

POLICY: 1011. ACCESS TO PUBLIC RECORDS

The Arrowhead Union High School District follows the [Wisconsin Public Records Law Compliance Guide](#) for all procedures related to Open/Public Records Requests.

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

USE OF SCHOOL FACILITIES OUTSIDE OF SCHOOL HOURS

1. School facilities may be used by employees of the Arrowhead School District outside of the school day. Others may use a facility in cooperation with scheduled Waukesha County Technical College (WCTC) classes or other such rentals.
2. Before using a facility, permission must be obtained from an instructor who is responsible for the area. If dangerous equipment is to be used, the Arrowhead staff instructor must be present.
3. Persons using equipment must be trained and have a written safety test on file in the technology education area.
4. Safety glasses must be worn at all times in the lab when tools and equipment are being used, not just while operating the machines.
5. All materials must be supplied by the individual. Due to tax laws, employees may not purchase materials from the School District.
6. Persons using a lab shall leave it as clean or cleaner than they found it. Failure to do so shall result in loss of use privileges.

POLICY: 1022. UNMANNED AIRCRAFT (DRONES)



UNMANNED AIRCRAFT PERMISSION FORM

The operation of unmanned aircraft, including but not limited to drones and other remote-control flying devices, is prohibited on the campus of the Arrowhead Union High School District, except for when permission is granted in advance. When permission is granted, the owner and operator of the unmanned aircraft is expected to know and follow the District-established related policies and procedures noted above in Policy 1022. Unmanned Aircraft (Drones), as well as any applicable laws and local, state, and/or federal ordinances. The operator is required to have this signed permission form in their possession when using the unmanned aircraft on campus, so if asked, can produce this proof of permission.

AUTHORIZATION FORM

Owner/Operator's Name: _____

Date of unmanned aircraft use on Arrowhead's campus: _____

Time of use: FROM _____ am / pm TO _____ am / pm

I understand and agree to adhere to the policy and procedures outlined on this document. I agree to possess and produce this document, if asked by school personnel or law enforcement, while on campus operating the unmanned aircraft.

Owner/Operator's signature

Date

Printed Name

I have granted permission for the above unmanned aircraft operator to use their device on the indicated date and timeframe, with the understanding the operator will adhere to the established policy, procedures, and applicable laws and ordinances.

School Official's signature

Date

POLICY: 1031. FUNDRAISING BY SCHOOL-RELATED ORGANIZATIONS

The superintendent/designee must be consulted when school activities are contemplated by school-related organizations and prior to fund planning. Those organizations which have been classified as school related include, but are not limited to, the following: (1) Booster Clubs; (2) music/choral parents' groups; (3) Parent-Teacher Associations/Parent-Teacher Organizations/other parent groups; (4) exchange and continental exchange student organizations (civic club sponsors, such as Rotary, Kiwanis, and other organizations); and (5) alumni fundraising organizations (alumni funds).

Fundraising activities must not interfere with instructional time. All activities involving students must be in compliance with and supportive of all Board of Education policies, rules, and regulations established by the Board and/or administration.

All school related organizations must keep accurate and complete financial records.

All school-related organizations must submit to the Board of Education, or its designee, its complete Annual Financial Statement for the fiscal year ending June 30th showing beginning fund balance, cash receipts and disbursements by category, and ending fund balance. This report must be submitted by July 30th.

POLICY: 1032. FUNDRAISING BY OUTSIDE ORGANIZATIONS

All outside organizations wishing to establish contact with the Arrowhead School District for fundraising purposes must first secure the superintendent's approval. Outside organizations are those organizations which fall into the following categories: (1) charitable organizations, such as those conducting "a marathon" fundraising activities, poster contests, and other activities which require students' participation; (2) individuals, labor organizations, businesses, industries, and other civic organizations, such as foundations which request donations or contributions; (3) award and scholarship fund groups.

Fundraising must not interfere with the instructional time. All activities involving students shall be in compliance with and supportive of all established Board policies, rules, and regulations, established by the Board and/or administration.

POLICY: 1033. ONLINE SOLICITATIONS/CROWDFUNDING

The Arrowhead Union High School District supports fundraising activities designed to promote educational and co-curricular activities without interfering with the educational process. District employees, and any external organization fundraising in the District's name, shall comply with the District-established provisions relating to online solicitations and the use of crowdfunding services for school-related purposes.

1. The director of business services or designee shall approve all online fundraising activities prior to any employee, or external organization fundraising in the District's name, posting any such fundraising solicitation. Once approved, the employee shall use the donated materials or funds as stated in the employee's proposal.
2. Monies or items secured through online solicitations/crowdfunding become the property of the District. Employees who seek crowdfunding should be explicit about the ownership of such items so that the donors understand this point for tax and other purposes. Since items are to be the property of the District, all such funds must be accounted for through the District business office.
3. It is the intention of the District to ensure items purchased through such fundraising remain with the initiating employee/department/program, unless the employee leaves the District or the program dissolves for which the items were purchased. In this case, the building principal will determine the subsequent placement of the items.
4. Purchases must align with District priorities and be compatible with curricular, co-curricular, technological, instructional, programmatic, and operational practices of the District, as may be applicable.
5. To the extent any technology or software is solicited, the responsible employee shall secure the prior written approval of the director of technology or designee prior to the posting of any such online solicitations/crowdfunding.
6. To the extent any furniture or facility improvement needs are solicited, the responsible employee shall secure the prior written approval of the director of buildings and grounds or designee prior to the posting of any such online solicitations/crowdfunding.
7. When making requests for donations through online solicitations/crowdfunding, employees, and any external organizations soliciting on behalf of the District, must comply with student privacy and other requirements set out in the Family Educational Rights and Privacy Act (FERPA). As a result, student images, names, and descriptions, which would cause students to be identifiable, or allow logical deductions about disabilities or other factors deemed to be within the sphere of student privacy, must not be used on such websites or elsewhere, unless written parental permission is secured in advance.
8. Any purchases made with funds received through online solicitations/crowdfunding must comply with District purchasing guidelines and procedures.
9. The online solicitations/crowdfunding as related to this policy shall not require the District to publicly endorse any specific business organization, service, or product, with the understanding that recognition of a donor differs from explicit endorsement.
10. All goods and/or proceeds solicited and received through online solicitations/crowdfunding shall become the property of the District and not of the individual(s) who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school district or location.

11. Student participation in any school-based fundraising activity shall be strictly voluntary. All other student fundraising activities not addressed in the preceding paragraphs shall have prior permission from the building principal or, if applicable, the activities director for athletics or other co-curricular clubs or activities.

CROSS REFERENCE:

Policy 1031 Fundraising by School-Related Organizations**

Policy 1032 Fundraising by Outside Organization**

Policy 1050 Grants and Gifts from Private Sources

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 schools.

There are two categories of materials/literature – those that are school sponsored and those that are non-school sponsored.

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, program 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.

The following procedures are applicable to the distribution of non-school sponsored materials/literature:

A. Request to Distribute Materials/Literature

Persons requesting to distribute materials/literature District-wide, or at a school, shall submit to the superintendent or designee a sample/copy of the materials and a request to distribute the materials/literature. The superintendent or designee shall provide a copy of the administrative procedures to be used for distribution.

B. Distribution Approval/Disapproval Considerations

The superintendent or designee shall expeditiously review the materials submitted and provide a timely response. In order to prevent the disruption of the educational process, the following factors shall be used to form that response:

1. The materials and/or the distribution of materials/literature shall not in any way involve discrimination prohibited by state or federal law.
2. The materials and/or the distribution of materials/literature shall not contradict the mission or beliefs of the school, or contradict with Board of Education policies.
3. The materials and/or the distribution of materials/literature shall not be obscene, lewd, pornographic, defamatory, insulting, or libelous.
4. The materials and/or the distribution of materials/literature shall not encourage or advocate disruption, illegal activity, or violence.
5. The materials and/or the distribution of materials/literature shall not be primarily devoted to the promotion of commercial products or services, and may not solicit money.

6. The materials and/or the distribution of materials/literature shall not be political campaign literature.
7. The materials and/or the distribution of materials/literature shall not hinder traffic flow, distract from classroom activities, or create litter or vandalism.
8. Any physical distribution shall be in accordance with this policy's administrative procedures. Those procedures shall address or include the wearing of proper identification, the designation of location(s) for the physical distribution of the materials/literature, identification of the author/sponsor, a statement disclaiming school endorsement; litter clean up shall be the responsibility of the distributor, etc.

ADMINISTRATIVE RULES

Distribution Procedures

1. The physical distribution of materials/literature shall occur only in a non-disruptive manner.
2. No student shall be required, coerced, or harassed to accept materials.
3. School District personnel and equipment may not be used to promote or aid in writing, printing or distributing non-school sponsored materials/literature.
4. High School – Non-school sponsored materials/literature may be distributed, at designated locations, before the start of the school's instructional day (7:20 a.m. – SC, 7:30 a.m. – NC), and after the instructional day (2:26 p.m. – SC, 2:36 p.m. – NC). Non-school sponsored materials may not be distributed to students within classrooms or otherwise within the instructional day. Special permission may be granted to students to distribute materials/literature to other students during their lunch period, provided such distribution does not disrupt the normal school routine or the educational process.
5. A decision to deny distribution by the superintendent or designee may be appealed. A designee's decision may be appealed to the superintendent. An appeal of the superintendent's decision may be made to the School Board. Any appeal shall be made within seven (7) days of the denial.
6. Permission or denial of permission to distribute material does not imply approval or disapproval of its content by the school, administration, school board, and/or the individual reviewing the material.

POLICY: 1080. EDUCATIONAL RESEARCH

Formal research activities including, but not limited to, proposed studies by university based projects or departments, outside organization or agency surveys or testing activities and individual projects or studies as part of college coursework or degree programs shall be subject to prior approval.

Research activities involving individuals, agencies, organizations, or colleges/universities outside the District shall require a written proposal to be approved by the superintendent/designee.

Research activities involving District employees for college coursework or degree program/purposes shall be approved by the superintendent/designee if to be conducted within the District.

All research activities shall be reviewed for approval based upon the following criteria:

1. Degree of impact upon student/teacher instructional time or time required outside the classroom.
2. Degree of information needed from student academic records or personal data.
3. Degree of impact upon the normal school operation or schedule.
4. The degree of benefit of the research activity to the District.

Any student participation in a formal research project shall have prior parent approval. Teacher participation shall be voluntary.

Activities conducted as part of District data collection, assessments, or evaluations shall be approved by the superintendent or designee for District-wide activities or the building principal for District-wide, department, or grade level activities. Informal surveys or data collection in classrooms with students or within grade levels or departments are included in this category. Surveys conducted by students are to be approved by the classroom teacher if done within the classroom or by the principal if multiple classrooms are involved.