

800 Policies (School-Community Relations)

- **Policy 822 - News Media Relations**
- **Policy 823 - Access to Public Records**
- **Policy 823.1 – Records Management and Retention**
- **Policy 830 - Use of School Facilities and Grounds**
- **Policy 830 - Rule - Use of School Facilities and Grounds**
- **Policy 830 - Exhibit - Use of School Facilities and Grounds**
- **Policy 830.1 – Recreational Agreement-Use of School Facilities/Grounds**
- **Policy 831 - Tobacco Use on School Premises -No revision sent**
- **Policy 832 - Weapons on School Premises**
- **Policy 840 - Public Gifts to the School**
- **Policy 850 - Public Solicitations on School Premises**
- **Policy 860 - Visitors to the School**
- **Policy 861 - College, Career, and Military Recruitment Rep. Visits**
- **Policy 871 - Public Complaints About Instructional-Library Materials**

School District of Wauzeka-Stauben			Comments Following Review of Policy, Rule, or Exhibit
Type	Number	Topic	
Policy	822	News Media Relations	Current policy language looks okay as written
			Consider the following clarifying language concerning records of individual school board members: "Each Board member remains a records authority and co-custodian of the records of their individual public office. As to any records of his/her office that a Board member may create or maintain solely at any location or on any computer system that is not owned or controlled by the District, the Board member shall have responsibility for the proper maintenance and retention of such records."
Policy	823	Access to Public Records	<p>Consider adding the following language to the third paragraph concerning fees for records: "Fees may be charged for costs associated with locating and/or copying requested records and for related postage/shipping costs in accordance with the fee schedule adopted by the Board. The fee schedule shall be included in the District's posted public records notice."</p> <p>Consider adding the following clarifying language: "Several positions within the District constitute local public offices for purposes of the Wisconsin Public Records Law. The offices and positions that are considered "local public offices" for purposes of the Wisconsin Public Records Law are listed in the District's posted public records notice."</p> <p>WASB recommends that school boards adopt a separate and more comprehensive policy on the topic of records management and retention. Note that there were significant changes to the records retention schedules in May 2023. See <u>attached PRG 823.1 Sample Policy 1</u> for the District's consideration.</p> <p>Final paragraph on Page 1 indicates that an appeal of a denial of facility use may be appealed up to the District Administrator. However, the policy does not clarify if there is any Board level step that exists beyond the District Administrator. For clarity, if the decision of the District Administrator is final and cannot be appealed up to the Board, then that language should be added at the end of the paragraph (e.g., "The decision of the District Administrator is final and is not subject to further appeal to the Board of Education.")</p> <p>Page 3 - Use of School Kitchen: HSS 196 - Restaurants was repealed and is no longer part of the WI Admin. Code. Because of this repeal, delete the following provisions from the "Use of School Kitchen Section": 1) "as stated in the State Board of Health Chapter of the Wisconsin Administrative Code (HSS 196 - Restaurants); 2) "To insure that the HSS 196 Code is met,"</p> <p>Current Rule language looks okay as written. Note that the Rule was last updated 10 years ago and some of the fees / charges that are written into the Rule may need to be updated if they are not sufficient to cover costs.</p> <p>Language of the Request Form is okay as written. Note that Wis. Stat. Sec. 895.523 requires school districts to enter into a facilities use agreement. See <u>Attached PRG 834 Sample Exhibit 1</u> - Recreational Agreement for the District's consideration.</p> <p>Current policy only restricts staff, administrators, or visitors from using, consuming, displaying, or selling, but does not restrict the "possession." Board may want to consider whether the policy should be updated to restrict possession, especially for employees. For example, "Restrictions on Possession: To the extent a District employee possesses any otherwise-lawful tobacco, nicotine, or non-medical vapor product on District property or when acting in the scope of their employment, the product shall be stored in the employee's personal vehicle or remain contained at all times within a separate personal item that effectively conceals the product and that serves as a reasonably-effective deterrent to student access." Similar restrictions could be implemented for visitors (e.g., if they will be in the building or in the stands for a sporting event, they need to leave the tobacco products in their vehicle.)</p> <p>Current definition of "electronic cigarette" includes "any oral device that provides a vapor of liquid nicotine." For clarity could include the common language "vape" or "vaping device" as part of the definition.</p> <p>Current policy includes a requirement that "Any employee who reasonably believes that an employee, visitor, student, or other person has a weapon in violation of this policy must report such belief to their supervisor." Recommend adding similar provision to the policy that "and student who reasonably believes that an employee, visitor, student, or other person has a weapon in violation of this policy must report such belief immediately to a member of the school district staff."</p>
Policy	830	Use of School Facilities and Grounds	<p>Page 3 - Use of School Kitchen: HSS 196 - Restaurants was repealed and is no longer part of the WI Admin. Code. Because of this repeal, delete the following provisions from the "Use of School Kitchen Section": 1) "as stated in the State Board of Health Chapter of the Wisconsin Administrative Code (HSS 196 - Restaurants); 2) "To insure that the HSS 196 Code is met,"</p> <p>Current Rule language looks okay as written. Note that the Rule was last updated 10 years ago and some of the fees / charges that are written into the Rule may need to be updated if they are not sufficient to cover costs.</p> <p>Language of the Request Form is okay as written. Note that Wis. Stat. Sec. 895.523 requires school districts to enter into a facilities use agreement. See <u>Attached PRG 834 Sample Exhibit 1</u> - Recreational Agreement for the District's consideration.</p> <p>Current policy only restricts staff, administrators, or visitors from using, consuming, displaying, or selling, but does not restrict the "possession." Board may want to consider whether the policy should be updated to restrict possession, especially for employees. For example, "Restrictions on Possession: To the extent a District employee possesses any otherwise-lawful tobacco, nicotine, or non-medical vapor product on District property or when acting in the scope of their employment, the product shall be stored in the employee's personal vehicle or remain contained at all times within a separate personal item that effectively conceals the product and that serves as a reasonably-effective deterrent to student access." Similar restrictions could be implemented for visitors (e.g., if they will be in the building or in the stands for a sporting event, they need to leave the tobacco products in their vehicle.)</p> <p>Current definition of "electronic cigarette" includes "any oral device that provides a vapor of liquid nicotine." For clarity could include the common language "vape" or "vaping device" as part of the definition.</p> <p>Current policy includes a requirement that "Any employee who reasonably believes that an employee, visitor, student, or other person has a weapon in violation of this policy must report such belief to their supervisor." Recommend adding similar provision to the policy that "and student who reasonably believes that an employee, visitor, student, or other person has a weapon in violation of this policy must report such belief immediately to a member of the school district staff."</p>
Rule	830	Use of School Facilities and Grounds	<p>Page 3 - Use of School Kitchen: HSS 196 - Restaurants was repealed and is no longer part of the WI Admin. Code. Because of this repeal, delete the following provisions from the "Use of School Kitchen Section": 1) "as stated in the State Board of Health Chapter of the Wisconsin Administrative Code (HSS 196 - Restaurants); 2) "To insure that the HSS 196 Code is met,"</p> <p>Current Rule language looks okay as written. Note that the Rule was last updated 10 years ago and some of the fees / charges that are written into the Rule may need to be updated if they are not sufficient to cover costs.</p> <p>Language of the Request Form is okay as written. Note that Wis. Stat. Sec. 895.523 requires school districts to enter into a facilities use agreement. See <u>Attached PRG 834 Sample Exhibit 1</u> - Recreational Agreement for the District's consideration.</p> <p>Current policy only restricts staff, administrators, or visitors from using, consuming, displaying, or selling, but does not restrict the "possession." Board may want to consider whether the policy should be updated to restrict possession, especially for employees. For example, "Restrictions on Possession: To the extent a District employee possesses any otherwise-lawful tobacco, nicotine, or non-medical vapor product on District property or when acting in the scope of their employment, the product shall be stored in the employee's personal vehicle or remain contained at all times within a separate personal item that effectively conceals the product and that serves as a reasonably-effective deterrent to student access." Similar restrictions could be implemented for visitors (e.g., if they will be in the building or in the stands for a sporting event, they need to leave the tobacco products in their vehicle.)</p> <p>Current definition of "electronic cigarette" includes "any oral device that provides a vapor of liquid nicotine." For clarity could include the common language "vape" or "vaping device" as part of the definition.</p> <p>Current policy includes a requirement that "Any employee who reasonably believes that an employee, visitor, student, or other person has a weapon in violation of this policy must report such belief to their supervisor." Recommend adding similar provision to the policy that "and student who reasonably believes that an employee, visitor, student, or other person has a weapon in violation of this policy must report such belief immediately to a member of the school district staff."</p>
Exhibit	830	Use of School Facilities and Grounds Request Form	<p>Page 3 - Use of School Kitchen: HSS 196 - Restaurants was repealed and is no longer part of the WI Admin. Code. Because of this repeal, delete the following provisions from the "Use of School Kitchen Section": 1) "as stated in the State Board of Health Chapter of the Wisconsin Administrative Code (HSS 196 - Restaurants); 2) "To insure that the HSS 196 Code is met,"</p> <p>Current Rule language looks okay as written. Note that the Rule was last updated 10 years ago and some of the fees / charges that are written into the Rule may need to be updated if they are not sufficient to cover costs.</p> <p>Language of the Request Form is okay as written. Note that Wis. Stat. Sec. 895.523 requires school districts to enter into a facilities use agreement. See <u>Attached PRG 834 Sample Exhibit 1</u> - Recreational Agreement for the District's consideration.</p> <p>Current policy only restricts staff, administrators, or visitors from using, consuming, displaying, or selling, but does not restrict the "possession." Board may want to consider whether the policy should be updated to restrict possession, especially for employees. For example, "Restrictions on Possession: To the extent a District employee possesses any otherwise-lawful tobacco, nicotine, or non-medical vapor product on District property or when acting in the scope of their employment, the product shall be stored in the employee's personal vehicle or remain contained at all times within a separate personal item that effectively conceals the product and that serves as a reasonably-effective deterrent to student access." Similar restrictions could be implemented for visitors (e.g., if they will be in the building or in the stands for a sporting event, they need to leave the tobacco products in their vehicle.)</p> <p>Current definition of "electronic cigarette" includes "any oral device that provides a vapor of liquid nicotine." For clarity could include the common language "vape" or "vaping device" as part of the definition.</p> <p>Current policy includes a requirement that "Any employee who reasonably believes that an employee, visitor, student, or other person has a weapon in violation of this policy must report such belief to their supervisor." Recommend adding similar provision to the policy that "and student who reasonably believes that an employee, visitor, student, or other person has a weapon in violation of this policy must report such belief immediately to a member of the school district staff."</p>
Policy	831	Tobacco Use on School Premises	<p>Current definition of "electronic cigarette" includes "any oral device that provides a vapor of liquid nicotine." For clarity could include the common language "vape" or "vaping device" as part of the definition.</p> <p>Current policy includes a requirement that "Any employee who reasonably believes that an employee, visitor, student, or other person has a weapon in violation of this policy must report such belief to their supervisor." Recommend adding similar provision to the policy that "and student who reasonably believes that an employee, visitor, student, or other person has a weapon in violation of this policy must report such belief immediately to a member of the school district staff."</p>
Policy	832	Weapons on School Premises	<p>Be aware of how current policy language may intersect with students or staff performing their roles as participants or coaches for the District's trap shooting team. This is not necessarily an issue that can be addressed by school board policy, but it is important to note that any school district in WI that runs a trap shooting team, likely has school board policies for students and staff possessing firearms that runs contrary to the activities performed</p>

		as part of the trap team.
Policy 840	Public Gifts to the Schools	<p>Admin. Code requires nondiscrimination statement in policies concerning gifts. Consider adding the following to address this requirement: "The District shall not unlawfully discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures."</p> <p>Current policy includes a Legal Ref. to Wis. Stat. Sec. 115.76(3), definition of "Child." Recommend replacing this Legal Ref. with the following: Wis. Stat. Secs. 118.13 - student nondiscrimination; 118.27 - acceptance of gifts and grants; includes authority to transfer gift/grant to community foundation under set conditions; 881.01 - trust fund management; prudent investment rule; 895.515 - liability exemption; equipment or technology donation; WI Admin. Code: PI 9.03(1)(d) - student nondiscrimination in policies on acceptance and administration of gifts</p>
Policy 850	Public Solicitations on School Premises	<p>See attached PRG 850 Sample Policy 1 for consideration</p> <p>Consider adding the following to address situations where family members of students may be registered sex offenders, but will be on school property for business/activities relating to the student: "State law specifically prohibits registered sex offenders from being on public school premises unless they have notified the District Administrator or designee of the date, time and place of their visit to school premises, or they fall under one of the exceptions to providing such school administrator notification outlined in state law. "School premises" include any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration. It is the responsibility of the registered sex offender to provide the required school administrator notification. After receiving the required prior notification, the District Administrator or designee shall determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment."</p> <p>Add the following Legal Ref.: Wis. Stat. Sec. 301.475 - sex offender's presence on school premises; school administrator notification required.</p>
Policy 860	Visitors to the School	<p>Current policy language looks okay as written</p> <p>Current policy indicates that District residents or employees have access to this policy. Note that there could be other interested persons (e.g., open enrollment families) who might need an exception.</p> <p>Note that meetings of the Review Committee are open meetings under the WI Open Meetings Law. Consider adding the following to the policy: "As scheduled by the chairperson, the meeting(s) of the Materials Review Committee will be conducted in compliance with the Open Meetings Law, including ensuring appropriate public notice of the committee's meetings." Note too, that some of the meeting may include discussion of student issues and may require closed session, likely allowable under Wis. Stat. Sec. 19.85(1)(f).</p> <p>Current policy indicates that individuals may speak at the onset of the meeting, but will not be able to participate in deliberations of the review committee. I assume this means that the deliberations will continue to be conducted in an open session, but people would not be allowed to speak or comment? Alternative would be deliberations in closed, which could be a violation of the open meeting law.</p> <p>Concern that current policy language indicates that the votes of individual review committee members will be taken by secret ballot. Generally, secret ballots are only allowed for elections of officers during a school board's reorganization meeting. I'm not aware that secret ballots would be allowed in this instance and could constitute a violation of the open meeting law. I will follow up with additional clarification on this issue.</p> <p>May need to clarify current policy language for appeals after the Review Committee, which go to the District Administrator and the Board. For example, current language states, "The Board and District Administrator make the final decision on the complaint." Is that decision a joint decision or if there is disagreement between a majority of the Board and the District Administrator, does the Board's decision trump the District Administrator's? More common for there to be a District Administrator step that follows the Review Committee step. Then some policies have a Board of Education step as the final step, while other policies have the District Administrator step as the final step.</p> <p>Consider adding the following: "To the extent the complaint had alleged that the challenged materials violate the state student nondiscrimination laws, then (1) this reconsideration process may serve as the applicable District complaint procedure, and (2) the notice of the final District decision shall also inform the complainant of the right to appeal an adverse determination of the complaint to the State Superintendent within 30 days and of the Chapter PI 1 procedures for making the appeal."</p>
Policy 861	College, Career, and Military Recruitment Representative Visits	<p>Current policy language looks okay as written</p> <p>Current policy indicates that District residents or employees have access to this policy. Note that there could be other interested persons (e.g., open enrollment families) who might need an exception.</p> <p>Note that meetings of the Review Committee are open meetings under the WI Open Meetings Law. Consider adding the following to the policy: "As scheduled by the chairperson, the meeting(s) of the Materials Review Committee will be conducted in compliance with the Open Meetings Law, including ensuring appropriate public notice of the committee's meetings." Note too, that some of the meeting may include discussion of student issues and may require closed session, likely allowable under Wis. Stat. Sec. 19.85(1)(f).</p> <p>Current policy indicates that individuals may speak at the onset of the meeting, but will not be able to participate in deliberations of the review committee. I assume this means that the deliberations will continue to be conducted in an open session, but people would not be allowed to speak or comment? Alternative would be deliberations in closed, which could be a violation of the open meeting law.</p> <p>Concern that current policy language indicates that the votes of individual review committee members will be taken by secret ballot. Generally, secret ballots are only allowed for elections of officers during a school board's reorganization meeting. I'm not aware that secret ballots would be allowed in this instance and could constitute a violation of the open meeting law. I will follow up with additional clarification on this issue.</p> <p>May need to clarify current policy language for appeals after the Review Committee, which go to the District Administrator and the Board. For example, current language states, "The Board and District Administrator make the final decision on the complaint." Is that decision a joint decision or if there is disagreement between a majority of the Board and the District Administrator, does the Board's decision trump the District Administrator's? More common for there to be a District Administrator step that follows the Review Committee step. Then some policies have a Board of Education step as the final step, while other policies have the District Administrator step as the final step.</p> <p>Consider adding the following: "To the extent the complaint had alleged that the challenged materials violate the state student nondiscrimination laws, then (1) this reconsideration process may serve as the applicable District complaint procedure, and (2) the notice of the final District decision shall also inform the complainant of the right to appeal an adverse determination of the complaint to the State Superintendent within 30 days and of the Chapter PI 1 procedures for making the appeal."</p>
Policy 871	Public Complaints About Instructional or Library Materials	<p>Current policy language looks okay as written</p> <p>Current policy indicates that District residents or employees have access to this policy. Note that there could be other interested persons (e.g., open enrollment families) who might need an exception.</p> <p>Note that meetings of the Review Committee are open meetings under the WI Open Meetings Law. Consider adding the following to the policy: "As scheduled by the chairperson, the meeting(s) of the Materials Review Committee will be conducted in compliance with the Open Meetings Law, including ensuring appropriate public notice of the committee's meetings." Note too, that some of the meeting may include discussion of student issues and may require closed session, likely allowable under Wis. Stat. Sec. 19.85(1)(f).</p> <p>Current policy indicates that individuals may speak at the onset of the meeting, but will not be able to participate in deliberations of the review committee. I assume this means that the deliberations will continue to be conducted in an open session, but people would not be allowed to speak or comment? Alternative would be deliberations in closed, which could be a violation of the open meeting law.</p> <p>Concern that current policy language indicates that the votes of individual review committee members will be taken by secret ballot. Generally, secret ballots are only allowed for elections of officers during a school board's reorganization meeting. I'm not aware that secret ballots would be allowed in this instance and could constitute a violation of the open meeting law. I will follow up with additional clarification on this issue.</p> <p>May need to clarify current policy language for appeals after the Review Committee, which go to the District Administrator and the Board. For example, current language states, "The Board and District Administrator make the final decision on the complaint." Is that decision a joint decision or if there is disagreement between a majority of the Board and the District Administrator, does the Board's decision trump the District Administrator's? More common for there to be a District Administrator step that follows the Review Committee step. Then some policies have a Board of Education step as the final step, while other policies have the District Administrator step as the final step.</p> <p>Consider adding the following: "To the extent the complaint had alleged that the challenged materials violate the state student nondiscrimination laws, then (1) this reconsideration process may serve as the applicable District complaint procedure, and (2) the notice of the final District decision shall also inform the complainant of the right to appeal an adverse determination of the complaint to the State Superintendent within 30 days and of the Chapter PI 1 procedures for making the appeal."</p>

			Note, if required or permitted by law due to the specific basis of a particular complaint (e.g., for a complaint that alleges unlawful sex discrimination under Title IX), the District may redirect a complaint seeking reconsideration of instructional materials to a different District process for resolution.
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SCHOOL DISTRICT OF WAUZEKA-STEUBEN**NEWS MEDIA RELATIONS**

The School District of Wauzeka-Steuben recognizes the responsibility of the news media to provide to the community accurate and timely information concerning the objectives, achievements, needs, and conditions of the District and its instructional programs.

While it is our intent to cooperate with the news media to ensure complete and accurate coverage of newsworthy events in the District, it is also our intent to safeguard our students from unwarranted disruption to their instructional program.

Therefore, during the scope of the regular school day, the following guidelines will apply to members of the news media when attempting to obtain school information:

1. Representatives of the press and media will be expected to obtain permission from the District Principal/Administrator prior to interacting with the staff or students on school property during school hours. If the District Principal/Administrator is not available, a designee will be referred the request.
2. Reporters will be expected to limit the scope of the interview to a specific individual and/or specific topic/issue for which the permission was granted.
3. Parents/Legal guardians of students enrolled in a special education program must provide written consent before their child is photographed, interviewed, and/or identified in articles, photos, or videotapes.
4. Student and staff interviews conducted during class time will be granted only if they pertain to media coverage of the class in session or if such coverage has been approved in advance by the District Principal.
5. Any interview of a student during school hours, on school property while under the District's supervision will require that an administrator/designee be made aware of said interview. The District will retain the right to have an administrator/designee present during the interview if it deems such a presence is warranted.
6. News releases of a political or controversial nature, as well as those concerning the overall operation of the District or the actions or policies of the District, shall be made only by the Board of Education, the District Administrator, or his/her designee.

Legal References: Wisconsin State Statutes §§ Sections 19.84, 120.11 (4), 985.05

Cross References: Policies 171 Regular Board Meetings, 171.2 Agenda Preparation, Format and Dissemination

Adoption Date: 12/20/2006

Date Revised: 4/18/2016

Date Reviewed:

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

ACCESS TO PUBLIC RECORDS

The Board of Education of the School District of Wauzeka-Steuben shall allow persons to have access to District records in accordance with this policy and procedures, and in accordance with law.

The District Administrator is designated as the legal custodian of records for any District authority. The legal custodian shall safely keep and preserve records of authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by any School District authority. The legal custodian may deny access to records only in accordance with the law. The District Administrator is authorized and encouraged to consult with the District's legal counsel in determining whether to deny access to a record in whole or in part.

Public records may be inspected, copied, and/or abstracted at any time during established District Office hours. ~~The legal custodian shall establish fees in accordance with the law. A list of such fees shall be made available at the District Office.~~ Fees may be charged for costs associated with locating and/or copying requested records and for related postage/shipping costs in accordance with the fee schedule adopted by the Board. The fee schedule shall be included in the District's posted public records notice.

District public records shall be retained for periods of time consistent with legal requirements and as per the Wisconsin Records Retention Schedule of School Districts, ~~which was recommended by the State Superintendent's Task Force on Records Retention in January 1990 as per the revising in 2023 that were~~ and adopted for use in the District. Copies of the Record Retention Schedule are available upon request in the District Office and may also be accessed at the Department of Public Instruction's webpage: <http://dpi.wi.gov>

A public records notice shall be displayed and the procedures developed to implement this policy will be on file in the District Office.

Legal References:

Cross References:

Adoption Date: 02/23/2011

Date Revised: 3/17/2014

Date Reviewed:

SCHOOL DISTRICT OF WAUZeka-STEUBEN

RECORDS MANAGEMENT AND RETENTION

I. General Responsibilities of Officers, Officials, Employees, and Agents of the District

The District has a responsibility to maintain records in compliance with relevant state and federal laws. All officers, officials, employees, and other agents of the District are expected to adhere to applicable laws and District policies relating to records management. In carrying out those responsibilities, no such person may:

1. Unlawfully or without having authority to do so access District records, alter District records, or dispose of District records.
2. Unlawfully or inappropriately damage, remove, or conceal District records.
3. Facilitate any person's unlawful or unauthorized access to, or unlawful or unauthorized disclosure of, District records (including the content of such records).
4. Direct or permit another person to unlawfully or inappropriately access, modify, disclose, damage, remove, conceal, or dispose of District records.

II. Administrative Responsibility for a District Records Management Program

The District Administrator has primary administrative responsibility for defining and implementing a program of records management that complies with applicable law and District policies relating to records management. Those responsibilities include, but are not limited to, the following:

1. Overseeing the creation and implementation of any additional rules and operating procedures that may be needed to further govern records management in the District throughout the record life cycle, including protocols for storing District records, appropriately limiting access to records, protecting the personal privacy of record subjects, and maintaining the District's capacity to appropriately retrieve records and respond to requests for access to records.
2. Ensuring that the District utilizes appropriate information systems in connection with records maintained in an electronic format and defines appropriate rules and procedures related to the creation, modification, authority to access, and general management of electronic records. (Chapter Adm 12 of the Wisconsin Administrative Code)
3. Establishing appropriate protocols (e.g., rules and training) for informing employees who are involved in collecting, maintaining, using, providing access to, sharing, or archiving personally-identifiable information of their duties and responsibilities relating to protecting the personal privacy of record subjects.

4. Working with other staff and with the School Board President to bring issues and recommendations related to records management to the attention of the School Board, as deemed necessary or appropriate, on a timely basis.
5. Maintaining an accurate summary of the current records disposition authority that the District has obtained from the Wisconsin Public Records Board (PRB). Such summary shall be maintained as an Exhibit to this policy and shall include at least an up-to-date listing of the General Records Schedules that the District has formally adopted (in whole or in part) as well as any additional, unexpired District-specific records disposition authority that may have been approved by the PRB.

III. Adoption of General Records Schedules and other State-Level Approval for District Records Disposition Authority

The following apply to the District's adoption and implementation of records disposition authority that is granted by the Wisconsin Public Records Board (PRB):

1. Although obtaining advance approval via a Board motion is also acceptable, the District Administrator may also administratively authorize, with notice to the School Board, the submission of any of the following to the PRB on behalf of the District:
 - a. A notice of adoption of a General Records Schedule (in whole or in part).
 - b. A notification of intent to opt-out of the adoption of a General Records Schedule (in whole or in part).
 - c. A request for the PRB's approval, renewal, or modification of any District-specific records disposition authority.
2. To the extent permitted or required by the rules, policies, and procedures of the PRB and unless the District takes additional steps to formally opt-out of the District's previous adoption of a General Records Schedule, adoption of a General Records Schedule shall be understood to mean adoption of the applicable schedule (or applicable portion of the schedule) as such schedule may be amended from time to time by the Public Records Board.

IV. Records Retention and Disposition

Subject to the exceptions identified below in this Section:

As to any District records that are covered by a District-adopted General Records Schedule or by any other District-specific disposition authority that has been approved by the PRB, the District will implement the schedule or other disposition authority, including (1) by retaining the records for at least the minimum period of time defined in the PRB-approved schedule or other PRB-approved records disposition authority, and (2) if required by law and not waived by the Society, by providing advance notice of the intended destruction of particular records to Wisconsin Historical Society.

Student records (referred to in state law as "pupil records" and in federal law as "education records") shall be maintained as required by applicable state and federal laws and as further

detailed in any applicable District-adopted General Records Schedule, in any other applicable District-specific disposition authority that has been approved by the PRB, and in any District policy or procedure that further governs student records.

In the event that a District record covered by section 19.21(6) (i.e., nearly all District records other than student records) has no other applicable retention period established by, or pursuant to, a District-adopted General Records Schedule or any other District-specific retention and disposition authority that has been approved by the PRB, the District will retain the record as required under section 19.21(6) for not less than 7 years and follow any applicable mandatory notice procedures (e.g., notice to the State Historical Society) prior to destruction. In some cases, a specific state or federal law or a District policy or rule that has not necessarily been approved by the PRB may require or direct the retention of a particular type/series of District records for a minimum period that is longer than 7 years, up to and including permanent retention.

To the extent permitted by and consistent with applicable law, and separate from the authority addressed in Section III of this policy (above), the District may establish further local policies, rules, and procedures that govern records retention and records disposition. Such policies, rules, and procedures shall be approved by either the School Board or, to the extent not in conflict with any School Board decision, by the District Administrator. If a local rule or procedure approved under such administrative authority establishes or modifies a minimum or maximum retention period for any District records, the authorizing administrator shall ensure that the School Board receives notice of the administrative rule or procedure.

The following are important exceptions to the District's standard records retention and destruction schedules, policies, and practices:

Litigation Holds, Including for Subpoenas: When appropriate (e.g., due to imminent litigation, the receipt of a subpoena, the receipt of a formal notice of claim, pending litigation and related appeals, notice of an investigation by or formal proceedings in a state or federal agency, etc.), the District will initiate a litigation-related hold for the purpose of identifying, retaining, and preserving potentially relevant records (including electronically stored information) and other evidence. The District shall maintain records that become subject to a litigation hold for the longer of (1) the normal retention period for the record; or (2) the date on which the litigation hold is released.

Pending, Unresolved, and Litigated Requests for Access to District Records: Upon the receipt of a request for access to District records under the Public Records Law or similar legal authority, the District's legal custodian of records shall take steps intended to prevent the destruction of potentially responsive records (including responsive records that the custodian may determine should not be released). The District shall maintain such potentially responsive records for the longer of (1) the normal retention period for the record; or (2) at least 30 additional calendar days beyond the expiration of any applicable special minimum retention period specified in section 19.35(5) of the state statutes. The statutory special retention periods apply to public records requests that have been denied and/or over which a court action has been commenced. This process also supports the District's compliance with a federal regulation governing students' personally identifiable education records that states that school districts shall not destroy any such education records if there is an outstanding request of a parent/guardian (or adult student) to inspect and review those records.

School District Audits: Records necessary for any audit conducted at the direction of the Board or with notice from a state or federal authority shall be maintained until the later of (1) the date the records are no longer needed for audit purposes; or (2) the end of the normal retention period.

The District Administrator and any School Board-designated legal custodian(s) of District records, acting in cooperation with and pursuant to the direction of District legal counsel where applicable, shall have primary responsibility for initiating and ending a litigation hold, the preservation of records due to an audit or a pending public records matter, or the special preservation of District records under other unique circumstances. Under any of these circumstances, the District Administrator or legal custodian, as applicable, or such person's designee shall initiate prompt communication to the Board, relevant District staff, and any relevant third parties (e.g., contractors holding certain records) regarding the scope of the matter and the procedures that are to be followed. The School Board President, acting in consultation with District legal counsel, may also initiate a litigation hold or other special directives regarding the preservation of records.

No officer, official, employee, or agent of the District may, directly or indirectly, modify, inhibit appropriate access to, or dispose of District records that the person knows or has reasonable cause to believe may be subject to any of the exceptions to the District's standard records retention and destruction schedules, policies, and practices. Indirect conduct includes, for example, conduct that facilitates or causes the unlawful, unauthorized, or untimely modification or disposition of such records.

V. Converting District Records into Different Formats

From time to time, it may be necessary or desirable for the District to convert certain District records from one format to another. Typically, this will involve converting non-digital/electronic records into a digital/electronic format. It may also include, for example, converting records from one digital/electronic format to another digital/electronic format. Provided the process is carried out in a manner consistent with applicable laws and regulatory standards, the Board authorizes such records conversions.

To the extent a records conversion program, process, or procedure includes the intent, after successful conversion, to dispose of any original input record prior to the end of the minimum retention period that is applicable to the record, then the following also apply:

1. The program, process, or procedure must be authorized in advance by the District Administrator or any School Board-designated legal custodian of District records.
2. The authorizing administrator must give notice of the intended conversion of records to the School Board and ensure that the District complies with any mandatory procedures for giving notice of intent to convert records to the Public Records Board; and
3. The original input records shall not be disposed of until the Public Records Board has acknowledged any related District submission related to the conversion of the records and the District has verified that the records have been successfully converted and stored in the new format.

Legal References:

Wisconsin Statutes §16.61(3)(e), 16.61(7), 16.612, 19.21, 19.21(6), 19.33, 19.345, 19.35(5), 19.65, 118.125, 118.125(3), 120.13(28), 137.20, 146.81 - 146.84, Chapters 801 thru 809, 889.08 - 889.10, 946.72

Wisconsin Administrative Code Ch. Adm 12

Federal Laws and Rules 20 U.S.C. §1232(g), 34 C.F.R. part 99, 34 C.F.R. §300.624, F.R.C.P.

Cross References:

Adoption Date:

Date Revised:

Date Reviewed:

SCHOOL DISTRICT OF WAUZEKA-STEUBEN
USE OF SCHOOL FACILITIES AND GROUNDS

The Board of Education subscribes to the philosophy that school facilities belong to the community and should be made available to outside groups for uses which benefit the community. The Board recognizes that school facilities are a valuable asset to the community and encourages their use for worthwhile purposes when such use is in accordance with the provisions of this policy.

The Board also believes that the use of school facilities by outside groups should not be a financial burden to the taxpayers of the District. Therefore, this policy establishes rental fees and charges to cover costs incurred by the District for labor, heat, and light for the use of facilities by user groups. Fees are established not for the purpose of discouraging the use of facilities, but to require those who use facilities to share in the cost of operating school facilities.

Access to School Facilities

The Board authorizes the use of school facilities by outside groups subject to the limitations set forth herein. An application for the use of school facilities shall be denied if it is determined that:

1. The proposed use of school facilities will interfere with the educational mission or co-curricular programs or activities of the schools;
2. The proposed use of school facilities poses an unreasonable risk of physical injury to students, staff or participants;
3. The proposed use of school facilities poses a substantial risk to school security;
4. The proposed use of school facilities poses an imminent risk of illegal activities;
5. The proposed activity involves subject matter, which is legally obscene, determined by reference to an activity's intended audience or participants;
6. The proposed use of school facilities will result in unusual wear, damage, or depreciation of school facilities or property;
7. The individual or organization requesting access to school facilities has not been a responsible caretaker of school facilities and property when using school facilities or property in the past; or
8. The individual or organization has not met its previous financial obligations to the school district.

If the Athletic/Activities Director or Buildings and Grounds Supervisor denies access to school facilities on any of the above grounds, the individual or organization denied use of school facilities may appeal the decision to the District Administrator by filing a written appeal for reconsideration with the District Administrator's office within ten (10) business days from the date of denial.

The District Administrator decision may be appealed to the Board by the filing of a written appeal to the Board within (10) business days from the date of the denial. The Board's decision is final and will be communicated in writing within two weeks of the acceptance of the written appeal.

Scheduling Facility Use

1. The scheduling of school facilities shall be coordinated by an administrative assistant in the office, in consultation with the Athletic/Activities Director or Buildings and Grounds Supervisor.
2. A Facility Use Request form must be completed and submitted to the District Office **at least one week in advance of any event** for any purpose beyond normal school functions. (The District Office shall keep a master school facility use calendar). Administrative approval must be given prior to utilizing school facilities for any activity.
3. District facilities will be scheduled using the following priority: a) School District use, b) other educational program use, c) municipal recreational program use, d) use by individuals or organizations residing within the District, and e) others. When conflict of space requests occur an office administrative assistant will forward the concern to the appropriate supervisor to determine allocation of available space assignment.
4. Scheduled or rescheduled conference athletic and/or activity events shall take precedence over all other scheduled events. This could cause an outside event to be bumped from the schedule.
5. School District events supervised by District employees should be scheduled during times when the school is normally staffed by custodial personnel in order to avoid incurring over-time custodial expenses.
6. Scheduled use of school facilities shall always take precedence over non-scheduled or informal use of buildings or outdoor areas.
7. Use of school facilities shall be cancelled for all groups if the District has been closed due to inclement weather. (Note – this includes early dismissals)

Protection and Care of School Property

1. The user will provide supervision to deter vandalism and/or theft and will be responsible for any damage. The Building and Grounds Supervisor shall make certain that any individual in charge has instructions to see that school facilities and property are properly secure and protected.
2. Groups using school facilities must be supervised by an adequate number of responsible adults to insure proper use and care of school property.
3. The areas of the building rented will be left in the same manner or order in which it is found. Any individual/group using the District facilities will be held financially responsible for any damages during use and may be billed for repair or replacement costs at the District's discretion.
4. There are three (3) automated external defibrillators (AED's) in the District. (Located outside of the main office, in the Hornets' nest (main gym) lobby and in the Doll gym lobby.) These are for emergency use only and 911 must be called if activated. The School District of Wauzeka-Stauben assumes no liability for rendering of care or use of the AED after normal business/school hours.

Facility Use Regulations

1. All participants shall comply with applicable conduct expectations in accordance with state and federal laws, board policies, and District procedures.
2. Non-compliance with regulations may result in a total ban when the building is rented in the future.

In addition to the regulations above, district administration is authorized to establish appropriate regulations governing the use of the school facilities, of which s/he oversees. All individuals or groups using school facilities are required to abide by the provisions of this policy, any facility use regulations established by the principal, and any additional conditions placed upon use of facilities contained within the approved application form.

Use of School Kitchen:

When use of the District school kitchen is needed, an office administrative assistant will contact the Director of Food Services for kitchen use.

1. State regulations require the District to maintain food service facilities in compliance with all sanitation and health standards ~~as stated in the State Board of Health Chapter of the Wisconsin Administrative Code (HSS-196 – Restaurants)~~. These standards must be met at all times, including the use of food service facilities for functions other than school lunch preparation. ~~To insure that the HSS-196 Code is met,~~ Food service personnel must be on duty when food service kitchens are used.
2. Costs for District food service staff assigned by the District shall be borne by the user group. Rates shall be based on no less than 1/2- hour increments of work. Food service staff will be selected by the Director of Food Service.
3. Food service equipment shall always be operated by District personnel. The District shall be reimbursed for costs incurred as described in # 2, above.
4. If a kitchen is not used (all serving & other equipment is set-up in dining areas), no food service personnel will need to be employed. Equipment that can be used in the dining room shall be provided without charge to the user (e.g., carts, tables, coffee pots).
5. Strict requirements for school kitchen use are necessary so the facility is left in an orderly and sanitary condition, ready for regular use by the food service staff. User groups are required to clean up equipment and will be given access to the dishwashing area (not the dishwasher) in each kitchen. Users are prohibited from using any other part of the kitchen in order that all sanitary and health requirements can be met.

Fees and Charges for Use of Facilities

Use of school facilities is subject to the rental fees, custodial charges, participant charges for recurring use, and administrative fees, which are identified below. A deposit may be required of user groups. This deposit, less any application, custodial, and rental charges will be returned to the user. School events supervised by District employees are exempt from the rental fees and other charges enumerated herein.

1. Rental Fees: Rental fees for facility use shall be assessed as follows:

- a. Public School Use: School program activities involving students within the district shall be given first priority and charged no rental fee
- b. Village Recreation Department: The Recreation Department shall be subject to all the provisions of this policy unless otherwise exempted by a memorandum of understanding approved by the respective School/Village governing bodies
- c. Private Use by Local Organizations, Groups or Individuals: Local organizations, groups or individuals that:
 - Provide programs or activities primarily for the benefit of their own members or organizations
 - Charge fees, admissions or free-will offerings for the purpose of raising funds primarily for their own members or organization.

These organizations, groups or individuals residing within the District shall be charged a rental fee at the resident rate as established by the Board.

Private Use by Non-Local Organizations, Groups or Individuals: Non-local organizations, groups or individuals that:

- Provide programs or activities primarily for the benefit of their own members or organizations
- Charge fees or admission for the purpose of private gain or profit.

These organizations, groups or individuals residing outside the District shall be charged a rental fee at the non-resident rate as established by the Board.

1. Custodial Charges for Over-time and Additional Work: A minimum of one hour of custodial costs shall be charged to all groups. When a group's use of facilities requires additional custodial work beyond normal custodial duties or requires special setup or cleanup by custodial staff, custodial costs will be charged at the rate paid by the District in no less than 1/2-hour increments.
2. Expenses: Any expenses incurred by the District, such as field lighting, will be charged to all organizations or groups.
3. All rental fees are payable in advance of scheduled facility use. Checks should be made payable to the School District of Wauzeka-Stauben. Should an individual, group, or organization overpay for time, the District will provide a refund within ten (10) working days of the actual event.

Legal References: Wisconsin State Statutes §§ Sections 120.12 (9), 120.13 (17), (19) & (21)

Cross References: Policies 742 Authorized Use of School Owned Equipment, 831 Tobacco Products on School Premises, 832 Weapons on School Premises

Adoption Date: pre 1976

Date Revised: 10/17/1983; 10/17/1989; 3/17/1992; 10/19/1992; 4/20/1998; 10/18/2004; 3/17/2014

Date Reviewed:

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

USE OF SCHOOL FACILITIES AND GROUNDS

The Board of Education of the School District of Wauzeka-Steuben recognizes that the building and grounds are a District resource. Our intent is to make our facilities available for District residents to use subject to administrative approval and the following guidelines:

1. Any keys are to be picked up between 8:00 a.m. and 4:00 p.m. in the main office by one of the adults in charge of the portion of the building rented.
2. Security Deposit: \$100.00 for the Doll Gym; \$50.00 for other rooms. These are subject to the rules printed by the District.
3. Dinner and Reception (5 hours or less) - \$75.00
4. Private party or organization meeting in any room will be charged at a rate of: \$10.00 first hour, \$5.00 for each succeeding hour, with \$20.00 minimum. Starting and ending time must be furnished.
5. Church and organization dinners if admission is charged - \$25.00.
6. Church and organization dinners for membership only - \$10.00.
7. School connected organizations (FFA, FCCLA, etc.) – no charge.
8. Non-school connected youth organizations for students of the school district (Girl Scouts, 4-H, Cub Scouts, etc.) will not be charged. If extra cleanup required, there will be a \$10 minimum charge.
9. Event in gym charged at an hourly rate: \$10.00 for first hour; \$5.00 for each succeeding hour. Starting and ending time must be furnished. The school accepts no responsibility for unsupervised spectators at these events.
10. An organized adult team from the District may use the gym one night per week at the same rate charged for other gym events when the gym is available. Usual charges will prevail when admission is charged.
11. Open gym use is based upon availability and shall not be charged provided it is open to any District resident.

Note: All building usage requests need to be completed, submitted, and approved by administration.

Adoption Date: pre 1976

Date Revised: 10/17/1983; 10/17/1989/ 3/17/1992; 10/19/1992; 4/20/1998; 3/17/2014

Date Reviewed:



**SCHOOL DISTRICT OF WAUZEKA-STEUBEN
FACILITY USE APPLICATION**

POLICY 830- EXHIBIT

Sponsoring Organization

Tax-Exempt #

Contact Person

Phone (H)

(W)

Address

Signature

Date of Request

Fee Charged to Participants?

Yes

No

Amount Charged

Please check all that apply

APR

APR Kitchen

Balcony

DLL (Distance
Learning Lab)

Doll
Gym

Doll Gym
Kitchen

Hornets'
Nest

LMC

Other
(Fill in)

Date(s) Requested (Example: Every Tuesday & Thurs from Oct thru Dec)

Time Needed for Room(s):

From (a.m./p.m.)

To (a.m./p.m.)

Actual Time of Event:

From (a.m./p.m.)

To (a.m./p.m.)

Purpose

Supplies/Equipment Needed (if applicable):

Be advised that all groups are subject to Board Policy regarding facility use and rules established by building administration when reserving and using district facilities. Such rules include, but are not limited to the following:

User groups shall be held financially responsible for damage to school facilities and property.

Intoxicating beverages and illegal drugs are not allowed on any school premises.

Use of tobacco products are not allowed on school buildings or on school grounds.

Failure to properly care for facilities will result in denial of future use.

Sponsoring organization or individual is responsible for supervising/managing/controlling event participants and spectators.

ALL ROOMS MUST BE LEFT IN A CLEAN AND ORDERLY MANNER. KEYS/FOB MUST BE RETURNED WITHIN TWO (2) BUSINESS DAYS.

PLEASE ROUTE TO: ☐ Building Secretary ☐ Building and Grounds Supervisor ☐ Administrator

Note: There is an automated external defibrillator (AED) outside the Hornets' Nest Gymnasium. This is for emergency use only and 911 must be called if activated.

Administrator Approval

Date

SCHOOL DISTRICT OF WAUZKA-STEUBEN

RECREATIONAL AGREEMENT-USE OF SCHOOL FACILITIES / GROUNDS

The Wauzeka-Steuben School District and User hereby enter into this recreational agreement (hereinafter the "Agreement").

A. Purpose of the Agreement

The purpose of this Agreement is for the District to provide written authorization that permits public access to all or a specified part of the school grounds for any "recreational activity," as that phrase is defined in section 895.523 of the state statutes.

B. Conditions of Use

1. **Place(s)**. The User shall have access to the following place(s) for the recreational activity or activities described in Part B.3 (check all that apply):

a. Wauzeka-Steuben School

- | | |
|--|-------------------------------|
| • _____ Hornets Nest | • _____ Distance Learning Lab |
| • _____ Doll Gym | • _____ LMC |
| • _____ APR / Kitchen | • _____ Balcony |
| • _____ Football / Baseball Field | • _____ Playground |
| • _____ Room numbers (please list) _____ | |
| • _____ Other (please list) _____ | |
- (No weight room, or gymnastic equipment may be used pursuant to this Agreement.)*

2. **Describe the specific times and dates** (e.g., "Each Wednesday between September 1 and November 30 from 7:00 p.m. to 9:00 p.m."):

3. **Recreational Activity or Activities**. Describe the recreational activity or activities that will be held on school grounds pursuant to this Agreement:

-
-
4. **Eligibility Requirement(s).** Describe any eligibility requirements for participation in the activity or activities described in Part B.3 (e.g., "All participants must be in seventh grade and be members of the Blackacre Recreational Volleyball Club;" or "This activity is open to any adult who is on a team in the Midwest Kickball League;" etc.):
-
-
-

5. Supervision.

- a. Will minors (age 17 or younger) be participating in the recreational activity or activities described in Part B.3? Check one: ☐ Yes ☐ No

If "No," skip to Part B.6.

- b. Will the User provide adult supervision to minors at all times when they are on school grounds pursuant to this Agreement? Check one: ☐ Yes ☐ No

If "No," the User cannot enter into this Agreement or have access to District property unless the User receives express written permission from the District.

The District has no responsibility for the supervision of participants who are minors unless the User receives express written notification to the contrary from the District.

- c. What will be the approximate ratio of participants who are minors to adult supervisors?

minors for each adult supervisor.

Depending on the nature of the activity and the age of the minors, the District may set a minimum ratio of minors to adult supervisors.

6. **Immunity from Liability and Negation of Legal Duties for the District, its School Board, and all Officers, Employees and Agents of the District.** As to any person who enters school grounds to engage or participate in a recreational activity organized or held pursuant to this Agreement, the District, its school board, and all officers, employees and agents of the District are immune from liability and have (a) no duty to keep the school grounds safe for the recreational activity; (b) no duty to inspect the school grounds; and

(c) no duty to give warning of an unsafe condition, use, or activity on the school grounds. The sole exceptions to this immunity involve either of the following:

- a. A death or injury caused by a malicious act or by a malicious failure to warn against an unsafe condition of which an officer, employee, or agent of the school board knew, which occurs on the school grounds designated for use in this Agreement and being used by a person for a recreational activity held pursuant to this Agreement.
- b. The death of or injury to a spectator that occurs on the school grounds designated for use in this Agreement during the recreational activity.

In addition to the immunities from liability and the negation of specific legal duties as provided under section 895.523 of the state statutes and as summarized within this Section (above), the District, its school board, and all officers, employees and agents of the District also fully retain all other legally enforceable (1) immunities from liability; (2) limitations on liability and monetary judgments; and (3) rights to seek or claim indemnification.

7. **Description of Participants' Assumption of Risk.** Participation in recreational activities involves certain inherent risks to the participant. Generally, recreational activities involve risks that a participant may suffer potentially serious and potentially permanent physical injuries, impairments, disfigurement, trauma and/or cognitive impairments. Death is also a risk of participation in recreational activities. A participant may also suffer damage to property or other loss of property in connection with participation in a recreational activity. The specific degree and types of risks associated with such participation varies by, for example: the specific nature of the activity; the nature of the location where the activity takes place; the nature of the equipment that is used; the degree and type of supervision and instruction that is provided; and each participant's individual skills, abilities, behavior, and physical condition. The fact that a recreational activity may not generally involve substantial physical contact between or among participants is not necessarily an indication that there is a low degree of risk of injury or death associated with the activity.

A participant who enters school grounds in connection with any recreational activity that is organized or held pursuant to this Agreement assumes all risk of personal injury, property damage, and/or death that is inherent in the particular recreational activity.

In addition, because of the various immunities from liability, limitations on liability, and waivers of liability that are provided for under the law or that may otherwise be legally enforceable, a participant who enters school grounds in connection with any recreational activity that is organized or held pursuant to this Agreement necessarily assumes

substantial additional risk that he/she may suffer personal injury, damage to property, and/or death that is in no way compensable by the District or by any other person, and for which the participant will be unable to obtain any recovery or reimbursement of any related costs or damages. For example, a participant may suffer personal injury, damage to property, or death related to the failure of the District or its officials, employees or agents to keep school grounds safe; and, due to immunity from liability related to such a claim, the participant may have no means for seeking compensation, damages, or other recovery from the District, any insurer, or any other person or entity.

Users are notified by this paragraph that the District does not, in connection with authorizing access to and the use of District property under this Agreement, provide any User or any participant with any type of personal insurance coverage, personal accident coverage, or other personal coverage for any other type of expense, damage, or loss, including but not limited to medical expenses.

8. **User Accepts all Responsibility for Notifying Participants of Participants' Assumption of Risk.** By this Agreement, the User accepts sole and exclusive responsibility for (1) providing participants with any legally-required notice(s); and (2) obtaining from participants (or their parents or guardians) any legally-required permissions as may be associated with holding a recreational activity under this Agreement. This responsibility of the User includes, but is not limited to, (1) the provision of any mandatory notices that must be provided regarding risks of participation and/or participants' assumption of risks; and (2) the provision and return, where applicable, of an information sheet related to head injuries and concussions. The User further agrees to accept, assume, and be legally responsible for any and all liability related to providing such notices and obtaining such permissions, including but not limited to defending against all claims and paying for all damages, fees, and costs related thereto.
9. **User's Liability.** Nothing in this Agreement limits, reduces or eliminates any legal duty or legal liability that the User may have or become subject to (1) in relation to accessing District property and the holding of any recreational activity pursuant to this Agreement; (2) as the organizer, sponsor or operator of any such recreational activity; or (3) as a participant in any such recreational activity. In connection with any recreational activity where there is at least one participant who is not also the User identified under this Agreement, the allocation of liability between the User and any such non-User participant shall be defined by applicable law and by any enforceable agreements, waivers, releases, etc. as those parties may separately execute between or among themselves.

In addition to abiding by the terms of this Agreement, the User is required to follow all District policies and rules involving use of its facilities and to complete the Facility Use Application

For the District

Name and Title (Please Print) Signature Date

The individual signing below affirms by his/her signature that he/she has authority to sign this Agreement on behalf of the User and to obligate the User to the Agreement's terms and conditions.

For the User

Name and Title (Please Print) Signature Date

Adoption Date:

Date Revised:

Date Reviewed:

SCHOOL DISTRICT OF WAUZKA-STEUBEN

TOBACCO USE ON SCHOOL PREMISES

General Statement of Policy

Student:

It shall be a violation of this policy for any student of the School District of Wauzeka-Steuben to possess, consume, display, or sell any tobacco products, tobacco-related devices, or electronic cigarettes at *any time* on school property or at off-campus, school-sponsored events.

Staff, Administrators, and Visitors:

It shall be a violation of this policy for any staff, administrator, or visitor of the School District of Wauzeka-Steuben to use, consume, display, or sell any tobacco products, tobacco-related devices, or electronic cigarettes at *any time* on District property or at off campus, school-sponsored events.

Definitions

The term “**tobacco product**” means any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. Examples include but are not limited to, cigarettes; cigars; little cigars; dry snuff, moist snuff/chewing tobacco; snus; dissolvables; hookah; and blunt wraps.

The term “**electronic cigarette**” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

The term “**tobacco-related devices**” means ashtrays, cigarette papers, or pipes for smoking or any components, parts, or accessories of electronic cigarettes, including cartridges.

The term “**school property**” means all facilities and property, including land whether owned, rented, or leased by the School District of Wauzeka-Steuben and all vehicles owned, leased, rented, contracted for, or controlled by the School District of Wauzeka-Steuben for use in transporting students, staff, or visitors.

Enforcement:

Student:

First violation shall result in the following: confiscation of tobacco products, electronic cigarettes, and/or tobacco related devices, notification of parent(s)/legal guardian(s), one day out-of-school suspension, and/or citation/fine.

Second violation shall result in the following: confiscation of tobacco products, electronic cigarettes, and/or tobacco related devices, notification of parent(s)/legal guardian(s), two day out-of-school suspension, citation/fine, and the student will be offered information about cessation services available.

Third violation shall result in any or all of the following: confiscation of tobacco products, electronic cigarettes, and/or tobacco related devices, notification of parent(s)/legal guardian(s), citation/fine, plus 3 day out-of-school suspension, and offer student information about cessation services available.

- * *Approval by the District Administrator can allow for a consequence less than what is listed above.*
- * *Any offense will also carry a recommendation to participate in an assessment program.*

Staff/Administrators:

First violation shall result in a verbal warning to the staff member and an offer of a referral to cessation services.

Second violation shall result in a written warning to the staff member with a copy placed in his/her District personnel file, and an offer of referral to cessation services.

Third violation shall be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and/or termination of staff.

Visitors:

Visitors who are observed violating this policy shall be asked to comply with the School District of Wauzeka-Steuben's tobacco-and nicotine-free policy. If the visitor fails to comply with the request, his/her violation of the policy may be referred to the building principal or other District supervisory personnel available. The supervisor shall make a decision on further action that may include a directive to leave school property. Repeated violation(s) may result in a recommendation to the District Administrator to prohibit the individual from entering District property for a specified period of time. If he/she refuses to leave, the police may be called.

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Legal References: Wisconsin State Statutes §§ Sections 101.123, 120.12 (20)

Cross References: Policies 446 Student Searches, 720 School Safety Program, Current Employees Handbook and/or Agreements, Co-Curricular Handbook, Student Handbook

Adoption Date: 8/18/2014

Date Revised: 5/16/2016

Date Reviewed:

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

WEAPONS ON SCHOOL PREMISES

It is the policy of the School District of Wauzeka-Steuben to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions.

To aid in reaching that goal, the District shall strictly enforce the policy that no person shall possess, be armed with, store, or use a firearm or other weapon, whether unconcealed or concealed, in or on grounds of a school, on District premises, in or on school buses or District-owned vehicles, or at District-related activities, unless otherwise specifically permitted by law. This prohibition applies to all students, employees, parents/legal guardians, or other visitors at all times.

Although the Wisconsin Carrying Concealed Weapon (CCW) Law generally allows individuals with training and registration to carry concealed weapons in some public places, there are specific laws that make such concealed carry illegal when it occurs in or around schools in which education of children occurs and on other property owned or operated by the District, and the District is not required to post signs in order for such prohibition of firearms and weapons (concealed or otherwise) to apply in such locations. This policy does not apply to law enforcement officers as permitted under state or federal law.

“Dangerous weapon” means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing great bodily harm; any electric weapon or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce great bodily harm. “Great bodily harm” means bodily injury which creates a substantial risk of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury.

Any employee who reasonably believes that an employee, visitor, student, or other person has a weapon in violation of this policy must report such belief to their supervisor. Any student who reasonably believes that an employee, visitor, student, or other person has a weapon in violation of this policy must report such belief immediately to a member of the school district staff.

All persons who violate this policy will be referred to the appropriate law enforcement agency. Students found to be in violation of this policy are subject to disciplinary action that may include suspension and/or expulsion from school and/or legal action. Any student who brings a firearm or weapon to a school shall be referred to the criminal justice system or juvenile delinquency system.

Employees found to be in violation of this policy are subject to disciplinary action that may include suspension and/or termination and/or legal action consistent with any applicable handbook or agreement. Any employee who reasonably believes that an employee, visitor, student, or other person has a weapon in violation of this policy must report such belief to their supervisor.

All employees are also prohibited from possessing or carrying weapons in their employment or during any part of the course of their employment, including on school field trips or during other District-sponsored activities that are not held on school grounds. Individuals who volunteer for any District-related function shall also be prohibited, unless specifically authorized by law, from possessing or carrying weapons in the course of their volunteer activities.

Any entity with verbal or written contracts with the District shall ensure the safety of District students by ensuring that, to the extent permitted by law, the possession, carrying, use, or storage of weapons at

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any building owned by the contractor where the students may be present pursuant to the contract are prohibited.

Visitors found to be in violation of this policy will be removed from the premises and/or be subject to legal action.

Legal References: Wisconsin State Statutes §§ Sections 120.13 (1), 121.02 (1)(i), 941.235, 948.55, 948.60, 948.605, 948.61; Wisconsin Concealed Carry Law; Gun Free School Zone

Cross References: Policies 446 Student Searches, 720 School Safety Program, Current Employees Handbook and/or Agreements

Adoption Date: 8/18/2014

Date Reviewed:

Date Revised:

SCHOOL DISTRICT OF WAUZKA-STEUBEN**PUBLIC GIFTS TO THE SCHOOLS**

The School District of Wauzeka-Stauben appreciates the generosity of booster clubs, parent-teacher organizations, service groups, other community organizations, and other contributors who donate gifts that enhance and extend the District's mission and goals.

The Board is obligated to maintain control over the District's educational programs and student activities, and to ensure equality of educational opportunity. Therefore, outside funding or funding sources shall not dictate the direction of new programs or the retention of existing programs, and shall not hinder the objective evaluation of programs.

The District reserves the right to accept or reject any gift donated from any organization or individual. After receipt of the gift, it shall become the property of the District. A preferred use specified by the donor shall be taken into consideration in determining the use of the gift.

Gifts of \$1,000 or less in approximate value can be accepted and acknowledged by the Business Official/Bookkeeper or designee without formal Board of Education approval. Gifts of more than \$1,000 may be accepted by the Board upon recommendation of the District Administrator or Business Official/Bookkeeper.

The Business Official/Bookkeeper shall contact the Technology Coordinator, Buildings & Grounds Supervisor or designee if the unit value of the item(s) being gifted is over \$500.00 so that the item(s) can be recorded in the District's inventory/fixed asset list.

Gifts will become the property of the District in all cases and not the property of an individual classroom, grade level, or staff member.

Gifts of more than \$1,000

Any business, organization, or individual proposing to donate a gift to a specific school or the District shall notify the District Administrator or designee in writing. The letter or e-mail shall indicate, as specifically as possible, the item(s) and/or service(s) to be funded by the gift proceeds, the exact amount of the gift (or value of gift if other than money), and brief explanation of the intent of the gift or how it would be utilized by the designated schools(s) or District.

If acceptable, the Business Official/Bookkeeper shall recommend approval of the gift to the Board of Education. Following Board action, the Business Official/Bookkeeper or designee will notify the business, organization, or individual in writing indicating acceptance or unacceptance of the gift.

All gift proceeds shall be submitted to the Business office for deposit into the appropriate account. A purchase order and/or direct payment request for the item(s) or service(s) being funded by the gift proceeds will not be processed by the Business Official/Bookkeeper until the gift funds have been received by the Business office.

Legal References: Wisconsin Statutes §§ ~~115.76(3)~~; 118.13; 118.27; 881.01; 895.515; PI 9.03(1)(d)

Cross References: Policies 374 Student Fundraising Activities, 662.1 Student Activity Funds Management

Adoption Date: 8/18/2014

Date Revised:

Date Reviewed: 4/17/2017

SCHOOL DISTRICT OF WAUZEKA-STEUBEN
PUBLIC SOLICITATIONS ON SCHOOL PREMISES

Except as provided in this policy or by another Board policy, no person may sell or promote the sale of goods or services on school district property, including property to which the District controls access when such property is temporarily being used for District operations or for a District-sponsored purpose.

Further, pursuant to state law, it is unlawful at all times and without any exception for any District employee to receive for his/her personal benefit anything of value from any person other than the District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any student while on District property or at a District-sponsored activity.

The following are authorized exceptions to the above-stated general prohibition against the sale of goods or services and against the promotion/solicitation of such sales:

1. When approved in advance by the relevant building principal, the Business Manager, or District Administrator, sales (or promotions of sales) of goods or services by students, student groups, employees, or others for a school-related or educational purpose.
2. District-approved fundraising activities and event concessions.
3. The sale of food and beverages through the District's school meal program.
4. To the extent consistent with any applicable mandatory federal nutrition requirements, the District-approved sale of food and beverages outside of the school meal program, including District-approved vending arrangements.
5. Administratively-approved paid advertising for goods and services within any District-sponsored publication/media that regularly accepts and publishes paid advertisements as a means of financial support. All such advertising is subject to administratively-established standards intended to foster an educationally-appropriate, safe, and nondiscriminatory atmosphere. Such advertising shall never promote tobacco, alcohol, drugs, weapons, or gambling or include any material that is sexually-explicit or vulgar.
6. A person who, in advance, has made an appointment to meet with one or more District employees for the purpose of discussing the sale, or possible sale, of goods or services to the District.
 - a. All such persons, upon their arrival, shall check in with the main office of the building in which their meeting is scheduled and follow the District rules surrounding school visitors.
 - b. In addition, all third-party entities and individuals seeking to sell goods or services to the District are expected to obtain advance authorization from an administrator or supervisory-level employee before contacting any non-administrative and non-supervisory employee with whom which the seller has no pre-existing business relationship.
 - c. In person, third-party solicitations for the sale of goods or services to the District that are not pursuant to an advance appointment or directly related to a pre-existing business relationship with the District are strongly discouraged. Such solicitations shall be directed solely to the main District Business Office, where the third party may or may not be approved to meet with any representative of the District.

7. Sales and the promotion of sales pursuant to a third-party's pre-approved facilities use agreement with the District, during the time that the third-party is using District facilities for the approved purpose.
8. When property that is neither owned nor leased by the District is temporarily being used for District operations or for a District-sponsored purpose, any sales or promotional authority that has been reserved by the owner or operator of such property.
9. In a manner authorized in advance by the relevant building principal (or by the primary supervisor of any District building/property that is not a school), an employee's incidental and occasional sale (or promotion of the sale of) of property, goods, or services to other District employees, provided that such activity does not interfere with District operations or with any employee's work-related responsibilities. As an example, a building principal may permit employees to place notices of items of personal property that are for sale on a bulletin board that is located in a staff lounge.
10. Any other sales or promotion activity that the District Administrator or an administrative-level designee has approved in advance. However, the administration shall not approve any such activity directed toward sales to students or their parents or guardians that lacks a clear school-related or educational purpose.
11. Any other sales or promotion activity that has been approved in advance by the School Board. All commercial advertising of goods and services on school property that is not otherwise addressed in this policy and for which there is no clear school-related or educational purpose requires the advance approval of the Board.

Legal References:

Wisconsin Statutes 118.12, 175.10

Federal Laws Healthy, Hunger-Free Kids Act of 2010, "Smart Snacks" Rule

Adoption Date:

Revision Date:

Reviewed Date:

SCHOOL DISTRICT OF WAUZeka-STEUBEN

PUBLIC SALES AND SOLICITATIONS ON SCHOOL PREMISES

~~The sale of products or services by school and non-school groups on school premises or at school sponsored activities is prohibited except when granted prior approval by the District Administrator and/or principal.~~

~~No outside organization or individuals shall use school time, facilities, students or personnel for sales campaigns, donation collections, and merchandising or membership solicitation except under special circumstances as determined and authorized by the District Administrator and/or principal.~~

~~Sales and solicitations by students and school personnel shall be conducted in accordance with applicable Board policies and established procedures.~~

Legal References: — ~~Wis. Stats. §§ Section 118.12(1)-(b)~~

Cross References: — ~~Policy 374 Student Fundraising Activities~~

Adoption Date: — ~~8/18/2014~~

Date Revised:

Date Reviewed: —

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

VISITORS TO THE SCHOOL

The Board of Education and the staff of the School District of Wauzeka-Steuben welcome members of the community and other interested persons to visit the school.

To ensure minimum interruption of the instructional program, visits during school hours must be arranged in advance with the teacher and Principal. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

The District recognizes the importance of providing a safe environment for all District students and staff. No person shall enter or remain in a District building or on District grounds unless s/he is a student, a student's parent(s)/legal guardian(s), a District employee, or have educationally relevant business to conduct. Unauthorized persons are prohibited from loitering in District buildings.

State law specifically prohibits registered sex offenders from being on public school premises unless they have notified the District Administrator or designee of the date, time and place of their visit to school premises, or the fall under one of the exceptions to providing such school administrator notification outline in state law. "School premises" include any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration. It is the responsibility of the registered sex offender to provide the required school administrator notification. After receiving the required prior notification, the District Administrator or designee shall determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

To promote a safe environment, the District requires that all visitors check in at the main office during the school day and obtain a visitor's badge. When visitors leave the building during the school day, they must return the badge to the main office. While on District grounds, visitors are not authorized to visit other areas of the District grounds unless approved by the Principal or designee.

The District Administrator or Principal shall determine hours in which visitors must check into the main office. ("Normal" hours for following visitor check-ins are 8:00 a.m. to 3:00 p.m.) The District Administrator or Principal has the authority to prohibit the entry of any individual to a school of this District.

In the case of a situation where the District is provided with written notice of the existence of a Court Order via which one parent/legal guardian is awarded sole legal custody of a student, the noncustodial parent shall, for purposes of this policy, not have the rights and/or privileges of a parent under this policy.

Legal References: Wis. Stats. §§ Section Sections 120.12(1), 120.13(35) and 121.02(1)(i), 301.475;
PI 8.01(2)(i) Wisconsin Administrative Code

Cross References: Policy 720 School Safety Plans

Adoption Date: 8/18/2014

Date Revised:

Date Reviewed:

SCHOOL DISTRICT OF WAUZKA-STEUBEN**COLLEGE, CAREER, AND MILITARY RECRUITMENT REPRESENTATIVE VISITS**

To provide an effective learning environment while offering students opportunities for career and college exploration, the following guidelines have been established at Wauzeka-Steuben High School:

1. Advance notice: At least one week advance notice will be given to the Guidance/Counseling Office by college, career, and military representatives allowing time to inform students.
2. One visit maximum: College, career, and military institutions are asked to limit their school visits to no more than one per semester. They are further encouraged to meet with students and parents/legal guardians outside of school, as college, career, and military decisions are best made by each family.
3. Procedure: Students who desire to visit college, career, and military representatives at school need to obtain a personal pass from the school guidance counselor at least one day in advance. College, career, and military representatives are encouraged to be flexible with schedule times.

Legal References: Wisconsin State Statutes §§ Sections 120.12(1), 120.13(35) and 121.02(1)(i);
PI 8.01(2)(i) Wisconsin Administrative Code

Cross References: Policy 720 Safety Program

Adoption Date: 12/20/2006

Date Revised:

Date Reviewed: 4/18/2016

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL/LIBRARY MATERIALS

Objection to Materials:

LMC materials, which may be deemed by some as objectionable, may be considered by others as having sound educational value or worth. Any concerned District resident or employee may request reconsideration of school LMC materials; however, the challenged material will not be removed from circulation while the District's reconsideration process occurs.

1. If, after discussing the matter with complainant informally, no resolution to the problem of the challenged material has been made, the Library Media Specialist will ask the complainant to fill out the Materials Reconsideration Form, which is based on the form in, "The Student's Right to Read" published by the National Council of Teachers of English. The form is available from the principal and completed forms should be returned to the District Principal.
2. The Library Media Specialist shall inform the principal of any purely oral challenge to the LMC materials on the same day the complaint is made. The Library Media Specialist shall keep a written record of the complaint including the name of the complainant, title of the materials, and a synopsis of the event.

Reconsideration of Challenged Materials:

1. The Materials Reconsideration Committee shall be composed of the following individuals appointed annually in August:
 - a. an Administrator designated by the District Administrator
 - b. three (3) teachers (one (1) each from the high school, middle school, and elementary staff) designated by the principal
 - c. the chairman of the high school English department
 - d. the Library Media Specialist
 - e. a high school student council representative (for a challenge to high school LMC materials)
 - f. the reading specialist
 - g. two (2) community members appointed by the District Administrator

Organization of the Materials Reconsideration Committee:

1. The Materials Reconsideration Committee shall meet during the last week of September each year to review the procedures for reconsideration of challenged materials. The Administrative representative will call the first meeting of the school year.
2. The chairman and secretary of the committee will be elected at the first meeting of the committee.
3. Subsequent meetings shall be called at the discretion of the chairman or whenever a Materials Reconsideration form is received.
4. A record of all meetings shall be kept by the secretary and filed with the District Media Director Principal.

When a Materials Reconsideration form has been returned completed, the challenged materials will be reviewed by a Materials Reconsideration Committee. The principal shall have five (5) working days to relay the reconsideration form to the committee.

Materials Reconsideration Committee Procedures:

1. Before meeting, the committee will read and examine the challenged materials, a copy of the reconsideration form, and copies of professionally prepared reviews provided by the Library Media Specialist.
2. The following procedures will be followed during the initial committee meeting:
 - a. Since this is a public meeting the complainant as well as other observers may attend the committee meetings.
 - b. The complainant may make an initial verbal presentation regarding the materials under consideration
 - c. Observers may now be invited to voice their views; however, after those opportunities, the complainant and other observers may not participate in the committee's deliberations unless requested to do so by the chairman. **The meeting will remain open to the public during deliberations.**
 - d. During this meeting or a subsequent one, the committee shall make its decision to remove or retain the material. ~~The vote on the decision shall be by secret ballot.~~
 - e. The committee reserves the right to use outside expertise if necessary to help in its decision making process.

The committee's written decision by a simple majority shall be presented within 15 working days to the District Administrator who will see that implementation of the decision takes place. The District Administrator will notify the complainant in writing of the committee decision.

An appeal of the decision of the committee may be made by the complainant within two (2) weeks to the District Administrator ~~and Board of Education~~. **The District Administrator will notify the complainant in writing regarding his/her decision or the approval. The complainant may appeal the District Administrator's decision to the Board within two (2) weeks. The Board will respond to the complainant in writing within two (2) weeks. The Board's decision is final.** The Board and District Administrator will make the ~~final~~ **a** decision on the complaint. The decision will be made at the next regular meeting of the Board of Education or at a special meeting within 10 days of the second complaint. The Board reserves the right to use outside expertise if necessary to help in this decision making. The chairman will represent the Materials Reconsideration Committee at this meeting.

As scheduled by the chairperson, the meeting(s) of the Materials Review Committee will be conducted in compliance with the Open Meetings Law, including ensuring appropriate public notice of the committee's meetings.

To the extent the complaint had alleged that the challenged materials violate the state student nondiscrimination laws, then (1) this reconsideration process may serve as the applicable District complaint procedure, and (2) the notice of the final District decision shall also inform the complainant of the right to appeal an adverse determination of the complaint to the State Superintendent within 30 days and the chapter PI 1 procedures for making the approval.

To ensure that any press coverage is accurate, the Administrative representative on the committee will provide information from the District's perspective. A decision to sustain a challenge shall not be

interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection or use of the material. Requests to reconsider materials, which have previously been before the committee, must receive approval of a majority of the committee members before the materials will again be reconsidered.

Cross References: **Policy 361 Instructional and Library Materials Selection and Review**

Adoption Date: **pre 1976**

Date Revised: **10/17/1983; 10/17/1989; 3/17/1992; 10/19/1992; 4/20/1998; 10/18/2004;
4/18/2016**

Date Reviewed:

