

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.

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

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

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

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

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

POLICY: 1022. UNMANNED AIRCRAFT (DRONES)**

For purposes of this policy, an unmanned aircraft, or drone, is defined as any powered, aerial vehicle that does not carry a human operator that (1) when operated outdoors, is subject to federal regulation as an unmanned aircraft, including as a “model aircraft”; or (2) uses aerodynamic forces to provide vehicle lift and can fly autonomously or be piloted remotely. A drone may be expendable or recoverable.

To the extent that the District has local authority to restrict the operation of drones under applicable state and federal law and except as otherwise permitted or authorized under this policy, the following shall apply:

1. No person may operate a drone or provide direct assistance to a pilot-operator of a drone while such person is present on District property, whether owned or leased.
2. No person may use District property for the launch/take-off of a drone or for the planned landing of a drone, regardless of whether the drone is flown primarily above non-District property.
3. No person may operate a drone while he/she is present at any District-sponsored event or activity that is not being held on District property, where, as the event sponsor and the occupant of the property in question, the District controls access/attendance and has the discretion to permit, deny, or revoke access/attendance based on this drone-related restriction.
4. No District employee may operate a drone in the course of, or while acting in the scope of, his/her employment.
5. No authorized agent of the District, such as an authorized volunteer, may operate a drone in the course of, or while acting in the scope of, his/her District-authorized role.
6. No student shall operate a drone while at school, while under the supervision of a District authority, or in a manner that would otherwise be cause for possible suspension or expulsion from school under the District’s statutory disciplinary jurisdiction.
7. When a Wisconsin Interscholastic Athletic Association (WIAA) tournament event is being hosted at a District-owned or District-controlled facility and the WIAA’s applicable policy regarding unmanned aircraft requires separate WIAA and host-district approval for any request to operate a drone at the event, the District shall deny any such request regardless of whether the WIAA has approved, or may approve, the request.

The following are exceptions to the above-stated restrictions:

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

1. Public safety agencies and their personnel, including federal, state, and local law enforcement officers and fire and rescue personnel, who are lawfully operating a drone for an authorized governmental purpose (as determined by federal law) are not subject to the above restrictions. However, the District appreciates advance coordination and advance communication regarding any such operations that are of a non-emergency or non-essential nature.
2. If the director of buildings and grounds or superintendent gives advance written permission to a person or business providing commercial services to or for the benefit of the District, such person or business may operate a drone to the extent consistent with the scope of the District's permission and with applicable laws and regulations. The person, business, and any actual operator(s) are solely responsible for knowing and adhering to all state and federal laws related, but not limited, to the ownership, registration, marking, commercial pilot license, and operation of the drone.
3. If the building principal, acting in consultation with the director of buildings and grounds or superintendent on an as-needed basis, grants advance written permission to a responsible supervising adult, District students may be authorized to operate a drone in connection with an activity that has a specifically-identified educational purpose, whether curricular or co-curricular.
 - a. A District employee or other responsible adult who is supervising any drone operations authorized under this exception shall limit his/her involvement in the outdoor operation of a drone to providing only limited assistance to the student operator(s), unless the responsible adult demonstrates to the satisfaction of the administrator who authorizes the activity that the adult's more substantial involvement in the operation of a drone would be in compliance with the then-applicable federal statutes and regulations. Such person's involvement in any indoor operation of a drone shall be consistent with the educational purpose.
 - b. The administration may elect to develop additional written guidelines and limitations that further address the regulatory, safety, privacy, and liability concerns that can arise in connection with proposals for students to operate a drone for an educational purpose.
4. Drone operators must be aware of the risks that include, but not limited to, personal injury and property damage caused by the drone as a result of weather, operator error or judgment, and failure of device systems and equipment.
5. When recording or transmitting visual images, drone controllers must avoid areas reasonably considered private in accordance with social norms. These areas include, but are not limited to, restrooms, locker rooms, individual residences and health treatment rooms. In Wisconsin, it is a misdemeanor to use a drone to "photograph, record, or otherwise observe another individual in a place where the individual has a reasonable expectation of privacy."
6. Any other exception that may be approved in advance of the activity, as an exercise of case-by-case discretion.

District permission or authorization to operate a drone that is given to any non-District third party shall not be construed to involve (1) the transfer of any liability to the District, or (2) the waiver of any District immunity from or any defenses to claims that the District otherwise would be permitted to assert.

A person who operates a drone or who attempts to operate a drone on or above District property, or in connection with a District-sponsored event or activity, in a manner that violates District policy, that is inconsistent with any approval or authorization given by the District, or that is unlawful is subject to appropriate consequences, including but not limited to, possible exclusion from District property or events, possible District-imposed discipline, and/or possible state or federal prosecution or other enforcement actions.

DATE OF ADOPTION: JUNE 13, 2018

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

POLICY: 1023. DOGS, CATS, AND OTHER SIMILAR PETS ON SCHOOL GROUNDS

No person in control of any dog, cat, or similar-sized animal shall permit the animal to walk or run at large on the grounds of Arrowhead Union High School District. All of these animals on Arrowhead's grounds must be on a leash and accompanied by its owner or custodian person. Failure to comply may result in a request or directive to leave the grounds, involvement of law enforcement, and/or the issuance of a citation by law enforcement.

DATE OF ADOPTION: JUNE 12, 2019

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 Student Fundraising Activities**

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

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.

All property and proceeds received as a result of online fundraising or solicitation via crowdfunding become the property of the District. All funds raised by student organizations under this policy for the organization's specific activities shall be under the fiduciary control of the School Board and shall be managed by the District as agency funds in accordance with sound business and accounting practices similar to other District funds.

DATE OF ADOPTION: APRIL 10, 2019

SUBSECTION 1040 – DIST. OF MATERIALS AND LITERATURE TO STUDENTS

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

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

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.

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, or designee of 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. The District reserves the right to accept or reject any gift or grant. All gifts, grants, and bequests shall become school property to be used at the discretion of the school.

To be accepted, a gift shall:

- a. be accompanied by a letter from the donor for action and recognition of the Board;
- b. have a purpose consistent with that of the District;
- c. support a program that the District would be willing to continue when the gift or grant funds are exhausted;
- d. have no hidden or undesirable costs to the District whether in installation or continued operation;
- e. be appropriate by expanding or enhancing best educational practice for students; and
- f. be consistent with all provisions of policy, school code, or public law.

Naming rights may be awarded by the Board for substantial gifts and/or service to the District. Should naming rights be considered and awarded, they are subject to Board approval in conjunction with the provision of Policy 1070. Facility Naming Rights.

DATE OF ADOPTION: NOVEMBER 10, 1993

DATE OF REVISION: SEPTEMBER 9, 2015

SUBSECTION 1060 – VISITORS TO SCHOOLS

POLICY: 1060. VISITORS TO 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. At the same time, the safety of our students and staff is a highest priority.

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.

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 locations and/or activities.

The administration may establish other reasonable standards and protocols to be followed by visitors to the schools.

Upon entering a school, visitors will be asked to present a valid state-issued form of identification, which will be scanned into an electronic/online visitor management system. The system only scans the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders. Once entry is approved, visitors will be issued a name badge to wear during the duration of their visit.

Pursuant to Wis.Stat. 301.475, state law prohibits a registered sex offender from visiting District property without first notifying the superintendent or school principal of the specific date, time, and place of the visit, and his/her status as a registered sex offender. This includes any building, grounds, recreational area, athletic field, or any other property owned, used, or operated for school administration. Request must be given in writing to the superintendent or school principal at least 48 hours prior to the visit. The registered sex offender will receive a verbal or written decision from the administrator regarding approval or denial of the visit. Exceptions are as follows:

- Voters on the grounds for voting
- Non-school sponsored activities
- Parents of current students – Only required to notify the superintendent or school principal at the beginning of each school year, or when parent/guardian is first registered as a sex offender, whichever occurs first.
- Students – County department, child welfare agency, or other person supervising the student agrees to work with the superintendent or school principal to ensure the safety of the other students.

DATE OF ADOPTION: DECEMBER 14, 1994

DATE OF REVISION: MAY 10, 1995

DATE OF REVISION: MAY 13, 2015

DATE OF REVISION: AUGUST 10, 2016

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

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

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 with no more than one dissenting vote of the entire Board.

In recognition of the visibility, importance, and community pride in District facilities, the following procedures and criteria shall be used in selecting the name of any district facility:

1. Consideration will be given to facilities being named after landforms, geographic indicators, wildlife, inanimate objects, and people.
2. To honor people, living or deceased, criteria shall include, but not be limited to individuals:
 - a. having exemplary moral character;
 - b. being supported by the public;
 - c. making outstanding contributions to the community, state, nation, or world recognized by the community as a whole;
 - d. making an outstanding contribution to humanity; and/or
 - e. making a significant financial contribution to the Arrowhead Union High School District that makes the new facility possible.

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
DATE OF REVISION: SEPTEMBER 9, 2015

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

SUBSECTION 1090 – SMOKING, TOBACCO, AND NICOTINE PRODUCTS

POLICY: 1090. SMOKING, TOBACCO, AND NICOTINE PRODUCTS

The School Board is dedicated to providing a healthy, comfortable, and productive environment for students, staff, spectators, and visitors. It is the intention of the District to maintain an environment that is free of vaping and tobacco use.

- The Board believes that education has a central role in establishing patterns of behavior related to good health and supports classroom-based instruction on tobacco and nicotine use prevention, including training for teachers whose instructional duties include tobacco and nicotine use prevention content.
- Tobacco use and vaping by students, staff, and all other individuals is prohibited at all times in all school buildings, on all District premises, and at all school-sponsored functions. Students shall also be prohibited from the use, possession, distribution, or sale of electronic cigarette devices, e-liquids/juice, THC oil/wax, nicotine use devices, or look-alike cigarette devices.
- Tobacco and nicotine advertising and promotional products are prohibited on District premises, in school publications, and at all school-sponsored functions. In addition, no student shall be permitted to wear any clothing that depicts, promotes, or advertises tobacco or nicotine products while on school premises and at school-sponsored functions.

School employees, students, and members of the public shall be notified of this policy through such means as student and employee handbooks, school newsletters, and posted notices at all school entrances and other prominent locations on school premises.

Violation of the tobacco or nicotine prohibitions by students and staff will result in school disciplinary actions. In addition, information about tobacco and nicotine cessation and related services may be provided to students and staff who violate the policy.

Members of the public who violate the tobacco or vaping use prohibition will be asked to discontinue use of the tobacco or nicotine product or leave the premises. Law enforcement officials may be contacted as necessary and appropriate.

CROSS REFERENCE: Policy 655 Drug-Free Schools

DATE OF ADOPTION: MAY 14, 2014
DATE OF REVISION: JULY 11, 2018