



Tuesday, January 10, 2023

Time: 6:25 p.m. – 6:40 p.m.

CHAIR: Dr. Hein

MEMBERS: Mr. Gallianetti, Vice Chair
Ms. Robbins
Ms. Versey

Note: This Committee will meet in the Superintendent’s Conference Room.

*Starting/ending times may vary

The Human Resources Committee meeting will be held in the Superintendent’s Conference Room, 3330 Stahl Road, Sheboygan, Wisconsin on **Tuesday, January 10, 2023, at 6:25 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 Superintendent’s Conference Room. In addition, the District is offering audio and video access to the meeting via phone connection by calling 1-312-626-6799 with meeting ID: 883 8122 7322 and Passcode: 251927 or <https://us06web.zoom.us/j/88381227322?pwd=MGVrdVU5QkRobFZNV3k1V3VtbDNPZz09> at the scheduled meeting time.

**REPORT TO THE HUMAN RESOURCES COMMITTEE
AGENDA**

2 min. **1. APPOINTMENTS – Ms. Jami Hintz (Confirming Action)**

The administration recommends the following appointments be confirmed:

TEACHER

Daniel McGoldrick	English	UW-Stevens Point	Bachelor’s Degree
Sheboygan, WI	South High		\$37,314.98 (prorated)

Mr. McGoldrick has been hired for the 2022-2023 school year. Mr. McGoldrick previously worked as an English Teacher at North High in the District from September 2014 through June 2022. He is certified in English. He was the only candidate interviewed.

COMMUNITY LEARNING CENTER (CLC at Sheridan)

Emanuel Cobos	CLC Enrichment Assistant	January 9, 2023	\$14.00 per hour
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CUSTODIANS

Arnoldo Broussard	Grant	December 9, 2022	\$15.20 per hour
Shawn Nytes	South High	December 19, 2022	\$16.47 per hour

NOON HOUR SUPERVISOR

Ashley Hagerman	Cooper	January 2, 2023	\$10.00 per hour
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RECREATION DEPARTMENT

Treston Dekker*	Basketball Referee	December 12, 2022	\$15.00 per hour
Gabrielle Hagemeyer	Kidstop Childcare	December 19, 2022	\$14.00 per hour
Suleiman Haji	Kidstop Childcare	December 7, 2022	\$14.00 per hour
Suleiman Haji	Basketball Referee	December 7, 2022	\$15.00 per hour
Rebecca Lyon	Kidstop Childcare	December 7, 2022	\$14.00 per hour
Lurian Soto Cartagena	Basketball Referee	December 6, 2022	\$15.00 per hour

Candy Stasiak	Kidstop Childcare	December 12, 2022	\$14.00 per hour
Hayden Streblow	Basketball Referee	December 14, 2022	\$15.00 per hour
Quinn Wingender	Kidstop Childcare	December 12, 2022	\$14.00 per hour
Raine Xiong	Kidstop Childcare	December 16, 2022	\$14.00 per hour
Kaitlyn Zynda	Kidstop Childcare	December 5, 2022	\$14.00 per hour

SECRETARIES

Erica Kennedy	Jefferson	January 9, 2023	\$16.00 per hour
Lynn Videkovich Coenen*	Business Services	December 12, 2022	\$18.37 per hour
Lisa Visser	Jefferson	January 16, 2023	\$15.20 per hour

SUBSTITUTE COOK

MaiChao Lee	District-Wide	December 12, 2022
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SUBSTITUTE EDUCATIONAL ASSISTANTS

Amber Bush	District-Wide	December 16, 2022
Carrina Gornall	District-Wide	December 14, 2022
Deepika Mukkala	District-Wide	December 15, 2022

SUBSTITUTE SECRETARY

Carrina Gornall	District-Wide	December 14, 2022
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SUBSTITUTE TEACHERS

Denise Cesar	Degreed, Non-certified	December 12, 2022
Jarrod Fenner	Degreed, Non-certified	December 20, 2022
Emily Heinemann	Degreed, Non-certified	December 20, 2022
Monica Salata-LaBudde	Broad Field Social Studies, Geography, History, and Spanish	December 13, 2022
Jennifer Ziegler	Degreed, Non-certified	December 21, 2022

EXTRA PAY FOR EXTRA SERVICE (COACHES/ADVISORS)

Farnsworth

Luis Flores-Cantu	Internal Candidate	Girls' Basketball Coach	\$1,250.00
Michael Prust	Internal Candidate	Girls' Basketball Coach	\$1,250.00

*Relative of SASD employee

3 min. 2. **SEPARATIONS – Ms. Jami Hintz** (Information)

The following separations have been granted:

Timothy Anhalt	Soccer Coach	South High	December 6, 2022
Joseph Broghammer	Swim Events	North High	December 20, 2022
Kenie Bustos	Soccer Supervisor	Recreation Department	December 13, 2022
Samantha Davis	Playground Attendant	Recreation Department	December 20, 2022
Sophia Gielow	Aquatic Aide	Recreation Department	December 13, 2022
Dustin Giffin	Wrestling Coach	Horace Mann	December 6, 2022
Brenda Gosden	Substitute Teacher	Summer School	December 7, 2022
Madison Griessmeyer	Black Spring Foundation	Jackson	December 13, 2022
Jim Gustafson	Youth Baseball	Recreation Department	December 7, 2022
Jason Harder	Varsity Football Coach	South High	December 6, 2022
Noah Herzog	Summer School	Recreation Department	December 20, 2022
Kevon Holbrook	Basketball Coach	Recreation Department	December 13, 2022
Kimberly Johnson	Teacher	Étude High	December 22, 2022
Kay Kapellen	Fitness Instructor	Recreation Department	December 20, 2022
Scott Kautzer	Teacher	Farnsworth	December 22, 2022
Chad Kuck	Girls' Volleyball	North High	December 6, 2022
Jayden Lackershire	Swim Events	North High	December 20, 2022
Karen Lorge	Event Worker	South/North High	December 5, 2022
Peri Luedke	Substitute Teacher	Summer School	December 6, 2022
Gregory Mulloy	Educational Assistant	Jackson	December 7, 2022

Ronni Nigro	Youth Gymnastics	Recreation Department	December 6, 2022
Shelly Nigro	Youth Gymnastics	Recreation Department	December 6, 2022
Alexander Oehldrich	Event Worker	Horace Mann	December 20, 2022
Alyson Piper	Aquatic Aide	Recreation Department	December 13, 2022
Bryan Prado Arechiga	CLC Enrichment Assistant	Sheridan	December 13, 2022
Geovanna Quinteros	CLC Enrichment Assistant	Sheridan	December 13, 2022
Julia Richardson	Soccer Coach	Recreation Department	December 13, 2022
Jan Ross	Boys' Basketball	South High	December 6, 2022
Joseph Rowley	Event Worker	Farnsworth	December 13, 2022
Erik Rutledge	Youth Baseball	Recreation Department	December 6, 2022
Tanner Schmitz	Youth Basketball	Recreation Department	December 5, 2022
Kristy Theune	Educational Assistant	Urban	December 15, 2022
Andrew Tollberg	Event Worker	North High	November 9, 2022
James Van Akkeren	Girls'/Boys' Swimming	North/South High	December 6, 2022
Kellyn Wieland	Substitute Teacher	Summer School	December 7, 2022
Savanah Williams	Educational Assistant	Horace Mann	December 22, 2022
Peter Worth	Boys' Basketball	North High	December 6, 2022

1 min. **3. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 3120.04- EMPLOYMENT OF SUBSTITUTES - Ms. Jami Hintz** (Discussion/Possible Action)

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

- Policy 3120.04 – Professional Staff; Employment of Substitutes

1 min. **4. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 4120.04- EMPLOYMENT OF SUBSTITUTES - Ms. Jami Hintz** (Discussion/Possible Action)

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

- Policy 4120.04 – Support Staff; Employment of Substitutes

1 min. **5. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 1421- CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS - Ms. Jami Hintz** (Discussion/Possible Action)

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

- Policy 1421 – Administration; Criminal History Record Check And Employee Self-Reporting Requirements

1 min. **6. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 3121- CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS - Ms. Jami Hintz** (Discussion/Possible Action)

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

- Policy 3121 – Professional Staff; Criminal History Record Check And Employee Self-Reporting Requirements

1 min. **7. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 4121- CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS - Ms. Jami Hintz** (Discussion/Possible Action)

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

- Policy 4121 – Support Staff; Criminal History Record Check And Employee Self-Reporting Requirements

1 min. **8. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 4213 STUDENT SUPERVISION AND WELFARE - Ms. Jami Hintz** (Discussion/Possible Action)

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

- Policy 4213 – Support Staff; Student Supervision and Welfare

1 min. **9. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 3213
STUDENT SUPERVISION AND WELFARE - Ms. Jami Hintz** (Discussion/Possible Action)

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

- Policy 3213 – Professional Staff; Student Supervision and Welfare

1 min. **10. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 1213
STUDENT SUPERVISION AND WELFARE - Ms. Jami Hintz** (Discussion/Possible Action)

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

- Policy 1213 – Administration; Student Supervision and Welfare

Book	Policy Manual
Section	3000 Professional Staff
Title	EMPLOYMENT OF SUBSTITUTES
Code	po3120.04*pp
Status	First Reading
Adopted	October 22, 2013
Last Revised	August 24, 2021

3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel. **This policy does not apply to regular contracted teachers hired to serve as permanent substitute teachers and whose employment is governed by Policy 3120 - Employment of Professional Staff.**

The District Administrator shall make appropriate arrangements to assure the availability of substitutes for assignment as services are required to replace temporarily-absent regular staff members and to temporarily fill new positions. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the District Administrator that are not arbitrary, capricious, or discriminatory.

Substitutes must possess appropriate certification to teach as a substitute. The District Administrator may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as permitted by law. There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

In order to retain well-qualified substitutes for service in this District, the Board will offer compensation at a rate set annually by the Board.

Prior to the end of the school year, District employed **Employed substitutes, who the District intends to employ for the ensuing school year will **may** receive **in June** a letter of reasonable assurance of continued **eligibility for assignment during the ensuing school year.** employment.**

Revised 11/27/18

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Legal	118.19, Wis. Stats. P.I. 3.03(8), Wis. Adm. Code
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Book	Policy Manual
Section	4000 Support Staff
Title	EMPLOYMENT OF SUBSTITUTES
Code	po4120.04**pp
Status	First Reading
Adopted	October 22, 2013

4120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board of Education recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the Assistant Superintendent of Human Resources and Administrative Services.

Relatives of Board members may be employed by the Board, provided a member of the Board does not participate in any way in the discussion or vote on the employment when conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which they are s/he is supervised directly by the relative staff member who is related.

~~Substitutes will receive in June a letter of reasonable assurance of continued employment. Prior to the end of the school year, District-employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.~~

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Legal	118.19, Wis. Stats P.I. 3.03(8), Wis. Adm. Code
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Book	Policy Manual
Section	1000 Administration
Title	CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS
Code	po1421**pp
Status	First Reading
Adopted	June 28, 2022

1421 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS**

Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's administrative staff. Any contracts with outsourced services, employment agencies, or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The District Administrator, as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall notify the Board President for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses **(e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking)**. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension **or any moving violation** must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

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Legal 111.335, Wis. Stats.

Book	Policy Manual
Section	3000 Professional Staff
Title	CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS
Code	po3121**pp
Status	First Reading
Adopted	October 22, 2013
Last Revised	June 28, 2022

3121 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS**

Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's professional staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Assistant Superintendent of Human Resources and Administrative Services may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses **(e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, and illegal parking)**. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension **or any moving violation** must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

T.C. 8/19/20

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Legal 111.335, Wis. Stats.

Book	Policy Manual
Section	4000 Support Staff
Title	CRIMINAL HISTORY RECORD CHECK
Code	po4121*pp
Status	First Reading
Adopted	October 22, 2013
Last Revised	June 28, 2022

4121 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT**

Criminal History Record Check

To more adequately safeguard students and staff members, the Board **of Education** requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's support staff. Any contracts with outsourced services, employment agencies, or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the **District Administrator** ~~Asst. Superintendent of Human Resources and Administrative Services~~ may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses (e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, or illegal parking). However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension or any moving violation must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law

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Legal 111.335, Wis. Stats.

Book	Policy Manual
Section	4000 Support Staff
Title	STUDENT SUPERVISION AND WELFARE
Code	po4213**pp
Status	First Reading
Adopted	October 22, 2013
Last Revised	July 26, 2022

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 of 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 a** 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 **Wis. Stats.** 48.981, **Wis. Stats.** and Policy 8462.

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with **their his/her** 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 s/he is** informed or detects to **their his/her** supervisor as well as to other authorities or District staff members as may be required by established policies and procedures. **Further, each support staff member shall also promptly report to the Principal any accident or safety hazard s/he detects.**
- 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. Additionally, each support staff member shall also promptly report to the Principal any knowledge of threats of violence by students.
- C. A support staff member shall not send students on any personal errands.
- D. 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.
- E. 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.
- F. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of **their his/her** immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is the support staff member's family member.
- G. A student shall not be required to perform work or services that may be detrimental to **their his/her** health.
- H. Staff members shall not engage students in social media and online networking media, (see also Policy 7544), except for appropriate academics, extracurricular and/or professional uses only.

I. 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 **(see Policy 8330)**.

Pursuant to the laws of the State and Board Policy 8462, each support staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 5/27/14

Revised 7/28/20

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Legal

48.981, 948, 948.095 Wis. Stats.

Book	Policy Manual
Section	3000 Professional Staff
Title	STUDENT SUPERVISION AND WELFARE
Code	po3213**pp
Status	First Reading
Adopted	October 22, 2013
Last Revised	July 28, 2020

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 a** 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 **Wis. Stats.** 48.981 **Wis. Stats.** and Policy 8462.

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 s/he is** informed or detects to **their his/her** 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.
 - C. A professional staff member should not volunteer to assume responsibility for duties **that they s/he** 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 his/her** immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is **a the** professional staff member's family member.
 - I. A student shall not be required to perform work or services that may be detrimental to **their his/her** health.

- J. Staff members shall not engage students in social media and online networking media (see also Policy 7544), **such as Facebook, Twitter, MySpace, etc., for non-school related purposes** 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.

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.

Pursuant to the laws of the State and Board Policy 8462, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 5/27/14

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Legal 48.981, 948, 948.095 Wis. Stats

Book	Policy Manual
Section	1000 Administration
Title	STUDENT SUPERVISION AND WELFARE
Code	po1213*pp
Status	First Reading
Adopted	October 22, 2013
Last Revised	February 22, 2022

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. 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 ~~Wis. Stats.~~ 48.981, Wis. Stats. and Policy 8462.

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 s/he is informed or detects to their his/her 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.
- C. An administrator should not volunteer to assume responsibility for duties that they s/he 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 staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding an administrator administrative staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.
- F. An administrator shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. An administrator, other than the District Administrator, shall not transport students for school-related activities in a private vehicle without the approval of their his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is the administrator's family member.
- H. A student shall not be required to perform work or services that may be detrimental to their his/her health.

- I. Administrators shall not engage students in social media and online networking media (see also Policy 7544), 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).

Pursuant to the laws of the State and Board Policy 8462, each administrative staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 1/27/16

Revised 4/23/19

Revised 7/28/20

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Legal

48.981, 948, 948.095 Wis. Stats.