

# Policy

**BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT**

**SUPPORT STAFF  
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## STUDENT SUPERVISION AND WELFARE

Support staff members 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 of Education 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 section 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.

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

- A. A support staff member shall report immediately any accident or safety hazard about which they are informed or detects to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A support staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy – 8420 – School Safety.
- C. A support staff member shall not send student 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 association with student 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.

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- This does not apply to any student who is the professional staff member's family member.
- G. A student shall not be required to perform work or services that may be detrimental to their health.
  - H. Staff members are discouraged from engaging students in social media and online networking media (see Policy #7540), except for appropriate academic, extra-curricular, 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 picture and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depiction of a support staff member's own child or other relative.

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

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

Legal References:  
48.981, Wis. Stats.  
948, Wis. Stats.  
948.095 Wis. Stats.

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