pupil’s school performance or creates an intimidating, hostile, or offensive school environment.” [P19.02 (9), Wis. Administrative Code]

### C. Discrimination

“No person (meaning K-12 student) may be denied...the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person’s sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.” [S 118.13 (1), Wisconsin Statutes] “Discrimination” means any action, policy, or practice, including bias, stereotyping, and pupil harassment...” [P19.02 (5), Wis. Administrative Code] S.118.13 and PI 9 apply to pupils in Wisconsin’s K-12 public schools.



## School District Branding Employee Expectations

All Waunakee Community School District employees, when serving in an official capacity for the school district, must represent the district using the official Board of Education-approved school logo.

Official capacity refers to any instance in which a district employee is performing duties on behalf of the district while on the clock or receiving compensation for their time, including during the school day, extracurricular activities and programming, school-sponsored programming, and events where they are representing the Waunakee Community School District.

Employees are expected to uphold the district's visual identity in all professional settings, including classroom instruction and decor, meetings, extracurricular activities, and internal/external communications.

Outdated, altered, or unapproved versions of the district logo must **not** be worn or used on apparel, materials, or communications.

All apparel, materials, and digital or print content must adhere to the district's official branding guidelines. Approval for printed apparel and materials must be obtained from the Building Principal, Athletic Director, or Communications Office before use or purchase. Branding resources, including logos, templates, and guidelines, are available on the [district website/Communications portal](#).

Consistent and professional branding strengthens our district's identity and reinforces the values we represent. Thank you for your commitment to maintaining a unified and respectful image.



## CHECKLIST FOR COACHES

1. Know what is in the Coaches Manual. Be sure assistants do also.
2. Check the ineligibility list.
3. Attend/View the WIAA meeting and take WIAA rule exam
4. Review the coaches' section of the Badger Conference Constitution.
5. Turn in practice schedules to the Athletic Office. Be sure to include location, dates, and times. Also, inform the Athletic Office of any changes to the practice schedule.
6. Turn in all bus forms to the Athletic Office.
7. ~~Provide information to the Waunakee Tribune when requested for requested~~ ~~Write a newspaper article for the opening of your season. at least two weeks in advance.~~
8. Set a Parent/Athlete/Coach Meeting as early as possible so parents are well aware of how your program is run.
  - a. PLAN ahead for your portion of the meeting. Be prepared.
  - b. Introduce the entire coaching staff (including assistants/volunteers).
  - c. Explain the co-curricular code and emphasize areas of importance to you. Ask for questions during the meeting. Emphasize the need for parents/students to read and understand the co-curricular handbook. As well as concussion information.
  - d. Explain the JV2/JV/Varsity level coaching philosophy. Highlight participation, practices, playing time, excused and unexcused absences, and sportsmanship, academic and behavioral responsibilities.
  - e. Review rules that are new to the sport. High light rules that parents need to understand.
  - f. Explain procedures to students and parents if they have any questions/concerns:
    - i. Athlete discusses with parents
    - ii. Athlete discusses concern with Coach
    - iii. Player & Parent discuss concern with the coach
    - iv. Player & Parent discuss concern with the athletic director.
    - v. Review rules that are new to the sport. High light rules that parents need to understand.
    - vi. Emphasize the importance of good sportsmanship. We expect appropriate behavior from athletes, coaches, fans, and parents. We expect and appreciate adult role models.



- vii. Sign up volunteers that you must have for timers and scorers and game/meet workers.
  - viii. Give parents the time to ask questions at the meeting.
9. You and your staff are responsible for supervision of the locker room. Make sure your athletes clean it up and all athletes have a lock on their lockers to prevent theft.
  10. Be sure to make constructive suggestions known to the athletic director.
  11. Use discretion in discussing your program or our total athletic program. Loyalty to players, fellow coaches and the total Waunakee Community High School athletic program is essential to our success.
  12. All of our athletic policies are open for discussion, but once a decision is made, all coaches are expected to support and enforce it.
  13. Always be where the athletes are (field, court, locker room, etc.) both before and after practice, games and matches. You and your staff are responsible for their safety and conduct.
  14. Create and share a set of program rules and philosophy prior to your season beginning.
  15. ~~DO NOT ARGUE with fellow coaches in front of players... You can correct coaching mistakes, but not player confidence.¶~~
  16. ~~Cut the "hard" talk. You don't want your players to swear and they don't want you to swear.¶~~
  17. ~~Always be on time or early!!!¶~~
  18. ~~Teach athletes to WIN — Be Positive — Think Positive — it will rub off!!!¶~~
  19. ~~Be friendly, courteous, and helpful to all of your players, but remember you are not their buddy, you are their COACH!!!~~

~~An athlete belongs to a special group that is FOR something. They are willing to give more than lip service to ensure success. They give time, energy, talents, stamina, strength and skills to help your group achieve success. They are doers of deeds...Let's help them do it!!!~~



## STATE TOURNAMENT

The Athletics Office has the following guidelines to share the expectations and support that the Waunakee Community School District provides to athletes and teams when they perform/compete at the state level.

[Athletic Department Guidelines](#)

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## WARRIOR MEDIA

Warrior Media students create and produce livestream broadcasts for many of the home Waunakee Athletics events, as well as game-day photography, play-by-play, video board content, and social media updates (gameday and final score graphics).

Website: <https://www.waunakee.k12.wi.us/athleticsactivities/livestream#/>

Photography Website: <https://photos.warriormedia.org/>

Social Media Channels

- Instagram: [https://www.instagram.com/wm\\_whs/](https://www.instagram.com/wm_whs/)

X (Twitter): [https://twitter.com/wm\\_whs](https://twitter.com/wm_whs)

Website: <https://www.waunakee.k12.wi.us/athleticsactivities/livestream#/>

Photography Website: coming soon!

Social Media Channels

- Instagram: [https://www.instagram.com/wm\\_whs/](https://www.instagram.com/wm_whs/)

- Twitter: [https://twitter.com/wm\\_whs](https://twitter.com/wm_whs)

# Minutes of Facility Committee Meeting

## The Board of Education Waunakee Community School District

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A Facility Committee Meeting of the Board of Education of Waunakee Community School District was held Tuesday, April 8, 2025, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

### **I. CALL TO ORDER**

Chairperson Ensign called the meeting to order at 7:30am.

### **II. ROLL CALL**

Present: Ensign, Frey, Heinemann

Also present: Brown, Summers, Cramer, Conrad, Blackburn, Lauderdale, Bauer, and Newton

### **III. APPROVE AGENDA**

A motion was made by Frey, second by Heinemann, to approve the agenda as posted. Motion carried 3-0.

### **IV. PUBLIC COMMENTS**

There were no public comments for this meeting.

### **V. APPROVAL OF SOFTBALL SCOREBOARD DONATION/PROJECT**

Conrad presented and answered questions regarding a request from the softball boosters for a softball scoreboard donation/project. Per board policy, a facility improvement with donated funds requires approval of the school board.

A motion was made by Heinemann, second by Frey, to recommend to the full board to approve the scoreboard donation as presented. Motion carried 3-0.

### **VI. NEW MIDDLE SCHOOL**

Summers presented and answered questions as he provided an update on the schedule and finances for the Middle School project. An updated financial report related to contingency funds and change orders has been attached. No action was needed for this informational item.

### **VII. HERITAGE ELEMENTARY PARKING LOT PROJECT**

Summers presented and answered questions regarding civil engineer, Roxanne Johnson's evaluation on the Heritage/ Intermediate School site traffic flow. The committee discussed the parking lot addition and was not supportive of moving forward with that part of the project at this time.

A motion was made by Heinemann, second by Frey, to recommend that the full board approve moving forward with the safety curve of this project only. Motion carried 3-0.

### **VIII. SUMMER 2025 CAPITAL MAINTENANCE PROJECTS**

Summers presented and answered questions regarding an update on funds available for the priority 1 projects. Summers reviewed the funds available for both summer 2025 and summer 2026 capital maintenance projects.

A motion was made by Heinemann, second by Frey to recommend to the full board to

approve pausing the transportation software until the budget committee reviews it, pause the Prairie cafeteria tables until more information may be brought back, and to pause any discretionary repairs that relates to the high school until the future of the high school is determined. The committee asked that administration review the branding list and bring it back to the next facility meeting.

Ensign made a motion to amend the original motion. This motion made by Ensign recommended that the full board keep the Prairie cafeteria tables in motion, and keep the transportation cameras on the recommended list until the budget committee makes a recommendation, to pause any branding continuation to the high school and any roofing projects.

After much discussion, there was not a second to Ensign's motion so it was dropped.

Frey seconded the original motion. The motion carried 3-0.

IX. **FUTURE MEETINGS**

X. **ADJOURN**

A motion was made by Frey, second by Heinemann, to adjourn the meeting at 8:47am Motion carried 3-0.

<b>SUMMARY</b>						
<b>BUILDING</b>	<b>TOTAL COST</b>	<b>PRIORITY 1</b>	<b>PRIORITY 2</b>	<b>PRIORITY 3</b>	<b>SAFETY (P1)</b>	<b>SUMMER PROJECTS</b>
Arboretum	\$1,321,359.06	\$247,867.00	\$1,065,492.06	\$8,000.00	\$372,151.00	\$949,208.06
Heritage	\$46,934.29	\$34,775.75	\$12,158.54		\$12,479.12	\$34,455.17
Prairie	\$4,398,733.88	\$159,460.88	\$1,392,663.00	\$2,846,610.00	\$17,337.54	\$4,381,396.34
Intermediate	\$653,774.01	\$114,925.00	\$530,273.01	\$8,576.00	\$43,930.00	\$609,844.01
Middle School	\$1,580,832.00	\$16,279.00	\$15,470.00	\$1,549,083.00	\$5,494.00	\$1,575,338.00
High School	\$1,936,509.53	\$70,616.23	\$1,865,893.30			\$1,936,509.53
Bethel	\$629,387.97	\$526,292.50	\$44,028.86	\$59,066.61		\$629,387.97
Athletics	\$287,133.04	\$120,837.48	\$166,295.56			\$287,133.04
<b>District Investment</b>	<b>\$10,854,663.78</b>	<b>\$1,291,053.84</b>	<b>\$5,092,274.33</b>	<b>\$4,471,335.61</b>	<b>\$451,391.66</b>	<b>\$10,403,272.12</b>
		P1 - Includes Safety column for each building				

ARBORETUM						
PROJECT	MAINT	QUOTE	VENDOR	PRIORITY LEVEL	Repair/Long Range Maint/New Item/Long Term	Notes
School property signage		\$200.00	HG Signs	1		New
Milestone camera management (District)		\$40,000.00	GlobalCom	1		New
Redo windows where high/low roof meet		\$44,220.00	Lake City/Northern	1		Replace/Repair
Exterior Door #2 replacement		\$5,421.00	Vogel/Hellenbrand	1		Replace
Carpet multiple areas		\$63,455.00	H&R Carpet	1		Replace/Long Range
Bridge work		\$40,835.00	Vogel	1		Repair
Reconfigure south student entryway		\$32,440.00	Vogel	1		Replace
Playground mulch	X	\$5,358.00	JR's	1		Repair
Interior window staining		\$3,288.00	Five Star	1		Repair
Gym floor recoat	X	\$2,650.00	Stalker	1		Repair
additional cameras		\$10,000.00	GlobalCom	1		New

<b>HERITAGE</b>					
<b>PROJECT</b>	<b>MAINT</b>	<b>QUOTE</b>	<b>VENDOR</b>	<b>PRIORITY LEVEL</b>	<b>Repair/Long R</b>
Interior Card Readers at 1st and 4th and 2nd and 3rd		\$6,718.00	Global Com	1	New
Interior Push Bars for Doors at 1st & 4th and 2nd & 3rd		\$5,761.12	Quality Door	1	New
Fire System inspection		\$12,006.63	JCI	1	New
Gym Floor Recoat (2 coats)	X	\$4,975.00	Stalker	1	Repair
Mulch Glue (4) \$51.00/gal (test)		\$204.00	Online	1	New
Shop shelving and organization		\$2,900.00	Menards/	1	New
Roll Up Door Installation		\$2,211.00	Vogel	1	Replace

<b>PRAIRIE</b>					
<b>PROJECT</b>	<b>MAINT</b>	<b>QUOTE</b>	<b>VENDOR</b>	<b>PRIORITY LEV</b>	<b>Repair/Long Range I</b>
add blue strobes to parent loop		\$1,364.00	GlobalCom	1	New
additional cameras (11)		\$16,500.00	GlobalCom	1	New
add lockdown button to E. Mayrand area		\$823.00	GlobalCom	1	New
lockdown connect E-wing doors (door10)		\$707.69	JCI	1	New
Milestone camera management		\$40,000.00	GlobalCom	1	New
Add doors to main hallway to close off classroom wings		\$90,880.00	Vogel	1	New
additional damaged gym mat		\$2,064.19	Gopher	1	replace
Playground Mulch	X	\$4,183.00	JR's	1	Repair
Strengthen Sensory Swing		\$2,939.00	Vogel	1	Repair

INTERMEDIATE					
PROJECT	MAINT	QUOTE	VENDOR	PRIORITY LEVEL	Repair/Long R
Card reader door 3		\$3,930.00	GlobalCom	1	New
Milestone camera management		\$40,000.00	GlobalCom	1	New
Gym floor recoat	X	\$5,750.00	Stalker	1	Repair
Playground mulch	X	\$3,431.00	JR's	1	Repair
asphalt patch work		\$1,520.00	SSI	1	Repair
Door 10 doorbell		\$5,000.00	Global Com	1	New
Gymnasium card reader		\$45,294.00	Global Com	1	New
additional cameras		\$10,000.00		1	New

<b>MIDDLE SCHOOL</b>					
<b>PROJECT</b>	<b>MAINT</b>	<b>QUOTE</b>	<b>VENDOR</b>	<b>PRIORITY LEVEL</b>	<b>Repair/Long R</b>
Card reader door 12 (music)		\$5,494.00	Global Com	1	New
Door release button in front office for vestibule (Aiphone)		\$4,890.00	Global Com	1	New
Gym floor (2 coats)	X	\$4,500.00	Stalker	1	Repair
Garage door seal		\$1,395.00	Northland Door	1	Replace/Repair

<b>HIGH SCHOOL</b>					
<b>PROJECT</b>	<b>MAINT</b>	<b>QUOTE</b>	<b>VENDOR</b>	<b>PRIORITY LEVEL</b>	<b>Repair/Long Range Main</b>
Door 26 Roof		\$19,800.00	Northern Metal	1	Repair
asphalt patch work		\$18,050.00	SSI	1	Repair
Paint Old Gym		\$6,910.00	Five Star	1	Replace/Long Range
Front office door card reader		\$5,852.00	Global Com	1	New
Main Gym Floor Recoat		\$5,750.00	Stalker	1	Repair
Wave sensors (3)		\$3,125.00	Automatic Entrances	1	New
Removable Mullions (2)		\$2,982.23	Quality Door	1	Replace
Old Gym Floor Recoat		\$2,350.00	Stalker	1	Repair
Face Closet Door (Gillians)		\$1,522.00	Quality Door	1	Repair
Repair vinyl on library chairs		\$275.00	Fibrenew	1	Repair
additional camera at Warrior		\$4,000.00	Global Com	1	New

BETHEL						
PROJECT	MAINT	QUOTE	VENDOR	PRIORITY LEVEL	Repair/Long R	Notes
Finish visitor parking EV chargers		\$21,000.00	WestPhal	1	New	This is for visitor parking only at this time
Bus camera system/tracking system			Lamers	1	New	further review
outdoor lift		\$33,000.00	Ideal	1	New	
Flag Pole Inspections		\$840.00	Liberty	1	Repair	
Double key core door handles (10 needed, \$660 ea)		\$6,600.00	Quality Door	1	Replace/New	
Milestone Camera System		\$35,000.00	RF	1	New	
Final phase of branding updates		\$0.00	Varies	1	Replace/New	further review
New Van w/donated wrap		\$59,852.50	Bell	1	Replace/New	
Emergency HVAC		\$25,000.00	NAMI	1		
Emergency Plumbing		\$25,000.00	Hooper	1		
NAMI Contract		\$280,000.00	NAMI	1		
Emergency Roof repairs		\$40,000.00	Northern Roof	1		

<b>ATHLETICS</b>					
<b>PROJECT</b>	<b>MAINT</b>	<b>QUOTE</b>	<b>VENDOR</b>	<b>PRIORITY LEVEL</b>	<b>Repair/Long R</b>
Grounds camera systems		\$30,000.00	Global Com	1	New
No Slip Grip On Stadium Bleachers H		\$17,000.00	Lexico	1	New
No Slip Grip On Stadium Bleachers V		\$4,000.00	Lexico	1	New
Stain Press Box Stairs and Paint Handrails		\$2,688.00	Five Star	1	New
Paint Both Softball Dugouts		\$2,188.00	Five Star	1	Repair
JV Softball batting cage poles		\$500.00	Qual Line	1	Repair
Replace Existing Football Shed with New		\$6,000.00	Marten	1	Replace
Replace Existing Soccer Shed with New		\$5,000.00	Marten	1	Replace
Soccer electrical upgrade (includes \$7300 addtnl sub panel)		\$24,090.00	Westphal	1	New
V Baseball Glass Film		\$500.00	HG Signs	1	New
Sprinkler heads baseball, practice soccer, practice football		\$4,896.48	SiteOne	1	Repair
Announcers Console for LaCrosse (Warrior)		\$1,025.00	Markertek	1	Replace
Batting Cage Artificial Turf (No Installation)		\$8,100.00	Beacon	1	New
Diamond Infield Tune Up V Baseball		\$8,150.00	Diamond Fine	1	Repair
Diamond Infield Tune Up JV Softball		\$6,700.00	Diamond Fine	1	Repair



**Request for Approval:** Warrior Softball Scoreboard Upgrade

**Project Overview:** This project involves the installation of a new "Waunakee Warriors" sign (8' wide x 8' tall) above the existing softball scoreboard at the Waunakee middle school softball field. (Screenshot below)

The addition aims to enhance school spirit and foster a stronger sense of community support for the softball team and the Waunakee Warriors softball program as a whole. The sign will be designed to be highly visible from various points around the field, ensuring that it serves as a prominent, positive symbol of the team's identity. It will look similar to the existing sign at the airport softball field.

**Timeline:** March 30, 2025

**Approval Requested:** I kindly request your approval to proceed with the outlined scoreboard upgrades, which will be generously donated from Suttle-Straus. Waunakee School will need to install the sign to the scoreboard.

Submitted by: Christine Gruetzmacher

Date: 3/5/25

Approved by:

Date:

# WAUNAKEE SOFTBALL

# CONSTRUCTION ESTIMATE

PROJECT: Heritage Elementary Parking Addition

Date: April 1, 2025

No.	Description of Items	Qty	Unit	Unit Price	Total
1	Mobilization	1	LS	\$ 25,000.00	\$ 25,000.00
2	Traffic Control	1	LS	\$ 3,000.00	\$ 3,000.00
3	Construction Layout Stakes and Surveying	1	LS	\$ 5,500.00	\$ 5,500.00
4	Framed Inlet Protection, Install, Maintain and Remove	8	EA	\$ 700.00	\$ 5,600.00
5	Silt Fence	336	LF	\$ 4.00	\$ 1,344.00
6	Place 6" Topsoil, Seed and Erosion Mat	1,780	SY	\$ 9.00	\$ 16,020.00
7	Temporary Concrete Truck Washout Area	1	EA	\$ 1,000.00	\$ 1,000.00
8	Remove Curb & Gutter	340	LF	\$ 6.00	\$ 2,040.00
9	Sawcut & remove Curb for Valley Curb	170	LF	\$ 6.00	\$ 1,020.00
10	Remove Asphalt Pavement	615	SY	\$ 5.00	\$ 3,075.00
11	Remove concrete sidewalk	500	SF	\$ 5.00	\$ 2,500.00
12	Strip Existing Topsoil	4,352	SY	\$ 1.00	\$ 4,352.00
13	Earthwork (Cut 1,986 CY and Fill 1,323 CY)	1	LS	\$ 35,000.00	\$ 35,000.00
14	Remove Excess Material	663	CY	\$ 10.00	\$ 6,630.00
15	Undercutting of Unsuitable Material	950	CY	\$ 65.00	\$ 61,750.00
16	Fine Grading	2,857	SY	\$ 3.00	\$ 8,571.00
17	18" Curb & Gutter	1,325	LF	\$ 31.00	\$ 41,075.00
18	HMA Pavement, Type LT 58-28S, Upper Layer (1 1/2")	2,857	SY	\$ 12.00	\$ 34,284.00
19	HMA Pavement, Type LT 58-28S, Lower Layer (1 3/4")	2,857	SY	\$ 12.00	\$ 34,284.00
20	Tack Coat	2,857	SY	\$ 0.20	\$ 571.40
21	Pavement Markings	1	LS	\$ 2,000.00	\$ 2,000.00
22	5" Concrete Sidewalk w/6" Base	500	SF	\$ 8.00	\$ 4,000.00
23	Landscaping	1	LS	\$ 31,000.00	\$ 31,000.00
24	Bioretention 27" Engineered soil	3,862	SF	\$ 9.00	\$ 34,758.00
25	Bioretention 36" Sand Storage Area	3,862	SF	\$ 8.00	\$ 30,896.00
26	Native Plant Plugs 1 foot on center	3,862	EA	\$ 10.00	\$ 38,620.00
27	Class 2 Type B Erosion Mat	430	SY	\$ 8.00	\$ 3,440.00
28	Riprap at Apron Endwalls	3	EA	\$ 2,500.00	\$ 7,500.00
29	Furnish & Install 24" HDPE Storm Sewer	82	LF	\$ 120.00	\$ 9,840.00
30	Furnish & Install 18" HDPE Storm Sewer	43	LF	\$ 100.00	\$ 4,300.00

No.	Description of Items	Qty	Unit	Unit Price	Total
31	Furnish & Install 6" DrainTile and Clear Stone	328	LF	\$ 30.00	\$ 9,840.00
32	Connect to Existing Storm Sewer Pipe	2	EA	\$ 800.00	\$ 1,600.00
33	Connect to Existing Pipe with Inserta Tee	1	EA	\$ 1,500.00	\$ 1,500.00
34	Remove and Reinstall Apron Endwall	3	EA	\$ 700.00	\$ 2,100.00
35	Replace Storm Casting	2	EA	\$ 900.00	\$ 1,800.00
36	Connect to Existing Storm Manhole	1	EA	\$ 1,000.00	\$ 1,000.00
37	Storm Casting Adjustment	2	EA	\$ 500.00	\$ 1,000.00
<b>Construction Total</b>					\$ 477,810.40
15% Contingency					\$ 71,671.56
<b>Construction Budget</b>					\$ 549,481.96
Surveying and Engineering to Complete the Work					\$ 35,600.00
<b>Project Total</b>					585,081.96



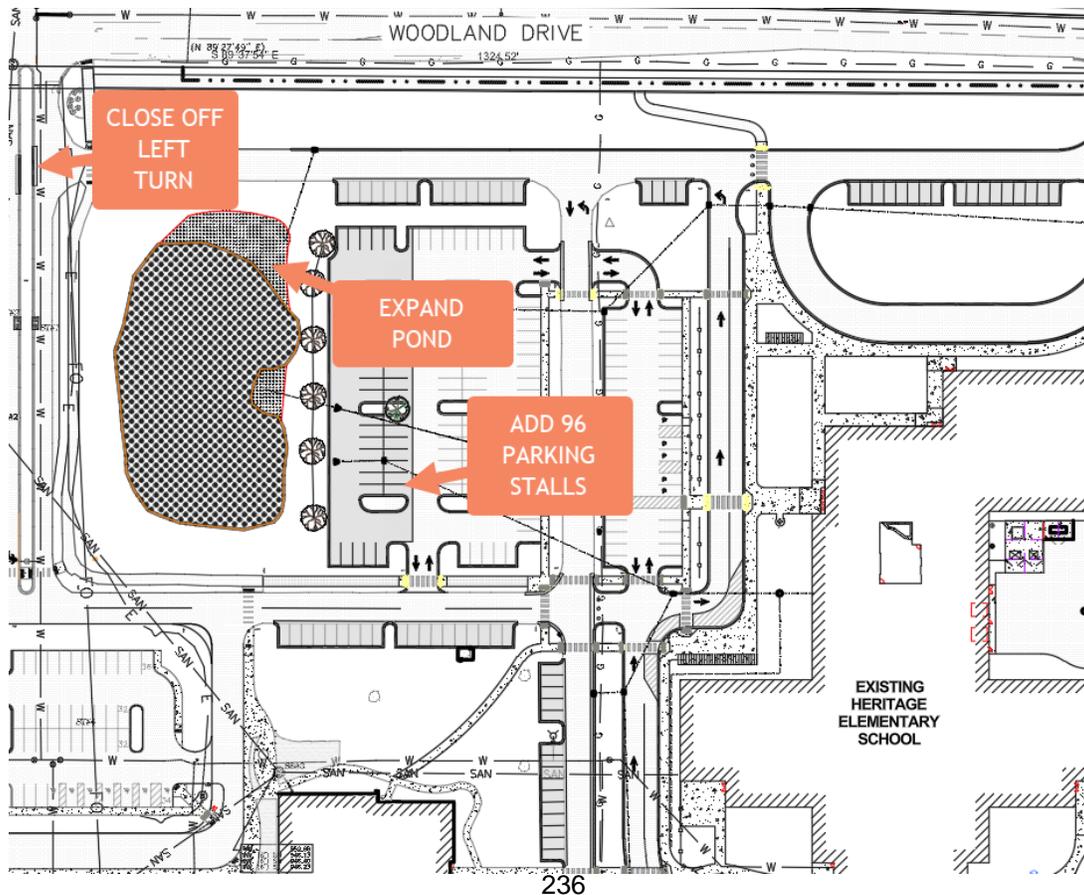
April 1, 2025

Wauaukee Community School District  
Attn: Steve Summers  
905 Bethel Circle  
Wauaukee, WI 53597

**SUBJECT: PROPOSAL FOR CIVIL ENGINEERING SERVICES**  
**PROJECT NAME: HERITAGE ELEMENTARY ENTRANCE DRIVE**  
**HERITAGE ELEMENTARY**  
**WAUNAKEE, WI**

Dear Steve:

Professional Engineering, LLC is pleased to submit this proposal to **Wauaukee Community School District** (herein referred to as the *Client*) to provide civil engineering services for the proposed parking lot improvements at **Heritage Elementary School**.



## ***SCOPE OF SERVICES***

In accordance with the terms and conditions of this Agreement, Professional Engineering, LLC shall provide the following services for the referenced project:

### **Task 1 - Topographic Survey:**

A topographic survey will be performed in the area of the proposed improvements to determine the slope and elevation of the ground and the locations of improvements on the property. The results of the survey will be presented on a scaled drawing of the area showing contour lines, buildings, asphalt pavement, concrete sidewalk, curb and gutter, trees, light poles, signs, fences, etc. The location of underground utilities as marked by Diggers Hotline will also be shown on the drawing.

### **Task 2 – Site Development / Drawings for Village Approval**

Site Development drawings necessary for submittal to the Village, in compliance with requirements for approval will be prepared. The site design will be based off of the Site Concept provided by the Client.

Site Plan limits are from five feet outside building face to the subject property line, along with required connections in the public right-of-way. Drawings will include:

- Existing Conditions
- Demolition Plan
- Site Plan
- Grading Plan
- Erosion Control Plan
- Utility Plan
- Site Details
- Landscape Plan

The Site Plan will illustrate access locations and parking accommodations. Suitable dimensioning will be added to correctly locate the proposed features. The Site Plan will be revised once review comments are received from the Village and the Client agrees with the revisions.

A Grading Plan will be developed for the site to accommodate the design. The Grading Plan will show the direction of storm water drainage and storm water detention areas. The Grading Plan will also illustrate the horizontal location and finished grade of any retaining walls, if required.

Once a solidified Site Plan and Grading Plan has been completed, the new water storm sewer to serve the proposed development will be finalized.

A Landscape Plan will be prepared by a registered landscape architect as required by the Village.

### **Task 3 – Storm Water Management Plan**

A Storm Water Management Plan will be prepared in conjunction with the Site Development / Drawings and submitted along with the submittal package to the Village. The report will contain the plans, USLE worksheets, storm water drainage calculations, stormwater management maintenance agreement, and Village Stormwater Applications. An Erosion Control Permit Application will be prepared as required by Village. The application will contain the Site Plan, Erosion Control Plan, USLE worksheet, and Application.

**Task 4 – Bid Phase & Limited Construction Administration**

Professional Engineering will assist Client during the bid phase phase for the parking lot expansion project. During the Contractor Selection Phase, the Civil Engineer will answer bidders’ questions and assist CLIENT with issuing necessary addenda and clarifications, if required.

During the Construction Administration phase of the site work, the Civil Engineer will assist CLIENT with answering construction questions. The Civil Engineer will also review and respond to site-related submittals and shop drawings generated by the general contractor and assist with preparation of change orders and supplemental instructions, and responses to RFI’s, if necessary.

The Civil Engineer will make up to eight (8) construction observation visits to the site to observe site related construction activities and improvements for each project. Each site visit will be documented with photographs and written descriptions noting general project progress, any areas of deficiencies, and items of concern. Costs for additional site visits is \$700 per visit.

**FEES**

The engineering services as outlined in the scope of services shall be provided for the fixed fee indicated below, with the understanding that the fee only covers the revisions requested by the Village as part of the conditions of approval. Any redesign shall be billed at our hourly rates.

Task 1 - Topographic Survey	\$2,000
Task 2 -- Site Development / Drawings for Village Approval	\$17,500
Task 3 – Stormwater Management Plan	\$6,500
Task 4 – Bid Phase & Limited Construction Administration	\$9,600
<b>Total Fee</b>	<b>\$35,600</b>

Items not included in the scope of services can be provided at our hourly rate of \$150 per hour for a professional engineer. Fees will be invoiced on a monthly basis with payment due and payable upon receipt. Past due amounts outstanding after 30 days from the date of invoice will be subject to a service charge at the rate of 1.5% compounded monthly. This proposal is valid for 30 days.

**EXTRAS**

Specialized publication services; such as scanning or reproduction of large or color prints are extras to this contract.

**GENERAL PROJECT UNDERSTANDING**

The proposal also does not include any submittal/recording/permitting fees required by various governmental agencies, or stormwater management. Owner/Contractor will be responsible for any weekly erosion control inspections during construction.

Meetings noted under the scope of services are included in the proposal. A representative of Professional Engineering, LLC will attend any additional meetings at the client’s request and will be paid at our hourly rates. After submitting to the Village, changes requested by the Owner and/or Contractor will be considered out of scope. Adjustments to the fee will be discussed with the Client prior to proceeding.

## **SCHEDULE**

Professional Engineering, LLC will begin the work upon written or verbal authorization to proceed. Professional Engineering, LLC cannot be held responsible for project schedule delays caused by public agencies or private business over which it has no control.

## **DISPUTE RESOLUTION**

In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project both parties agree that all disputes between them arising out of or relating to this agreement will be submitted to nonbinding mediation unless the parties mutually agree otherwise.

## **RISK ALLOCATION**

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Consultant, the risks have been allocated such that the Client agrees that to the fullest extent permitted by law, the Consultant's total liability to the Client for any and all injuries, damages, claims, losses or expenses arising out of this Agreement from any cause or causes, shall not exceed our fee. Such causes include, but are not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

## **THIRD-PARTY BENEFICIARIES**

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client and Consultant agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

## **CONSEQUENTIAL DAMAGES**

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

## **ADJUSTMENTS**

This agreement contains all the terms and conditions of the agreement between both parties. Any changes in this agreement shall have no effect unless they are made in writing, signed by both parties, and incorporated as an amendment to the agreement. No other understandings, representations, or agreements, written or oral, other than those herein have been made by and between the parties hereto.

## **TERMINATION OF AGREEMENT**

In the event all or any portion of the work prepared or partially prepared by Professional Engineering, LLC is suspended, abandoned, or terminated, the Client shall pay Professional Engineering, LLC all fees, charges and expenses incurred to date of the receipt of written notice of suspension or termination. Professional Engineering, LLC reserves the right to withhold documents and information until fees for such services are paid in full. The Client further agrees to pay Professional Engineering, LLC any and all expenses incurred in recovering any delinquent amounts due, including attorney's fees and court costs.

We appreciate the opportunity to submit this proposal and look forward to working with you.

Respectfully submitted,



Roxanne J. Johnson, P.E.  
Principal

**ENDORSEMENT**

The Client hereby accepts this proposal for engineering services and hereby authorizes Professional Engineering, LLC to proceed with the services outlined herein.

Accepted by: Waunakee Community School District

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Steve Summers

Date

# Minutes of Budget Committee Meeting

## The Board of Education Waunakee Community School District

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A Budget Committee Meeting of the Board of Education of Waunakee Community School District was held Tuesday, April 8, 2025, beginning at 8:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

### **I. CALL TO ORDER**

Chairperson Heinemann called the meeting to order at 8:52am.

### **II. ROLL CALL**

Present: Heinrichs, Heinemann, Ensign (subbing for Hetzel)

Also present: Brown, Summers, Newton

### **III. APPROVAL OF AGENDA**

A motion was made by Heinrichs, second by Ensign, to approve the agenda as posted. Motion carried 3-0.

### **IV. PUBLIC COMMENTS**

There were no public comments for this meeting.

### **V. 2025-2026 PLANNING**

#### **A. Timeline**

Newton presented and answered questions regarding the 25-26 budget timeline. Summers shared additional information regarding an update the full board will receive from the Insurance committee.

### **VI. 2024-2025 BUDGET PLANNING**

#### **A. Planning for 2024-2025 Budget and Beyond**

Summers presented and answered questions regarding the completion of the initial process of reposting all salary and benefits for the 2024-25 school year, the post-employment benefit payments the district has made for 24-25 and the non-salary/benefit data such as legal fees, special education categorical aid revenues, etc. The end result of this process will be a budget revision presented in early May or June.

### **VII. DISCUSSION/ACTION ON PROPOSALS**

### **VIII. OTHER ITEMS FOR DISCUSSION**

#### **A. Fund Balance Policy**

Summers presented and answered questions regarding a revised fund balance policy. This revised policy aligns with the discussion that took place at the second board workshop. A motion was made by Heinrichs, second by Ensign, to recommend that this revised policy go to the policy committee for review. Motion carried 3-0.

#### **B. Future Debt Service/Referendum Planning**

Summers presented and answered questions regarding discussion to begin the process of planning for future debt service/referendum discussions.

C. Transportation Camera Upgrades & App Capabilities

Summers presented and answered questions regarding the continued discussion of technology updates for the 2025-26 school year related to bussing. After much discussion a motion was made by Heinemann, second by Ensign, to recommend that the full board consider upgrading the camera system and have the cost added to the daily route rate and purchase the bus tracking software as presented. Motion carried 3-0.

IX. **FUTURE AGENDA ITEMS**

X. **ADJOURN**

A motion was made by Heinrichs, second by Ensign, to adjourn the meeting at 9:47am. Motion carried 3-0.



# LAMERS

The Passenger Professionals®

www.golamers.com

2407 South Point Road

Green Bay, WI 54313

Phone 920-496-3600 Toll Free 800-236-1240

Corp Fax 920-496-3611



**To:** Mr. Steve Summers  
Waunakee Community School District

**Date:** April 1, 2025

**Subject:** Alternate Proposal for Technology and Security Upgrades in Student Transportation

Dear Mr. Summers,

For nearly 20 years, Lamers Bus Lines has proudly served the Waunakee Community School District as your pupil transportation partner. We value the trust you've placed in us and remain committed to enhancing the safety, efficiency, and communication capabilities of your student transportation program.

Following our recent discussions, we would like to formally propose a technology upgrade initiative that will improve student safety, routing efficiency, and communication between parents, schools, and transportation operations. The proposed upgrades include:

- **Web-based Traversa Student Transportation Routing Software** by Tyler Technologies, integrating GPS tracking, real-time route updates, and optional student scanning capabilities.
- **Upgraded Seon Audio/Video Surveillance Systems** for all buses, including 4–5 interior/exterior cameras per vehicle.
- **Traversa Tablets and Student Scanning Hardware** installed in each bus to provide real-time routing information and communication to parents.

The total cost to equip the current fleet with this technology is approximately **\$121,600**, not including the cost of student ID card production and annual software fees.

Lamers Bus Lines is proceeding ahead with the Traversa Routing Software upgrade package at no cost to the District. This upgrade enables the District to consider the below listed options. We understand the School Board has expressed concern about the upfront costs of these optional upgrades. In recognition of our long-standing partnership, Lamers is prepared to invest in these technology enhancements up front. To make this initiative financially manageable for the District, we propose a modest adjustment to the **cost-per-bus-per-day rate**, allowing the District to absorb the expense gradually over time.

**The following options are available for consideration:**

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### **Option 1 – Software Integration & Parent Communication**

Provides software integration with the District’s Student Information System and gives parents access to a mobile app showing their child’s bus assignment, schedule, and real-time location with estimated time of arrival (ETA) to their stop.

- **Cost:** \$5.25 per bus, per day (AM/PM route), starting in the 2025-26 school year

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### **Option 2 – Student Ridership Tracking & Parent Notifications**

Includes all features in **Option 1** plus the ability for students to scan an RFID-issued card when boarding and exiting the bus. Parents will receive real-time notifications through the app indicating when and where their child boarded or exited.

- **Cost:** Additional \$3.05 per bus, per day (AM/PM route), starting in the 2025-26 school year
- **Note:** Additional costs will apply for RFID cards and production and or software fees.

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### **Option 3 – Security Camera System Enhancement**

This option provides upgraded camera system enhancements on all AM/PM route buses. This can be selected as a **standalone option** or as an **add-on cost** to either Option 1 or Option 2.

- **Cost:** \$3.88 per bus, per day, starting in the 2025-26 school year

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In addition, Lamers is committed to working collaboratively with District administration staff to identify route and operational efficiencies using data generated through these new technologies. With improved visibility into actual student ridership patterns, route trends, and integration with the District’s Student Information System, we believe there will be opportunities to streamline services and reallocate a portion of the upgrade cost through smarter planning and data-driven decisions.

We believe this proposal strikes the right balance between innovation and fiscal responsibility while prioritizing student safety and operational improvement. We would welcome the opportunity to discuss this plan further at your convenience.

Thank you for your continued partnership and commitment to excellence in student transportation.

Respectfully,

A handwritten signature in black ink, appearing to read "Paul Mennen", written over a horizontal line.

Paul Mennen  
Regional Manager  
LAMERS BUS LINES, INC.

# 2024/25 Insurance Committee

Waunakee Community  
School District

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Partnership Solutions

April 9<sup>th</sup>, 4:00 PM



THE USI ONE ADVANTAGE<sup>®</sup>

[www.usi.com](http://www.usi.com)

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# Agenda

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- I. Revisit Timeline
- II. Overview of Survey Results
- III. Board Recommendation 247
  - A. Dean or GHC
  - B. If Dean, for High-Deductible Plan – Reduce HSA Contributions to increase district contribution toward premium or keep HSA Contributions at Status Quo / lesser district contribution toward premium
- IV. Additional Topics
  - A. Vision
  - B. Dental Rates
  - C. Long-Term Strategy
  - D. Other

# Reminder on 7/1/25 Request for Information (RFI) Timeline

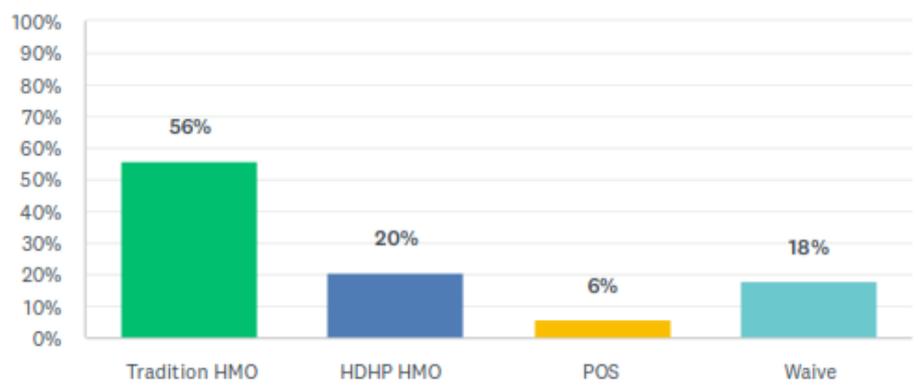
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- 1/8/25 – Review RFI Details with Insurance Committee
- 1/13/25 – Review RFI Details with School Board
- 1/14/25 – If Board approves, send RFI to all carriers/vendors (Brian Grabarski copied in on RFI and asked to be copied in on RFI responses) 248
- 2/14/25 – Deadline for carrier/vendor RFI responses
- 2/18/25 – Review Initial Results with District Administration
- 3/5/25 – Initial Review of Results with Insurance Committee (show options based on 5% increase to district budget)
- 3/24-3/28/25 Spring Break
- 3/31/25 – Staff Survey of final options?
- 4/9/25 – Final Review of Results with Insurance Committee / Provide Feedback for recommendation to the School Board
- 4/14/25 – School Board decision on committee recommendation
- 4/15/25 – 5/2/25 – Ongoing education about plan(s) for 7/1/25
- 4/21/25-5/2/25 – Open Enrollment
- 7/1/25 – New Plan Year Begins

# Survey Results

## Q1 What is your current health plan election with the district?

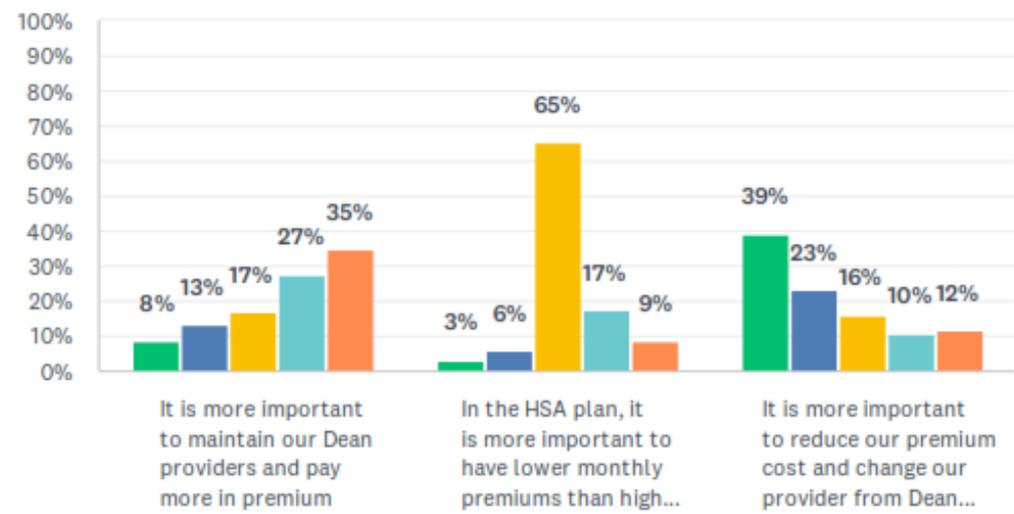
Answered: 285 Skipped: 3



249

## Q2 Please rate the following statements.

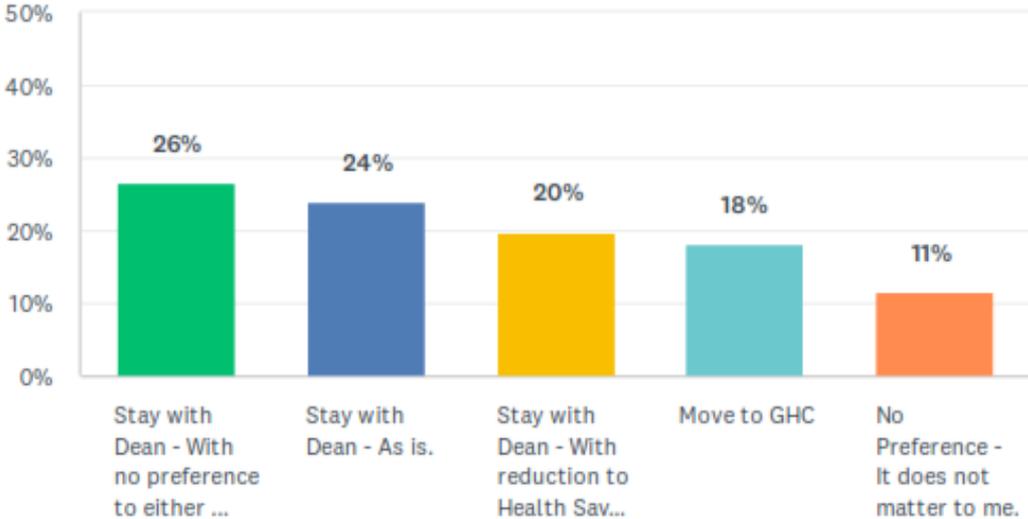
Answered: 284 Skipped: 4



# Survey Results, continued

Q3 Which option would you prefer for the 7/1/25 plan term? Choose one.

Answered: 287 Skipped: 1



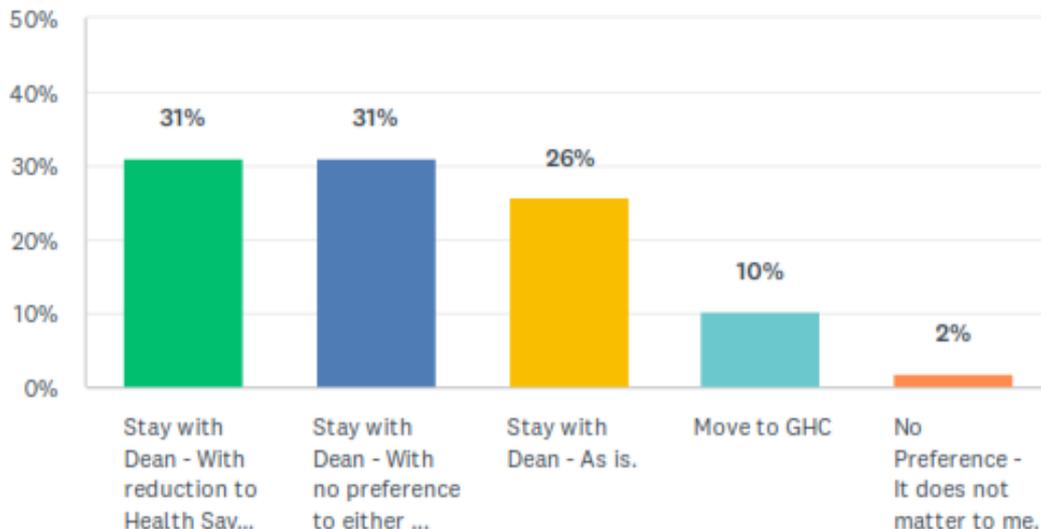
250

ANSWER CHOICES	RESPONSES	
Stay with Dean - With no preference to either "As is" or with a HSA contribution reduction.	26%	76
Stay with Dean - As is.	24%	69
Stay with Dean - With reduction to Health Saving Account (HSA) contribution so more money can be put towards the district contribution.	20%	57
Move to GHC	18%	52
No Preference - It does not matter to me.	11%	33
<b>TOTAL</b>		<b>287</b>

# Survey Results, High-Deductible Enrolled Response

Q3 Which option would you prefer for the 7/1/25 plan term? Choose one.

Answered: 58 Skipped: 0



251

ANSWER CHOICES	RESPONSES	
Stay with Dean - With reduction to Health Saving Account (HSA) contribution so more money can be put towards the district contribution.	31%	18
Stay with Dean - With no preference to either "As is" or with a HSA contribution reduction.	31%	18
Stay with Dean - As is.	26%	15
Move to GHC	10%	6
No Preference - It does not matter to me.	2%	1
<b>TOTAL</b>		<b>58</b>

# Board Recommendation

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A. Dean or GHC

B. If Dean, for High-Deductible Plan

- i. Reduce HSA Contributions to increase district contribution toward premium
- ii. Keep HSA Contributions at Status Quo / lesser district contribution toward premium

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# Additional Topics

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A. Vision

253

B. Dental Rates

C. Long-Term Strategy

D. Other

# Next Steps

---

- Board Meeting – Review Recommendation
- Employee Education
- Open Enrollment

254



255



A

# Waunakee 4K



# WCSD 4K Staff



**Miranda Moe**  
**4K Director**

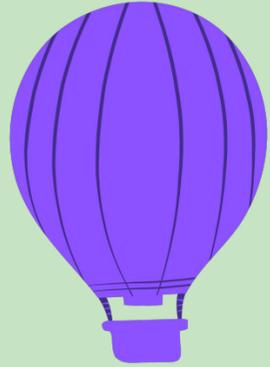
**J**



**Mackenzie Lutz**  
**Social Worker**



**Noelle Riordan**  
**School Psychologist**



**U**



# 4K Teachers



A

Y

e



H



# 4K Sites

Adventures In Learning (1 AM/1 PM)

Brilliant Beginnings (1 AM/1 PM)

Inspire Early Childhood (2 AM)

The Village(2AM)

Mary Lake Montessori (1 AM/1 PM)

Moppet (1 AM/1 PM)

Peace Lutheran Preschool (1 AM/1 PM)

St Johns (1 AM/1 PM)

**N**

# Curriculum

**E**

## Creative Curriculum

1. Skills for Learning
2. Empathy
3. Emotion Management
4. Friendship Skills/Problem Solving
5. Transitioning to Kindergarten



We adopted the new version of Creative Curriculum for the 2025-2026 school year

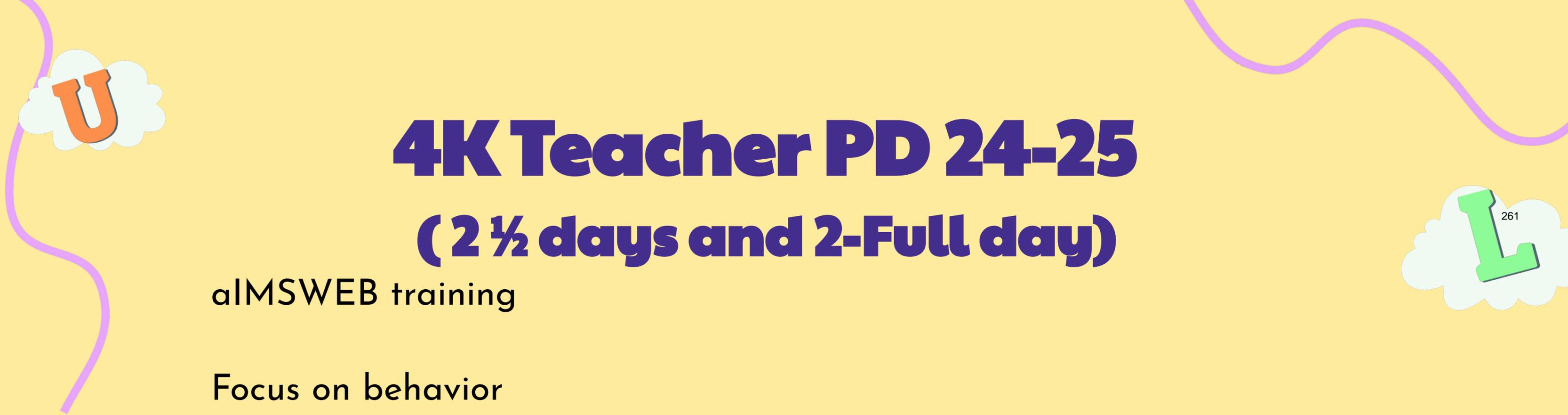
## Second Step

## Heggerty- Phonics

**W**

**S**





# 4K Teacher PD 24-25

## (2 ½ days and 2-Full day)

aMSWEB training

Focus on behavior

- NVCI training
- Identifying and Understanding Challenging Behaviors
- Implementing Inclusive Practices
- Applying Positive Behavior Guidance Techniques

All District Welcome Back



ECERS



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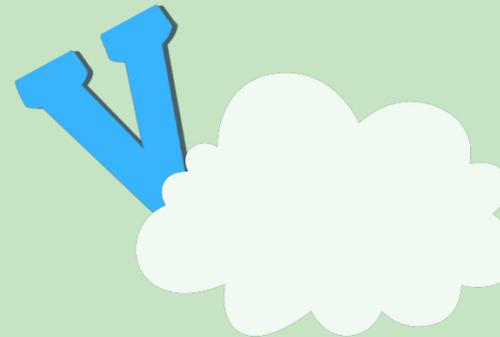


# Historic Numbers

Use this mnemonic device to remember the most common subordinating conjunctions you can use when combining sentences.

11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
206/13 = 229	217/28 =245	225/27 =252	216/24 = 240	220/25 =245	219/30 = 249	233/2 9=262	247/27 =274	212/28 = 240	238/30 =268	244/26 =270	227/22 =249	209/29 =238	211/36 =247	213/31 =244





# 4K Family Engagement

263

Family Literacy Night

Family Art Night (completely run by FFCA student and used for competition)

Flashlights, Forts and Fairytales (co hosted with Waunakee Library)

Family Science Night

David Landau Concert

Family Math Night

EOY Celebration

4K Registration Family Orientation Meeting for upcoming 4K Student





**What questions  
do you have?**

**2024-25 Budget Status Report - March 31, 2025**

**GENERAL FUND 10 EXPENSES**

<b>Salary &amp; Benefits (no grants)</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Spent</b>	<b>Ordered</b>	<b>% Spent/Or.</b>	<b>Available</b>
Personnel Costs: Salaries	36,749,683	36,453,368	25,003,423.24	11,457,550.12	100.02%	-7,605.71
Personnel Costs: Benefits	12,048,294	11,774,009	8,783,150.16	3,938,076.68	108.04%	-947,217.99
<b>Total</b>	<b>48,797,977</b>	<b>48,227,377</b>	<b>33,786,573.40</b>	<b>15,395,626.80</b>	<b>101.98%</b>	<b>-954,823.70</b>

<b>Buildings</b>	<b>Budget</b>	<b>Revised Budget</b>	<b>Spent</b>	<b>Ordered</b>	<b>% Spent/Or.</b>	<b>Available</b>
Prairie School	87,510	87,510	47,820.93	15,477.14	72.33%	24,211.93
Prairie School CSF	33,100	38,100	23,416.82	9,216.23	85.65%	5,466.95
Heritage School	88,170	88,170	63,410.60	19,683.36	94.24%	5,076.04
Heritage School CSF	34,602	39,602	22,038.50	11,017.55	83.47%	6,545.95
Arboretum School	75,420	75,420	50,499.82	4,781.91	73.30%	20,138.27
Arboretum School CSF	27,031	31,031	24,100.29	4,153.97	91.05%	2,776.74
Intermediate School	160,000	160,000	102,514.48	11,445.41	71.22%	46,040.11
Intermediate School CSF	39,044	45,044	29,294.17	1,569.38	68.52%	14,180.45
Middle School	163,140	163,140	105,766.24	18,257.32	76.02%	39,116.44
Middle School CSF	42,673	48,673	33,903.96	7,730.92	85.54%	7,038.12
High School	597,887	599,366	287,769.70	109,985.96	66.36%	201,610.38
High School CSF	84,471	86,486	54,366.05	2,349.27	65.58%	29,770.68
Athletics	447,602	447,602	283,639.04	45,463.29	73.53%	118,499.67

<b>Departments</b>						
Utilities	1,126,923	1,126,923	818,587.31	259,471.06	95.66%	48,864.63
Maintenance	731,990	731,990	718,502.47	200,493.79	125.55%	-187,006.26
Capital Projects	0	0	60,265.96	0.00	---%	-60,265.96
Contingency Fund	100,000	7,000	3,976.00	0.00	56.80%	3,024.00
Energy Conservation	0	0	0.00	0.00	---%	0.00
Transportation	1,568,381	1,808,381	1,185,488.84	510,719.83	93.80%	112,172.33
Technology	718,729	718,729	698,877.69	28,084.10	101.15%	-8,232.79
Technology Erate/Fees	0	0	0.00	0.00	---%	0.00
Curriculum-Secondary	527,300	527,300	454,986.06	3,907.00	87.03%	68,406.94
Curriculum-Elementary Operations	467,782	467,782	617,663.80	13,430.12	134.91%	-163,311.92
4K District	913,400	913,400	677,899.26	225,074.36	98.86%	10,426.38
4K Operations	17,000	17,000	6,499.26	74.36	38.67%	10,426.38
Human Resources	54,550	54,550	39,231.99	5,971.72	82.87%	9,346.29
Superintendent	94,600	267,100	217,884.31	15,967.65	87.55%	33,248.04
Student Services-Operations	73,184	73,184	32,287.36	764.14	45.16%	40,132.50
Student Services-District	97,000	97,000	74,679.36	40,172.67	118.40%	-17,852.03
Business Office	472,336	572,336	498,512.23	84,342.39	101.84%	-10,518.62
District Wide	1,987,541	2,391,816	945,341.66	42,855.08	41.32%	1,403,619.26
Special Projects	0	40,000	41,129.12	0.00	102.82%	-1,129.12
Summer School	109,515	109,515	101,124.38	0.00	92.34%	8,390.62

<b>Grants-Fund 10</b>						
Common School Fund-District	7,069	7,069	7,068.72	0.00	100.00%	0.28
Title 1 Grant (Public)	96,184	96,184	48,785.68	29,689.05	81.59%	17,709.27
Title 1 Grant (Private)	4,563	4,563	2,688.99	0.00	58.93%	1,874.01

Title 2 Grant (Public)	40,907	40,907	31,816.56	9,090.45	100.00%	-0.01
Title 2 Grant (Private)	6,232	6,232	5,990.47	0.00	96.12%	241.53
Title 3 Grant	17,205	17,205	8,868.16	5,500.00	83.51%	2,836.84
Title 4A Grant (Public)	7,482	8,720	8,720.36	0.00	100.00%	0.00
Title 4A Grant (Private)	2,518	2,518	2,518.19	0.00	100.00%	0.00
Career/Tech Ed Grant	82,790	82,790	39,030.06	0.00	47.14%	43,759.94
CEIS Federal Flo-Through	141,000	191,600	106,133.12	23,697.90	67.76%	61,768.98
Ed. Effectiveness Grant	32,000	32,442	0.00	0.00	0.00%	32,442.00
Peer Mentor Grant	12,232	12,232	5,248.51	1,617.78	---	5,365.71
Perkins Grant	19,354	21,770	13,287.86	0.00	61.04%	8,482.14
Reading Readiness	8,375	0	0.00	0.00	---	0.00
Dane Co. Mental Health	0	0	0.00	0.00	---	0.00
School-Based Mental Health	0	0	81,641.51	30,000.00	---	-111,641.51
SAODA	25,000	25,000	610.15	0.00	---	24,389.85

<b>Other Program Totals</b>						
Transfer to Fund 27	7,268,513	7,802,885	0.00	0.00	0.00%	7,802,885.44
Wellness Clinic	300,000	325,000	229,955.91	102,741.16	102.37%	-7,697.07

<b>Subtotals</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Spent</b>	<b>Ordered</b>	<b>% Spent/Or.</b>	<b>Available</b>
Salary & Benefits Totals	48,797,977	48,227,377	33,786,573.40	15,395,626.80	101.98%	-954,823.70
Building Totals	1,880,650	1,910,144	1,128,540.60	261,131.71	72.75%	520,471.73
Department Totals	9,060,231	9,924,006	7,192,937.06	1,431,328.27	86.90%	1,299,740.67
Grant Totals	502,911	549,233	362,408.34	99,595.18	84.12%	87,229.03
Other Program Totals	7,568,513	8,127,885	229,955.91	102,741.16	4.09%	7,795,188.37
<b>Total Fund 10 Expenditures</b>	<b>67,810,282</b>	<b>68,738,645</b>	<b>42,700,415.31</b>	<b>17,290,423.12</b>	<b>87.27%</b>	<b>8,747,806.10</b>

**GENERAL FUND 10 REVENUES**

<b>Building/Department</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Received</b>	<b>Ordered</b>	<b>% Received</b>	<b>Unreceived</b>
Prairie School	2,550	2,550	4,499.95	0.00	176.47%	-1,949.95
Heritage School	2,250	2,250	4,073.73	0.00	181.05%	-1,823.73
Arboretum School	5,820	5,820	4,281.38	0.00	73.56%	1,538.62
Intermediate School	37,900	37,900	13,694.47	0.00	36.13%	24,205.53
Middle School	23,700	23,700	23,296.50	0.00	98.30%	403.50
High School	199,215	209,215	230,699.78	0.00	110.27%	-21,484.78
Curriculum - Elementary	12,400	12,400	0.00	0.00	---	12,400.00
Curriculum - Secondary	10,815	10,815	10,280.96	0.00	95.06%	534.04
Maintenance	12,500	51,000	46,554.26	0.00	91.28%	4,445.74
Energy Conservation	0	0	0.00	0.00	---	0.00
Athletic Dept	71,000	71,000	58,789.33	0.00	82.80%	12,210.67
Human Resources	0	0	0.00	0.00	---	0.00
Technology	4,200	4,200	5,547.21	0.00	132.08%	-1,347.21
E-Rate	0	0	0.00	0.00	---	0.00
District	66,437,839	67,137,027	43,316,511.27	0.00	64.52%	23,820,515.73

**Grants - Fund 10**

Common School Fund-District	267,990	296,005	0.00	0.00	0.00%	296,005.00
Title 1 Grant (Public)	96,184	96,184	0.00	0.00	0.00%	96,184.00
Title 1 Grant (Private)	4,563	4,563	973.32	0.00	21.33%	3,589.68

Title 2 Grant (Public)	40,907	40,907	18,180.89	0.00	44.44%	22,726.11			
Title 2 Grant (Private)	6,232	6,232	0.00	0.00	0.00%	6,232.00			
Title 3 Grant	17,205	17,205	0.00	0.00	0.00%	17,205.00			
Title 4A Grant (Public)	7,482	8,720	0.00	0.00	0.00%	8,720.36			
Title 4A Grant (Private)	2,518	2,518	0.00	0.00	0.00%	2,518.19			
Career/Tech Ed Grant	82,790	82,790	0.00	0.00	0.00%	82,790.00			
CEIS Federal Flo-Through	141,000	191,600	66,108.29	0.00	34.50%	125,491.71			
Ed. Effectiveness Grant	32,000	33,442	0.00	0.00	0.00%	33,442.00			
Peer Mentor Grant	12,232	12,232	0.00	0.00	---	12,232.00			
Perkins Grant	19,354	21,770	7,262.73	0.00	33.36%	14,507.27			
Reading Readiness	0	0	0.00	0.00	---	0.00			
Dane Co. Mental Health	0	0	0.00	0.00	---	0.00			
School-Based Mental Health	130,239	130,239	0.00	0.00	---	130,239.00			
SAODA	25,000	25,000	10,034.21	0.00	---	14,965.79			

267

<b>Total Fund 10 Revenues</b>	<b>67,708,385</b>	<b>68,580,975</b>	<b>43,837,773.14</b>	<b>0.00</b>	<b>63.92%</b>	<b>24,743,201.41</b>			
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**SPECIAL EDUCATION FUND 27 EXPENSES**

<b>Salaries &amp; Benefits (no grants)</b>	<b>Budget</b>	<b>Revised Budget</b>	<b>Spent</b>	<b>Ordered</b>	<b>% Spent/Or.</b>	<b>Available</b>
Salaries & Benefits	10,843,708	10,922,730	7,248,562.11	3,534,430.43	98.72%	139,737.90
<b>Departments</b>						
Special Ed-Operations	28,839	28,839	26,141.43	1,321.00	95.23%	1,376.57
Special Ed-District	157,000	157,000	102,807.04	48,612.97	96.45%	5,579.99
Transportation	228,966	228,966	176,582.56	102,547.60	121.91%	-50,164.16
Medicaid	10,000	10,000	10,847.17	0.00	108.47%	-847.17
<b>Grants-Fund 27</b>						
IDEA FlowThrough Grant	975,048	975,048	696,251.71	186,829.72	90.57%	91,966.57
IDEA PreSchool Grant	58,500	34,500	14,222.79	2,367.25	48.09%	17,909.96
<b>Total Fund 27 Expenditures</b>	<b>12,302,061</b>	<b>12,397,433</b>	<b>8,307,396.31</b>	<b>3,924,439.97</b>	<b>98.66%</b>	<b>165,597.16</b>

**SPECIAL EDUCATION FUND 27 REVENUES**

<b>Source</b>	<b>Budget</b>	<b>Revised Budget</b>	<b>Received</b>	<b>Ordered</b>	<b>% Received</b>	<b>Unreceived</b>
IDEA FlowThrough Grant	975,048	975,048	0.00	0.00	0.00%	975,048.00
IDEA PreSchool Grant	58,500	34,500	11,593.95	0.00	---	22,906.05
Special Ed Revenues	0	0	0.00	0.00	---	0.00
Other Fund 27 Revenues	11,253,513	11,372,885	1,861,175.89	0.00	16.37%	9,511,709.55
<b>Total Fund 27 Revenues</b>	<b>12,287,061</b>	<b>12,382,433</b>	<b>1,872,769.84</b>	<b>0.00</b>	<b>15.12%</b>	<b>10,509,663.60</b>

**FOOD SERVICE FUND 50 EXPENSES**

<b>Function</b>	<b>Budget</b>	<b>Revised Budget</b>	<b>Spent</b>	<b>Ordered</b>	<b>% Spent/Or.</b>	<b>Available</b>
All	2,886,887	2,886,887	2,132,138.94	782,346.46	100.96%	-27,598.40

<b>FOOD SERVICE FUND 50 REVENUES</b>						
<b>Source</b>	<b>Budget</b>	<b>Revised Budget</b>	<b>Received</b>	<b>Ordered</b>	<b>% Received</b>	<b>Unreceived</b>
All	2,902,207	2,902,207	1,905,568.59	0.00	65.66%	996,638.41

<b>CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES</b>					March 31, 2025				
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<b>Building/Department</b>	<b>23-24 Carryover</b>	<b>24-25 Revenue Budget</b>	<b>24-25 Rec'd</b>	<b>24-25 Revenue Balance</b>	<b>24-25 Expense Budget</b>	<b>24-25 Spent / Encumbered</b>	<b>24-25 Expense Balance</b>	<b>24-25 Balance</b>	<b>Funds Available</b>
Prairie School	31,971.57	2,550.00	4,499.95	-1,949.95	87,510	63,298.07	24,211.93	26,161.88	58,133.45
Heritage School	24,323.72	2,250.00	4,073.73	-1,823.73	88,170	83,093.96	5,076.04	6,899.77	31,223.49
Arboretum School	9,038.53	5,820.00	4,281.38	1,538.62	75,420	55,281.73	20,138.27	18,599.65	27,638.48
Intermediate School	85,117.72	37,900.00	13,694.47	24,205.53	160,000	113,959.89	46,040.11	21,834.58	106,952.30
Middle School	62,624.43	23,700.00	23,296.50	403.50	163,140	124,023.56	39,116.44	38,712.94	101,337.37
High School	62,011.13	209,215.00	230,699.78	-21,484.78	599,366	397,755.66	201,610.38	223,095.16	285,106.29
4K	11,301.04	0.00	0.00	0.00	17,000	6,573.62	10,426.38	10,426.38	26,344.30
Athletic Dept	24,595.65	71,000.00	58,789.33	12,210.67	447,602	329,102.33	118,499.67	106,289.00	130,884.65
Curriculum-Elementary	210,216.37	0.00	0.00	0.00	467,782	631,093.92	-163,311.92	-163,311.92	46,904.45
Curriculum-Secondary	16,925.67	10,815.00	10,280.96	534.04	527,300	458,893.06	68,406.94	67,872.90	84,798.57
CTE Grant	112,514.84	82,790.00	0.00	82,790.00	82,790	39,030.06	43,759.94	-39,030.06	73,484.78
Human Resources	8,897.34	0.00	0.00	0.00	54,550	45,203.71	9,346.29	9,346.29	18,243.63
Maintenance	62,036.62	51,000.00	46,554.26	4,445.74	731,990	918,996.26	-187,006.26	-191,452.00	-129,415.38
Special Education	31,312.26	0.00	0.00	0.00	28,839	27,462.43	1,376.57	1,376.57	32,688.83
Student Services	121,115.72	0.00	0.00	0.00	73,184	33,051.50	40,132.50	40,132.50	161,248.22
Superintendent	854.92	0.00	0.00	0.00	267,100	233,851.96	33,248.04	33,248.04	34,102.96
Technology	114,878.55	4,200.00	5,547.21	-1,347.21	718,729	726,961.79	-8,232.79	-6,885.58	107,992.97
Capital Projects (Fund 10)	-	0.00	0.00	0.00	0	10,934.45	-10,934.45	-10,934.45	-10,934.45

CASH RECONCILIATION FOR THE MONTH OF FEBRUARY 2025

	OCB	OCB	OCB	OCB	LGIP	LGIP	MIDAMERICA	WISC	WISC	WISC-209 2022 BOND	WISC-210 2023 BOND	WISC-211 2024 BOND	WISC	TOTALS
	PAYROLL CHECKING	DEPOSIT ACCT	OPERATING ACCT	Construction ACCT	GENERAL ACCOUNT	DENTAL ACCT	TRUST ACCT	DEBT SERVICE	SCHOLARSHIP ACCT	Referendum ACCT	Referendum ACCT	Referendum ACCT	GENERAL	
	(FUND 10)	10,21,27,50,60,80,99)	10,21,27,50,60,80,99)	(Fund 49)	10,27,50,80,99)	(FUND 10)	(FUND 73)	(FUNDS 38,39)	(FUND 21)	(FUND 49)	(FUND 49)	(FUND 49)	(FUNDS 39 AND 49)	
BEGINNING BALANCE	85,740.34	11,065,419.60	198,662.66	281,399.18	984,112.70	392,792.73	721,382.23	1,770,693.61	345,750.41	9,167,591.26	2,017.00	14,652,890.75	90,720.32	39,759,172.79
REVENUES:														
+ DEPOSITS	5,223,674.32	17,029,789.37	1,350,461.01	2,410,000.00	700,338.63	61,392.10		0.00	0.00	0.00	0.00	0.00	0.00	26,775,655.43
+ INTEREST	1,143.17	54,565.32	842.26	1,042.19	4,272.65	1,163.88	982.22	5,720.18	1,613.06	27,984.18	6.44	48,775.60	293.76	148,404.91
TOTAL REVENUES	5,224,817.49	17,084,354.69	1,351,303.27	2,411,042.19	704,611.28	62,555.98	982.22	5,720.18	1,613.06	27,984.18	6.44	48,775.60	293.76	26,924,060.34
EXPENSES:														
ACCOUNTS PAYABLE	0.00	1,240,788.11	1,400,685.37	2,683,555.70	0.00	74,461.01			0.00	2,410,000.00	0.00		\$0.00	7,809,490.19
PAYROLL	5,164,264.30	5,223,674.32				0.00	0.00	825.00	0.00	0.00			0.00	10,388,763.62
TOTAL EXPENSES	5,164,264.30	6,464,462.43	1,400,685.37	2,683,555.70	0.00	74,461.01	0.00	825.00	0.00	2,410,000.00	0.00		0.00	18,198,253.81
ENDING BALANCE	146,293.53	21,685,311.86	149,280.56	8,885.67	1,688,723.98	380,887.70	722,364.45	1,775,588.79	347,363.47	6,785,575.44	2,023.44	14,701,666.35	91,014.08	48,484,979.32

BANK BALANCES-SKYWARD														
ENDING BANK BALANCE	146,293.53	21,685,311.86	149,280.56	8,885.67	1,688,723.98	380,887.70	722,364.45	1,775,588.79	347,363.47	6,785,575.44	2,023.44	14,701,666.35	91,014.08	48,484,979.32
OUTSTANDING ACH	576,897.97	0.00			0.00	0.00	0.00	0.00	0.00	0.00			0.00	576,897.97
ACTUAL BALANCE	-430,604.44	21,685,311.86	149,280.56	8,885.67	1,688,723.98	380,887.70	722,364.45	1,775,588.79	347,363.47	6,785,575.44	2,023.44	14,701,666.35	91,014.08	47,908,081.35

SKYWARD BALANCE -430,653.30  
M. Hansen - Pay Adj - WRS for prior year (2024) 48.86

This account can have a negative balance due to the WRS pymt. outstanding due at the end of the following month.



# WAUNAKEE

COMMUNITY SCHOOL DISTRICT

## ADMINISTRATION OFFICE

905 Bethel Circle  
Waunakee, Wisconsin 53597  
(608) 849-2000

## Facilities and Maintenance

The Board of Education for the Waunakee Community School District has reviewed the School Violence Evaluation Reports for scheduled drills held during the month of MARCH 2025.

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	EVACUATION	3/6/2025
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597	EVACUATION	3/6/2025
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	EVACUATION	3/3/2025
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	EVACUATION	3/3/2025
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	EVACUATION	3/10/2025
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	EVACUATION	3/5/2025

Board of Education Representative: \_\_\_\_\_  
Joan Ensign, President



Innovative Thinking. Tailored Delivery.

## Snapshot of services, new offerings, and updates for this year. Your 2025-26 contract follows.

### Professional Development Designed to Build Educator Capacity

To begin or continue in-district coaching, consulting, and other professional development with CESA 2, contact Tracy Elger at [tracy.elger@cesa2.org](mailto:tracy.elger@cesa2.org). Our professional development utilizes our Capacity Building Framework, ensuring a well-matched, targeted, and efficient learning and implementation experience. Districts may customize professional development to include any combination of in-district coaching or training for individuals or groups of teachers and/or leadership teams.



As we continue to provide high-quality support, we remain committed to being good stewards of district budgets and funds. Due to rising travel costs, our travel fee will increase from \$50 to \$75 on contracts, while our consulting daily rate will remain unchanged. We appreciate your partnership and will continue to offer cost-effective, impactful professional learning opportunities tailored to your district’s needs.

### Act 20 Services

CESA 2 provides support to help districts implement Act 20 and enhance early literacy outcomes. Our offerings include the Act 20 Leadership Institute, designed to equip district and school leaders with a deep understanding of science-based reading instruction and Act 20 mandates. Additionally, we offer in-district coaching and certified training in LETRS and Keys to Beginning Reading.

### Licensure Support

The CESA 2’s CLASS program continues to offer flexible, DPI-approved pathways to licensure, including newly added options such as K-9, Early Childhood Special Education, and LWS3 pathways. We’ve also launched Praxis II Ready, a structured course and coaching program designed to help educators pass the Praxis II exam and expand their teaching credentials.

More programs and services can be found in our [2025-26 Catalog of Services](#).

### Returning Annual Contracts

Services purchased in 2024-25 are indicated on the contract. Please check under the renew column to continue the service. To add a service, place a check in the add column.

We will send out a case list and the installment amount of your current projected caseload for services listed under the Specialized Services & Staffing Center of Excellence later this spring.



Please indicate the services the district would like to renew or add by placing a check in the column.

2025-2026 Annual Service Contract				
Service	Fee	2024-2025 Services	Check to Renew	Check to Add
Membership in CESA 2	\$6,319.25			
Dialogue with Attorney	\$800.00			<input type="checkbox"/>
Professional Resource Center (PRC)	\$6,000.00	X	<input type="checkbox"/>	
Assistive Technology Academy	\$450.00			<input type="checkbox"/>
Title III Consortium	Based on allocation			<input type="checkbox"/>
Transition Advisory Network	\$3,500.00			<input type="checkbox"/>
Educational Audiology	IEP Based			<input type="checkbox"/>
Occupational Therapy	IEP Based			<input type="checkbox"/>
Orientation & Mobility	IEP Based			<input type="checkbox"/>
Physical Therapy	IEP Based			<input type="checkbox"/>
School Psychology	Based on need			<input type="checkbox"/>
Services for Students who are Blind or Visually Impaired	IEP Based			<input type="checkbox"/>
Services for Students who are Deaf or Hard of Hearing	IEP Based			<input type="checkbox"/>
Speech-Language Pathology	IEP Based			<input type="checkbox"/>
Additional service(s) (indicate page # from Catalog of Services)				

monicakelsey-brown@waunakee.k12.wi.us

District Administrator or designée's signature

04 / 01 / 2025

Date

Purchase order number



# 2025-2026 Contract

This contract is made in duplicate between the Board of Control of Cooperative Educational Service Agency 2 (CESA 2) and the Local Educational Agency (LEA).

WHEREAS CESA 2 has been authorized to provide services for valuable consideration to school districts on a cooperative basis and has been authorized to enter into and approve service contracts with local school districts, county boards of supervisors and other cooperative educational service agencies as provided in Chapter 116, Wis. Stats.

NOW, THEREFORE, CESA 2 hereby agrees to provide to the LEA, services to be performed by legally qualified personnel. Information pertaining to each service to be performed is included in the CESA 2 Catalog of Services.

CESA 2 agrees to make payments to the personnel providing the services and to remit to the authorized governmental or private agencies such amounts for which salary deductions are required or authorized.

CESA 2 agrees to forward federal and/or state funds, which are due the LEA, as soon as possible after the receipt of said funds.

LEA agrees to pay for services rendered as follows:

\*for services costing \$18,000.00 or less annually per line item, in one payment to be made in July.

\*for staffing services under Specialized Services and Staffing, in monthly installments based on the contract amount.

All billings from CESA 2 will be on budgeted estimated costs, except the last billing which shall reflect the net actual cost of the service. (If all billings and payments are based on estimated costs, any overpayments or underpayments will be refunded or paid no later than 60 days from the closing of the fiscal year).

Transportation of children, if any, will be furnished by each school district.

The LEA agrees to reimburse CESA 2 for its proportionate share of costs of the services provided under this contract including without limitation because of enumeration, unemployment insurance, litigation expense, collective bargaining and monetary awards of courts and agencies but no Board of Control may levy any taxes as per Sec. 116.03(4).

In witness whereof, the parties have set their hands this day and year written below.

  
Marian Viney, Chairperson, CESA 2 Board of Control

  
Dan Hanrahan, Secretary, CESA 2 Board of Control

School District of Waunakee Community

04 / 01 / 2025

wonicakelsey-brown@waunakee.k12.wi.us

Authorized Signature for School District

# CERTIFICATE *of* SIGNATURE

REF. NUMBER  
W7V4R-GOSRK-WKAQV-87P4X

DOCUMENT COMPLETED BY ALL PARTIES ON  
02 APR 2025 00:43:25 UTC

## SIGNER

EMAIL  
MONICAKELSEY-BROWN@WAUNAKEE.K12.WI.US

## TIMESTAMP

SENT  
21 MAR 2025 15:45:36 UTC  
VIEWED  
02 APR 2025 00:43:07 UTC  
SIGNED  
02 APR 2025 00:43:25 UTC

## SIGNATURE

*monicakelsey-brown@waunakee.k12.wi.us*  
IP ADDRESS  
47.41.148.7  
LOCATION  
MADISON, UNITED STATES

## RECIPIENT VERIFICATION

EMAIL VERIFIED  
02 APR 2025 00:43:07 UTC



To: The Honorable members of the Wisconsin Joint Finance Committee:

As the Waunakee Community School District (WCSD) School Board, we are reaching out to you with concerns that we and most Wisconsin school leaders share regarding the State budget and its impact on education. We respectfully ask that you please take these concerns into consideration as you develop the state's 2025-27 biennial budget.

The WCSD is highly ranked for student achievement, #2 in Dane County. We are fiscally accountable - at \$13,679 our per pupil spending is in the bottom third of Dane County, \$467 below the county average. But, like other employers, the WCSD and all Wisconsin school districts are facing rising costs due to inflation.

We truly need your financial support as you craft the 2025-26/26-27 State budget.

Per pupil categorical aid from the state has not kept pace with inflation. Since 2010 when per pupil aid ceased being indexed to inflation, we are \$3,300 per student behind the cost of inflation. In the WCSD this per student amount equals \$14,572,800. This issue is the primary factor in the number of operational referendums across the state.

We appreciate the \$325 increase in per pupil aid the 23-24 and 24-25 Legislative budget provided, but even this increase was below the rate of inflation. Many school boards face having to make cuts to programs and/or staff, decreasing opportunities for students, thus negatively impacting student achievement or seeking additional operational referendums to cover the difference.

Special education categorical aid reimbursement rates are not keeping pace with the increasing number of students qualifying for special education, the increasing costs of staff, and mandated services for students with disabilities. Schools statewide face well over a billion dollars in unreimbursed special education costs each year. For the 24/25 school year, we were assured that the State budget would provide 33% of our Special Education expenses. Last fall, the DPI informed districts that the actual reimbursement will be closer to 29% to 30%. This difference negatively impacts our budget by \$425,000. This makes it difficult to budget for when the Board finalized our 24-25 budget in October.

In consideration of the above concerns, the WCSD Board of Education strongly urges:

- That you index per pupil aid to the rate of inflation
- That you increase state special education categorical aid to 60%, and
- That you guarantee the percentage of special education aid by either making it sum sufficient or agreeing to make up the difference between the actual special educational needs and sum certain budgeting with a portion of the over \$4 billion in surplus.

Thank you for your public service and consideration of our request.

Respectfully,

The Waunakee Community School District Board of Education