

CLINTONVILLE PUBLIC SCHOOL DISTRICT
Clintonville, WI 54929
Regular Meeting of the Board of Education
Monday, August 10, 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. ORDER OF BUSINESS

A. CALL TO ORDER & VERIFICATION OF QUORUM

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

B. OPEN MEETING STATEMENT NOTICE 19.84 (2)

This August 10, 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.

C. PLEDGE OF ALLEGIANCE

D. BOARD NORMS

E. APPROVAL OF AGENDA

II. COMMUNITY COMMENTS

While the Board of Education welcomes communication from the public, proper procedure must be followed. Any person intending to address the Board must register by filling out and handing to the Board President or District Administrator a Public Comments Registration Form that includes their name, address, and topic prior to the start of the meeting. As a reminder, this meeting of the Board is not a forum for personal attacks on any public official, staff member or citizens. (Policy #0167.3 - Public Participation).

III. APPROVE CONSENT AGENDA - for Action

A. Minutes

1. Special Meeting - July 9, 2026
2. Regular Meeting - July 13, 2026

B. Personnel

1. Extracurricular Hires
 - a) James Mathews - JV Baseball Coach
 - b) Sonya Parks - 8th Grade Basketball Coach
 - c) Rayne Ruch - Varsity Boys Swim Coach
 - d) Kristen Retzlaff - MS Cross Country Head Coach
 - e) Kylie Clinton - Assistant Volleyball Coach
2. Support Staff Resignations
 - a) Abby Bowens - MS Special Education Paraprofessional
 - b) Hailley Russow - Child Care Center Teacher

IV. DISTRICT REPORTS - FOR INFORMATION

A. 2025-2026 Budget Update

Jessica Holtz will give an update.

B. Fall SAIL Initiatives

Members of the administrative team will present the Fall SAIL initiatives

C. Superintendent's Report

Troy Kuhn will present updates to the Board of Education.

- Legal updates from the WASDA Legal Conference

V. DISCUSSION/ACTION ITEMS (The Board may choose to go into Executive Session per section 19.85(1)(c) per Wisconsin Statutes to discuss a personnel issue, and then return to open session to take action).

A. Teacher Retirement - for Discussion/Action

The administration will recommend that the Board of Education approve the resignation of Jackie Michalowski, for the purpose of retirement, from her Reading Interventionist position, effective July 15, 2026, subject to the breach of contract terms, per Part II, Section 5.02 of the staff handbook.

B. Teacher Hire - for Discussion/Action

The administration will recommend that the Board of Education approve the hire of _____ as a Reading Interventionist for the 2026-2027 school year.

C. School Psychologist Resignation - for Discussion/Action

The administration will recommend that the Board of Education approve the resignation of Veronica Krueger, from her School Psychologist position, effective August 5, 2026, subject to the breach of contract terms, per Part II, Section 5.02 of the staff handbook.

D. Teacher Hire - for Discussion/Action

The administration will recommend that the Board of Education approve the hire of _____ as an Act 20 Early Literacy Coach for the 2026-2027 school year. This position is funded through a grant awarded by the Wisconsin Dept. of Public Instruction (DPI).

E. Support Staff Retirement - for Discussion/Action

The administration will recommend that the Board of Education approve the resignation of Brenda Krause, for the purpose of retirement, from her 4K Instructional Paraprofessional position, effective July 24, 2026.

F. Food Service Milk Bid - for Discussion/Action

The administration will recommend that the Board of Education approve the Food Service milk bid for the 2026-2027 school year.

G. 2026-2027 Food Service Prices - for Discussion/Action

The administration will recommend that the Board of Education approve the Food Service prices for the 2026-2027 school year.

H. 2026-2027 Employee Handbook Update- for Discussion/Action

The administration will recommend that the Board of Education approve the "Conditions of Employment" addition to the employee handbook.

I. 2026-2027 Student Fee Updates - for Discussion/Action

The administration will recommend that the Board of Education approve the updates to the 2026-2027 student fees as presented.

J. Artificial Intelligence Guidance for Students and Staff - for Discussion/Action

The administration will recommend that the Board of Education approve the Artificial Intelligence Guidelines as presented.

VI. POLICY

A. 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. 0144.5 - Board Member Behavior, Communications, and Code of Conduct
- b. 1213 - Student Supervision and Welfare
- c. 3213 - Student Supervision and Welfare
- d. 4213 - Student Supervision and Welfare
- e. 7530.02 - Staff and School Officials Use of Personal Communication Devices
- f. 7540.03 - Student Technology Acceptable Use and Safety
- g. 7544 - Use of Social Media
- h. 8120 - Volunteers
- i. 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct

VII. POSSIBLE ITEMS FOR FUTURE DISCUSSION

Police School Liaison Officer Memorandum of Understanding (MOU)

VIII. ANNOUNCEMENTS

August 17-19	New Teacher Inservice		
August 24	Regular Meeting - Board of Education	6:00 p.m.	High School IMC
August 24-27	Teacher Inservice		
August 26	Open House	4:00 - 6:30 p.m.	
September 1	First day of school		
September 4	No School - Labor Day Weekend		
September 7	No School - Labor Day		
September 14	Regular Meeting - Board of Education	6:00 p.m.	High School IMC
September 21	Annual Board Tour of School Facilities	6:00 p.m.	

IX. ADJOURN TO CLOSED SESSION

Consideration of matters over which the Board has jurisdiction pursuant to Wisconsin Statute 19.85(1)(c) - 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.

X. RETURN TO OPEN SESSION (The Board of Education may take action in open session on items discussed in closed session).

XI. ADJOURNMENT

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

**MINUTES OF SPECIAL MEETING
BOARD OF EDUCATION**

July 9, 2026

A Special Meeting of the Board of Education of the Clintonville Public School District was called to order on July 9, 2026, at 5:30 p.m. in the High School IMC by President Ben Huber

Members present: Ben Huber, Kris Strauman, Laurie Vollrath, Klint Barkow & Mark Zachow
Members excused: Jason Moder and Christopher Hoffmann

MEETING STATEMENT: This July 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 Kris Strauman, seconded by Klint Barkow to approve the agenda as printed. Ayes and nays called, all voting aye. Motion carried.

ADJOURN TO CLOSED SESSION: Moved by Kris Strauman, seconded by Mark Zachow to adjourn to closed session for the 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 which the governmental body has jurisdiction or exercises responsibility; Considering financial, medical, social, or personal histories of disciplinary data of specific persons; for the purpose of conducting Elementary School Principal interviews. Roll call vote was taken with Ben Huber, Mark Zachow, Klint Barkow, Laurie Vollrath and Kris Strauman all voting aye. Motion carried and meeting adjourned to closed session at 5:31 p.m.

RETURN TO OPEN SESSION: Moved by Kris Strauman, seconded by Mark Zachow to return to open session. Roll call vote was taken with Kris Strauman, Laurie Vollrath, Ben Huber, Mark Zachow, and Klint Barkow all voting aye. Motion carried and the meeting returned to open session at 8:25 p.m.

Elementary School Principal Hire: Moved by Kris Strauman, seconded by Laurie Vollrath to authorize the Superintendent to offer a contract to recommended candidate as discussed in closed session. Ayes and nays called, all voting aye. Motion carried.

ADJOURNMENT: Moved by Mark Zachow, seconded by Laurie Vollrath to adjourn. Ayes and nays called, all voting aye. Motion carried and meeting adjourned at 8:25 p.m.

Laurie Vollrath, Clerk

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

**MINUTES OF REGULAR MEETING
BOARD OF EDUCATION
July 13, 2026**

A regular meeting of the Board of Education of the Clintonville Public School District was called to order on July 13, 2026, at 6:00 p.m. in the High School IMC by President Ben Huber.

Members Present: Ben Huber, Kris Strauman Laurie Vollrath, Klint Barkow, Jason Moder, Mark Zachow, and Christopher Hoffmann.

Administration Present: Troy Kuhn, Elly Brzezinski, and Justin Oshefsky

Press Represented: Marie Vandenberg of Rural NEW Families.

Also present: Darrell Hansen, Mike Engel, David Battenberg and Jessica Holtz

OPEN MEETING STATEMENT NOTICE 19.84(2)

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The Pledge of Allegiance was recited by those in attendance.

President Ben Huber noted that Board Norms can be found in each board member's folder.

APPROVE AGENDA: Moved by Laurie Vollrath, seconded by Mark Zachow to approve the agenda as written. Ayes and nays called, all voting aye. Motion carried.

COMMUNITY COMMENTS: None

APPROVE CONSENT AGENDA: Moved by Laurie Vollrath, seconded by Mark Zachow to approve the following consent agenda items:

- A. Approval of Vouchers and Receipts – May 2026
- B. Minutes – Regular Meetings June 8 and June 17, 2026
- C. Personnel
 1. Teacher Hires
 - a. Elementary School Counselor – Tayva Plasch
 - b. 2nd Grade Teacher – Sydney Luepke
 - c. Elementary Physical Education Teacher – Wyatt Seibel
 - d. Cross Categorical SPED – Sarah Burmeister
 2. Extracurricular/Coach Hires
 - a. MS Football – Brody Kupsy
 - b. MS Volleyball – Chelsea Oshefsky
 3. Paraprofessional Resignations
 - a. Kelsie Schoneck
 - b. Alaina Bevernitz
 4. Extracurricular Resignation
 - a. Zachary Schafer

Ayes and nays called, all voting aye. Motion carried.

GIFTS, GRANTS & DONATIONS

- A. Grant from ThedaCare Medical Center – New London Quasi Endowment Fund: The administration informed the Board of Education regarding a grant in the amount of \$20,000 has been awarded to support the Clintonville Schools Strength and Conditioning Program.

DISTRICT REPORTS

SAIL Conference Report: Elly Brzezinski, Director of Curriculum and Instruction gave a report on the SAIL conference that the administrative team attended from June 22-24, 2026.

Monthly Budget Recap/Report: Jessica Holtz from CESA 8 will gave a report for May 2026.

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

Policy Committee Meeting Update: Kris Strauman and Troy Kuhn gave an update on the Policy Committee Meeting that was held at 4:30 p.m. on July 13th.

DISCUSSION/ACTION ITEMS (The Board may choose to go into Executive Session per section 19.85(1)(c) per Wisconsin Statutes to discuss a personnel issue, and then return to open session to take action)

Teacher Resignation: Moved by Laurie Vollrath, seconded by Kris Strauman to approve the resignation of Zachary Schafer from his Middle School Physical Education Teacher position, effective immediately, subject to the breach of contract terms, per Part II, Section 5.02 of the staff handbook. Ayes and nays called, all voting aye. Motion carried.

Teacher Transfer and Hires: Moved by Klint Barkow, seconded by Kris Strauman to approve the following teacher transfer and hires:

Teacher Transfer:

- a. From Elementary Physical Education/Adaptive to Middle School Physical Education – Beau Hoffman

Teacher Hires:

- a. Kindergarten Teacher – Miranda Gollnow
- b. Elementary Physical Education/District Adaptive Physical Education Teacher - Abbigale Priestley

Ayes and nays called, all voting aye. Motion carried.

Elementary School Principal Hire: Moved by Kris Strauman, seconded by Laurie Vollrath to approve the hire of Martin O'Donnell as Elementary Principal, effective July 14, 2026. Ayes and nays called, all voting aye. Motion carried.

Approval of Academic Standards: Moved by Laurie Vollrath, seconded by Klint Barkow to approve a statement on Academic Standards that the Clintonville Public School District has approved for the 2026-2027 school year. Ayes and nays called, all voting aye. Motion carried.

Annual Board Tour of Facilities: Moved by Mark Zachow, seconded by Laurie Vollrath to schedule the annual board tour of facilities for September 21, 2026, starting at 6:00 p.m. Ayes and nays called, all voting aye. Motion carried.

2026 Annual District Meeting Date: Moved by Laurie Vollrath, seconded by Mark Zachow to set October 26, 2026, at 6:00 p.m. as the date and time for the 2026 Annual District Meeting, per authorization granted through Resolution F of the 2025 Annual District Meeting. Ayes and nays called, all voting aye. Motion carried.

2026-2027 Student Fees: Moved by Laurie Vollrath, seconded by Mark Zachow to approve the 2026-2027 student fees as presented. Ayes and nays called with 5 voting aye and 2 voting nay. Motion carried.

M3 Liability Insurance Proposal: Moved by Kris Strauman, seconded by Jason Moder to approve the district liability insurance proposal from M3 as presented. Ayes and nays called, all voting aye. Motion carried.

2026-2027 Student Handbooks

1. Moved by Jason Moder, seconded by Christopher Hoffmann to approve the Extra Curricular Code of Conduct with recommended changes to update honesty clause to self-reporting. Ayes and nays called, all voting aye. Motion carried.
2. Moved by Jason Moder, seconded by Christopher Hoffmann to approve the High School Handbook changes as recommended. Ayes and nays called, all voting aye. Motion carried.
3. Moved by Jason Moder, seconded by Laurie Vollrath to approve the Middle School Handbook changes as recommended. Ayes and nays called, all voting aye. Motion carried.
4. Moved by Laurie Vollrath, seconded by Jason Moder to approve the Elementary School Handbook changes as recommended. Ayes and nays called, all voting aye. Motion carried.

2026-2028 Mentor/Mentee Program (PI-34): Moved by Klint Barkow, seconded by Kris Strauman to approve the new teacher mentor/mentee program with mentors receiving \$1,100 1st year, \$700 2nd year, and \$400 3rd year, and no mentee pay. Roll call vote was taken with Ben Huber, Mark Zachow, Klint Barkow, Jason Moder and Kris Strauman voting aye and Christopher Hoffmann and Laurie Vollrath voting nay. Motion carried.

POLICY

First Reading of Revisions to Policies: Moved by Kris Strauman, seconded by Klint Barkow to approve a first reading of revisions of the following Policies:

- a. 0144.5 – Board Member Behavior, Communications, and Code of Conduct
- b. 1213 – Student Supervision and Welfare
- c. 3213 – Student Supervision and Welfare
- d. 4213 – Student Supervision and Welfare
- e. 7530.02 – Staff and School Officials use of Personal Communication Devices
- f. 7540.03 – Student Technology Acceptable Use and Safety
- g. 7544 – Use of Social Media
- h. 8120 – Volunteers
- i. 8462 – Reporting of Child Abuse and Neglect, and Sexual Misconduct

Ayes and nays called, all voting aye. Motion carried.

POSSIBLE ITEMS FOR FUTURE DISCUSSION

Technology Use

ANNOUNCEMENTS

August 3-14	Online Student Registration (returning students)	
August 5	In-Person Student Registration	12:00 – 7:00 p.m. High School Commons
August 10	Regular Meeting – Board of Education	6:00 p.m. High School IMC
August 17-19	New Teacher Inservice	
August 24	Regular Meeting – Board of Education	6:00 p.m. High School IMC
August 24-27	Teacher Inservice	
September 1	First Day of School	

ADJOURNMENT: Moved by Christopher Hoffmann seconded by Jason Moder to adjourn. Ayes and nays called, all voting aye. Motion carried and meeting adjourned at 7:27 p.m.

Laurie Vollrath, Clerk



Clintonville Our Theory of Action 2026-27



IF Clintonville School District prioritizes Teacher Clarity,

IF teacher teams explicitly design daily instruction around the core principles of Teacher Clarity

THEN both staff and students can clearly answer
What am I learning?
Why am I learning it?
How will I know when I have learned it?

IF learning targets are aligned to essential standards.

THEN students can reference and understand the learning targets.

IF success criteria are shared in student-friendly language, defining what mastery looks like

THEN students and/or teachers can articulate the success criteria throughout the lesson.

IF the checks for understanding are intentional, varied, used to inform instruction, and brought to the PLC

THEN the checks will be aligned to the learning objective outlined in the unit plans.

IF school leaders observe and document professional practice, provide feedback, and other supports within PLCs

THEN staff will implement changes effectively, leading to improved instructional practices and student learning outcomes.

So that every student (100%) in the district scores proficient based on our district end-of-the-year benchmark assessments.

Therefore, students will achieve a 3.5 or higher on the student group value-added growth score in ELA.

Adult Learning Framework (ALF) - Clintonville

Research-Based Practice: Teacher Clarity (.75)

Teacher Clarity is communicating the learning intentions and success criteria for the learning intentions. Teachers and students have clarity if they are able to answer three questions:

1. What am I learning?
2. Why am I learning it?
3. How will I know when I have learned it?

Key Component	Level 1	Level 2	Level 3
Learning Targets Aligned to Essential Standard (.44)	Component Definition: <i>A clear, specific statement that describes what students should know, understand, or be able to do by the end of a lesson. What do we want all students to know and be able to do? (PLC Question 1)</i>		
	Learning targets exist but are not necessarily aligned to the essential standard. Students do not reference or understand the learning target.	Learning targets are concise and aligned to essential standards. Students reference the learning targets but do not have an understanding of the learning target.	Learning targets are aligned to essential standards. Students can reference and understand the learning targets.
Success Criteria (.64)	Component Definition: <i>Clear, measurable results that show how students can demonstrate their learning through what they say, do, make, or write. How will you know if they have learned it? (PLC Question 2)</i>		
	Success criteria exist but are vague. It is not clear or shared in student-friendly language. Only teachers can articulate the success criteria throughout the lesson.	Success criteria are shared in student-friendly language. Teachers can articulate the success criteria throughout the lesson.	Success criteria are shared in student-friendly language, defining what mastery looks like. Students and/or teachers can articulate the success criteria throughout the lesson.
Check for Understanding (.48)	Component Definition: <i>Purposeful formative assessments that help teachers monitor learning, address learning gaps, and provide specific feedback to students in order to inform future instruction. How will you know if they have learned it? (PLC Question 3) What will I do if they haven't learned it? (PLC 4)</i>		
	The teacher uses assessments and checks for understanding inconsistently. Feedback is present but often general or delayed. Instruction is occasionally adjusted based on student needs, but gaps are not systematically addressed.	The teacher regularly monitors learning through aligned assessments and checks for understanding. Feedback is specific, timely, and helps students improve. Instruction is adjusted based on assessment data to address learning gaps.	The teacher embeds checks for understanding throughout instruction. Feedback from multiple sources, including student self-assessment, is used by students and teachers to make decisions and assume responsibility for their learning. The checks are intentional, varied, and aligned to the learning objective and are used to inform instruction and/or brought to the PLC. HLP 6: Use student assessment data, analyze instructional practices, and make necessary adjustments that improve student outcomes.

ALF Template

Subject(s)	Teacher Name	Date	Learning Target Aligned to Essential Standard	Success Criteria	Check for Understanding	Initials	Notes
ELA	Heiman, Tiffany						
ELA	Lippold, Dylan						
ELA	Stevenson, Joannie						
Math	Dorn, Dean						
Math	Heyer, Kristine						
Math	Zeinert, Cameron						
Sci	Rose, Greg						
Sci	Taylor, Todd						
Sci, Math	Firstahl, Amy						
Soc, ELA	King, Les						
Soc, ELA	Kupsky, Brodie						
Soc, ELA	Jensen, Eric						
FA	Faulks, Brittany						
FA	Haase, Catherine						
FA	Heninger, Ben						
PE	Hoffman, Beau						
Hlth	Priestley, Abbigail						
WL	Dillenburg, Becca						
WL, Art	McAuly, Michelle						

Teacher Name	ALF Template					Notes
	Date	Learning Target Aligned to Essential Standard	Success Criteria	Check for Understanding	Initials	
Rohde						
Gross						
Justman						
Gollnow						
Baribeau						
McGregor						
Walske						
Schertz						
Hagman						
Shelton						
Dilge						
Rothlisberg						
Luepke						
Murphy						
Stepanek						
Sasse						
Welch						
Bloch						
McCormick						
Birling						
Pecore						
Peterson						
Stueck						
Longsine						
Moon						
Beyersdorf						
Conradt						
Hill						
Brei						
Dietzen						
Seibel						
Hoffman						

ALF Template

Dept.	Teacher	Date	Learning Target Aligned to Essential Standard	Success Criteria	Check for Understanding	Initials	Notes
English	Eland, Brianna						
English	Howe, Erin						
English	Oatman, Mary						
English	Pinno, Cole						
Math	Czarnecki, Larry						
Math	Reese, Kevin						
Math	Yaeger, Nick						
Math	Zoellick, Justin						
Science	Crumbaugh, Jeff						
Science	Howe, Shawn						
Science	Smejkal, Ben						
Social Studies	Longsine, Jeffrey						
Social Studies	Owen, Scott						
Social Studies	Sivertson, Mike						
CTE	Doomink, Turner						
CTE	Ellerbrock, Danielle						
CTE	Long, Heather						
CTE	Mathews, James						
CTE	Mathews, Linsey						
Fine Arts	Armstrong, Leah						
Fine Arts	Heyer, Joshua						
Fine Arts	Haase, Catherine						
PE	Krueger, Michelle						
PE	Nighbor, Jim						
World Lang.	McAuly, Michelle						
World Lang.	Wagner, Juli						

PRODUCTS AND PRICES IN ORDER OF BID SUBMISSION

Ranks Distributing (Current) KEMPS

Prairie Farms Half Pint Whole	\$0.387	KEMPS Skim Half White Pints	\$0.390
Prairie Farms 2% White Half Pint	\$0.352	Kemps 1% Half Pints	\$0.404
Prairie Farms White Half Pints 1%	\$0.334	Kemps Chocolate Skim Half Pint	\$0.418
Prairie Farms Skim Half Pint	\$0.324	Kemps Chocolate 1% Half Pint	\$0.428
Prairie Farms Chocolate 1%	\$0.366	Kemps Whole White Half Pint	\$0.418
Prairie Farms Gallon Whole	\$5.530	Kemps 1% Gallon	\$4.246
Prairie Farms 1% Gallon	\$5.10		

KEY

LOWEST PRICE INDICATION

Rank's Northern Distributing LLC

PO Box 495

Gillett, WI 54124

Phone (920) 855-1844 Fax (920) 855-1845

jordan@ranksnorthern.com

CLINTONVILLE PUBLIC SCHOOL DISTRICT

MILK BIDS FOR 2026-2027 SCHOOL YEAR

Deliveries will be offered twice per week		
1165	Prairie Farms Half Pint Whole Milk	\$0.3872
1331	Prairie Farms Half Pint 2% Milk	\$0.3516
4752	Prairie Farms Half Pint 1% Milk	\$0.3349
5404	Prairie Farms Half Pint Skim Milk	\$0.3249
1555	Prairie Farms Half Pint Chocolate 1% Milk	\$0.3667
1060	Prairie Farms Gallon Whole Milk	\$5.53
1350	Prairie Farms Gallon 1% Milk	\$5.10

2 milk coolers will be provided for the Elementary School

Other dairy product prices are available upon request.
(i.e. ice cream, sour cream, cottage cheese, butter, cheese, etc.)

Escalator Clause

The prices for dairy products specified in this bid proposal are based upon July 2026 raw milk, ingredients, and packaging costs, in effect as of the date of the submission hereof. If these prices are accepted by you, they shall be effective until you are notified by Rank's Northern Distributing, LLC during the term of our agreement, that such prices must be increased or decreased due to a change in the costs of raw milk and costs required to process, package and deliver such dairy products

The USDA Agriculture Marketing Service Dairy Programs announces raw milk pricing adjustments monthly and these adjustments are typically put into effect on or near the first of each month. Upon such notification, the new prices will go into effect as dated. You agree to pay the new prices for dairy products purchased thereafter.



June 16th, 2026

Clintonville Public School District
Attn. Trevor Drake
64 West Green Tree Road
Clintonville, WI 54129

Dear Trevor:

Kemps is providing pricing and requested information for the Clintonville Public School's milk program for the 2026-2027 time period. The following half pint prices are based on the **June** 2026 Central Milk Producers Co-op Western Order #30. If accepted, the pricing will increase or decrease in accordance with the monthly change of the CMPC price announcement. If RFP pricing is accepted, the delivery and servicing of our product will be provided by Birdseye Dairy. Please reach out to me with any further questions.

Skim White Half Pints - \$0.390/HP
1% White Half Pints - \$0.404/HP
Skim Chocolate Half Pints - \$0.418/HP
Chocolate 1% Half Pints - \$0.428/HP
Whole White Half Pints - \$0.418/HP
1% White Gallon - \$4.246/gallon



WISCONSIN
June 2026
ESCALATOR CLAUSE

It is hereby understood that the prices quoted are based on the Total Class I price (3.5%) listed below per hundredweight to include premiums established for the stated month, under the terms of the **Central Milk Producers Co-op Western Order #30**.

Components of this price include:

Class I Skim Price:	16.75 (per cwt.)
Class I Butterfat Price:	1.7185 (per lb.)

ESCALATOR CLAUSE

If the Class I Skim price per hundredweight is increased or decreased, for each \$ 0.10 per hundredweight increase or decrease, the quotation on:

Half-pint fluid milk will decrease or increase \$.00054 per ½ pint

If the Class I Butterfat price per pound is increased or decreased, for each \$ 0.01 increase or decrease, the quotation on a half-pint will follow this formula.

Whole Milk	\$ 0.00017750 per 1/2 pint
2% Milk	\$ 0.00010750 per 1/2 pint
1% Milk	\$ 0.00005375 per 1/2 pint
Skim Milk	\$ 0.00001000 per 1/2 pint



CLINTONVILLE PUBLIC SCHOOL DISTRICT

ADMINISTRATIVE OFFICES
45 W. GREEN TREE ROAD
CLINTONVILLE, WI 54829
715-823-7215 EXT. 2610
FAX 715-823-1315

Food Service Prices for the 2026-2027 School Year

Breakfast

4k-12 \$1.85

Reduced- \$.30

Adults \$2.70

Lunch

4k-5- \$ 3.15

6-12- \$3.50

Reduced-\$.40

Adults- \$4.80

No change from previous school year

Administrative Guidelines - 60.1 Student Fees

The Clintonville Board of Education in accordance with policy 6152, may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction or for participation in identified athletic or co-curricular activities. The fees will be reviewed on an annual basis.

High School - Grades 9-12

Technology Insurance Fee*	\$40.00
Athletic Participation Fee - <u>per sport</u> **	\$20.00
Student Parking Pass - High School	\$20.00

College/University Accredited Course Textbook (AP Bio, Eng. Sem, etc.)	current textbook cost
CAPP/UWO and CCIHS/UWGB	50% of Final Balance to University (Approximately \$50-\$100 per credit)

Band	
Instrument Rental Fee	\$50.00

PE	
Lifetime Activities	\$31.00

Art	
2D Art	\$20.00
Art Independent Study 1,2	\$35.00
Ceramics 1	\$30.00
Ceramics 2	\$35.00
Ceramics Independent Study	\$35.00
Murals 1	\$25.00
Murals 2	\$35.00
Murals Independent Study	\$35.00
Drawing 1,2	\$20.00
Drawing Independent Study	\$35.00
Mosaics 1,2	\$40.00
Mosaics Independent Study	\$45.00
Painting 1,2	\$35.00
Painting Independent Study	\$35.00
Sculpture	\$20.00
Sculpture 2	\$30.00
Sculpture Independent Study	\$35.00

FACS	
Baking and Pastries (not currently offered)	\$20.00
Culinary Arts/Intro to Food Production (not currently offered)	\$20.00
Foods 1,2	\$25.00
Sports Nutrition	\$25.00

Agriscience	
Ag Processing	\$30.00
Wildlife	\$20.00

Manufacturing	
Advanced Home and Car Care	\$35.00
Basic Craftsmanship	\$65.00
Carpentry 1	\$65.00
Carpentry 2	\$50.00
Carpentry 3	\$50.00
Home and Car Care 1	\$25.00
Home and Car Care 2	\$35.00
Welding 1,2,3,4	\$65.00
Independent Vocational Technology 1 and 2 (not currently offered)	\$35.00
Independent Vocational Arts 1 and 2 (not currently offered)	\$35.00

Middle School Grades 6-8

Instrument Rental Fee	\$50.00
Technology Insurance Fee*	\$40.00

Other - Fines

Combination Locks (School Issued) - replacement for lost or damaged lock	\$10.00
Locker Cleaning - Lockers not cleaned out or with graffiti	\$25.00
Athletic Equipment Replacement - lost or damaged uniforms/equipment	Cost of Equipment
Lost or stolen chromebook	Cost of Replacement
AC adapter / chromebook charging cord	\$40
Lost or damaged chromebook carrying case	\$40
Chromebook or chromebook case cleaning fee	\$25
Chromebook asset tag replacement	\$5
Chromebook damaged deductible fee schedule	
Incident 1	\$30
Incident 2	\$60
Incident 3	\$100
Incident 4	Cost of Replacement

Rec Center

Rec Center Pass – Non-athlete or Middle school	\$25.00
Rec Center Pass – High School athlete	\$25.00
Rec Center Pass (Grades 3 - 5) (unless part of family pass)	\$25.00

*Technology Insurance fees are to pay for the insurance student chromebooks have for accidental damage. Negligent use, damage, failure to return, lost, or stolen chromebooks may result in fines.

**Athletic Fee Cap - Per year / per family = \$180 maximum

Athletic participation fees must be paid prior to participation

Families who are not able to pay all or a portion of the fees due to financial issues, please adhere to the following procedure:

1. Upon approval, the District Administrator will waive the required student fees for those students who qualify for free or reduced meals as verified through the following steps:
 - a. The Parent/Guardian completes the "[Free and Reduced Meals Application](#)." Instructions for applying for Free and Reduced Meals are in this [LINK](#).
 - b. The Parent/Guardian completes the "[Fee Waiver Request Form](#)" document, which can also be found on the district website and is available in all of the district school buildings. Please be sure to check all boxes under "Authorized to share for" including Course Fees, Athletic & Activity Fees, and Technology Insurance Fees. Please turn this form into the school office.
2. Parents/Guardians who do not qualify for Free or Reduced Meals may contact the Principal to request a fee waiver. The Principal may choose to grant a fee waiver based on the specific situation and any extenuating circumstances.

Reference Policy Item po 6152.01 - Waiver of School Fees or Fines

After June 30th, unpaid school fees from prior school years may be referred to an outside agency for collection.

Approved 7-13-26

Clintonville Public Schools

Artificial Intelligence

GUIDANCE FOR STUDENTS

DRAFT



Respect for Privacy: AI systems should not be used to access or share private or sensitive information of oneself or others.



Academic Integrity: Submitting AI generated work that you represent as your own will be considered as academic dishonesty.



Responsible Use: Google AI and Canva AI are approved Generative AI tools. They can be accessed via student email are approved for use by Clintonville School District. Other AI systems should NOT be used by students. These systems should NOT be used by students unless given specific permission from their teacher. Students will know that permission has been granted when the assignment is marked “yellow” or green” in accordance with the AI Stop Light.



Analyzing AI: Students should evaluate anything generated by AI for accuracy and appropriateness. Students should verify the information provided by AI, or other technology resources, and consider potential biases or limitations.



Reporting Concerns: If students identify potential biases or issues with AI systems or notice unethical or inappropriate use of AI, they should report their concerns to their teachers or school administrators.

Clintonville Public Schools

Artificial Intelligence

GUIDANCE FOR STAFF

DRAFT

 **Privacy and Security:** AI systems should not be used to access or share private, sensitive information of oneself or others. Staff must monitor student AI use to ensure data privacy, proper consent, and compliance with Board Policy 7540.08. **Google AI** and **Canva AI** accessed via staff accounts have been vetted and are in compliance with COPPA. Any use of other AI tools should not be used. Most other AI resources have a minimum age requirement of 18 and do not adequately safeguard student data.

 **Pedagogical Integrity:** AI should be used as a tool to enhance teaching and learning, rather than replacing human interaction.

 **Responsible Use:** Staff should model ethical behavior when using AI tools with students. Staff are responsible for accuracy (i.e. potential biases or limitations) & appropriateness of AI. If AI generated work is utilized, including AI generated communication to stakeholders, staff should use the proper citation of the source.

Staff are required to post and refer to the AI Traffic Light when assigning work.

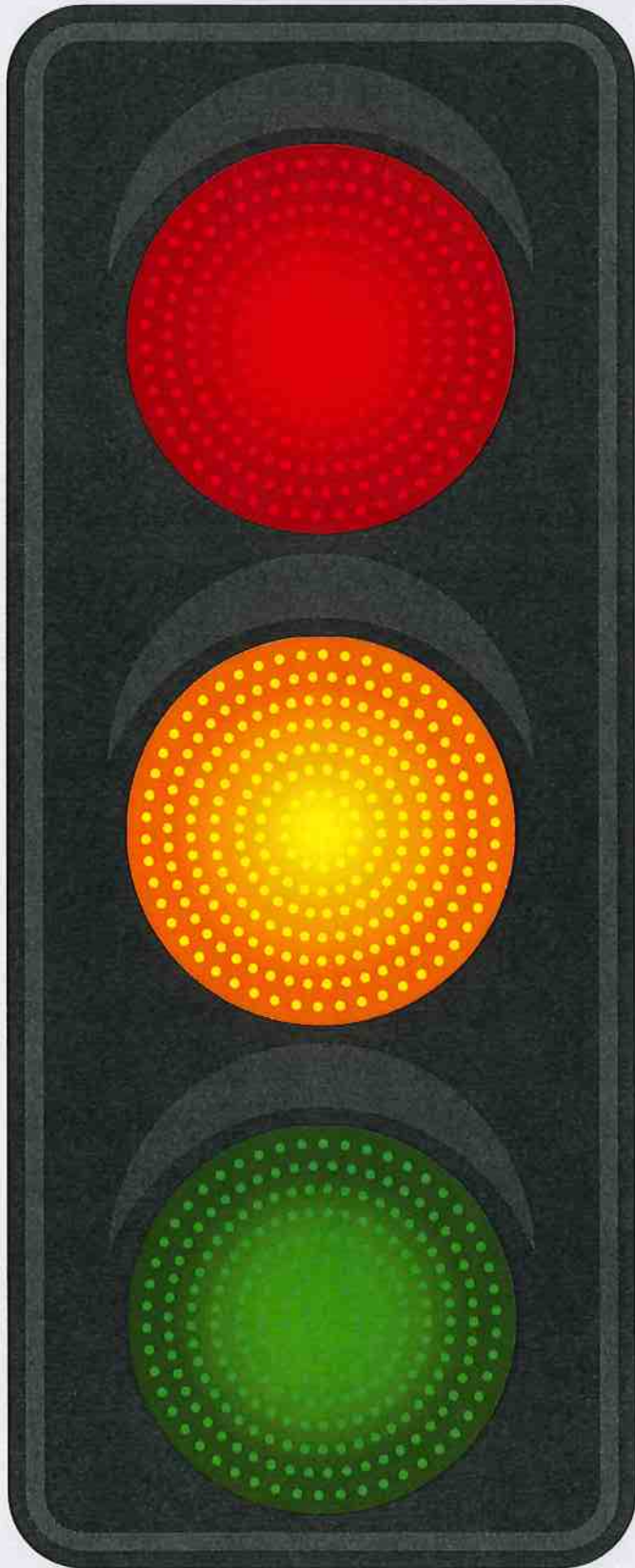
 **Digital Well-Being:** Staff should use AI tools, and other technology, in moderation and maintain a healthy balance with technology use in the educational process. AI systems might lack empathy and emotional intelligence; therefore, staff should take into consideration the impact on student well-being when using AI.

 **Reporting Concerns:** If staff identify use of AI by students that violates ethics guidelines and/or District policy, or staff notice potential biases or issues with AI systems, they should report their concerns to administration.

Clintonville Public Schools

AI Traffic Light

DRAFT



RED LIGHT

Artificial Intelligence usage is **NOT** permitted in this activity. The main goal of this activity is to elevate individual student understanding and skills without the use of AI.

Yellow Light

While using District/Teacher approved AI for some parts of the activity may be okay, other parts of the activity require independent work. Ask you teacher.

Green Light

Students are encouraged to use approved AI to assist with this activity as long as use follows AI Guidance for Students.

Clintonville Public Schools

Artificial Intelligence

Artificial Intelligence (AI) is a tool that helps computers perform tasks that normally require human thinking.

Defined

Just as a calculator helps people solve math problems, AI helps brainstorm ideas, find information, save time, and reduce paperwork. AI is designed to support people, not replace them.

DRAFT

What is AI?	What AI is NOT
AI is a technology that can analyze information and recognize patterns. AI is a supportive tool to help students successfully meet grade-level curriculum standards. AI is a brainstorming and idea-generation assistant. AI is a support tool for research, writing, and communication. AI is a tool that can enhance productivity and creativity when used responsibly.	AI does not make decisions for the district or school. AI is not a replacement for teachers, staff, or human relationships. AI is not a source of truth and should not be trusted without verification. AI does not think, feel, or understand like a human. AI is not a substitute for learning, critical thinking, or creativity.

Book	Policy Manual
Section	For Board Review - Acts 57 & 89 Special Updates
Title	BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT
Code	po0144.5
Status	
Adopted	May 24, 2021
Last Revised	February 24, 2026

0144.5 - BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board, as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the reputation or legal position of the District is prohibited.

Any authority delegated to the Board President in this ~~policy~~ ~~bylaw~~ is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this ~~policy~~ ~~bylaw~~.

General Expectations of All Board Members

- A. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings. Board members are expected to review agenda materials prior to a Board meeting and to submit questions to the District Administrator in advance of the meeting, whenever practicable, to allow for efficient and respectful meetings; this expectation does not in any way intrude upon a Board member's right to ask questions or engage in discussion at a Board meeting.
- B. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- C. Be familiar with and comply with Board ~~bylaws~~/policies, including ~~policies~~~~bylaws~~ governing Board member conduct and Board member ethics, rules of incompatibility of office, qualifications of the office, and conflicts of interest (see Bylaw 0144.3 - Conflict of Interest).
- D. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- E. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- G. Treat others with respect and dignity at all times, maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive or controversial matters or matters involving disagreement.
- H. At all times, conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.

- I. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- J. Render all decisions based on the available facts and independent judgment.
- K. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
- L. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the District Administrator in accordance with Policy 1100 - District Organization.
- M. Communicate to other Board members, in accordance with the Open Meeting Law, and the District Administrator, expressions of public reaction to Board policies and school programs (see Board Member Communication section below, Bylaw 0143.1 - Public Expression of Board Members, and Bylaw 0167.5 - Use of Electronic Mail).
- N. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards, the Consortium of State School Board Associations, and the National School Boards Association.
- O. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- P. Refrain from using their Board positions for personal or partisan gain.
- Q. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- R. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.
- S. No Board member shall act or fail to act as a member of the Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.
- T. Disclose any actual or perceived conflict of interest.

Board Member Communication

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1 - Public Expression of Board Members).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or, in the President's absence, the Vice President. The Board may, by majority vote, delegate this responsibility to another Board member in a specific circumstance. In every case, the Board member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.
- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board. The Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether the member of the Board is speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action, if any, on the subject matter.

Board Member Use of Electronic Communication Devices shall have expectations developed and adhered to as part of Board member meeting norms.

~~[DRAFTING NOTE: The following section is in alignment with 2025 Wisconsin Act 89 (118.07(7), Wis. Stat.) for appropriate communication with students. Act 89 does not expressly pertain to Board members; however, this optional language is consistent with Act 89's expectations and could be adopted by the Board to align with employee and volunteer requirements. The statute does not define "appropriate content," but requires Districts to specify in policy what "appropriate content" means locally. Items A-E are recommended for a comprehensive definition, but Districts may choose a narrower definition or include additional parameters for its definition.]~~

~~[] Appropriate Discussion Content When Using Personal Communication Devices (PCD)~~

~~[] When using PCDs to communicate with student(s), Board members must use District-approved communication platforms to preserve communications to be reviewed by parents and administrators.~~

~~[] When Board members communicate with students using PCDs, discussions must be appropriate and related to legitimate school purposes. Whenever possible, Board members should direct students who contact them to contact an appropriate school staff member.~~

~~[] Appropriate content is content in a communication that fits into one of the following categories:~~

- A. ~~[] Instructional communication (assignments, coursework, academic support);~~
- B. ~~[] Scheduling or logistical information related to school programs (classes, clubs, athletics, events, field trips, rehearsals);~~
- C. ~~[] Safety or emergency communication when necessary;~~
- D. ~~[] Referring the student to the appropriate school staff member who can address the matter raised in any communication from a student;~~
- E. ~~[] _____~~

~~[] Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Board members should avoid one-on-one communication with students. (See Board Policy 1213 - Student Supervision and Welfare)~~

~~[Drafting Note: 2025 Wisconsin Act 89 does not create an exception for communication between employees and volunteers and their family members.]~~

~~[] Nothing in this section is intended to prohibit Board members from engaging in appropriate communication with their family members who are parents of students enrolled in the District. Parents may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the Board member's official capacity. This exception does not permit Board members to engage in District-related communications with other students outside approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct and conflicts of interest.~~

~~[END OF OPTIONAL SECTION]~~

Board Member Interaction with Staff

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board policies governing employee anti-harassment, nondiscrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by majority vote of the Board.

Board member access to and request for School District records and information is governed by Board Bylaw 0143.2 - Board Member Information Requests.

Board Member Records and Confidentiality

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records the Board member creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (see Board Policy 8310 - Public Records).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed-session meetings of the Board. Board members must also protect and not disclose records consistent with, and governed by, the Family Education Rights and Privacy Act (FERPA).

Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any parent, student, staff member, or District resident and must be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President, who under such circumstances shall perform the duties of the Board President described in this policy. All Complaints shall bear the name and signature of the complainant and include a detailed description of the alleged misconduct, any evidence supporting the allegations, and the action/relief being requested.

The Board President may choose to consolidate complaints for consideration if more than one (1) individual files similar complaints, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

The President shall review the complaint and investigate the matter. The President may contact the School District's legal counsel for support in the investigation of the complaint and/or other matters related to the complaint. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be prevented from participating in Board meetings or removed from office by the Board. However, the Board may consider the following:

- A. formal censure by resolution passed by a majority of the Board in an open session meeting of the Board;
- B. removal from Board committee assignments that is an exception to Bylaw 0155 - Committees;
- C. restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda;
- D. referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office;
- E. referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct;
- F. other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

If a complainant or any other person contacts an individual Board member, other than the Board President, to discuss a complaint or investigation under this policy, the Board member shall inform the person that the Board member has no authority to act in an individual capacity and shall refer the person to this bylaw or the Board President for further assistance.

17.13, Wis. Stats.

118.07(7), Wis. Stats.

946.12, Wis. Stats.

The Consortium of State School Board Associations

The National Association of School Boards

The Wisconsin Association of School Boards

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Legal

17.13, Wis. Stats.

118.07(7), Wis. Stats.

946.12, Wis. Stats.

The Consortium of State School Board Associations

The National Association of School Boards

The Wisconsin Association of School Boards

Book	Policy Manual
Section	For Board Review - Acts 57 & 89 Special Updates
Title	STUDENT SUPERVISION AND WELFARE
Code	po1213
Status	
Adopted	April 22, 2019
Last Revised	April 13, 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). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

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.

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 administrator 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 administrator 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~~ An administrator shall not require a student 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 - Use of Social Media), 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 required language from 2025 ACT 89 is listed below. 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/Behaviors

This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity, and a student enrolled or otherwise participating in any aspect of the District programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior.

- A. **Grooming** - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

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 to or discussing pornography with a student;
6. any other form of interaction with a student that involves the requisite intent described above.

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 Violations/Invasions** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations/invasions.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior. However, 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. **[END OF OPTION]**

Inappropriate boundary violations/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 ~~violations~~ ~~invasions~~ are prohibited and must be reported promptly. ~~[END OF OPTION]~~

- C. ~~() Preferential Treatment or Favoritism~~ — Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. ~~[END OF OPTION] 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.

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. While items A-E are recommended for a comprehensive definition, Districts may choose a narrower definition or include additional parameters for its required definition of appropriate content.]

When using PCDs to communicate with students and parents, staff members must use District-approved communication platforms.

When staff and school officials communicate with students using PCDs, discussions must be appropriate and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

- A. ☐ Instructional communication (assignments, coursework, academic support);
- B. ☐ School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. ☐ Scheduling or logistical information related to classes or school programs;
- D. ☐ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
- E. ☐ Safety or emergency communication when necessary;
- F. ☐ Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

[DRAFTING NOTE: Policy 7544—Use of Social Media requires the District Administrator to designate and communicate the District-approved social media/communication platforms/sites which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teacher.]

District-Approved PCD Communication Platforms - The District Administrator is required to designate and communicate the District-approved social media/communication platforms/sites which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

- A. ☐ District email/messaging;
- B. ☐ District-approved social media platform(s);
- C. ☐ Other - Apptegy Rooms _____ **[END OF OPTIONS]**.

☐ The District-approved communication platform(s) shall be listed on the District's website. **[END OF OPTION]**

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 accordance with this policy, 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 as identified in this policy, during non-school hours and school hours, 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. 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. Aa designated administrator/Title IX Coordinator; 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. The level of discipline will depend on the severity of the violation.

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.

Pursuant to the laws of the State and Board Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each administrator 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 "Required Notification to Parents for Alleged Sexual Misconduct" in Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each professional staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy. ~~[DRAFTING NOTE: DISTRICTS MAY USE DPI'S ANNUAL TRAINING OR MAY DEVELOP THEIR OWN STATUTORY COMPLIANT TRAINING.]~~

48.981, Wis. Stats.
 118.07(6), Wis. Stats.
 118.07(7), Wis. Stats.
 948, Wis. Stats.
 948.072, Wis. Stats.
 948.095, Wis. Stats.

Legal

48.981, Wis. Stats.

118.07(6), Wis. Stats.

118.07(7), Wis. Stats.

948, Wis. Stats.

948.072, Wis. Stats.

948.095, Wis. Stats.

Book	Policy Manual
Section	For Board Review - Acts 57 & 89 Special Updates
Title	STUDENT SUPERVISION AND WELFARE
Code	po3213
Status	
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.

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 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 professional staff member shall not require a student~~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 required language from 2025 ACT 89 is listed below. 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/Behaviors

~~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.

This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity and a student enrolled or otherwise participating in any aspect of the District's programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior.

- A. **Grooming** - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

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 to or discussing pornography with a student;
6. any other form of interaction with a student that involves the requisite intent described above.

B. Boundary ViolationsInvasions - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violationsinvasions.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior. However, 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 violationsinvasions 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 violations/invasions are prohibited and must be reported promptly. **[END OF OPTION]**

- C. ~~(-) Preferential Treatment or Favoritism~~—Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. **[END OF OPTION]** ~~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.

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. While items A-E are recommended for a comprehensive definition, Districts may choose a narrower definition or include additional parameters for its required definition of appropriate content.]

When using PCDs to communicate with students and parents, staff members must use district-approved communication platforms.

When staff and school officials communicate with students using PCDs, discussions must be appropriate and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

- A. ~~(-)~~ Instructional communication (assignments, coursework, academic support);
- B. ~~(-)~~ School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. ~~(-)~~ Scheduling or logistical information related to classes or school programs;
- D. ~~(-)~~ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
- E. ~~(-)~~ Safety or emergency communication when necessary;
- F. ~~(-)~~ Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with

other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

[DRAFTING NOTE: Policy 7544 - Use of Social Media requires the District Administrator to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teacher.]

District-Approved PCD Communication Platforms - The District Administrator is required to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

- A. ~~()~~ District email/messaging;
- B. ~~()~~ District-approved social media platform(s);
- C. ~~()~~ Other - _____ Apptegy Rooms **END OF OPTIONS.**

~~[] The District approved communication platform(s) shall be listed on the District's website. [END OF OPTION]~~

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 accordance with this policy, 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 as identified in this policy, during non-school hours and school hours, 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/Title IX Coordinator; 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. The level of discipline will depend on the severity of the violation.

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 Policy 8462 - **Reporting of Child Abuse and Neglect, and Sexual Misconduct**, 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** **Required Notification to Parents for Alleged Sexual Misconduct** in Policy 8462 - **Reporting of Child Abuse and Neglect, and Sexual Misconduct**, each professional staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy.

[DRAFTING NOTE: DISTRICTS MAY USE DPI'S ANNUAL TRAINING OR MAY DEVELOP THEIR OWN STATUTORY COMPLIANT TRAINING.]

48.981, Wis. Stats.
 118.07(6), Wis. Stats.
 118.07(7), Wis. Stats.
 948, Wis. Stats.
 948.072, Wis. Stats.
 948.095, Wis. Stats.

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Legal	48.981, Wis. Stats.
	118.07(6), Wis. Stats.
	118.07(7), Wis. Stats.
	948, Wis. Stats.
	948.072, Wis. Stats.
	948.095, Wis. Stats.

Book	Policy Manual
Section	For Board Review - Acts 57 & 89 Special Updates
Title	STUDENT SUPERVISION AND WELFARE
Code	po4213
Status	
Adopted	April 22, 2019
Last Revised	April 13, 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.

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 support staff member shall not require a student~~ ~~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 required language from 2025 ACT 89 is listed below. 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/Behaviors

This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity and a student enrolled or otherwise participating in any aspect of the District's programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior. ~~It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:~~

- A. **Grooming** - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

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 to or discussing pornography with a student;~~
6. ~~any other form of interaction with a student that involves the requisite intent described above.~~

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 Violations**~~Invasions~~ - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. ~~An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action.~~ Consent from the student or parent does not justify boundary ~~violations~~~~invasions~~.

Maintaining professional boundaries is essential to student safety ~~and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior.~~ However, ~~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 ~~violations~~~~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 ~~violations~~ ~~invasions~~ are prohibited and must be reported promptly.

- C. ~~(-) Preferential Treatment or Favoritism~~ — Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. ~~[END OF OPTION] 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.

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

~~[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. While items A-E are recommended for a comprehensive definition, Districts may choose a narrower definition or include additional parameters for its required definition of appropriate content.]~~

When using PCDs to communicate with students and parents, staff members must use district-approved communication platforms.

When staff and school officials communicate with students using PCDs, discussions must be appropriate and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

- A. ~~(-) Instructional communication~~ (assignments, coursework, academic support);
- B. ~~(-) School-related activities~~ (clubs, athletics, events, field trips, rehearsals);
- C. ~~(-) Scheduling or logistical information~~ related to classes or school programs;
- D. ~~(-) Pedagogical assistance~~ related to school participation (clarifying expectations, reminders, or academic assistance); and,
- E. ~~(-) Safety or emergency communication~~ when necessary;
- F. ~~(-) Other~~ _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

[DRAFTING NOTE: Policy 7544 - Use of Social Media requires the District Administrator to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teaching.]

District-Approved PCD Communication Platforms - The District Administrator is required to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

- A. ~~()~~ District email/messaging;
- B. ~~()~~ District-approved social media platform(s);
- C. ~~()~~ Other - _____ Apptegy Rooms **[END OF OPTIONS]**.

~~[]~~ The District approved communication platform(s) shall be listed on the District's website. **[END OF OPTION]**

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 accordance with this policy, 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 as identified in this policy, during non-school hours and school hours, 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 OF 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. ~~Aa~~ designated administrator/Title IX Coordinator; 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. The level of discipline will depend on the severity of the violation.

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.

Pursuant to the laws of the State and Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, 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 Required Notification to Parents for Alleged Sexual Misconduct" in Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each support staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy. **[DRAFTING NOTE: DISTRICTS MAY USE DPI'S ANNUAL TRAINING OR MAY DEVELOP THEIR OWN STATUTORY COMPLIANT TRAINING.]**

48.981, Wis. Stats.

118.07(6), Wis. Stats.

118.07(7), Wis. Stats.

948, Wis. Stats.

948.072, Wis. Stats.

948.095, Wis. Stats.

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48.981, Wis. Stats.

118.07(6), Wis. Stats.

118.07(7), Wis. Stats.

948, Wis. Stats.

948.095, Wis. Stats.

948.072, Wis. Stats.

Book	Policy Manual
Section	For Board Review - Acts 57 & 89 Special Updates
Title	STUDENT SUPERVISION AND WELFARE
Code	po4213
Status	
Adopted	April 22, 2019
Last Revised	April 13, 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.

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 support staff member shall not require a student~~ 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 required language from 2025 ACT 89 is listed below. 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/Behaviors

~~This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity and a student enrolled or otherwise participating in any aspect of the District's programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior. It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:~~

- A. **Grooming** - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

~~These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.~~

~~When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:~~

- ~~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 to or discussing pornography with a student;~~
6. ~~any other form of interaction with a student that involves the requisite intent described above.~~

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 ViolationsInvasions** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. ~~An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action.~~ Consent from the student or parent does not justify boundary ~~violationsinvasions~~.

Maintaining professional boundaries is essential to student safety ~~and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior.~~ However, ~~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 ~~violationsinvasions~~ 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 ~~violations~~^{invasions} are prohibited and must be reported promptly.

- C. ~~(-) Preferential Treatment or Favoritism~~—Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. ~~[END OF OPTION] 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.

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

~~{DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. While items A-E are recommended for a comprehensive definition, Districts may choose a narrower definition or include additional parameters for its required definition of appropriate content.}~~

When using PCDs to communicate with students and parents, staff members must use district-approved communication platforms.

When staff and school officials communicate with students using PCDs, discussions must be appropriate and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

- A. ~~(-)~~ Instructional communication (assignments, coursework, academic support);
- B. ~~(-)~~ School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. ~~(-)~~ Scheduling or logistical information related to classes or school programs;
- D. ~~(-)~~ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
- E. ~~(-)~~ Safety or emergency communication when necessary;
- F. ~~(-)~~ Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff–student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

[DRAFTING NOTE: Policy 7544 – Use of Social Media requires the District Administrator to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teaching.]

District-Approved PCD Communication Platforms - The District Administrator is required to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

- A. ☐ District email/messaging;
- B. ☐ District-approved social media platform(s);
- C. ☐ Other - _____ Apptegy Rooms **[END OF OPTIONS]**.

[] The District approved communication platform(s) shall be listed on the District's website. **[END OF OPTION]**

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 accordance with this policy, 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 as identified in this policy, during non-school hours and school hours, 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. ☐ designated administrator/Title IX Coordinator; 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. The level of discipline will depend on the severity of the violation.

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.

Pursuant to the laws of the State and Policy 8462 - **Reporting of Child Abuse and Neglect, and Sexual Misconduct**, 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 Required Notification to Parents for Alleged Sexual Misconduct"** in Policy 8462 - **Reporting of Child Abuse and Neglect, and Sexual Misconduct**, each support staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy. **[DRAFTING NOTE: DISTRICTS MAY USE DPI'S ANNUAL TRAINING OR MAY DEVELOP THEIR OWN STATUTORY COMPLIANT TRAINING.]**

48.981, Wis. Stats.

118.07(6), Wis. Stats.

118.07(7), Wis. Stats.

948, Wis. Stats.

948.072, Wis. Stats.

948.095, Wis. Stats.

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48.981, Wis. Stats.

118.07(6), Wis. Stats.

118.07(7), Wis. Stats.

948, Wis. Stats.

948.095, Wis. Stats.

948.072, Wis. Stats.

Book	Policy Manual
Section	For Board Review - Acts 57 & 89 Special Updates
Title	STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES
Code	po7530.02
Status	
Adopted	April 22, 2019
Last Revised	December 8, 2025

7530.02 - STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCD") (as defined in Bylaw 0100) has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee or school official or personally-owned by the employee or school official (regardless of whether the Board pays the employee or school official an allowance for his/her use of the device, the Board reimburses the employee or school official on a per use basis for their business-related use of his/her PCD, or the employee or school official receives no remuneration for his/her use of a personally-owned PCD, the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guideline, as well as other pertinent Board policies and guidelines.

~~[DRAFTING NOTE: Wis. Stat. 118.07(7) requires the District Administrator to specify in policy the appropriate methods of communication between employees/volunteers and students.]~~

District-Approved PCD Platform - When communicating with students, Board members, staff, coaches/advisors, and approved volunteers are required to exclusively use the District-approved social media/communication platforms/sites. See Policy 1213/3213/4213 - Student Supervision and Welfare for specifics regarding appropriate discussion content when using PCDs as well as the approved PCD Platform.

Conducting District Business Using a PCD

Employees and school officials are permitted to use a Board-owned and/or personally-owned PCD to make/receive calls, send/receive e-mails, send/receive texts, send/receive instant messages, or post-school-related information on social media that concern District business of any kind.

Individuals are responsible for retaining text messages, instant messages, and other written communications that are not archived by the District; such records shall be retained in accordance with State requirements.

Safe and Appropriate Use of a PCD

Employees and school officials whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees and school officials should pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message or e-mail, or browsing the Internet using a PCD while driving is a violation of State law and is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for employees, school officials, and other drivers, employees, and school officials are required to comply with all applicable State laws and local ordinances while driving, including any laws that prohibit texting or using a cell phone or other PCD while driving.

In situations where job responsibilities include regular driving and accepting of business calls, the employee or school official should use hands-free equipment to facilitate the provisions of this policy.

Employees and school officials may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees and school officials are subject to all applicable policies and guidelines pertaining to protection of the security, integrity, and availability of the data stored on a PCD regardless of whether they are Board-owned and assigned to a specific employee or personally-owned by the employee.

PCD communications, including calls, text messages, instant messages, and e-mails sent or received may not be secure. Therefore, employees should use discretion when using a PCD to relay confidential information, particularly as it relates to students.

Additionally, PCD communications, including text messages, instant messages, and e-mails sent and/or received by a public employee or school official using a PCD may constitute public records.

Further, PCD communications about students, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her the employee's PCD may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/Wireless communications that are student records should be maintained pursuant to Policy 8330 - Student Records.

It is the responsibility of the District employee or school official who uses a PCD for District business-related use to archive all text messages, instant messages, and e-mails sent and/or received using his/her the employee's PCD in accordance with the District's requirements.

Cellular/Wireless communications and other electronically stored information (ESI) stored on the staff member's or school official's PCD may be subject to a litigation hold pursuant to Policy 8315 - Information Management. Staff and school officials are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for informing the District Administrator or his/her designee of all public records, student records, and ESI subject to a litigation hold that is maintained on the employee's Board-owned PCD. The District's IT department/staff will then transfer the records/ESI to an alternative storage device.

If the employee also utilized a personally-owned PCD for District-related communications, and the device contains public records, students' records, and/or ESI subject to a litigation hold, the employee must transfer the records/ESI to the District's custody (e.g., server, alternative storage device) prior to the conclusion of his/her the employee's employment. The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her personally-owned PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her the employee's personally-owned PCD.

If a PCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee or school official must immediately notify the District Administrator so a determination can be made as to whether any public records, students' records, and/or ESI subject to a litigation hold has been compromised and/or lost. Pursuant to Policy 8305 - Information Security and its accompanying guideline, the District Administrator shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees and school officials from maintaining the following types of student, staff, or District records and/or information on their PCDs:

- A. social security numbers
- B. driver's license numbers
- C. credit and debit card information
- D. financial account numbers

E. student personally identifiable information

F. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)

G. personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

It is suggested that employees and school officials lock and password protect their PCDs when not in use.

Employees and school officials are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged, or otherwise protected by State and/or Federal law.

Privacy Issues

Except in emergency situations or as otherwise authorized by the District Administrator or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Potential Disciplinary Action

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination.

Use of a PCD in any manner contrary to local, State, or Federal laws may also result in disciplinary action up to and including termination.

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Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

20 U.S.C. 1232g

34 C.F.R. Part 99

118.07(7), Wis. Stats.

948.072, Wis. Stats.

Book	Policy Manual
Section	For Board Review - Acts 57 & 89 Special Updates
Title	STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	
Adopted	April 22, 2019
Last Revised	February 24, 2025

7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides technology resources (as defined in Bylaw 0100 - Definitions) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136 - Personal Communication Devices).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

The Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District Administrator or Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The District Administrator or Technology Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to confirm their agreement to abide by the terms and conditions of this policy by signing the District technology use form.

Off-premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

~~[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. Items A-E are recommended for a comprehensive definition, but Districts may choose a narrower definition or include additional parameters for its definition. Wis. Stat. 118.07(7) governs communications between an employee/volunteer and a student enrolled in the District. The goal of the statute is to protect students by regulating staff and volunteer communication with students; however, the law was written to also apply to student communication to District employees, i.e. "between" staff/volunteer and student, and therefore this policy language is included in the student policy section.]~~

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

When using PCDs to communicate with Board members, staff and/or volunteers, students must use District-approved communication platforms.

The approved communication platform(s) is/are:

- A. ☐ District email/messaging;
- B. ☐ District-approved social media platform(s) _____ (see also Policy 7544 - Use of Social Media);
- C. ☐ Other - _____ Apptegy Rooms **[END OF OPTION]**.

~~**[]** The District-approved communication platform(s) shall be listed on the District's website. **[END OF OPTION]**~~

When students communicate with staff, volunteers, or Board members using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. These communications shall occur only when absolutely necessary. Appropriate content includes:

- A. ☐ Instructional communication (assignments, coursework, academic support);
- B. ☐ School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. ☐ Scheduling or logistical information related to classes or school programs;
- D. ☐ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
- E. ☐ Safety or emergency communication when necessary;
- F. ☐ Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, as well as referral to law enforcement if deemed appropriate. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Expectations for Responsible Artificial Intelligence (AI) Use

Students are strictly prohibited from inputting Personally Identifiable Information (PII), confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted with by the District.

Students are expected to adhere to principles of transparency, proper citation, and responsible use of AI in all academic and school-related activities. Students must disclose the use and extent of AI assistance on any submitted work as required by staff.

Students are prohibited from using technology and/or AI to bully, harass, threaten, impersonate, create, or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent with Policy 5500 - Student Codes of Conduct and other applicable Board policies.

Academic Honesty

The unauthorized use of Artificial Intelligence tools to generate or complete academic work shall constitute a violation of the District's policy on academic honesty. (See Policy 5505 - Academic Honesty)

All student use of AI technology must comply with the requirements and standards set forth in Policy 7540.08 – Artificial Intelligence (AI).

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Technology Director as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

Revised 10/26/20

Revised 3/8/21

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Legal

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

47 C.F.R. 54.500

47 C.F.R. 54.501

47 C.F.R. 54.502

47 C.F.R. 54.503

47 C.F.R. 54.504

47 C.F.R. 54.505

47 C.F.R. 54.506

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47 C.F.R. 54.519

47 C.F.R. 54.520

47 C.F.R. 54.522

47 C.F.R. 54.523

942.09, Wis. Stats.

118.07(7), Wis. Stats.

Book	Policy Manual
Section	For Board Review - Acts 57 & 89 Special Updates
Title	USE OF SOCIAL MEDIA
Code	po7544
Status	
Adopted	February 10, 2020
Last Revised	October 14, 2024

7544 - USE OF SOCIAL MEDIA

Technology is a powerful tool to enhance education, communication, and learning.

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents, staff (including District-approved volunteers), and the general public. Social media is defined in Bylaw 0100 - Definitions.

Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately (i.e., one-on-one) with individual students.

The District Administrator is charged with designating the District-approved social media platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use when communicating via social media with each other and/or with students. which shall be listed on the District's website.

~~In designating District-approved social media platforms/sites, the District Administrator shall specify which platforms/sites are appropriate for use at the District level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes consistent with the Board's authorization for the official use of social media by individual buildings, departments, activities, or staff members.~~

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100 - Definitions) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

The District uses approved social media platforms/sites as interactive forms of communication. The District-approved social media platforms/sites are considered limited public forums. District authorized personnel may reply to comments asking direct questions with regard to dates, places, or times of District or building level events and/or programs, but will not respond to or engage in dialogue about any other comments received.

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

The District Administrator shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members or approved volunteers wish to post information or announcements to a

District social media platform, the staff member or approved volunteer may request that the District Administrator approve and post such information. (This provision does not apply to social media communications that are related to instructional and school-sponsored activities.)

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the District Administrator, use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

Staff members (including District-approved volunteers) must provide parents of students involved in a school-sponsored activity the ability to opt-out of having their child use social media platforms/sites for communication purposes associated with that activity, and arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.

Expected Standards of Conduct on District-Approved Social Media

Employees and District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees and approved volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the District Administrator concerning District operations). Identification of a student in any publication and/or social media post from the District must be approved by the parent in advance. Any postings by District employees that identify students must be consistent with Policy 1213/Policy 3213/Policy 4213 – Student Supervision and Welfare.

~~Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately (i.e., one-on-one) with individual students.~~

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members'/approved volunteers' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes.

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

Employees' Use of District Technology Resources to Access Social Media for Personal Use

Employees and District-approved volunteers are permitted to use District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use, provided the employee's/approved volunteer's use during work hours does not interfere with his/her job performance.

They are reminded that the District may monitor their use of District technology resources.

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

Employees are permitted to use personal communication devices to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.

Employees and District-approved volunteers are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with their ability to effectively perform their job, or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated as necessary.

Revised 4/10/23

Revised 3/11/24

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Legal

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

118.07(7), Wis. Stats.

Book	Policy Manual
Section	For Board Review - Acts 57 & 89 Special Updates
Title	VOLUNTEERS
Code	po8120
Status	
Adopted	April 22, 2019
Last Revised	February 24, 2025

8120 - VOLUNTEERS

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The District Administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The District Administrator shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Board members and any other individuals who volunteer to work in the schools must submit to a criminal history records and background check before being allowed to participate in any activity or program.

[DRAFTING NOTE: The statute (118.07(07), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. Items A-E are recommended for a comprehensive definition, but Districts may choose a narrower definition or include additional parameters for its definition.]

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

When using PCDs to communicate with student(s), volunteers must use District-approved communication platforms.

The approved communication platform(s) is/are:

- A. ~~()~~ District email/messaging;
- B. ~~()~~ District-approved social media platform(s) _____ (see also Policy 7544 - Use of Social Media);
- C. ~~()~~ Other - _____ Apptegy Rooms **[END OF OPTION]**.

~~[] The District approved communication platform(s) shall be listed on the District's website. [END OF OPTION]~~

When volunteer members communicate with students using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. Appropriate content includes:

- A. ~~()~~ Instructional communication (assignments, coursework, academic support);
- B. ~~()~~ School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. ~~()~~ Scheduling or logistical information related to classes or school programs;
- D. ~~()~~ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,

E. ~~()~~ Safety or emergency communication when necessary.

F. ~~()~~ Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. (See Policy 3213/4213 - Student Supervision and Welfare) Failure to follow these policy expectations may result in the revocation of future volunteer opportunities, as well as referral to law enforcement if deemed appropriate. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Volunteers who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature. This exception does not permit the volunteer to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

~~()~~ Any person who volunteers to work with the District shall be screened through the Internet site for the Sex Offenders Registry (SOR) list, which may include the use of visitor management software, prior to being allowed to participate in any activity or program.

~~()~~ Any volunteer who works with or has access to students shall be screened through the Internet site for the Sex Offenders Registry (SOR) list, which may include the use of visitor management software, prior to being allowed to participate in any activity or program.

A Board member may serve as a volunteer coach or supervisor of an extra-curricular activity if the provisions of 120.20, Wis. Stats., and this policy are satisfied. (See also Bylaw 0144.3 - Conflict of Interest)

A Board member may serve as a volunteer bus driver for the District if the provisions of 120.20, Wis. Stats., and the policy are satisfied. (See also Bylaw 0144.3 - Conflict of Interest)

~~() A volunteer who transports students in a private vehicle for school sponsored activities or trips must abide by the guidelines in Policy 8660 - Transportation by Private Vehicle for District Sponsored Activities or Trips.~~

~~() A volunteer who transports students in a school vehicle must abide by the guidelines in Policy 8600 - Transportation.~~

Each volunteer:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of their volunteer services;
- D. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

Policy 9800.01 - Veterans as Classroom Volunteers outlines veteran volunteer's requirements for recognition from the District and the Wisconsin Department of Veterans Affairs.

118.07(7), Wis. Stats.
120.20, Wis. Stats.

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Legal 118.07(7), Wis. Stats.
120.20, Wis. Stats.

Book	Policy Manual
Section	For Board Review - Acts 57 & 89 Special Updates
Title	REPORTING OF CHILD ABUSE AND NEGLECT, AND SEXUAL MISCONDUCT
Code	po8462
Status	
Adopted	April 22, 2019
Last Revised	April 13, 2026

8462 - REPORTING OF CHILD ABUSE AND NEGLECT, AND SEXUAL MISCONDUCT

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 - Threats of Violence.

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 Protective Services and/or ~~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.

Required Notification to Parents for Alleged Sexual Misconduct 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 a designated administrator or Title IX Coordinator, who shall inform the District Administrator of the report. the District Administrator and/or their immediate supervisor. After receiving a report that alleges any of the following, the District Administrator shall notify the parent of each student alleged to be a victim, target, or recipient of the alleged conduct if the individual who received the report determines there is reasonable cause to suspect that the alleged conduct occurred:~~

- A. Sexual misconduct, as defined in 948.098 (1) (d), Wis. Stats., ~~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 948.13, Wis. Stats., ~~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 948.14 (1) (d), Wis. Stats., ~~s. 948.14 (1) (d)~~, has intentionally captured a representation of a minor ~~student/pupil~~ without the written consent of the minor ~~student's/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.

~~If reporting relative to items A, B, and/or C above, then the following apply:~~

Timing

- A. ~~If the report is received before the end of the regular school day, the District Administrator shall notify the parent 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 Administrator 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) 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.~~

~~See also Policy 1213 - Student Supervision and Welfare and Policy 8141 - Required Reporting of Staff Conduct.~~

~~48.02(1)(em), Wis. Stats.~~

~~48.981, Wis. Stats.~~

~~118.07, Wis. Stats.~~

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

~~175.32, Wis. Stats.~~

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48.02(1)(em), Wis. Stats.

48.981, Wis. Stats.

118.07, Wis. Stats.

175.32, Wis. Stats.