

**CLINTONVILLE PUBLIC SCHOOL DISTRICT**  
**Clintonville, WI 54929**  
**Regular Meeting of the Board of Education**

**Monday, April 13, 2026**  
**6:00 p.m.**  
**High School IMC**

Please Google search "Clintonville Events You Tube", or use the following link to go directly to the Clintonville Events YouTube channel:

<https://www.youtube.com/channel/UCMHZeWzjIFzVnX3EX18nLlg/featured>

**District Mission Statement**

**The Clintonville Public School District, in partnership with its citizens, will empower those we educate to become lifelong learners who can think independently, critically, and creatively. Further, it is our mission to educate individuals to be successful, contributing members of our society and responsible, caring citizens in a diverse world.**

**AGENDA**

**I. CALL TO ORDER**

**II. ESTABLISH QUORUM**

**III. OPEN MEETING STATEMENT**

This April 13, 2026 meeting of the Clintonville Board of Education, and all other meetings of the board, is open to the public in compliance with state statute. Notice of the meeting has been sent to the media, and has been publicly posted, in an attempt to make the citizens of the district aware of the time, place and agenda of this meeting. Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to attend this meeting.

**IV. APPROVE AGENDA**

**V. PLEDGE OF ALLEGIANCE**

**VI. READING AND APPROVAL OF MINUTES**

- A. Regular Meeting - March 9, 2026
- B. Special Meeting - March 9, 2026
- C. Regular Meeting - March 23, 2026

**VII. PUBLIC COMMENTS/COMMUNICATIONS**

While the Board of Education welcomes communication from the public, proper procedure must be followed. Any person intending to address the Board must first fill out a Public Comments Registration Form (please see Policy #0167.3 re: Public Participation). As a reminder, this meeting of the Board is not a forum for personal attacks on any public official, staff member or citizen

## **VIII. COMMITTEE UPDATES**

- A. Land Use Committee
- B. Policy Committee
- C. Dellwood Childcare Committee
- D. Rec Center Committee
- E. Finance Committee

## **IX. ADMINISTRATIVE REPORTS**

### **A. International Travel Opportunity for Students - for Discussion/Action**

German Teacher and Club Advisor Shelly McAuly will present information, and seek the Board of Education's approval for a student trip to Germany in June of 2028.

### **B. High School Report - for Information**

James Blashe, High School Principal will give a report on events at the High School.

### **C. Superintendent's Report - for Information**

Troy Kuhn will present District updates to the Board of Education.

#### **Support Staff Retirement**

- a. Shelly Battenberg - Instructional Paraprofessional, effective with the end of the 2026-2027 school year..

#### **Extracurricular Hire**

- a. Linsey Mathews - FCCLA Co-Advisor, effective with the 2026-2027 school year.

### **D. Personnel** (The Board may choose to go into Executive Session per section 19.85(1)(c) of Wisconsin Statutes to discuss a personnel issue, and then return to open session to take action)

#### **1. District Reading Specialist Resignation - for Discussion/Action**

The administration will recommend that the Board of Education approve the resignation of Stephanie Tornow from her District Reading Specialist position, effective with the end of the 2025-2026 school year.

#### **2. Teacher Transfers - for Discussion/Action**

The administration will recommend that the Board of Education approve the following teacher transfers, effective with the 2026-2027 school year:

- a. Stacey Conradt - Transfer from a 6th Grade Teacher to an Elementary STEAM Teacher.
- b. Stephanie Hidde - Transfer from a Kindergarten Teacher to a 2nd Grade Teacher.

#### **3. Teacher Hire - for Discussion/Action**

The administration will recommend that the Board of Education approve the hire of Lisa Gleason as a Special Education Teacher, effective with the 2026-2027 school year.

## **E. Other**

### **1. Board Clerk Report on Spring Election - for Information**

Klint Barkow, Board Clerk will report on the 2026 Spring Election held April 7, 2026.

### **2. Early Graduation Request - for Discussion/Action**

The administration will recommend that the Board of Education approve an early graduation request for 1 student, class of 2027, to graduate in January 2027, provided that all graduation requirements are met.

### **3. Hourly Employee Inclement Weather Day(s) Compensation - for Discussion/Action**

The administration will recommend that the Board of Education make an exception to the Employee Handbook Part III Section 2.10B - Emergency School Closings.

### **4. Child Care Center Hours of Operation - for Discussion/Action**

The administration will recommend that the Board of Education approve changes to the hours of operation for the Child Care Center.

### **5. PTO Pavillion Update - for Discussion**

The administration and Board of Education will discuss any updates.

### **6. Fund 80 Goals - for Discussion**

The administration and Board of Education will discuss the goals for Fund 80.

### **7. Bullying Issues in Schools - for Discussion**

The administration and Board of Education will discuss community concerns regarding bullying in schools.

### **8. Special Education Issues - for Discussion**

The administration and Board of Education will discuss community concerns regarding special education in the schools.

### **9. Referendum Update - for Discussion**

The administration and the Board of Education will discuss the next steps, following the passing of the operational referendum.

## **X. POLICY**

### **A. First Reading of Revisions to Policy 8500 - Food Services - for Discussion/Action**

The administration will recommend that the Board of Education approve a first reading of revisions, per nutrition consultant recommendations.

**B. Second Reading of Revisions to Policies - for Discussion/Action**

The administration will recommend that the Board of Education approve a second reading of revisions to the following Policies:

- a. Policy 1213 - Student Supervision and Welfare
- b. Policy 3213 - Student Supervision and Welfare
- c. Policy 4213 - Student Supervision and Welfare
- d. Policy 7440 - Facility Security
- e. Policy 8330 - Student Records
- f. Policy 8462 - Child Abuse and Neglect

**XI. RECOGNITION**

**XII. ITEMS FOR FUTURE DISCUSSION**

Schedule the next Policy Committee meeting

**XIII. ANNOUNCEMENTS**

|          |  |           |                           |
|----------|--|-----------|---------------------------|
| April 16 | Title Night  | 4:00 p.m. |                           |
| April 17 | No School - Teacher Inservice                            |           |                           |
| April 21 | MS Band Concert  | 7:00 p.m. | HS Auditorium             |
| April 27 | Board of Education Reorganizational<br>& Regular Meeting | 6:00 p.m. | High School IMC           |
| May 11   | Regular Meeting - Board of Education                     | 6:00 p.m. | High School IMC           |
| May 11   | HS Band Concert  | 7:00 p.m. | HS Auditorium             |
| May 18   | HS Choir Concert   | 7:00 p.m. | HS Auditorium             |
| May 19   | MS Choir Concert   | 7:00 p.m. | HS Auditorium             |
| May 20   | Senior Banquet & Awards Night                            | 6:00 p.m. | HS Commons/<br>Auditorium |
| May 25   | No School - Memorial Day                                 |           |                           |
| May 26   | Regular Meeting - Board of Education                     | 6:00 p.m. | High School IMC           |
| May 29   | High School Graduation                                   | 6:00 p.m. | HS Fieldhouse             |

**XIV. ADJOURN TO CLOSED SESSION**

Consideration of Matters over which the Board has jurisdiction pursuant to Wisconsin Statute 19.85 (1)(f) - Considering financial, medical, social, or personal histories of disciplinary data of specific persons; for the purpose of conducting a board scholarship interview.

**XV. RETURN TO OPEN SESSION** (The Board may take action in open session on items discussed in closed session).

**XVI. ADJOURNMENT**

**BOARD OF EDUCATION  
CLINTONVILLE PUBLIC SCHOOL DISTRICT  
CLINTONVILLE, WISCONSIN 54929**

**MINUTES OF  
SPECIAL MEETING OF THE BOARD OF EDUCATION  
March 9, 2026**

A special meeting of the Board of Education of the Clintonville Public School District was called to order on March 9, 2026, at 5:17 p.m. in the High School IMC by Vice President Glen Drew Lundt.

Members Present: Glen Drew Lundt, Kris Strauman, Klint Barkow, Jason Moder, Ben Huber, Mark Zachow and Christopher Hoffmann.

Administration Present: Troy Kuhn and James Blashe

Also Present: Attorney William Fischer, Officer Ebert, student, and parents of student

**OPEN MEETING STATEMENT:** This March 9, 2026, special meeting of the Clintonville Board of Education and all other meetings of the board are open to the public in compliance with state statute. Notice of the meeting has been sent to the media, and has been publicly posted, in an attempt to make the citizens of the district aware of the time, place and agenda of this meeting.

**APPROVE AGENDA:** Moved by Ben Huber, seconded by Jason Moder to approve the agenda. Ayes and nays called, all voting aye. Motion carried.

**ADJOURN TO CLOSED SESSION:** Moved by Kris Strauman, seconded by Ben Huber, to adjourn to closed session for the consideration of matters over which the Board has jurisdiction pursuant to Wisconsin Statute 19.85 (1)(a)(f) - Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body and considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations for the purpose of conducting a hearing on a student disciplinary matter. Roll call vote was taken with Ben Huber, Mark Zachow, Klint Barkow, Christopher Hoffmann, Jason Moder, Glen Drew Lundt, and Kris Strauman voting aye. Motion carried, and meeting adjourned to closed session at 5:19 p.m.

Student Hearing: A hearing was conducted on a student disciplinary matter.

Following deliberations, a motion was made by Ben Huber, seconded by Jason Moder that the incidents set forth in the Notices of Expulsion dated February 27, 2026 did occur and such conduct constitutes conduct while at school or while under the supervision of school authorities which endangered the property, health or safety of others at school; and endangered the property, health or safety of a school authority or endangered the property, health, or safety of any employee or school board member of the school district.

Moved by Ben Huber, seconded by Jason Moder, that the incident warrants expulsion and that it is in the district's interest to expel the student and that the student be expelled immediately and until the end of the year in which the student turns 21 years of age. The student may request to be readmitted earlier at the beginning of the fall semester of the 2026-2027 school year, at the sole discretion of the District's Administration. Further, the conditions set forth must be met, and directing Counsel to prepare an order consistent with this motion. Roll call vote was taken with Klint Barkow, Christopher Hoffmann, Jason Moder, Kris Strauman, Glen Drew Lundt, Ben Huber and Mark Zachow voting aye. Motion carried.

Moved by Ben Huber, seconded by Jason Moder to return to open session. Roll call vote was taken with Christopher Hoffmann, Jason Moder, Kris Strauman, Glen Drew Lundt, Ben Huber, Mark Zachow, and Klint Barkow voting aye. Motion carried and the first hearing adjourned at 5:59 p.m.

**ADJOURNMENT:** Moved by Jason Moder, seconded by Christopher Hoffmann to adjourn. Ayes and nays called, all voting aye. Motion carried and the meeting adjourned at 6:00 p.m.

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Klint Barkow, Clerk

**BOARD OF EDUCATION  
CLINTONVILLE PUBLIC SCHOOL DISTRICT  
CLINTONVILLE, WISCONSIN 54929**

**MINUTES OF REGULAR MEETING  
BOARD OF EDUCATION  
March 9, 2026**

A regular meeting of the Board of Education of the Clintonville Public School District was called to order on March 9, 2026, at 6:07 p.m. in the High School IMC by President Glen Drew Lundt.

Members Present: Glen Drew Lundt, Kris Strauman, Jason Moder, Klint Barkow, Ben Huber, Mark Zachow, and Christopher Hoffmann

Administration Present: Troy Kuhn, Charles Seils and Ashley Flanagan

Press Represented: Bert Lehman of the Tribune Gazette and Marie Vandenberg of Rural NEW Families.

Also present: Patti Cahala, Michael Engel, Julianne Wagner, David Battenberg, Gerald Laux, Michele Sasse, John Heideman, Laurie Vollrath, Stacey Havlik, Barry Bartz and Leah Lasecki.

**OPEN MEETING STATEMENT:** This March 9, 2026, meeting of the Clintonville Board of Education and all other meetings of the board are open to the public in compliance with state statute. Notice of the meeting has been sent to the media, and has been publicly posted, in an attempt to make the citizens of the district aware of the time, place and agenda of this meeting. Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

**APPROVE AGENDA:** Moved by Ben Huber, seconded by Kris Strauman to approve the agenda, moving item X E-1 Complaint Investigation to closed session. Ayes and nays called, all voting aye. Motion carried.

The Pledge of Allegiance was recited by those in attendance.

**READING AND APPROVAL OF MINUTES:** Moved by Kris Strauman, seconded by Jason Moder to approve the minutes of the Regular Meeting of February 24, 2026. Ayes and nays called, all voting aye. Motion carried.

**PUBLIC COMMENTS/COMMUNICATIONS:** Michael Engel addressed the Board regarding concerns with BINGO cards for school board meeting, Stacy Havlik addressed the Board regarding concerns with Middle School grades, and the Board of Education State Education Convention expenses, Barry Bartz addressed the Board with concerns regarding the referendum and trusting the school district with spending district funds responsibly, and Patty Cahala addressed the Board regarding the State Education Convention expenses, superintendent evaluation process, duties of superintendent, and not providing accommodations for a veteran that attends school board meetings.

**FINANCIAL REPORT**

2024-2025 Financial Audit Report: Moved by Ben Huber, seconded by Mark Zachow to accept the 2024-2025 Financial Audit Report as presented by Leah Lasecki from Clifton-Larson-Allen LLP (CLA). Ayes and nays called, all voting aye. Motion carried.

**COMMITTEE UPDATES:**

**Land Use Committee:** The pavilion at the school forest has been taken down

**Policy Committee:** Special update that may need to be discussed in the future

**Dellwood Daycare Committee:** No update

**Rec Center Committee:** No update

**Finance Committee:** No update

**ADMINISTRATIVE REPORTS**

Travel Opportunity for Students: Moved by Ben Huber, seconded by Mark Zachow to approve a student trip to Puerto Rico from June 7-12, 2027, as presented by Spanish Teacher and Club Advisor Julianne Wagner. Ayes and nays called, all voting aye. Motion carried.

Rec Center Report: Ashley Flanagan, Rec Center Director gave an update on Rec Center events.

Superintendent's Report: Troy Kuhn presented District updates to the Board of Education.

Support Staff Resignations

- a. Kayla Meverden – Special Education Paraprofessional, effective March 2, 2026
- b. Samantha Reynolds – Special Education Paraprofessional, effective March 17, 2026

Personnel

Summer School Coordinator Hire: Moved by Jason Moder, seconded by Klint Barkow to approve the hire of an employee for the preparation and set-up of Summer School 2026, per terms of agreement. Ayes and nays called, all voting aye. Motion carried.

Other

Complaint Investigation: Moved to closed session.

Board of Education Senior Scholarship Interviews: The Board of Education discussed possible dates for conducting Board of Education Scholarship interviews and decided to discuss further at the March 23<sup>rd</sup> meeting.

WASB State Education Convention Costs: The Board of Education discussed costs associated with attendance at the WASB State Education Convention in January 2026.

Fund 80: The Board of Education discussed how to make progress towards improving costs and revenues.

Budget and Steps Towards Balancing: The administration and Board of Education discussed possible next steps towards balancing the budget.

Referendum Education and Planning: The administration and the Board of Education discussed updates and next steps for the April 2026 referendum and provided updated informational meeting dates:

- March 10 – City Board Meeting, Community Center (6:00 p.m.)
- March 15 – St. Martin Lutheran Church (following 8:00 a.m. service)
- March 16 – Clintonville High School Auditorium (6:00 p.m.)
- March 19 – The Living Room (8:00 a.m. to 10:00 a.m.)
- March 20 – WTCH Breakfast Club
- March 22 – United Methodist Church (10:00 a.m.)
- March 24 – Clintonville Lions Club (6:00 p.m.)

**ITEMS FOR FUTURE STRATEGIC DISCUSSION**

**ANNOUNCEMENTS**

|           |  |           |                 |
|-----------|--|-----------|-----------------|
| March 16  | No School – Teacher Inservice                            |           |                 |
| March 23  | Regular Meeting – Board of Education                     | 6:00 p.m. | High School IMC |
| March 27  | End of 3 <sup>rd</sup> Quarter                           |           |                 |
| April 2-6 | Spring Break   |           |                 |
| April 7   | Spring School Board & Referendum Election                |           |                 |
| April 13  | Regular Meeting – Board of Education                     | 6:00 p.m. | High School IMC |
| April 16  | Title Night  | 4:00 p.m. |                 |
| April 27  | Board of Education Reorganizational<br>& Regular Meeting | 6:00 p.m. | High School IMC |

**ADJOURN TO CLOSED SESSION:** Moved by Kris Strauman, seconded by Ben Huber to adjourn to closed session for consideration of matters over which the Board has jurisdiction pursuant to Wisconsin Statute 19.85 (1)(c)(f) – Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility for the purposes of reviewing individual employment contracts/language, salary/wages, benefits, and performance. Considering financial, medical, social or personal histories or disciplinary data of specific persons; for the purpose of discussing the complaint received; for the purpose of conducting the Superintendent evaluation. Roll call vote was taken with Jason Moder, Kris Strauman, Glend Drew Lundt, Ben Huber, Mark Zachow, Klint Barkow, and Christopher Hoffmann voting aye. Motion carried and meeting adjourned to closed session at 7:52 p.m.

**RETURN TO OPEN SESSION:** Moved by Mark Zachow, seconded by Ben Huber to return to open session. Roll call vote was taken with Kris Strauman, Glen Drew Lundt, Ben Huber, Mark Zachow, Klint Barkow, Christopher Hoffmann, and Jason Moder voting aye. Motion carried and meeting returned to open session at 9:30 p.m.

**No action was taken on the complaint that was discussed in closed session.**

**ADJOURNMENT:** Moved by Ben Huber, seconded by Christopher Hoffmann to adjourn. Motion carried and meeting adjourned at 9:32 p.m.

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Klint Barkow, Board Clerk

**BOARD OF EDUCATION  
CLINTONVILLE PUBLIC SCHOOL DISTRICT  
CLINTONVILLE, WISCONSIN 54929**

**MINUTES OF REGULAR MEETING  
BOARD OF EDUCATION  
March 23, 2026**

A regular meeting of the Board of Education of the Clintonville Public School District was called to order on March 23, 2026, at 6:03 p.m. in the High School IMC by President Glen Drew Lundt.

Members Present: Glen Drew Lundt, Jason Moder, Klint Barkow, Ben Huber, Mark Zachow, and Christopher Hoffmann

Members Excused: Kris Strauman

Administration Present: Troy Kuhn, Madalyn Simonis, and Stephen Reinke

Press Represented: Bert Lehman of the Tribune Gazette and Marie Vandenberg of Rural NEW Families.

Also present: Laurie Vollrath, Michele Sasse, Evan Christman, Meghan Snell, Nick Curran, Jessica Holtz, Alyson Tress, and Dave Honish.

**OPEN MEETING STATEMENT:** This March 23, 2026, meeting of the Clintonville Board of Education and all other meetings of the board are open to the public in compliance with state statute. Notice of the meeting has been sent to the media, and has been publicly posted, in an attempt to make the citizens of the district aware of the time, place and agenda of this meeting. Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

**APPROVE AGENDA:** Moved by Ben Huber, seconded by Jason Moder to approve the agenda as written. Ayes and nays called, all voting aye. Motion carried.

The Pledge of Allegiance was recited by those in attendance.

**READING AND APPROVAL OF MINUTES:** No action was taken. Will have March 9<sup>th</sup> Regular Meeting minutes on April 13<sup>th</sup> Regular Meeting agenda for approval.

**PUBLIC COMMENTS/COMMUNICATIONS:** Meghan Snell addressed the Board of Education regarding the referendum and special education funding.

**FINANCIAL REPORT AND APPROVAL OF VOUCHERS**

Presentation of Vouchers and Receipts: Moved by Ben Huber, seconded by Jason Moder to grant authorization to approve vouchers as presented for February 2026. Ayes and nays called, all voting aye. Motion carried.

Monthly Budget Recap/Report: Jessica Holtz from CESA 8 presented and discussed the Monthly Budget Recap/Report for February 2026.

**COMMITTEE UPDATES:**

**Land Use Committee:** No update

**Policy Committee:** No update

**Dellwood Daycare Committee:** No update

**Rec Center Committee:** No update

**Finance Committee:** Will meet after Troy is ready to discuss the strategy for Dellwood Child Care Center

**ADMINISTRATIVE REPORTS**

CESA 8 Additional Services Proposal/Mission, Vision, Values: Dave Honish & Alyson Tress from CESA 8 presented information to the Board of Education and discussed next steps.

Elementary School Report: Madalyn Simonis, Elementary School Principal, gave a report on recent events at the Elementary School.

Superintendent's Report: Troy Kuhn presented District updates to the Board of Education.

Support Staff Hire – Rec Center

- a. Samantha Reynolds – Lifeguard and private swim lessons instructor, effective March 18, 2026

Extracurricular Hire

- a. Joanne Stevenson – Middle School Track Assistant Coach, effective immediately

#### Personnel

Summer Workers 2026: Moved by Ben Huber, seconded by Mark Zachow to approve Stephen Reinke, Building and Grounds Director, to recruit up to 13 workers for Summer 2026; 12 to assist with summer maintenance, cleaning/custodial, and 1 for technology assistance. Ayes and nays called, all voting aye. Motion carried.

#### Other

Elementary School Roofing Bid: Moved by Ben Huber, seconded by Mark Zachow to approve the roofing bid provided by Walsdorf Roofing Company for \$324,984 for the 2026-2027 budget. Roll call vote was taken with Ben Huber, Mark Zachow, Klint Barkow, and Jason Moder voting aye, and Christopher Hoffmann and Glen Drew Lundt voting nay. Motion carried.

Start College Now/Early College Credit Program Requests: Moved by Christopher Hoffmann, seconded by Jason Moder to approve the Start College Now/Early College Credit Program Requests for 14 students through FVTC and 1 student through NWTC for the Fall of 2026. Ayes and nays called, all voting aye. Motion carried.

Extracurricular Opportunities for Students: The administration and the Board of Education discussed current student opportunities and the potential to expand or discontinue certain programs.

Employee Handbook Updates: Moved by Ben Huber, seconded by Mark Zachow to approve the presented updates to the Employee Handbook which would go into effect July 1, 2026. Ayes and nays called, all voting aye. Motion carried.

Board of Education Senior Scholarship Interviews: The Board of Education directed their assistant to reach out with possible dates once the availability of the candidates was determined.

Administrator Evaluation Process: The administration and Board of Education discussed the evaluation process and utilizing SMART goals as a tool for evaluating.

School Board Norms: The Board of Education discussed School Board Norms, to promote effective teamwork, accountability, and governance.

Referendum Education and Planning: The administration and the Board of Education discussed updates and possible next steps in preparation for creating a budget with a passed/failed referendum.

Upcoming Informational Meetings:

March 22 – United Methodist Church (10:00 a.m.)

March 24 – Clintonville Lions Club (6:00 p.m.)

March 25 – Clintonville High School IMC (6:00 p.m.)

#### **POLICY**

Review of Policies: The Board of Education will discuss the following Policies at a future Policy Committee Meeting:

- a. Policy 0143.1 – Public Expression of Board Members
- b. Policy 0144.5 – Board Member Behavior, Communications, and Code of Conduct
- c. Policy 9130 – Public Requests, Suggestions, or Complaints

First Reading of Revisions to Policies: Moved by Ben Huber, seconded by Jason Moder to approve a first reading of revisions to the following Policies:

- a. Policy 1213 – Student Supervision and Welfare
- b. Policy 3213 – Student Supervision and Welfare
- c. Policy 4213 – Student Supervision and Welfare
- d. Policy 7440 – Facility Security
- e. Policy 8330 – Student Records
- f. Policy 8462 – Child Abuse and Neglect

**RECOGNITION**

Tech Ed Program Donation: The Board of Education was informed regarding a donation of 5,000 pounds of stainless and structural steel from TTX in Sturgeon Bay to the High School Tech Ed Department for their welding and fabrication classes.

Elementary School Snack Donation: The Board of Education was informed regarding a donation of 3,000 snacks from Kelly Trebus, State Farm Insurance for the Elementary School.

**ITEMS FOR FUTURE STRATEGIC DISCUSSION**

**ANNOUNCEMENTS**

|           |   |           |                 |
|-----------|---|-----------|-----------------|
| March 27  | End of 3 <sup>rd</sup> Quarter                        |           |                 |
| April 2-6 | Spring Break  |           |                 |
| April 7   | Spring School Board & Referendum Election             |           |                 |
| April 13  | Regular Meeting – Board of Education                  | 6:00 p.m. | High School IMC |
| April 16  | Title Night   | 4:00 p.m. |                 |
| April 27  | Board of Education Reorganizational & Regular Meeting | 6:00 p.m. | High School IMC |

**ADJOURNMENT:** Moved by Jason Moder, seconded by Christopher Hoffmann to adjourn. Motion carried and meeting adjourned at 8:47 p.m.

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Klint Barkow, Board Clerk



**blue dot**

EDUCATIONAL TOURS

# Information Package

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2026





A small world with big possibilities



## About Blue Dot

From space, Earth appears as a tiny blue dot—but that one small speck holds every story worth telling, every lesson worth learning, and every journey worth taking. Valuing, exploring, and learning as much as we can about that small dot we call home is what inspired our name and our mission.

At Blue Dot, we believe educational travel should be simple, transparent, and deeply rewarding. Our team is made up of industry veterans who have spent decades building and leading programs for teachers and students—more than 150 years of combined experience. Blue Dot is the culmination of every lesson learned: a travel company that puts educators first, values honesty over hype, and invests more in the quality of every experience.

We focus solely on international student travel. That focus allows us to channel resources where they matter most: quality hotels, better meals, dedicated tour leadership, and responsive support before, during, and after every trip. We handle the details so teachers can focus on the experience and students can focus on discovery.

Our purpose is straightforward: to make meaningful travel accessible, affordable, and unforgettable for students everywhere.





# Why Student Travel Matters

*The benefits of international travel reach far beyond the itinerary. What begins as a trip often becomes one of the most memorable and transformative experiences of a student's life.*

## Independence and Confidence

Navigating a new country gives students a tremendous confidence boost, preparing them not only for future travel but also for everyday life. Whether it's reading a metro map, ordering a meal from someone who doesn't speak English, or trying a dish they've never heard of, these challenges build lasting problem-solving skills. Students return home better equipped to take on the world.

## Perspective

Books and movies can only take you so far. Actually setting foot in another culture, spending time with people from completely different backgrounds, and walking through cities where buildings are older than our country—these experiences make students think. They open minds, challenge assumptions, and inspire curiosity.

## Friendship

Whether it's meeting someone in a different grade or getting to know an acquaintance better, students often cite stronger bonds within their group as one of the greatest benefits of travel. Shared experiences, moments of awe, and even small misadventures bring people together and create lasting connections.

## Academics

While travel is an education in itself, it also deepens classroom learning. Practicing a world language in real conversation or standing where history happened makes lessons come alive. Students often return with a greater ability to link curriculum to experience—and a renewed excitement for learning.

## Social Intelligence

Travel cultivates a kind of emotional agility that's hard to develop at home. As students navigate new social norms and cultural expectations, they build empathy and adaptability. They become better at reading social cues, adjusting to new environments, and connecting with people from every background.





# Safety and Support

Keeping students safe is at the heart of everything we do. Our team has guided travelers through every major global event of the past two decades, and that experience shapes the systems and decisions behind every Blue Dot tour.



## Planning and Oversight

Every trip begins with careful planning. We monitor international safety information daily and follow recommendations from trusted organizations, including the U.S. Department of State and the European Tourism Association. If conditions change, our operations team adjusts itineraries immediately to avoid affected areas and ensure uninterrupted travel.

## 24/7 Global Assistance

Once a group departs, our support network never rests. A dedicated Operations Response Team is on call around the clock to handle anything from flight delays to medical emergencies. Families and schools know that no matter the time or place, help is only a phone call away.

## Professional Tour Directors

Each group is accompanied by a full-time Tour Director—an experienced professional who manages logistics, supports the Group Leader, stays in the same hotel, and serves as the first point of contact for any on-tour issue. Our Tour Directors receive specialized training in student safety, crisis response, and educational leadership, ensuring every group is guided by someone prepared for both the expected and the unexpected.

## Supported Group Leaders

Teachers and chaperones are essential partners in maintaining a safe, positive experience. We maintain appropriate student-to-chaperone ratios and provide clear expectations for supervision, communication, and conduct. Blue Dot supports Group Leaders every step of the way—from pre-departure planning to on-tour coordination.

## Health and Wellbeing

Every traveler is covered by comprehensive medical protection. Our on-call team is trained to assist with medical needs, coordinate local care, and manage communication with families. We also emphasize proactive health planning—encouraging proper rest, hydration, and safe habits throughout the tour.

## Prepared for the Unexpected

Experience has taught us that the best safety plan is one you rarely have to use. But when the unexpected happens—weather disruptions, transportation strikes, or global events—our team has the structure, partners, and experience to act quickly and keep groups supported and informed.

## Confidence and Care

Schools and families place enormous trust in us, and we take that responsibility personally. From planning through return, Blue Dot combines decades of on-the-ground experience with attentive, human support—so every traveler, teacher, and parent can feel confident knowing their group is in good hands.

# Your Blue Dot Team

Behind every successful tour is a team of people who care deeply about what they do. From the first planning call to the final flight home, Blue Dot's specialists, Tour Directors, and support staff work together to make each program seamless, safe, and unforgettable.



## Tour Consultants

Your Tour Consultant is your main partner from the moment a trip is imagined. They help design itineraries, guide enrollment, and manage details as departure approaches. They're educators' go-to resource—there to simplify logistics, anticipate questions, and make planning easier every step of the way.

## Operations Response Team

This team works behind the scenes 24 hours a day once groups are on the road. They monitor flights, weather, and world events to keep travel running smoothly. When challenges arise, they act quickly so teachers and students can stay focused on the experience, not the obstacles.

## Tour Directors

Every group travels with a full-time Tour Director who lives and works in the regions you'll visit. They manage daily logistics, connect travelers with local guides, and bring destinations to life through insight and storytelling. More than trip leaders, they're educators in their own right—experienced, trained, and passionate about helping students see the world with open eyes.

## Traveler Support Team

Back home, our Traveler Support Team assists families with everything from payment plans to travel protection and pre-departure questions. They make sure every traveler is prepared, informed, and confident before the journey begins.

## One Team, One Mission

Each role plays a part, but our goal is shared: to give every teacher peace of mind and every student the experience of a lifetime. Blue Dot's people combine experience, empathy, and accountability to make that happen—every single day.

# Your Blue Dot Team

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# Built-In Protections for Teachers, Students, and Schools

Blue Dot Educational Tours partners with teachers to organize and operate private educational travel programs for their students. These programs are not school-sponsored activities, and participation is entirely voluntary.

## Independent Group Programs

Each trip is organized by the Group Leader in cooperation with Blue Dot. While school facilities or communication channels may be used to share trip information, the program itself is not an official function of the school district. Teachers and staff participate as independent organizers, and their involvement does not create any obligation or liability for the school.

## Financial Responsibility

All payments for the program are made directly to Blue Dot Educational Tours. The company assumes full financial responsibility for travel arrangements, supplier payments, and on-tour services. Schools are not involved in the handling or disbursement of funds related to these programs.

## Traveler Protection and Insurance

All travelers age 69 or younger are automatically covered by Blue Dot On-Tour Protection at no additional cost.

This includes:

- Emergency medical coverage
- Emergency evacuation & repatriation
- Trip interruption (for covered reasons)
- Travel delay and political/security evacuation
- 24/7 travel assistance services



Travelers under age 70 may choose to upgrade to one of the following at enrollment:

- **Student Plus** Adds trip cancellation coverage (for covered reasons), higher medical and evacuation limits, and protection for baggage, missed connections, and delays.
- **Student Plus with Cancel For Any Reason (CFAR)** Includes all Student Plus benefits, plus the flexibility to cancel for any reason and receive 75% of cancellation fees back.

## Safety and Supervision

Blue Dot provides professional Tour Directors, vetted suppliers, and 24/7 operational support. Teachers and chaperones maintain primary responsibility for student supervision and behavior during the program. Conduct expectations are clearly defined in Blue Dot's Participant Release & Agreement and Code of Conduct.

## Liability and Indemnification

Participation in a Blue Dot program constitutes an agreement to the terms outlined in the Participant Release & Agreement. This document includes standard provisions of assumption of risk, limitation of liability, and release of claims for both the traveler and the Group Leader. Copies of the agreement are available to families and school administrators upon request.

Further, Blue Dot holds \$4m in general liability coverage from The Hartford that protects against the unexpected - whether the trip is school-sponsored or not. The policy provides coverage for Group Leaders and their schools against certain third-party claims involving injury or property damage. It also includes legal defense and covers related legal expenses for covered claims.

## Careful Selection of Hotels, Transportation & Activities

Every aspect of a Blue Dot tour is carefully chosen with student safety in mind. We only partner with reputable hotels that meet our strict safety and security standards. Transportation providers are vetted for reliability, and all activities are designed to be age-appropriate and supervised by experienced professionals.

## Emergency Preparedness

We're ready for the unexpected. Each tour follows a detailed emergency action plan, covering everything from minor illnesses to larger-scale disruptions. Our team continuously monitors global conditions and responds quickly when plans need to change. Tour Directors are trained to manage situations calmly and efficiently, and on-call support ensures that help is always just a phone call away.



# Hotels & Meals

*Blue Dot carefully selects hotels and restaurants that meet the expectations of group travel while maintaining a focus on comfort, safety, and convenience. Each property is chosen for its cleanliness, group suitability, and location near major transportation routes. Simply put—if a hotel doesn't meet our standards, we don't use it.*

Below are representative examples of the types of accommodations and meals travelers can expect on this tour. Specific hotels and menus may vary by destination and season.

## **SAMPLE HOTELS**

### **Lucerne**

**H+ Hotel & SPA Engelberg**

<https://www.h-hotels.com/en/hplus/hotels/hplus-hotel-engelberg>

### **Munich**

**Best Western Plus Hotel Erb**

<https://hotel-erb.de/en/>



## SAMPLE MEALS



### **Central Europe**

**Starter: Kartoffelsuppe**  
Creamy Bavarian potato  
soup with herbs

**Main: Schweinebraten**  
Roast pork with brown  
gravy, potato dumplings,  
and red cabbage

**Dessert: Apfelstrudel**  
Apple Strudel



# Germany, Switzerland & Austria

## ITINERARY

### Day 1: Overnight flight to Frankfurt

### Day 2: Welcome to Germany!

- Meet your Tour Director at the airport
- Travel to Rothenburg
- Explore Rothenburg on foot with your Tour Director

### Day 3: Rothenburg - Munich

- Travel to Munich along the Romantic Road, a scenic route dotted with medieval villages and Bavarian charm

### Day 4: Explore Munich

- Guided by a local expert, trace Munich's royal and cultural roots. From Marienplatz to the Residenz, experience a city shaped by dynasties, domes, and design. Take in the Olympic Stadium, Nymphenburg gardens, and the soaring towers of the Frauenkirche
- Visit the Dachau Concentration Camp Memorial Site to walk through preserved barracks and exhibitions that honor the victims and confront the realities of the Holocaust

### Day 5: Munich - Innsbruck

- Travel via Neuschwanstein to Innsbruck
- See Neuschwanstein Castle rising from the Bavarian hills like a real-life fairytale
- Visit Ehrenberg Castle to cross its glass-bottomed suspension bridge and explore towering ruins once defended by knights and cannon

### Day 6: Innsbruck - Lucerne

- Explore Innsbruck on foot with your Tour Director, wandering the Old Town beneath snowcapped peaks and golden rooftops in the heart of the Austrian Alps
- Travel to Lucerne, stopping in the principality of Liechtenstein, one of Europe's smallest countries

### Day 7: Explore Lucerne

- Explore Lucerne on foot with your Tour Director, crossing the covered Kapellbrücke, tracing the lakeshore promenade, and pausing at the Lion Monument carved into the rock
- Free time or Optional Excursion to Mt. Pilatus
  - Opt to ascend Mount Pilatus by gondola for breathtaking alpine views above Lucerne, where snowcapped peaks rise over lakes and valleys

### Day 8: Lucerne - Heidelberg

- Travel to Heidelberg, stopping in Freiburg, a historic university town in the Black Forest region
- Enjoy free time in Freiburg to wander its cobbled streets, sunlit squares, or stop for a snack under the cathedral's spire
- Explore Heidelberg on foot with your Tour Director
- Enjoy a special farewell dinner to celebrate your journey and share a final meal with your group

### Day 9: Depart for home

Total Price

\$4,727

More pricing details

Tour Fee ..... \$4,936\*

Early Enrollment Discount ..... \$-300+

Tip Amount ..... \$91

Total for Students ..... \$4,727

Twin/ Double Room ..... \$455

Total for Adults ..... \$5,182

Price Valid Until ..... 4/30/2026

Flexible Payments

23 Monthly Payments of

\$193

After Initial \$99 deposit

Final payment of \$189 on Thursday, March 30, 2028

Important Info:

- \*Tour Fee is valid for enrollments on or before 4/30/2026.
- +A limited-time Early Enrollment Discount has been applied. Discount is valid for enrollments on or before 3/31/2026
- Adult pricing includes a required Twin Room supplement for travelers age 23+

EDIT QUOTE



Hotels

7 overnight stays in hotels with private bathrooms



Meals

European breakfast and multi-course dinner daily (unless otherwise noted)



Entrances

Entrances to all activities denoted as visit on itinerary



Guided sightseeing

Expert, local guides included per itinerary



Tour Director

Experienced, full-time logistical expert, with your group 24/7



Farewell Dinner

Special farewell meal on your final night, ensuring a high note to cap off the trip



Emergency Support

24 hour Emergency service, we will be there for you



Travel Protection

Included on-tour travel protection with medical, illness and more (maximum age 69)



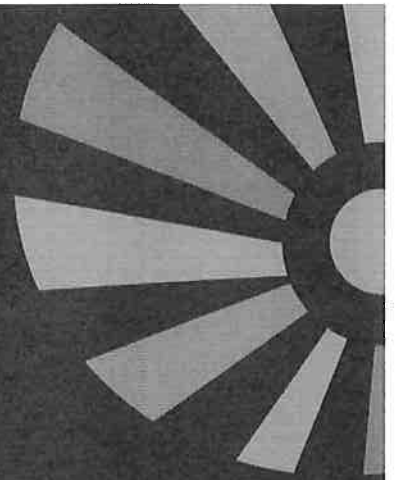
Airfare

Round-trip airfare on major carriers



Ground Transportation

Comfortable motorcoach and/or public transit provided for all scheduled activities



**blue dot** 

**EDUCATIONAL TOURS**



[hello@bluedottours.com](mailto:hello@bluedottours.com)



[bluedottours.com](http://bluedottours.com)



877-604-4000



## 2.10 Emergency School Closings

A. Maintenance employees, if at all possible, are expected to report to work when school is closed due to inclement weather or situations beyond the control of the District. Administration, District Office, Custodial, and Clerical staff may report to work when school is closed due to inclement weather or situations beyond the control of the District. If a person is choosing not to report or work from home, it shall be approved prior by their immediate administrator/director.

B. All other employees shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the control of the District. Any employee not at work when school is closed for an emergency shall not be paid for that day unless they elect to use emergency, personal leave or sick leave (maximum of three days unless approved by the Board). Maintenance, Custodial and District Office Clerical staff may also use vacation days. Requests to use accrued leave for school closing days must be within the pay period in which the closed school day(s) occur. Employees shall be required to make days up in the event that the District schedules make-up days.

C. If employees report to work and a decision to close schools is made after that time, those employees will only be paid for the actual hours worked on such days unless they elect to use personal or sick leave for the time missed from the normal work day.

D. Emergency Days: The Superintendent can declare up to 2 emergency days. In the event this shall occur, hourly staff employees will get paid their daily rate and hours, and it will not affect health/dental benefits. These two (2) days are in addition to sick leave. The board may grant additional emergency days.

|              |                       |
|--------------|-----------------------|
| Book         | Policy Manual         |
| Section      | 8000 Operations       |
| Title        | Copy of FOOD SERVICES |
| Code         | po8500                |
| Status       |                       |
| Adopted      | August 26, 2019       |
| Last Revised | December 8, 2025      |

### 8500 - FOOD SERVICES

The Board shall provide cafeteria facilities in all school buildings where space permits and will provide food service for the purchase and consumption of lunch for all students.

This policy only applies to those schools in the District that participate in the National School Lunch Program (NSLP). Schools that do not participate in the NSLP shall abide by all applicable State and Federal regulations.

The Board shall also provide a breakfast program in accordance with procedures established by the United States Department of Agriculture (USDA) School Breakfast Program.

The food-service program may participate in the Farm to School Program using locally grown food in school meals and snacks.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA school meal pattern requirements and the USDA's Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550 - Competitive Food Sales. Foods and beverages not associated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540 - Vending Machines.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

#### **Dietary Modifications**

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Wisconsin to write prescriptions. The request must contain the following information and must be submitted on DPI Form PI-6314, Medical Statement for Special Dietary Needs:

- A. an explanation of how the student's physical or mental impairment restricts the diet;

- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted;
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the special dietary accommodation coordinator or food service director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided. In situations where a medical statement or Individual Education Plan (IEP) is not immediately available, is incomplete, or requires additional clarification, the meal modification should still be made if there is enough information to provide a safe meal.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Food Service Director who shall serve as the Special Dietary Accommodation Coordinator whose contact information is Trevor Drake, 64 West Green Tree Road, Clintonville, WI 54929, 715-823-7215, tdrake@clintonville.k12.wi.us.

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs. Form PI-6314 can be obtained from the Department of Public Instruction (<https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f6314-english.pdf>)

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The School District will honor the request upon receipt of the required documentation from a State authorized medical authority. In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

### **Disability Accommodation Grievance Procedure**

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the District Administrator and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed the decision is final.
- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or District Administrator for review. The administrator's determination shall be final.

### **Dietary Modifications**

#### **Modifications Based on Compliant Medical Documentation**

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Wisconsin to write prescriptions. The request must contain the following information and must be submitted on DPI Form PI-6314, Medical Statement for Special Dietary Needs:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
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A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Food Service Director who shall serve as the Special Dietary Accommodation Coordinator.

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs. Form PI-6314 can be obtained from the Department of Public Instruction (<https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f6314-english.pdf>)

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The School District will honor the request for one hundred eighty(180) school days. Within ten(10) school days after receiving the initial request, a health care provider with prescriptive authority in the State of Wisconsin must submit medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. The substitutions may be discontinued until such medical certification is received. The School District will honor the request upon receipt of the required documentation from a State authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

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- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the District Administrator and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed the decision is final.
- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or District Administrator for review. The administrator's determination shall be final.

#### **Modifications Based on Noncompliant Medical Requests**

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

## **IMPLEMENTATION AND DISCONTINUATION**

### **Review**

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

### **Implementation**

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized medical statement. In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal.

### **Student Absence**

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent shall contact the Special Dietary Accommodation Coordinator by 8:00 a.m. the same day.

### **Renewing A Special Dietary Request**

An authorized Medical Statement does not need to be updated annually. However, the Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.

### **Discontinuation of a Special Dietary Request**

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authorities recommendation provided with the Medical Statement for Special Dietary Needs.

### **Meal Charges**

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

The operation and supervision of the food service program shall be the responsibility of the Food Services Director. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Manager. Any surplus funds from the National School Lunch Program shall be used to support the operation and improvement of the school meal program(s) through allowable expenditures as determined by the District Administrator. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

### **Unpaid Meal Charges**

Unpaid meal charges incurred through the inability to collect meal payment from students is an unallowable cost to the nonprofit school food service account.

Delinquent debt is when payment for unpaid meal charges is overdue to the nonprofit school food service account. It is considered collectable while efforts are being made to collect it. The delinquent debt remains on the accounting documents until it is either collected or written off. Delinquent debt may be carried over year to year as long as the student is still enrolled at the school food authority (SFA).

Bad debt is when local officials have determined that further collection efforts of unpaid meal charges are uncollectable. When this happens, the delinquent debt must be re-classified as bad debt and written off as an operating loss. Since the nonprofit school food service account cannot be used to cover the bad debt, a transfer from the general fund, state or local funds, school or community organizations such as the PTA or from donated funds must be made to cover the total amount of bad debt. When delinquent debt is converted to bad debt, records of this must be kept in accordance with the records retention requirement in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

### **Negative Account Balances**

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand.

Students PK-5 will be permitted to receive breakfast, snack, and lunch with a negative account balance.

Students 6-12 will not be permitted to receive a breakfast or lunch if their Food Service account has a balance exceeding negative -\$25. **This does not apply if the student is a Free Meal student.**

Any family balance exceeding -\$100 will be applied as a fine to the eldest child who is an active Clintonville Public School District Student at the end of the school year in accordance with Policy 6152 - Student Fees, Fines, and Charges.

A student who has exceeded the permissible negative balance amount in their account and does not have cash on hand sufficient to purchase a meal will be treated respectfully.

The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students.

All households shall be notified about this policy and any implementing guidelines at the start of each school year and to households transferring to the school or School District during the school year, as well as informed about access to this policy and any implementing guidelines. All District staff with responsibility for enforcing the policies shall be notified about the provisions of this policy and any implementing guidelines, as well as provided access to this policy and any implementing guidelines.

### **Nondiscrimination Statement**

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

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

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at

(202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complain, a Complainant should complete form PI-6005, DPI Food Program complaint form. This form can be obtains online at <https://dpi.wi.gov/school-nutrition/program-requirements/food-safety> and email the form to [dpisnusdafoods@dpi.wi.gov](mailto:dpisnusdafoods@dpi.wi.gov) within five (5) days.

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

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

This institution is an equal opportunity provider.

T.C. 4/12/21

Revised 11/22/21

T.C. 11/14/22

Revised 3/27/23

Revised 10/9/23

Revised 10/14/24

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SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

42 U.S.C. 1758

15.137, Wis. Stats.

93.49, Wis. Stats.

115.34 - 115.345, Wis. Stats.

120.10(16), Wis. Stats.

120.13(10), Wis. Stats.

7 C.F.R. Part 15b

7 C.F.R. Part 210

7 C.F.R. Part 215

7 C.F.R. Part 220  
7 C.F.R. Part 225  
7 C.F.R. Part 226  
7 C.F.R. Part 227  
7 C.F.R. Part 235  
7 C.F.R. Part 240  
7 C.F.R. Part 245  
42 U.S.C. Chapter 13

|              |  |
|--------------|--|
| Book         | Policy Manual                              |
| Section      | Special Update - Act 57 - February 2026 WI |
| Title        | Copy of STUDENT SUPERVISION AND WELFARE    |
| Code         | po1213                                     |
| Status       |  |
| Adopted      | April 22, 2019                             |
| Last Revised | February 24, 2026                          |

### 1213 - STUDENT SUPERVISION AND WELFARE

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator ~~and/or harm to the welfare of the student(s).~~ ~~x ]~~ It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility. ~~[END OF OPTION]~~

An administrator who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

#### Required Notification

The District Administrator shall notify the parent(s) or guardian(s) of a student when the District receives a report that gives reasonable cause to believe one of the following has occurred:

- A. Sexual misconduct by a school staff member against a student;
- B. A school staff member or volunteer has been convicted of a serious child sex offense and worked primarily with children in a way that would be a felony under 948.13, Wis. Stats.; and/or
- C. A registered sex offender has intentionally captured an image of a minor student without the parent's or guardian's written consent.

#### Definitions

Report means any information, whether written or verbal, indicating one (1) of the categories of conduct described in the section above (A., B., and/or C.) in this policy.

#### Timing and Method of Notification

##### Timing

- A. If the report is received before the end of the regular school day, the District shall notify the parent or guardian by 5:00 p.m. that same day.
- B. If the report is received after school hours or on a non-school day, the District shall provide notification by noon of the next calendar day.

##### Method

- A. Notice must be provided in person or by phone (including voicemail) to the parent(s) or guardian(s) of the specific student who is alleged to have been the victim, target, or recipient of the conduct.
- B. The District may follow up the in-person or phone notification with written or email documentation for record-keeping purposes.

#### Annual Notice of Rights

The District shall provide an annual notice to all parents and guardians informing them of their rights to access records related to the discipline of a school employee under public records law ~~This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.~~

### Standard of Care of Students

Each administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities, which include, but are not limited to, the following:

- A. An administrator shall report immediately any accident or safety hazard about which they are informed, or detect, to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. An administrator shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics.
- C. An administrator should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. An administrator shall not send students on any personal errands.
- E. An administrator shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding an administrative staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. An administrator shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. An administrator, other than the District Administrator, shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is an administrator's family member.
- H. A student shall not be required to perform work or services that may be detrimental to their health.
- I. Administrators shall not engage students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- J. Administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events, where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of an administrator's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

**[DRAFTING NOTE: The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]**

### Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

### Prohibited Conduct

It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:

- A. **Preferential Treatment or Favoritism** - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.
- B. **Boundary Invasions** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. Consent from the student or parent does not justify boundary invasions.

Maintaining professional boundaries is essential to student safety; however, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. Inappropriate boundary invasions may include, but are not limited to, the following:

1. hugging, kissing, or other physical contact with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;
5. showing pornography to a student;
6. inappropriate comments about a student's body or appearance;
7. taking an undue interest in a student (i.e. having a special friend or a special relationship);
8. initiating or extending contact with students beyond the school day for personal purposes;
9. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
10. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
11. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
12. going to a student's home for non-educational purposes;
13. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
14. giving gifts or money to a student for no legitimate educational purpose;
15. accepting gifts or money from a student for no legitimate educational purpose;
16. being overly touchy with students;

17. favoring certain students by inviting them to come to the classroom at non-class times;
18. getting a student out of class to visit with the staff member;
19. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student secrets and having secrets with a student; and
22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly.

- C. **Romantic or Sexual Conduct** - Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

**Outside-District and Staff-Parent Relationships** - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

**Professional Conduct During Off-Site School Activities** - Staff must maintain professional boundaries during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

#### Reporting of Allegations of Inappropriate Staff and Student Relationships

- A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor. ~~(-), or via the District's anonymous reporting tool [END-OPTION]~~. All reports will be treated confidentially to the extent legally possible.
- B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

**Mandated Reporting** - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

- A. A designated administrator; and
- B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: <https://dcf.wisconsin.gov/cps/process>

**Violations and Consequences** - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law.

**Policy Access and Training** - This policy will be:

- A. posted on the District's website;
- B. reviewed annually with staff; and
- C. included in new employee onboarding.

~~[END OF OPTION]~~

Pursuant to the laws of the State and Board Policy 8462 - Child Abuse and Neglect, each administrator shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect.

Revised 6/8/20  
Revised 5/24/21  
Revised 1/23/23  
T.C. 2/24/26

48.981, Wis. Stats.

118.07(6), Wis. Stats.

948, Wis. Stats.

948.095, Wis. Stats.

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| Legal | 48.981, Wis. Stats.  |
|       | 948, Wis. Stats.     |
|       | 948.095, Wis. Stats. |

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|--------------|--|
| Book         | Policy Manual                              |
| Section      | Special Update - Act 57 - February 2026 WI |
| Title        | Copy of STUDENT SUPERVISION AND WELFARE    |
| Code         | po3213                                     |
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| Adopted      | April 22, 2019                             |
| Last Revised | February 24, 2026                          |

### 3213 - **STUDENT SUPERVISION AND WELFARE**

Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the professional staff member, and/or harm to the welfare of the student(s).  It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility. ~~[END OF OPTION]~~

A professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline, up to and including discharge.

This ~~section~~policy should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.

#### **Standard of Care of Students**

Each District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to the following standards:

- A. A professional staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A professional staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics.
- C. A professional staff member should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- E. A professional staff member shall not send students on any personal errands.
- F. A professional staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- G. A professional staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.

- H. A professional staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is a professional staff member's family member.
- I. A student shall not be required to perform work or services that may be detrimental to their health.
- J. Staff members shall not engage students in social media and online networking media (see also Policy 7544 - Use of Social Media), except for appropriate academic, extra-curricular, and/or professional uses consistent with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 - Staff Technology Acceptable Use and Safety.
- K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a professional staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

**[DRAFTING NOTE: The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]**

#### **x ] Appropriate Staff and Student Relationships**

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

#### **Prohibited Conduct**

It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:

**Preferential Treatment or Favoritism** - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.

- A. **Boundary Invasions** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. Consent from the student or parent does not justify boundary invasions.

Maintaining professional boundaries is essential to student safety; however, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. Inappropriate boundary invasions may include, but are not limited to, the following:

1. hugging, kissing, or other physical contact with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;

5. showing pornography to a student;
6. inappropriate comments about a student's body or appearance;
7. taking an undue interest in a student (i.e. having a special friend or a special relationship);
8. initiating or extending contact with students beyond the school day for personal purposes;
9. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
10. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
11. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
12. going to a student's home for non-educational purposes;
13. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
14. giving gifts or money to a student for no legitimate educational purpose;
15. accepting gifts or money from a student for no legitimate educational purpose;
16. being overly touchy with students;
17. favoring certain students by inviting them to come to the classroom at non-class times;
18. getting a student out of class to visit with the staff member;
19. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student secrets and having secrets with a student; and
22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly.

- C. **Romantic or Sexual Conduct** - Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

**Outside-District and Staff-Parent Relationships** - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

**Professional Conduct During Off-Site School Activities** - Staff must maintain professional boundaries during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

### **Reporting of Allegations of Inappropriate Staff and Student Relationships**

- A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor ( ), or via the District's anonymous reporting tool ~~[END OPTION]~~. All reports will be treated confidentially to the extent legally possible.
- B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

**Mandated Reporting** - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

- A. A designated administrator; and
- B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: <https://dcf.wisconsin.gov/cps/process>

**Violations and Consequences** - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law.

**Policy Access and Training** - This policy will be:

- A. posted on the District's website;
- B. reviewed annually with staff; and
- C. included in new employee onboarding.

~~[END OF OPTION]~~

Pursuant to the laws of the State and ~~Board~~ Policy 8462 - Child Abuse and Neglect, each professional staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "Additional Required Reporting" in Policy 8462 - Child Abuse and Neglect, each professional staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Revised 7/20/20

Revised 5/24/21

Revised 1/23/23

T.C. 9/23/24

T.C. 2/24/26

48.981, Wis. Stats.

118.07(6), Wis. Stats.

948, Wis. Stats.

948.095, Wis. Stats.

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Legal

48.981, 948, 948.095 Wis. Stats.

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| Book         | Policy Manual                              |
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| Title        | Copy of STUDENT SUPERVISION AND WELFARE    |
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| Adopted      | April 22, 2019                             |
| Last Revised | February 24, 2026                          |

#### 4213 - **STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s).  It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility. ~~[END OF OPTION]~~

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.

#### **Standard of Care of Students**

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following standards:

- A. A support staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A support staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics. Additionally, each support staff member shall also promptly report to the Principal any knowledge of threats of violence by students.
- C. Support staff should not volunteer to take on responsibilities they are not reasonably qualified or able to perform. Voluntarily assuming such duties carries the same level of accountability as formally assigned responsibilities.
- D. A support staff member shall not send students on any personal errands.
- E. A support staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is a support staff member's

family member.

- H. A student shall not be required to perform work or services that may be detrimental to their health.
- I. Staff members shall not engage students in social media and online networking media (see also Policy 7544 - Use of Social Media), except for appropriate academic, extra-curricular, and/or professional uses consistent with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, and/or Policy 7540.04 - Staff Technology Acceptable Use and Safety.
- J. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve, or incidentally include, depictions of students participating in or observing such events, where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a support staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

**DRAFTING NOTE: The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]**

#### **x ] Appropriate Staff and Student Relationships**

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

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4. talking about sexual topics that are not related to curriculum;
5. showing pornography to a student;

6. inappropriate comments about a student's body or appearance;
7. taking an undue interest in a student (i.e. having a special friend or a special relationship);
8. initiating or extending contact with students beyond the school day for personal purposes;
9. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
10. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
11. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
12. going to a student's home for non-educational purposes;
13. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
14. giving gifts or money to a student for no legitimate educational purpose;
15. accepting gifts or money from a student for no legitimate educational purpose;
16. being overly touchy with students;
17. favoring certain students by inviting them to come to the classroom at non-class times;
18. getting a student out of class to visit with the staff member;
19. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student secrets and having secrets with a student; and
22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly.

- C. Romantic or Sexual Conduct** - Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

**Outside-District and Staff-Parent Relationships** - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

**Professional Conduct During Off-Site School Activities** - Staff must maintain professional boundaries during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

## Reporting of Allegations of Inappropriate Staff and Student Relationships

- A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor ~~( )~~, or via the District's anonymous reporting tool ~~[END OPTION]~~. All reports will be treated confidentially to the extent legally possible.
- B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

**Mandated Reporting** - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

- A. A designated administrator; and
- B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: <https://dcf.wisconsin.gov/cps/process>

**Violations and Consequences** - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law.

**Policy Access and Training** - This policy will be:

- A. posted on the District's website;
- B. reviewed annually with staff; and
- C. included in new employee onboarding.

~~[END OF OPTION]~~

Pursuant to the laws of the State and Board Policy 8462 - Child Abuse and Neglect, each support staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "Additional Required Reporting" in Policy 8462 - Child Abuse and Neglect, each support staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Revised 9/28/20

Revised 6/14/21

Revised 1/23/23

T.C. 9/23/24

Revised 12/8/25

T.C. 2/24/26

48.981, Wis. Stats.

118.07(6), Wis. Stats.

948, Wis. Stats.

948.095, Wis. Stats.

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48.981, 948, 948.095 Wis. Stats.

|              |  |
|--------------|--|
| Book         | Policy Manual                              |
| Section      | Special Update - Act 57 - February 2026 WI |
| Title        | Copy of FACILITY SECURITY                  |
| Code         | po7440 from 1-2025 Spec Update-Immigration |
| Status       |  |
| Adopted      | April 22, 2019                             |
| Last Revised | February 24, 2025                          |

#### 7440 - **FACILITY SECURITY**

Promoting the safety of students, staff, and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420 - School Safety.

Law enforcement shall be contacted and District officials shall fully cooperate with law enforcement's efforts to apprehend those who knowingly cause physical harm to students, staff, visitors, and Board property and to request prosecution of those who bring harm to persons and/or property.

The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The Board authorizes the District Administrator to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

The District Administrator is authorized to utilize metal detectors (e.g., walk through detectors and hand-held wands), video surveillance/electronic monitoring equipment, and other security devices on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property in school buildings; on District property:-

- A.  in school buildings;
- B.  on District property.

The District Administrator shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

#### **Public Access to School Facilities**

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the school office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.
- B. All persons other than students and building staff shall check in with the school office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.

- C. Visitors that intend to visit a classroom during the instructional day must be escorted to the classroom by either a staff member or, if age-appropriate, a student from the class. School office staff must contact the classroom teacher to verify that the visitor is expected.
- D. All visitors are expected to sign out prior to departing the building.
- E. Outside of instructional times, no person other than a staff member may be in any school building except for attendance at a public function (such as a sporting event) or based on an approved facility use request pursuant to Policy 7510 - Use of District Facilities.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator or event supervisor determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, including all school-sponsored events, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator or event supervisor, the building administrator or event supervisor shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000. In circumstances tending to provoke a disturbance of the peace, persons may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the school office. In the event the school office does not have a record of such visitor properly checking in, the office staff shall immediately contact an Administrator or, if an Administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

### **Parents as Visitors**

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.
- B. Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the school office in the same fashion as a visitor.

Parents visiting District schools shall comply with Policy 9150 - School Visitors, and other relevant policies ~~(x)~~ and administrative guidelines.

Parents who do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the building administrator. Any decision to permanently restrict access of a parent may only be made by the District Administrator due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

### **Court Imposed Restrictions**

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the building administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact law enforcement and the school office.

### **Sex Offenders on School Property**

Any person who is a registered sex offender under Wisconsin Law is required to notify the District Administrator of the specific date, time and place of the person's visit to any school facility and must notify the District Administrator of their status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of their status as a registered sex offender and that they have a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

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T.C. 10/9/23

Revised 3/11/24

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120.13(35), Wis. Stats.

175.32(2), (3), Wis. Stat.

301.475, Wis. Stat.

State v. Vang, 2018 AP 1730 (Ct. App. 2021), pet. rev. denied.

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|--------------|--|
| Book         | Policy Manual                              |
| Section      | Special Update - Act 57 - February 2026 WI |
| Title        | Copy of STUDENT RECORDS                    |
| Code         | po8330 from 1-2025 Spec Update-Immigration |
| Status       |  |
| Adopted      | April 22, 2019                             |
| Last Revised | March 11, 2024                             |

### 8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Reference in this policy to "directory data," includes reference to "directory information," in the context of the Family Educational Rights and Privacy Act (FERPA).

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

#### **Address Confidentiality Program**

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" or "adult student" refers to a student who is eighteen (18) years of age or older.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that their parents not be permitted access to personally identifiable information from their records.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest.

The Board authorizes the administration to:

A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
2. the parent or eligible student, upon request, receive a copy of the record;
3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student (if an adult) or their parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.

B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;

C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the

student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;

- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

This written agreement must include: (1) designation of the receiving entity as an authorized representative; (2) specification of the information to be disclosed; (3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to enforce or comply with the program's legal requirements; (4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; (5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and (6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practicable, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or their parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

#### **DIRECTORY DATA**

Each year, the District Administrator shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory data." The Board designates as student "directory data":

- A. a student's name;
- B. ~~photograph;~~
- C. ~~participation in officially recognized activities and sports;~~
- D. height and/or weight, if a member of an athletic team ~~that requires posting of such in public programs only;~~
- E. date of graduation;
- F. ~~degrees and awards received.~~

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory data" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete the appropriate acknowledgment, which includes a limitation on the refusal to disclose directory data obtained during the course of the student's participation in extra-curricular activities.

In accordance with Federal and State law, the Board shall release the names, addresses, District assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District assigned e-mail address (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory data," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory data," on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

#### **INSPECTION OF INFORMATION COLLECTION INSTRUMENT**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazines, and programs providing access to low-cost literary products;
- C. curriculum and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. the sale by students of products or services to raise funds for school-related or education-related activities;
- F. student recognition programs.

~~The District Administrator shall prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:~~

- ~~A. inspect and review the student's education records;~~
- ~~B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;~~
- ~~C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;~~
- ~~D. challenge Board noncompliance with a parent's request to amend the records through a hearing;~~
- ~~E. file a complaint with the United States Department of Education;~~
- ~~F. obtain a copy of the Board's policy and administrative guidelines on student records.~~

~~The District Administrator shall also develop guidelines for:~~

- ~~A. the proper storage and retention of records including a list of the type and location of records;~~
- ~~B. informing Board employees of the Federal and State laws concerning student records.~~

The Board authorizes the use of the computer data storage for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally

identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

Revised 11/25/19

Revised 11/9/20

T.C. 11/8/21

T.C. 11/14/22

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46.215 Wis. Stats.

46.22 Wis. Stats.

46.23 Wis. Stats.

115.298 Wis. Stats.

118.125 Wis. Stats.

118.125(2)(q) Wis. Stats.

20 U.S.C. Section 1232f (FERPA)

20 U.S.C. Section 1232g (FERPA)

20 U.S.C. Section 1232h (FERPA)

20 U.S.C. Section 1232i (FERPA)

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

20 U.S.C. 7908

25 USC 450b(L)

26 U.S.C. 152

34 C.F.R. Part 99

|         |  |
|---------|--|
| Book    | Policy Manual                              |
| Section | Special Update - Act 57 - February 2026 WI |
| Title   | Copy of CHILD ABUSE AND NEGLECT            |
| Code    | po8462                                     |
| Status  | draft                                      |
| Adopted | April 22, 2019                             |

#### 8462 - **CHILD ABUSE AND NEGLECT**

The Board is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law. In addition, the Board strictly prohibits any actual or threatened acts of physical, mental, sexual, or other form of abuse directed towards students by any person in any District-owned, operated, or leased facility, or at any school-sponsored activity.

#### **Staff Training Required**

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and at least once every five (5) years after the initial training. This training may be held in conjunction with staff training for threats of violence as required in Policy 8462.01.

Training conducted in fulfillment of this policy shall include a record of the date, time, duration, and content of the training, as well as a list of all attendees at the training.

#### **Reporting of Suspected Child Abuse or Neglect**

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring, or has reasonable cause to believe a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur shall be responsible for reporting immediately every case, whether verified or suspected, the circumstances giving rise to the reasonable cause.

Reporting is mandatory even if the staff member has reason to believe that the abuse or neglect occurred, but is no longer occurring (for example, the child is no longer living with the suspected abuser). Staff members should make reports based on reasonable cause to suspect abuse or neglect and are not permitted to first investigate the circumstances in an effort to verify abuse or neglect. This can cause a loss of time and jeopardize law enforcement or social services investigations into child welfare concerns.

#### **Reporting Procedures**

The employee shall immediately call the local office of the Child Welfare Department or local law enforcement agency.

Employees shall also notify the building level administrator or the District Administrator.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting employee shall not be dismissed or otherwise penalized for making a report of child abuse or neglect, unless such report was made knowing it to be false and for the purpose of harming the accused or victim in the report.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and may subject the disseminator to civil liability for resulting damages and disciplinary action.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the District Administrator. Staff member reporting obligations under this policy and applicable law are the

same regardless of whether the suspected abuser is a parent, guardian, or another staff member, and reports should be made accordingly.

**Additional Required Reporting**

This section addresses the reporting requirements of Policies 1213/3213/4213 - Student Supervision and Welfare. Staff members who possess information leading a reasonable person to suspect that misconduct may have occurred, as indicated below, shall report this immediately to the District Administrator and/or their immediate supervisor:

- A. Sexual misconduct, as defined in s. 948.098 (1) (d), by a school staff member, as defined in s. 948.098 (1) (c).;
- B. That an individual who has been convicted of a serious child sex offense, as defined in s. 948.13, has engaged in an occupation or participated in a volunteer position that requires the individual to work or interact primarily and directly with children in a manner that would be a felony under s. 948.13.; and/or
- C. That a sex offender, as defined in s. 948.14 (1) (d), has intentionally captured a representation of a minor pupil without the written consent of the minor pupil's parent or guardian.

Failure on the part of the staff member to immediately report the aforementioned (A., B., and/or C, above) may result in disciplinary action, up to and including termination.

48.981, Wis. Stats.  
 118.07(5), Wis. Stats.  
 118.07(6), Wis. Stats.  
 175.32, Wis. Stats.

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                                  118.07(5), Wis. Stats.  
                                  175.32, Wis. Stats.