SHEBOYGAN AREA
SCHOOL DISTRICT

NOTE: This meeting will be held in the Boardroom.

**Starting/ending times may vary*

Tuesday, April 8, 2025
Starting Time: 6:00 – 6:25 p.m.*
CHAIR: Ms. Robbins, Chair
MEMBERS: Ms. Boehmer, Vice Chair
Ms. Donohue
Ms. Tasche

(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, April 8, 2025, at 6:00 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

2 Min. 1. **DIPLOMA (EARLY GRADUATION) – Ms. Rachel Ledezma** (Information/Action)

Administration at North High School recommend that a high school diploma be awarded to Nevaeh Sharpe, Class of 2026. The student has met all requirements to receive a diploma.

2 Min. 2. **DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA) INTERNATIONAL CAREER DEVELOPMENT CONFERENCE FIELDTRIP – Ms. Rachel Ledezma** (Information/Action)

Administration recommends the approval for a North High School student to travel to Orlando, Florida from April 25-30, 2025, to compete in the Distributive Clubs of America (DECA) International Career Development Conference, as per Policy 2340.

15 Min. 3. **AT-RISK PROGRAMMING AND GRADUATION RATE IMPROVEMENT PLAN (GRIP) UPDATE – Ms. Rachel Ledezma/Mr. Nic Collins/Mr. Kevin Formolo/Mr. Joshua Kestell/Mr. Ted Hamm/Mr. Jason Duff** (Information/Discussion)

Administration will provide an update regarding the at-risk programming and the Graduation Rate Improvement Plan (GRIP) for the 2024-2025 school year.

2 Min. 4. **INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 7440 – FACILITY SECURITY – Ms. Rachel Ledezma** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:

- Policy 7440 – Property; Facility Security

2 Min. 5. **INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 8330 – STUDENT RECORDS – Ms. Rachel Ledezma** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:

- Policy 8330 - Operations; Student Records

2 Min. 6. **INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 9150 – SCHOOL VISITORS – Ms. Rachel Ledezma** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:

- Policy 9150 – Relations; School Visitors

EXTENDED TRAVEL, REGIONAL/NATIONAL COMPETITION, AND/OR INTERNATIONAL FIELD TRIP PRE-APPROVAL FORM

1. Name of Group: North DECA
2. Date of Application: March 11, 2025
3. Person Making Application: Tom Gross
4. School: North High

5. Proposed Event: DECA ICDC
6. Destination: Orlando, FL
7. Dates of Travel: April 25-30, 2025
8. Purpose: Attend the International Career Development Conference
9. # of students (estimate): 1
10. # of chaperones: 1

11. Is this field trip a regional/national competition? [x] Yes [ ] No
12. If yes, what are the qualifying criteria for participation?
    Advance from the Wisconsin DECA Career Conference in Feb. Julia English placed 6th in the Econ Excellence

13. Estimated Costs
    Use the appropriate worksheet to calculate the cost of the trip. Use the results from the worksheet to complete the section below. The worksheet must be submitted along with this form to the Assistant Superintendent Student & Instructional Services.

A. Total Cost of Trip

# of Students	1
Cost Per Student	1290
Total for all Students	1290

# of Chaperones	1
Cost Per Chaperone	1390
Total for All Chaperones	1390

Total Cost of Trip	2680

B. Cost by Funding Source

Source			**Total**
Students	($ 500	each	500
Chaperones	($1100	each	1100
Student Group/Fundraising			1080
Grants			
Building Funds			
District/Central Admin Funds			
Other - specify here:			
Total Cost of Trip			2680

Continued on the next page

14. Use the space below to answer the following questions. Do not submit additional pages. The space below will expand to fit your needs.

a.	What activities will the students be engaged in while on the trip? The student qualified at state for the ICDC Emerging Leaders Experience
b.	How will students demonstrate what they learned from this experience? (Please describe specific activities that will take place after the field trip.) She will be attending the ICDC with 18,000 DECA members from across the nation and a few counties. She will elevate her leadership in the North DECA Chapter.
c.	How will SASD staff members involved in the field trip use their experiences during this field trip to enhance their classroom activities? Attend DECA workshops and judge in the Expect Excellent Events
d.	Who will the chaperones be, and how were they selected? Tom Gross North DECA Advisor

15. Verify that the appropriate documentation will be provided for this field trip.

a. The school's extended travel rules and a detailed itinerary will be provided to each student and parent/guardian before the trip. X Yes ___ No

b. Parents/guardians will review and complete the following forms, returning them to the school, before the trip takes place:

- Consent for Treatment of Student (fm 2340f2) X Yes ___ No
- Student Travel Notice and Consent form (fm2340gf4) X Yes ___ No
- The Parent/Legal Guardian Excursion Waiver form (applies only to trips outside the continental US) (fm2340gf2) ___ Yes X No
- Parental Consent to Travel outside the US X Yes ___ No

16. Route this form for approval. Follow the guidelines on the cover page of this form.

For Central Administration Use Only				
Signature	**Title**	**Recommended:**		**Comments**
		Yes	No	
Tom Gross	Advisor	X		
John Matczak	Principal	X		Via email
Rudd C. Ledgerwood	Asst Supt – S&I	X		
	Superintendent	X		
	Board of Education	X		

8/27/13
New Form Number 9/18/14
Updated 8/12/2024

C&I Attachment #3

SHEBOYGAN AREA
SCHOOL DISTRICT

Graduation Rate Improvement Plan (GRIP) & At-Risk Programming Update

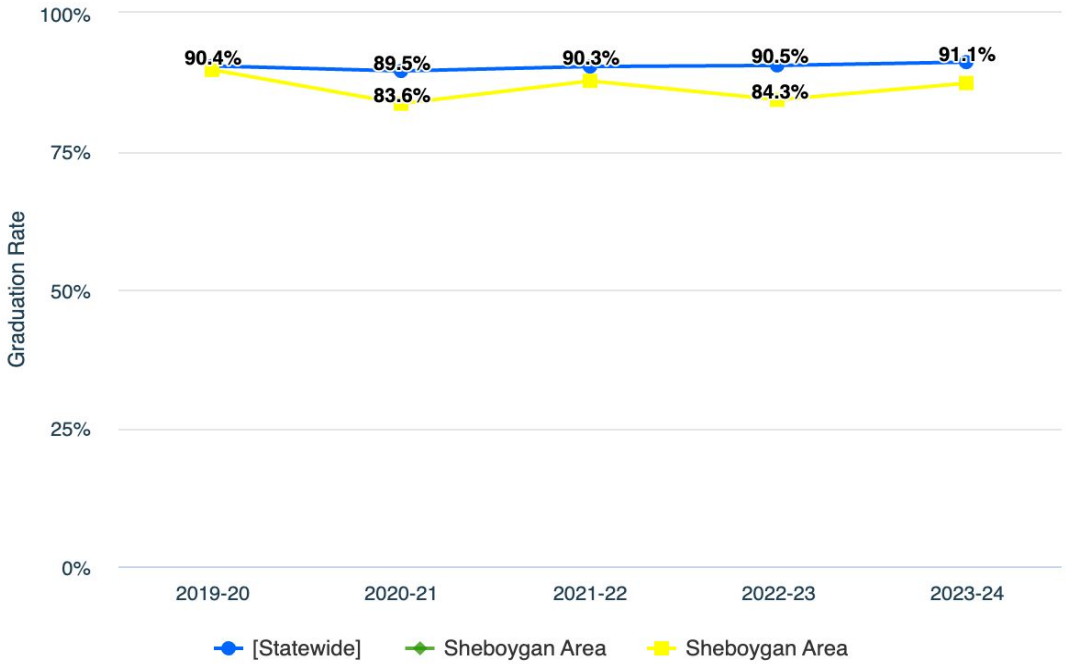
2024-2025 School Year

GRADUATION REQUIREMENTS

Subject Area	# of Credits
English	4
Mathematics	4
Science	3
Social Studies	3
Health	0.5
Physical Education	1.5
Electives	8 credits (prior to the Class of 2028)
Personal Financial Literacy	0.5 credits (Class of 2028 and beyond)
Electives	7.5 credits (Class of 2028 and beyond)

- A student must earn twenty-three (23) credits, including the credit requirements set by state statute, to be eligible to receive a diploma, provided all other requirements as determined by the State and the Board are met.
- A student must successfully complete a civics assessment in accordance with state statute.

4-Year Graduation Rate



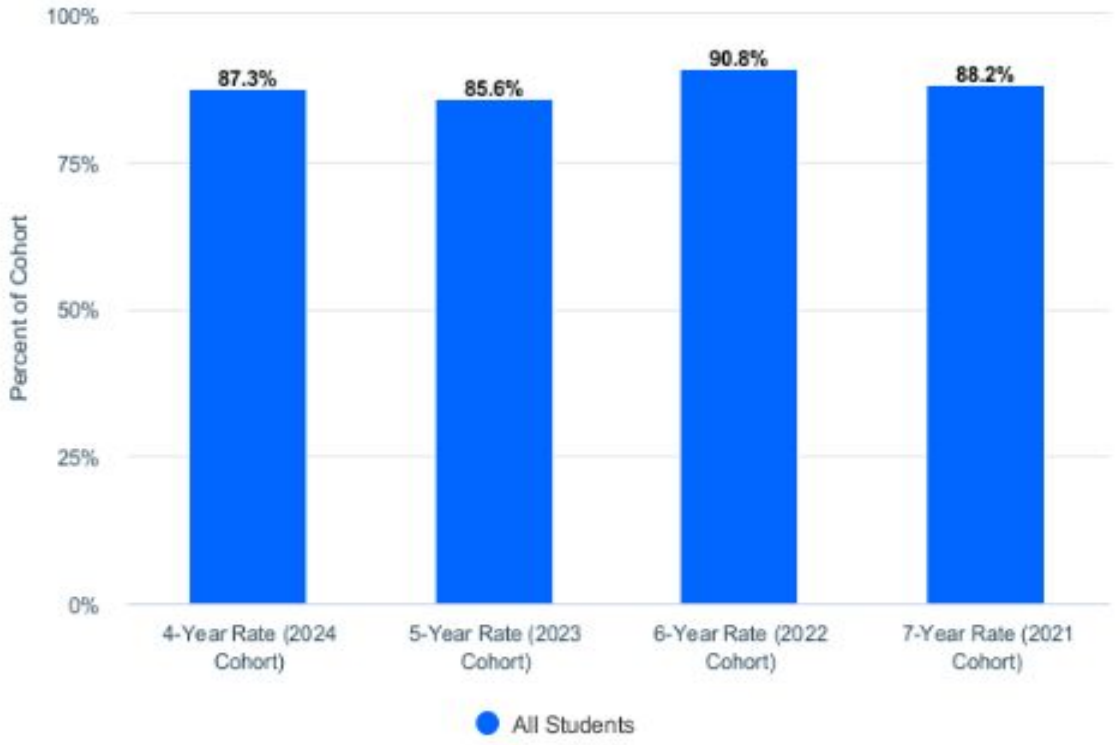
- This chart shows the 4-Year graduation rate (students receiving a regular diploma in four years or less) for the District compared to the statewide graduation rate over several years.

4-Year Graduation Rate

School Year	District	Students Expected to Complete	Graduates	Graduation Rate
2019-20	[Statewide]	64,995	58,754	90.4%
2019-20	Sheboygan Area	785	704	89.7%
2020-21	[Statewide]	65,091	58,281	89.5%
2020-21	Sheboygan Area	769	643	83.6%
2021-22	[Statewide]	65,906	59,519	90.3%
2021-22	Sheboygan Area	748	656	87.7%
2022-23	[Statewide]	65,655	59,409	90.5%
2022-23	Sheboygan Area	803	677	84.3%
2023-24	[Statewide]	65,585	59,716	91.1%
2023-24	Sheboygan Area	793	692	87.3%

- This chart shows the 4-Year graduation rate (students receiving a regular diploma in four years or less) for the District compared to the statewide graduation rate over several years.

Completion Rates By Cohort Year



- This graph shows the percentage of students who complete high school with their adjusted cohort and earn a credential.

Completion Rates By Cohort Year

Grad Year Rate (Cohort)	Group By	Group Count	Student Count	Group Percent
4-Year Rate (2024 Cohort)	All Students	793	692	87.3%
5-Year Rate (2023 Cohort)	All Students	801	686	85.6%
6-Year Rate (2022 Cohort)	All Students	746	677	90.8%
7-Year Rate (2021 Cohort)	All Students	768	677	88.2%

- This graph shows the percentage of students who complete high school with their adjusted cohort and earn a credential.

Peer District Graduation Rates

District	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	5-Year Average
State	90.4	89.5	90.3	90.5	91.1	90.36
Sheboygan Area School District	89.7	83.6	87.7	84.3	87.3	86.52
Green Bay	88.9	87.1	87.4	84.6	87.6	87.12
Janesville	89.0	90.4	91.8	93.6	90.7	91.1
Kenosha	91.2	87.4	87.4	87.8	88.2	88.4
LaCrosse	90.4	86.9	90.3	91.0	95.4	90.8
Manitowoc	84.9	85.1	79.8	87.3	84.7	84.36
Racine Unified	77.8	76.5	80.5	83.6	84.0	80.48
Superior	84.3	85.5	94.2	94.5	97.7	91.24
West Allis-West Milwaukee	91.1	88.6	90.5	88.0	82.9	88.22
Wisconsin Rapids	93.1	93.8	93.9	93.6	91.9	93.26

4-Year Graduation Rate by School

	2020	2021	2022	2023	2024	% Point Change from 23 to 24	5-Year Average
North	91.3	88.1	88.6	86.4	88.7	2.3	88.6
South	93.1	84	88.2	84.7	89.3	4.6	87.9
Etude	100	82.1	95	75	82.4	7.4	86.9
Warriner	90.3	96.6	93.5	89.7	91.9	2.2	92.4
Central	71.7	57.3	77.3	73.3	68.2	-5.1	69.6
SASD	89.7	83.6	87.7	84.3	87.3	3	86.5
Total # Graduates	704	643	656	677	692	15	674.4
State	90.4	89.5	90.3	90.5	91.1	0.6	90.4

THE TRADITIONAL ROLE OF ASSESSMENT

“Dropping out of high school culminates a long-term process of disengagement from school and has profound social and economic consequences for students, their families, and their communities. Students who dropout of high school are more likely to be unemployed, to earn less than those who graduate, to be on public assistance, and to
end up in prison.”

School Characteristics Related to High School Dropout Rates
Christle, C. A., Jolivette, K., & Michael Nelson, C. (2007).

VISION

- Every learner a graduate
- Every learner college, career, & life ready
- Every learner has access to an equitable education

CLOSING THE GRADUATION GAP

- Many factors contribute to the graduation gap and non-completion including: student disengagement, societal factors, and limited graduation pathways.
- We are working to increase our graduation rates at all levels through school level DAT/SCT processes, with our districtwide Equitable Multi-Level Systems of Supports (EMLSS), at-risk programming, and our GRIP work.
- We have made progress with some student groups and strive towards continued improvement.

Four-Year Cohort Graduation Rate

District	Students in Cohort 2022-2023	Graduates Class of 2023	Graduation Rate Class of 2023	Students in Cohort 2023-2024	Graduates Class of 2024	Graduation Rate Class of 2024	Percent Change From 2023 to 2024
All Students	803	677	84.3	793	692	87.3	3
American Indian/ Alaskan Native	<20	-	-	<20	-	-	-
Asian	112	98	87.5	145	132	91	3.5
Black or African American	50	33	66	24	18	75	9
Hispanic or Latino	167	134	80.2	174	146	83.9	3.7
Native Hawaiian/ Pacific Islander	<20	-	-	<20	-	-	-
White	416	366	88	408	365	89.5	1.5
Two or More Races	55	43	78.2	41	31	75.6	-2.6
Economically Disadvantaged	418	318	76.1	492	383	77.8	1.7
English Learners	111	87	78.4	85	65	76.5	-1.9
Students with Disabilities	140	88	62.9	120	75	62.5	-0.4

GRADUATION RATE IMPROVEMENT PLAN (GRIP)

Use high-leverage strategies to improve the SASD graduation rate

Potential approaches:

1. **Establish Lighthouse Academy** for more accurate graduation rate data collection
2. Develop a data-driven K-12 graduation **early warning system** with individualized graduation plans for at-risk students
3. **Address chronic absenteeism** through the RISE Task Force
4. Expand our graduation pathways by exploring **more alternative education options like a reduced credit and competency based high school program**

GRIP PROCESS

Concern Level	Number of Credits	Points	Potential Interventions	# of Students	% of Graduating Class
Low	18-23	4	On track to graduation	574	70.09%
Moderate	16-17	3	Must pass all classes; no further intervention may be needed	91	11.11%
High	15	2	Intervention needed; i.e. credit recovery, night school, credit for work experience	20	2.44%
High	14	1	Intervention needed; alternative pathway to graduation, workplace learning, GEDO#2, intensive credit recovery during the school day -Consider a 5-year graduation plan	13	1.59%
Critical	0-13	0	Intervention needed; alternative pathway to graduation, workplace learning, GEDO#2, intensive credit recovery during the school day -Consider a 5-year graduation plan	121	14.77%
Total				**819**	**100.00%**

- We established data rules to identify and flag “at-risk students” prioritizing credit attainment; students with 15 or fewer credits
- School teams ensure that each student has an individualized plan and supports
- The needs of each student are unique
- 154 students identified as “at-risk”
- 121 students of critical-concern students and 33 students of high-concern students

GRIP PROCESS

School	# of Seniors for Class 2025	# of Students At-Risk	% of Students Considered at Risk in School	% of All Students At-Risk
Central	77	52	67.53%	33.77%
~~Etude~~	~~23~~	~~11~~	~~47.83%~~	~~7.14%~~
~~Lighthouse~~	~~2~~	~~2~~	~~100.00%~~	~~1.30%~~
North	393	44	11.20%	28.57%
South	286	43	15.03%	27.92%
Warriner	38	2	5.26%	1.30%
Total	**819**	**154**	18.80%	**100.00%**

Findings:

- 154 out of 819 students, 18.8% of the Class of 2025, were considered at-risk at the time of the snapshot.
- The % of at-risk students identified at each schools varies.
- Central High School has the highest percentage of students considered at-risk within a school.

Snapshot: November 2025

*<25 students then cell is too low

AT-RISK YOUTH DEFINED

Students in grades 5-12 who are dropouts or two or more of the following §118.153:

- One year or more behind their age group in the number of credits attained
- Two or more years behind in basic skill levels
- Habitual Truants
- Parents
- Adjudicated Delinquents
- 8th grade pupils who are below the basic level and/or 8th grade pupils who failed to be promoted to 9th grade

RISE

- **Who:** Leaders from the Sheboygan Area School District, Sheboygan Police Department, Sheboygan County DHHS, Sheboygan Municipal and County Court Judges, and community partners such as the Boys & Girls Club to identify
- **What:** The RISE Task Force—is a collaborative effort to address the chronic absenteeism of our middle/high school aged students and to help ensure students stay on track to graduate. RISE will work to address ways to re-engage, inspire, support, and empower students.
- **When:** April 10th
- **How:** Share data, assess strengths, identify opportunities, and action plan solutions
- **Why:** Harness our collective resources to graduate as many “at-risk” students as possible

AT-RISK PROGRAMMING CONTINUUM

Data Analysis Teams (DATs)	**Intensive Case Management**	**Unit Recovery**	**Credit Recovery**	**At-Risk**	**GEDO 2**	**REDUCED CREDIT OPTION**	**COMPETENCY BASED PROGRAM**	**Statewide Alternative Programs**
School level teams identify students "at-risk" for graduation. Teams determine needs, implement interventions, and monitor progress.	Be Great Graduate, Mentor U, Individual Attendance Plans, IEPs, Senior Seminar, Counseling, etc.	Educators use assessments to measure student proficiency on standards/ units of instruction to earn credit.	Daytime Credit Recovery, Summer School Credit Recovery, etc.	IMPACT, WAVE, Senior Seminar, Night School, etc.	TABE Test-Pass TABE Test-Failure	15 Core Credits, Civics Assessment, & Life Readiness Portfolio Exploring w/ credits earned	Combination of credits earned and competency based portfolio aligned standards Exploring w/ credits earned	Challenge Academy Job Corp



Available Pathways for Wisconsin High Schools

Traditional	Reduced Credit	Competency-Based	GED Option #2	118.15 Agreements	Challenge Academy or Job Corps
Earn Credits	Earn Credits	Demonstrate Proficiency	Demonstrate Proficiency	Demonstrate Proficiency	Demonstrate Proficiency
Minimum Requirements22 + additional credits set by school board	Minimum state requirements 15 + additional credits set by school board	Competency-based coursework	Combination credit and GED exams, sometimes competency-based coursework.	Combination credit and GED exams, sometimes competency-based coursework.	Combination credit and GED exams, sometimes competency-based coursework.
Approved by school board	Approved by school board as an alternate pathway	Approved by school board as an alternate pathway	Approved by school board as an alternate pathway	Approved by school board as an alternate pathway	Can be recognized by school board as an alternate pathway
Diploma	Diploma	Diploma	Diploma	Diploma or High School Equivalency Diploma (HSED)	Diploma or High School Equivalency Diploma (HSED)
https://docs.legis.wisconsin.gov/statutes/statutes/118/33	https://docs.legis.wisconsin.gov/statutes/statutes/118/33 (1)(d)	https://docs.legis.wisconsin.gov/statutes/statutes/118/33 (1)(d)	https://docs.legis.wisconsin.gov/statutes/statutes/118/33 (1)(d)	https://docs.legis.wisconsin.gov/statutes/statutes/118/33 (1)(d)	https://docs.legis.wisconsin.gov/statutes/statutes/118/33 (1)(d)

Questions

Contact Rachel C. Ledezma
Assistant Superintendent - Student and Instructional Services

C&I Attachment #4

Book	Policy Manual
Section	7000 Property
Title	FACILITY SECURITY
Code	po7440*jjh
Status	First Reading
Adopted	October 22, 2013
Last Revised	November 30, 2023

7440 - **FACILITY SECURITY**

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

The District Administrator shall develop and supervise ~~a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal laws. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate areas in and around the schools and other District facilities, and on school buses.~~the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420 - School Safety.

~~Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to rectify the damage or payment of a fee to cover such repairs.~~Law enforcement shall be contacted and District officials shall fully cooperate with law enforcement's efforts to apprehend those who knowingly cause physical harm to students, staff, visitors, and Board property and to request prosecution of those who bring harm to persons and/or property.

~~Appropriate authorities may be contacted in the case of serious offenses.~~The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

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

The District Administrator is authorized to ~~install~~utilize metal detectors (e.g., walk through detectors and hand-held wands), ~~and~~ video surveillance/electronic monitoring equipment, and other security devices on school property in order to protect the health, welfare, and safety of students, staff, visitors and ~~Board~~district property~~, and other security devices that would assist in the detection of guns and dangerous weapons in school buildings and on District property~~.

Public Access to School Facilities

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

A. ~~The building administrator shall designate one (1) entry into the school for use by visitors. This entry shall be the entry closest to the main office. All other exterior doors on the building shall be locked during the instructional day.~~All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the school office when structurally possible. Visitors must

identify themselves and the purpose of their visit to the school through the intercom system.

B. All persons other than students and building staff shall check in with the ~~main~~school office of the building and shall complete a visitor log. Each visitor shall be given a visitor ta~~b~~g that shall be worn at all times while in the building.

C. Visitors that intend to visit a classroom during the instructional day must be escorted to the classroom by either a staff member or, if age-appropriate, a student from the class. School office staff must contact the classroom teacher to verify that the visitor is expected.

D. All visitors are expected to sign out prior to departing the building.

E. Outside of instructional times, no person other than a staff member may be in any school building except for attendance at a public function (such as a sporting event) or based on an approved facility use request pursuant to Policy 7510 - Use of District Facilities - Special Groups/Public Groups.

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

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

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

Parents as Visitors

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

A. Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.

B. Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the ~~main~~school office in the same fashion as a visitor.

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

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

Court Imposed Restrictions

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

Sex Offenders on School Property

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

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

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

Revised 12/11/18
T.C. 11/30/23

© Neola 2023~~3~~4

Legal

120.13(35), Wis. Stats.

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

301.475, Wis. Stat.

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

C&I Attachment #5

Book	Policy Manual
Section	8000 Operations
Title	STUDENT RECORDS
Code	po8330*jjh
Status	First Reading
Adopted	October 22, 2013
Last Revised	May 28, 2024

8330 - **STUDENT RECORDS**

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

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

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

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

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

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

Address Confidentiality Program

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

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

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

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

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

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

The Board authorizes the administration to:

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

    1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the parent initiates the disclosure or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);

    2. the parent or eligible student, upon request, receive a copy of the record;

    3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and

    4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student (if an adult) or their parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

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

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

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

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

D. provide "personally identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

F. release de-identified records and information in accordance with Federal regulations;

G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

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

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

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

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

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

The District will verify that the authorized representative complies with FERPA regulations.

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

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

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

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

DIRECTORY DATA

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

A. a student's name;

B. address;

C. telephone number;

D. date and place of birth;

E. major field of study;

F. participation in officially recognized activities and sports;

G. height and weight, if a member of an athletic team;

H. dates of attendance;

I. date of graduation;

J. degrees and awards received.

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

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

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

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

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

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

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

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

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

A. college or other postsecondary education recruitment, or military recruitment

B. book clubs, magazines and programs providing access to low-cost literary products

C. curriculum and instructional materials used by elementary and secondary schools

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

E. the sale by students of products or services to raise funds for school-related or education-related activities

F. student recognition programs

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

A. inspect and review the student's education records;

B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;

C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;

D. challenge Board noncompliance with a parent's request to amend the records through a hearing;

E. file a complaint with the United States Department of Education;

F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop guidelines for:

A. the proper storage and retention of records including a list of the type and location of records;

B. informing Board employees of the Federal and State laws concerning student records.

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

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

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

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46.215 Wis. Stats.

46.22 Wis. Stats.

46.23 Wis. Stats.

115.298 Wis. Stats.

118.125 Wis. Stats.

118.125(2)(q) Wis. Stats.

25 USC 450b(L)

34 C.F.R. Part 99

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

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

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

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

26 U.S.C. 152

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

20 U.S.C. 7165(b)

20 U.S.C. 7908

C&I Attachment #6

Book	Policy Manual
Section	9000 Relations
Title	SCHOOL VISITORS
Code	po9150*jjh
Status	First Reading
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9150 - **SCHOOL VISITORS**

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

Except as set forth in District Policy 8390 - Animals on District Property or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.

In accordance with 120.13(35), Wis. Stats., the District Administrator and/or building administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the District Administrator or Building Administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parents who are registered sex offenders and wish to participate in their child's school activities may be allowed on campus at the discretion and under the direction of the ~~p~~Principal. Such parents~~/guardians~~ must inform the school administration of any time that they will be on school grounds. Conditions may be imposed upon participation, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the ~~p~~Principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be nonobtrusive to the educative process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of ~~his/her~~their child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public ~~Complaints~~Requests, Suggestions, or Complaints, a copy of which is available at the Board office and at each school.

The District Administrator shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the ~~p~~Principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board President.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, ~~s/he~~the Board member should discuss the situation first with the ~~p~~Principal as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

If the Board member believes the situation or condition serious enough, ~~s/he~~the Board member may wish to also inform the District Administrator.

All visitors to a school of the District must comply with the visitor rules as set forth in Board Policy 7440, – Facility Security.

Revised 11/26/13
Revised 5/27/14

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Legal 120.13(35), Wis. Stats.

301.475(3)(c). Wis. Stats.