SHEBOYGAN AREA SCHOOL DISTRICT

NOTE: This meeting will be held in the Boardroom.

**Starting/ending times may vary*

Tuesday, July 28, 2026
Starting Time: 5:30 p.m. – 5:45 p.m.*
CHAIR: Ms. Robbins
MEMBERS: Ms. Tasche, Vice Chair
Mr. Madden
Ms. Hibl

(A quorum of the Board may be present)

The Curriculum and Instruction Committee meeting will be held in the Board of Education meeting room, 3330 Stahl Road, Sheboygan, Wisconsin on **Tuesday, July 28, 2026, at 5:30 p.m.** The following items will be presented for consideration at that time:

Please note that some Board members may be participating in this Board meeting via teleconference or other remote access technology. Members of the public who attend the meeting will be able to hear any open session dialogue between such members and the Board members present in the Boardroom.

REPORT TO THE CURRICULUM & INSTRUCTION COMMITTEE AGENDA

5 Min. **1. APPROVAL OF SHEBOYGAN AREA SCHOOL DISTRICT ACADEMIC STANDARDS – Ms. Rachel Ledezma** (Information/Action)

Administration recommends the approval of the 2025-2026 academic standards as required by Wisconsin Act 55.

1 Min. **2. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 1213 – STUDENT SUPERVISION AND WELFARE – Ms. Rachel Ledezma** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
• Policy 1213 – Administration; Student Supervision and Welfare

1 Min. **3. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 3213 – STUDENT SUPERVISION AND WELFARE – Ms. Rachel Ledezma** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
• Policy 3213 – Professional Staff; Student Supervision and Welfare

1 Min. **4. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 4213 – STUDENT SUPERVISION AND WELFARE – Ms. Rachel Ledezma** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
• Policy 4213 – Support Staff; Student Supervision and Welfare

1 Min. **5. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 7530.02 – STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES – Ms. Rachel Ledezma** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
• Policy 7530.02 – Property; Staff and School Officials Use of Personal Communication Devices

1 Min. **6. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 7540.03 – STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY – Ms. Rachel Ledezma** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
• Policy 7540.03 – Property; Student Technology Acceptable Use and Safety

1 Min. **7. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 7544 – USE OF SOCIAL MEDIA – Ms. Rachel Ledezma** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
• Policy 7544 – Property; Use of Social Media

1 Min. **8. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 8210 – VOLUNTEERS – Ms. Rachel Ledezma** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
• Policy 8120 – Operations; Volunteers

1 Min. **9. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 8462 – STUDENT ABUSE AND NEGLECT – Ms. Rachel Ledezma** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
• Policy 8462 – Operations; Student Abuse and Neglect

1 Min. **10. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 5136 – PERSONAL COMMUNICATION DEVICES – Ms. Rachel Ledezma** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
• Policy 5136 – Students; Personal Communication Devices

EXECUTIVE SUMMARY

FOR THE SHEBOYGAN AREA SCHOOL BOARD

Topic: SASD Academic Standards

Date: 7/28/2026

Prepared by: Rachel C. Ledezma, Assistant Superintendent – Student & Instructional Services

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Recommended action:

	Information only
	Presentation/discussion
X	Discussion/action by committee
	Discussion/action by Board of Education
	Presentation/action next meeting

Purpose: As required by Wisconsin Act 55, school boards must annually adopt and notify parents of the district's academic standards for each curricular area.

How does this relate to the Principles of Equity: The academic standards apply to all areas of the SASD Principles of Equity. Educational equity means that every student has access to the resources and educational rigor they need at the right moment in their education, across race, gender, ethnicity, language, disability, sexual orientation, family background, and/or family income.

Background: The passage of Wisconsin Act 55 (2015) amended State Statue 120.12 to require school districts to provide parents and guardians with notification about the academic standards adopted by the school board on an annual basis. Specifically, WI Act 55 requires School Boards to annually include an agenda item on the first board meeting of the school year that clearly identifies the academic standards adopted by the Board that will be in effect for the school year.

In addition, school boards are required to annually notify parents/guardians of students enrolled in the district of the academic standards to be used for the upcoming school year prior to the start of the school term.

As permitted in State Statute 120.12, parents/guardians will be notified about the SASD adopted standards electronically via posting of the standards list on the district website.

SASD Academic Standards

Curriculum/Department Area	Standards
Art Education	Wisconsin Academic Standards & National Core Arts Standards
Business, Marketing, and Information Technology	Wisconsin Academic Standards
Early Childhood Education	Wisconsin Model Early Learning Standards
English Language Arts – (includes reading and writing)	Wisconsin Academic Standards, Common Core State Standards & National Core Arts Standards
English Learners	WIDA English Language Development Standards-2020 edition
Family and Consumer Sciences Education	Wisconsin Academic Standards
Financial Literacy	Wisconsin Academic Standards
Health Education	Wisconsin Academic Standards and National Health Education Standards
Mathematics	Wisconsin Academic Standards
Music Education	Wisconsin Academic Standards & National Core Arts Standards
Physical Education	Wisconsin Academic Standards and National Physical Education Standards
Science	Next Generation Science Standards
Social Studies – (includes history and geography)	Wisconsin Academic Standards
Technology and Engineering	Wisconsin Academic Standards
World Languages	Wisconsin Academic Standards

Sheboygan Area School District

SPECIAL UPDATE - ACT 89 - MAY 2026

po1213*jrm - First Reading

STUDENT SUPERVISION AND WELFARE

ADOPTED Oct 22, 2013 · REVISED Feb 28, 2023

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 a student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

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

Required Notification

The District Administrator shall notify the parent(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 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 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) 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 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 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. This does not apply to any student who is the 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, extracurricular, 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 ~~(see Policy 8330)~~.

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.

B. **Boundary Violations** - 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.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior. However, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. 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., following wrestling, gymnastics, or football); and administering first aid or emergency medical care.

Any behavior that lacks 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 may include, but are not limited to, the following:

1. inappropriate comments about a student's body or appearance
2. taking an undue interest in a student (i.e. having a special friend or a special relationship);
3. initiating or extending contact with students beyond the school day for personal purposes;
4. using e-mail, text messaging, or websites to discuss personal topics or interests with students;

5. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;

6. 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);

7. going to a student's home for non-educational purposes;

8. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);

9. giving gifts or money to a student for no legitimate educational purpose;

10. accepting gifts or money from a student for no legitimate educational purpose;

11. being overly touchy with students;

12. favoring certain students by inviting them to come to the classroom at non-class times;

13. getting a student out of class to visit with the staff member;

14. 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;

15. being alone with a student behind closed doors without a legitimate educational purpose;

16. telling a student secrets and having secrets with a student; and

17. other activities or behavior.

Inappropriate boundary violations 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.

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

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.

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.

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 students.

The approved communication platform(s) is/are:

A. District email/messages

B. District-approved social media platform(s).

The District-approved communication platform(s) shall be listed on the District's website.

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 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 Staf f 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. 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 - 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 administrative 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 "Required Notification to Parents for Alleged Sexual Misconduct" in Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, and each professional staff member shall immediately report it to the District Administrator or their supervisor or 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.

Revised 1/27/16
Revised 4/23/19
Revised 7/28/20
Revised 2/22/22

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

Sheboygan Area School District

SPECIAL UPDATE - ACT 89 - MAY 2026

po3213*jrm - First Reading

STUDENT SUPERVISION AND WELFARE

ADOPTED Oct 22, 2013 · REVISED Jul 17, 2024

3213 - **STUDENT SUPERVISION AND WELFARE**

Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District, 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 supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to the following:

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 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. This does not apply to any student who is a professional staff member's family member.

I. ~~A student shall not be required~~ A professional staff member shall not require a student 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 academics, extracurricular, and/or professional use only.

K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on social networking or similar forums.

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includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

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3. using e-mail, text messaging, or websites to discuss personal topics or interests with students;

4. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;

5. 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);

6. going to a student's home for non-educational purposes;
7. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
8. giving gifts or money to a student for no legitimate educational purpose;
9. accepting gifts or money from a student for no legitimate educational purpose;
10. being overly touchy with students;
11. favoring certain students by inviting them to come to the classroom at non-class times;
12. getting a student out of class to visit with the staff member;
13. 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:
14. being alone with a student behind closed doors without a legitimate educational purpose;
15. telling a student secrets and having secrets with a student; and
16. other similar activities or behavior.

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

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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;

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 PDCs 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.

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).

The District-approved communication platform(s) shall be listed on the District's Website.

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 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 and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

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 55517 - 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.wisconsn.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 - 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 - ~~Mandatory~~ Reporting of ~~Student~~ 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 - ~~Mandatory~~ Reporting of ~~Student~~ 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.

Revised 5/27/14
Revised 7/28/20
Revised 2/28/23
T.C. 7/17/24

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

Sheboygan Area School District

SPECIAL UPDATE - ACT 89 - MAY 2026

po4213*jrm - First Reading

STUDENT SUPERVISION AND WELFARE

ADOPTED Oct 22, 2013 · REVISED Mar 10, 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 threats 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. This does not apply to any student who is the support staff member's family member.

H. ~~A student shall not be required~~ A support staff member shall not require a student 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 academics, extracurricular, and/or professional uses only.

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 or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse

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.

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 i 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, in appropriate 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 Violations** - 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.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior. 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 may include, but are not limited to, the following:

1. inappropriate comments about a student's body or appearance;

2. taking an undue interest in a student (i.e. having a special friend or a special relationship);

3. initiating or extending contact with students beyond the school day for personal purposes;

4. using e-mail, text messaging, or websites to discuss personal topics or interests with students;

5. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;

6. 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);

7. going to a student's home for non-educational purposes;

8. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);

9. giving gifts or money to a student for no legitimate educational purpose;

10. accepting gifts or money from a student for no legitimate educational purpose:

11. being overly touchy with students;

12. favoring certain students by inviting them to come to the classroom at non-class times;

13. getting a student out of class to visit with the staff member;

14. 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;

15. being alone with a student behind closed doors without a legitimate educational purpose;

16. telling a student secrets and having secrets with a student; and

17. other similar activities or behavior.

Inappropriate boundary violations 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.

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

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.

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 i ncluding 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.

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).

The District-approved communication platform(s) shall be listed on the District's website.

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 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 the 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. 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 - 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 - ~~Mandatory~~ Reporting of ~~Student~~ 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 - ~~Mandatory~~ Reporting of ~~S tudent~~ 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.

Revised 5/27/14
Revised 7/28/20
Revised 7/26/22
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T.C. 7/17/24

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

Sheboygan Area School District

SPECIAL UPDATE - ACT 89 - MAY 2026

po7530.02*jrm - First Reading

STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES

ADOPTED Aug 22, 2023

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.

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 that concern District business of any kind.

Employees and school officials are responsible for archiving such communication(s) in accordance with the District's requirements.

Safe and Appropriate Use of a PCD

Employees and school officials are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees are

prohibited from using a PCD while operating such vehicles or equipment. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.

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 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 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 verifying all public records, student records, and ESI subject to a litigation hold that are maintained on the employee's PCD are transferred to the District's custody (e.g., server, alternative storage device). 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 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 PCD.

Similarly, if an employee intends to dispose of, or otherwise stop using, a personally-owned PCD on which the employee ~~s/he~~ has maintained public records, student records, and/or ESI that is subject to a litigation hold, the employee must transfer the records/ESI to the District's custody before disposing of, or otherwise ceasing to use, the personally-owned PCD. The employee is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the personally-owned PCD.

Failure to comply with these requirements may result in disciplinary action.

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 gymnasiums, 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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Legal
948.072, Wis. Stats.
118.07(7), Wis. Stats.
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

Sheboygan Area School District

SPECIAL UPDATE - ACT 89 - MAY 2026

po7540.03*jrm - First Reading

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

ADOPTED Oct 22, 2013 · REVISED Aug 26, 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 the use of bandwidth, storage space, and printers.

Users have no right or expectation of 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 who 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 when 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 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 Instructional Technology Coordinator 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 Information Technology Coordinator 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 in 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 the 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 and its accompanying guidelines by signing the District Technology Use Form during the annual student registration process.

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.

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).

The District-approved communication platform(s) shall be listed on the District's website.

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.

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 Code of Classroom 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 Instructional Technology Coordinator, and Information Technology Coordinator 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 5/15/18
Revised 8/19/20
Revised 2/22/22

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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
47 C.F.R. 54.507
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47 C.F.R. 54.520
47 C.F.R. 54.522
47 C.F.R. 54.523

Sheboygan Area School District

SPECIAL UPDATE - ACT 89 - MAY 2026

po7544*jrm - First Reading

USE OF SOCIAL MEDIA

ADOPTED Sep 28, 2021 · REVISED Jun 24, 2025

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, 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. These communication platforms 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 and accepts public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform's/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint-neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.

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), 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 wish to post information or announcements to a District social media platform, the staff member 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 may, with prior approval/authorization from the Principal, 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/AG 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor's

directions/procedures, and the platform's/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 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 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 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 the District Administrator concerning District operations).

~~Employees 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' 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. (See AG 8310A –Public Records)

Staff members cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.

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 are permitted to use District technology resources (as defined in Bylaw 0100-Definitions) to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours.

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 breaks and mealtimes.

Employees are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee's/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 1/23/24
Revised 5/28/24

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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)

Sheboygan Area School District

SPECIAL UPDATE - ACT 89 - MAY 2026

po8120*jrm - First Reading

VOLUNTEERS

ADOPTED Feb 23, 2016 · REVISED Mar 10, 2026

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.

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 Policy 7544 - Use of Social Media).

The District-approved communication platform(s) shall be listed on the District's website.

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.

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.

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

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.

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.

The District Administrator shall be responsible for informing each volunteer of the District's appreciation for the volunteer's time and efforts in assisting the operation of the schools.

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

T.C. 12/21/21
Revised 2/27/24
Revised 12/9/25

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Legal
120.20, Wis. Stats.

Sheboygan Area School District

SPECIAL UPDATE - ACT 89 - MAY 2026

po8462*jrm - First Reading

STUDENT ABUSE AND NEGLECT

ADOPTED Oct 22, 2013 · REVISED Dec 11, 2018

8462 - ~~MANDATORY~~ REPORTING OF ~~STUDENT~~ CHILD ABUSE AND NEGLECT , AND SEXUAL MISCONDUCT

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. Likewise, the Board strictly prohibits any threats of violence in or targeted at any school. All incidents or suspected incidents of such conduct must be reported as described in this policy and in State law and will be investigated. All District employees, regardless of position, are required to make a report in the following instances:

A. when the staff member has reasonable cause to suspect that a child seen in the course of the staff member performance of their job duties has been abused or neglected, or has been threatened with abuse or neglect, regardless of the identity of the suspected perpetrator;

   The report shall be made to local law enforcement or social services.

B. when the staff member believes in good faith based on a threat made by any person regarding violence targeted at a school, that the health and safety of any person is in serious or imminent threat. Any such threats shall be immediately reported to law enforcement as described in policy.

Any staff member who, in good faith, believes that circumstances require reporting shall do so without conducting any further investigation concerning the subject matter of the report. When a report is made, the staff member shall immediately notify the building level administrator or District Administrator that a report has been made and provide detail concerning the basis for the report.

Training

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 detailed herein 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 thereafter at least once every five (5) years after the initial training. The District Administrator shall coordinate all training.

The required training shall also include training on the laws governing the reporting of threats of violence in or targeted at a school.

Procedures for Reporting- Child Abuse and Neglect

All District employees having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected or who has reason to believe that a child seen by the person has been threatened with abuse or neglect shall immediately contact Sheboygan County Health and Human Services, Manitowoc County Human Services Department, or the Human Services Department in the county of which the child resides, or the law enforcement agency that has jurisdiction.

Safeguarding children from hazardous conditions brought about by child abuse and neglect can be accomplished by increasing employee awareness of the problem, and by developing a logical procedure to deal with the problem. The Board charges the administration to provide all employees with in-service training necessary to enable each employee to understand the problem of child abuse and neglect and the necessary procedures in dealing with suspected cases.

The employee shall immediately call the local office of the Child ~~Welfare Department~~ Protective Services, social services department, or local law enforcement agency and shall secure prompt medical attention if pertinent.

Employees shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and Threats of Violence.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order or as otherwise compelled by law. A reporting employee shall not be dismissed or otherwise penalized for making a good faith report of child abuse or neglect.

The details of any reported incident, including the identities of the individuals involved or noted in the report, shall be kept confidential to the extent permitted. Any staff member who disseminates such information other than as permitted or required by policy or legal obligation may be subject to disciplinary action. Any staff member who reports suspected child abuse or neglect will not be subject to disciplinary action and is immune from civil liability to the extent provided for by law.

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.

Procedures for Reporting - Threats of Violence

An employee, regardless of position, who receives a threat or hears a threat of violence in or targeted at a school shall immediately inform law enforcement. The report shall contain detailed information concerning the nature of the threat. The staff member shall cooperate fully with law enforcement. When such a report is made, the staff member shall also inform the building administrator or District Administrator. If a threat is reported to the building administrator, s/he shall immediately notify the District Administrator and coordinate the District's coordination with law enforcement, students, and parents as the circumstances require.

All threats of violence are to be taken seriously. No staff member who reports a threat in good faith shall be subject to disciplinary action. Failure to report a threat may result in disciplinary action.

Required Notification to Parents for Alleged Sexual Misconduct

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. 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 s. 948.098 (1) (d), Wis. Stats., 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. , 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. , has intentionally captured a representation of a minor student without the written consent of the minor student's parent.

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.

Revised 8/14/12

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Legal
48.02(1)(em), Wis. Stats
48.981, 118.07(5), 118.07(6) Wis. Stats.
175.32, Wis. Stats.

VOL. 35, NO. 1 - NOVEMBER 2025

po5136 - First Reading

Vol. 35, No. 1 - November 2025 Revised PERSONAL COMMUNICATION DEVICES

5136 - **PERSONAL COMMUNICATION DEVICES**

The Board is aware that PCDs are used by students and parents to communicate with each other. However, the use of PCDs on school grounds must be appropriately regulated to protect students, staff, and the learning environment.

"Personal communication devices" (PCDs), also referred to as "wireless communication devices", as used in this policy, mean a portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties and includes all of the following:

A. cellular/mobile telephone;

B. tablet computer;

C. laptop computer;

D. gaming device;

E. smartphone;

F. e-reader;

G. smartwatch;

H. wearable technology;

I. any other web-enabled devices of any type.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school ~~after school~~ activities (e.g., extra-curricular

activities), or at school-related functions. Use of PCDs ~~, except those approved by a teacher or administrator,~~ at any other time is prohibited.

~~However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.~~

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites ~~web sites~~ that are otherwise blocked to students at school.

Students may use PCDs ~~PDCs~~ while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after-school ~~after school~~ activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

~~Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.~~

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, 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. 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. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may ~~shall~~ have their PCD confiscated and held until a parent picks it up and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, 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, classrooms, gymnasiums, 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.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon any Protected Class consistent with Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity ~~heir race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, immigration status, or political beliefs~~; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Policy Violations

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent ~~/guardian~~ after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent ~~/guardian~~ or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur,

a student may lose the ~~his/her~~ privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Student use of PCDs in the following circumstances will not be considered a violation of this policy:

A. **Emergency or Threat:** Student use of a PCD is allowed in the event of an emergency or a perceived threat to address the safety and security of students and staff.

B. **Health Care Management:** Student use is authorized as necessary to manage or support a specific student's health care needs as approved by the District Nurse as defined in the individual student health plan.

C. **Individualized Education Plans:** Student use is authorized consistent with a student's Individualized Education Program (IEP) or a plan developed under Section 504 of the federal Rehabilitation Act of 1973.

D. **Educational Purposes:** Student use is authorized by a teacher for legitimate educational purposes during instructional time as described above.

Duty to Report

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students Responsible for Their PCDs

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

~~Students may use school phones to contact parents/guardians during the school day.~~

Annual Notice

No later than October 1 of each year, the Department of Public Instruction (DPI) shall be notified by the District of whether any changes have been made to this policy and, if so, the updated policy shall be submitted to the DPI.

118.13, Wis. Stats.

118.258, Wis. Stats.

175.22, Wis. Stats.

120.12(29) Wis. Stats.

Revised 7/28/15
Revised 4/24/18
T.C. 12/21/21

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