

SUBSECTION 1010 – PUBLIC RECORDS

POLICY: 1011. ACCESS TO PUBLIC RECORDS

The Board recognizes and designates all of its records as defined by state statute as public records and documents. The release, inspection and reproduction of such records shall take into account the presumption in favor of public access and any decision shall then be based upon a balance between the public's right to access and an individual's right to confidentiality.

The Board designates the positions of superintendent, or his/her designee, as the official legal custodians of the public records of the District. It shall be the responsibility of the superintendent or his/her designee to execute all duties and responsibilities of the District pursuant to Wisconsin's Public Records and Property Law. As the official legal custodians of the records of the District, the individuals in these positions shall be responsible to the Board for the timely response to any request for access to the public records of the District. The custodians shall be solely responsible for the release of the public records of the District, the conditions under which records may be inspected, and the collection of costs for the location or reproduction of such records.

Requests for the release, inspection, and/or reproduction of the public records of the District shall be directed or referred to the District's official legal custodians. The official legal custodians are vested with full legal power to make all necessary decisions relative to the release, inspection, and reproduction of public records and are further granted all authority necessary to carry out all duties and responsibilities required by either the Wisconsin Public Records and Property Law or this policy. Procedures shall be developed and approved by the Board for the proper implementation of this policy.

A fee may be charged to cover the actual costs relating to the location and reproduction of any of the records of the District. It is intended that this fee schedule shall cover the payment of the actual, necessary, and direct costs incurred in locating a document, or in providing any person with a reproduction of any of the records of the District.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: MAY 10, 1995

POLICY: 1011.1 STAFF EMAIL

The District expects the use of electronic mail by employees for instructional and communication purposes that are consistent with the goals and policies of the District. As necessary, access to electronic mail accounts shall be provided to all District employees.

Electronic mail messages are subject to many of the same statutes and legal requirements as other forms of communication. All such documents are generally considered to be public records and are subject to public inspection. To the greatest extent possible in a public setting individuals' privacy shall be preserved. However, there is no expectation of privacy or confidentiality for documents and messages stored on District-owned equipment. Although the District does not make a practice of monitoring individual messages, the superintendent/designee reserves the right to retrieve the content for legitimate reasons, such as to find lost messages, to comply with investigations of wrongful acts or to recover from system failure. The District shall take appropriate corrective action or disciplinary action against an employee based upon information obtained from monitoring or inspecting his or her electronic mail communications.

**ARROWHEAD UNION HIGH SCHOOL DISTRICT
SERIES 1000 – SCHOOL/COMMUNITY RELATIONS**

Users of electronic mail systems shall be aware that, in addition to being subject to authorized access, electronic mail in its present form cannot be secured and is, therefore, vulnerable to unauthorized access and modification by third parties. Receivers of electronic mail documents shall check with purported sender if there is any doubt about the identity of the sender or the authenticity of the contents, as they would with print documents. Users of the District's electronic mail services shall be aware that even though the sender and recipient have discarded their copies of an electronic mail record, there may be back-up copies of such electronic mail that can be retrieved.

District employees are permitted to use electronic mail for personal communications but shall not interfere with or conflict with District business. Employees shall exercise good judgment regarding the reasonableness of personal use.

District employees shall use electronic mail responsibly. Among practices they will not engage in are as follows:

1. Use electronic mail for commercial purposes;
2. Send obscene or patently offensive electronic mail;
3. Intercept, disrupt or alter an electronic mail communication without proper authorization;
4. Access, copy, send or modify electronic mail messages from or within the electronic files or records of another without permission;
5. Allow another to use one's electronic mail account for fraudulent purposes;
6. Use electronic mail to intentionally transmit malicious items such as viruses or worms;
7. Use electronic mail to interfere with the ability of others to conduct District business;
8. Send unsolicited "junk" electronic mail or mass electronic mailings without a legitimate District purpose or without prior authorization of the superintendent/designee;
9. Reproduce or distribute copyrighted materials without appropriate authorization;
10. Use electronic mail in such a way that violates District policy, state law, or federal law.

The District shall not be liable for an employee's inappropriate use of the electronic mail system or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information sent during electronic communications.

The District shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

DATE OF ADOPTION: NOVEMBER 11, 2008

POLICY: 1012. NOTICES AND FEES

The Board hereby directs the superintendent to promulgate the appropriate notice indicating the Board's compliance with the Wisconsin Public Records Law and that such notice be posted as required by the Wisconsin Public Records Law.

In addition, the superintendent shall apply the following procedures in complying with the Wisconsin Public Records Law:

- a. Establishment of necessary appeals procedure where access to records is denied.
- b. Setting costs for locating the documents.
- c. Setting costs for reproduction of documents.
- d. Setting a dispute resolution procedure.

DATE OF ADOPTION: NOVEMBER 10, 1993

DATE OF REVISION: MAY 10, 1995

SUBSECTION 1020 – SCHOOL PROPERTY

POLICY: 1021. ON-SITE USE OF SCHOOL PROPERTY, FACILITIES, AND EQUIPMENT**

The facilities, property, and equipment of the School District shall be available for use under the conditions prescribed or permitted by state statute and in accordance with the established procedures. The use of school property, facilities, and equipment shall be limited to authorized and educational use only. Employees and/or the general public shall not have access to these properties unless prior authorization is approved in writing and supervision by the appropriate school personnel is provided.

The superintendent or his/her designated agent, is authorized to make all arrangements necessary for the use of the facilities, apply the Board approved fees to be charged and establish standards of supervision in accordance with established Board policies. Requests for the use of the facilities shall be made on forms provided by the school. The District reserves the right to accept or reject a request.

The District and the Board shall assume no liability for personal injury or property damage which may occur as a result of the use of school facilities for a public function by groups other than school organizations or school-related groups. Such other groups shall provide liability and property damage insurance for each approved function and shall file with the superintendent or his/her designated agent, a certificate of insurance coverage for each function before approval for use of the Arrowhead High School facilities may be granted.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: MARCH 8, 1995
DATE OF REVISION: MAY 10, 1995
DATE OF REVISION: MAY 18, 2004

POLICY: 1021.1 USAGE GUIDELINES

The superintendent shall establish procedural guidelines for use of Arrowhead property by community groups and organizations, taking into consideration, but not limited to the following factors:

- a. Sufficient insurance coverage requirement for groups utilizing Arrowhead facilities.
- b. Security deposit and/or requirement to restore to original condition any property damaged as a result of such use.
- c. Requirement that no state or federal building codes are violated through such use.
- d. Requirement that no changes to existing structures or equipment may be made without written approval of the Arrowhead administration.
- e. Requirement that the user provides an experienced Arrowhead staff technician to be present where operation or use of school equipment is contemplated in order to ensure proper and safe use of the equipment.
- f. During periods of activity, an employee of the District shall be present at a cost to be determined to the user.
- g. A school cook must be present any time the kitchen or its contents are used.
- h. The school shall not be used for any public dances unless under the direct sponsorship of the school or an approved school-related group.
- i. If police services are required, the user shall defray the cost of such services.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: MAY 10, 1995

**ARROWHEAD UNION HIGH SCHOOL DISTRICT
SERIES 1000 – SCHOOL/COMMUNITY RELATIONS**

DATE OF REVISION: APRIL 14, 1999
DATE OF REVISION: APRIL 12, 2000

POLICY: 1021.2 USAGE FEES

Annually, the Board shall establish a schedule of user fees for the various facilities of AHS. The fees shall take into consideration, but not be limited to the following factors:

- a. Length of use
- b. Area used
- c. Actual facilities used
- d. Date and time of use
- e. Maintenance and other overhead costs
- f. Availability of similar privately owned facilities
- g. All fees, as determined by the Board, shall apply

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: MAY 10, 1995
DATE OF REVISION: MAY 12, 1999

SUBSECTION 1030 – FUNDRAISING

POLICY: 1031. FUNDRAISING BY SCHOOL-RELATED ORGANIZATIONS**

Prior to planning fundraising activities, the school related organization must receive approval from the superintendent/designee.

CROSS REFERENCE: POLICY: 440
DATE OF ADOPTION: OCTOBER 16, 1996

POLICY: 1032. FUNDRAISING BY OUTSIDE ORGANIZATIONS**

Fundraising drives involving the solicitation of monies from the student body or employees for outside agencies must not be carried on within the school without permission of the superintendent.

DATE OF ADOPTION: OCTOBER 16, 1996

SUBSECTION 1040 – DIST. OF MATERIALS AND LITERATURE TO STUDENTS

POLICY: 1040. DISTRIBUTION OF MATERIALS AND LITERATURE TO STUDENTS**

Students or others may wish to distribute or receive materials/literature at school. The exchange of information and expression of ideas are highly valued principles within a democratic society and are considered essential to the educational process and learning in the School District of Arrowhead High School. Based on this belief, the Board supports the flow and expression of ideas within school. There are two categories of materials/literature – those that are school sponsored and those that are non-school sponsored.

**ARROWHEAD UNION HIGH SCHOOL DISTRICT
SERIES 1000 – SCHOOL/COMMUNITY RELATIONS**

School sponsored materials/literature may be distributed, with the approval of the superintendent or designee, to students by the District staff. Such distribution is intended to be informational in nature and may include information about the school's operations, programs and events; and may include information about a school-community event that is related to the school's mission is an extension of the District's curriculum and shall educationally benefit students.

Non-school sponsored materials/literature may be distributed to students. Non-school sponsored materials/literature may not be treated as if they are school sponsored materials, nor may they be distributed within schools in any manner other than as identified under this policy or its accompanying administrative rules.

DATE OF ADOPTION: OCTOBER 10, 2001

SUBSECTION 1050 – GRANTS AND GIFTS FROM PRIVATE SOURCES

POLICY: 1050. GRANTS AND GIFTS FROM PRIVATE SOURCES

The Board may accept and use any bequest or gift of money or property for a purpose deemed by the Board to be consistent with District goals. Any gift presented to the District should be accompanied by a letter from the donor for official action and recognition of the Board.

All gifts, grants, and bequests shall become school property to be used at the discretion of the school.

DATE OF ADOPTION: NOVEMBER 10, 1993

SUBSECTION 1060 – VISITORS TO THE SCHOOLS

POLICY: 1060. VISITORS TO THE SCHOOLS

The Board of Education and staff of the Arrowhead Union High School District encourage parents and community members to visit the schools throughout the school year.

In order to assure that no unauthorized persons enter the school during the regular school day for wrongful intent, all visitors must report to the school office prior to visiting classrooms and other activities. Principals may establish reasonable standards for teachers to follow as a guide in dealing with visitors to the schools.

Visitations by students who are not enrolled in the District and are not accompanied by an adult shall be considered permissible only when approved by the building principal in advance.

DATE OF ADOPTION: DECEMBER 14, 1994

DATE OF REVISION: MAY 10, 1995

POLICY: 1061. PRESENTATION BY POLITICAL CANDIDATES

Candidates for political office shall be permitted to speak to the student body provided that rival candidates from major parties be invited and that reasonable efforts be made to assure that major parties' views on state and national issues be presented to the students during the period of the

**ARROWHEAD UNION HIGH SCHOOL DISTRICT
SERIES 1000 – SCHOOL/COMMUNITY RELATIONS**

campaign. Arrangements for such political presentations shall be approved beforehand by the superintendent, subject to appropriate review by the Board.

DATE OF ADOPTION: NOVEMBER 10, 1993

DATE OF REVISION: FEBRUARY 8, 1995

SUBSECTION 1070 – FACILITY NAMING RIGHTS

POLICY: 1070. FACILITY NAMING RIGHTS

Naming of School District facilities is the responsibility of the Board of Education and shall be by majority vote of the entire Board. Once a facility has been officially named, it shall not be renamed except for compelling reasons to be determined by the Board.

DATE OF ADOPTION: FEBRUARY 9, 2000

SUBSECTION 1080 – EDUCATIONAL RESEARCH

POLICY: 1080. EDUCATIONAL RESEARCH**

The superintendent shall be responsible for the approval of educational research activities to be conducted in the District by individuals, colleges, organizations, universities, or outside agencies. An individual, organization, outside agency, or institution of higher education wishing to conduct formal research in the District shall submit a written proposal of such activity for approval purposes. Such research activities are to be minimal in nature so as to not interfere with student instructional time, the normal operation of the school/district, or impact adversely on students or staff. In addition, the proposed research should provide benefits for the District. The Board of Education shall be advised in advance of all research activity requests.

DATE OF ADOPTION: OCTOBER 13, 1999

DATE OF REVISION: APRIL 12, 2000