

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: 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 "athon" 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: 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 shall submit to the superintendent a sample of the materials and a request to distribute the materials/literature. The superintendent shall provide a copy of the administrative procedures to be used for distribution.

Persons requesting to distribute materials/literature at a school shall submit to the building principal a copy of the materials and a request to distribute the materials/literature. The principal shall provide a copy of the administrative procedures to be used for distribution.

B. Distribution Approval/Disapproval Considerations

The superintendent or principal shall expeditiously review the materials submitted and provide a timely response. The following factors shall be used for form that response:

1. The materials/literature or the distribution of materials/literature shall not in any way involve discrimination prohibited by state or federal law.
2. In order to prevent the disruption of the educational process, the manner of distribution and the materials/literature distributed may not be obscene, lewd, pornographic, defamatory, insulting, libelous, encourage or advocate disruption, illegal activity or violence, commercial, solicit money, be contrary to the mission of the school, nor may the materials/literature be distributed in a manner that hinders traffic flow, distracts from the instructional or classroom activities, creates litter, etc. The physical distribution of materials/literature shall occur only in a non-disruptive manner. No student may be required, coerced, or harassed to accept materials.

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. School District personnel and equipment may not be used to promote or aid in writing, printing or distributing non-school sponsored materials/literature.
2. 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.
3. 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.

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.