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## SCHOOL DISTRICT OF SOUTH MILWAUKEE

811

### POLICY OBJECTIVES

The Board recognizes the need for an informed citizenry. The Board and District personnel shall endeavor to provide information concerning the District to all parents and persons residing within the boundaries of the District. The public shall be fully and promptly informed concerning events and facts regarding the operation and activities of the District. Providing information to the public is an essential function of a representative government and shall be considered an important responsibility of all District personnel.

The Board values input of parents and citizens. Effective two-way communication between the Board and the public at large is essential if the public is to maintain an interest in schools and maintain confidence in the school program and its administration.

APPROVED:            January 4, 2006

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

812

### PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board welcomes the attendance of members of the community at all public events such as athletic and/or other co-curricular activities held by the schools within the District. The Board has a duty to maintain order and preserve the facilities of the District during said events and will require the public guests to follow the rules and regulations of the District. The Board retains the right to bar the attendance of or remove any person whose conduct interferes with or may constitute a disruption at a school event.

CROSS REF.:       832    Public Conduct on School Property  
                  861    School Visitors

APPROVED:        January 4, 2006

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

812.1

### STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS

The support of public education depends upon the confidence the public has in its schools. It is the Board's wish that all students and employees become an integral part of the community, share in its life and interests, and contribute to its general welfare.

The Board recognizes that the local community offers many programs and events that provide learning experiences which are not available in the schools and which can help students become more literate, cultured and productive human beings.

Staff members have a professional responsibility which extends beyond the classroom and beyond the hours of teaching service. This responsibility is to seek opportunities to interpret the school system to members of the community. Therefore, the Board wishes staff members to be well informed concerning the educational philosophy, goals, policies, regulations, and programs of the school system so that questions can be answered accurately and in a straightforward manner.

The Board seeks to maintain continuing communication and cooperation with community groups that enrich the life of the community.

CROSS REF.:       544   Community Involvement

APPROVED:        January 4, 2006

**PARENT ORGANIZATIONS**

The Board supports all organizations of parents whose objectives are to promote the educational experiences of students. The Board recognizes the value of parent organizations such as parent-teacher organizations and similar groups. The Board encourages the creation and continuation of a formal parent organization at each school building.

Parent organizations are encouraged to maintain a close liaison with the District through staff and administration while recognizing that they will have no administrative authority in connection with the operation of the school. Parent organizations must realize that the organization shares the responsibility with the Board for the welfare of the student. To that end, parent organizations must observe all pertinent existing Board policies and regulations pertaining to activities such as fundraising, presenting of gifts, use of equipment and handling money or supplies. Parent organizations should work closely with the building principal regarding planned activities and fundraising events.

Any new parent organization desiring to use the name or offices of the District must obtain the approval of the Superintendent as a prerequisite to forming. Representatives and members of approved parent organizations shall in all circumstances be treated by District employees as interested friends of the schools and supporters of public education in the District.

CROSS REF.:           815    Relations with Parents  
                          831    Use of School District Facilities  
                          841    Gifts to Schools  
                          852    Solicitations, Sales and Fundraising in Schools  
                          853    Distribution of Materials to Students

APPROVED:           January 4, 2006

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

814

### DISTRICT SUPPORT ORGANIZATIONS

The Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of students, to help meet educational needs of students and/or to provide extra education benefits not provided for, at the time, by the Board.

Each volunteer organization shall work within the appropriate school setting and in cooperation with the building principal and/or Superintendent and other staff members. Each group shall abide by the policies and regulations of the Board and individual schools.

APPROVED:            January 4, 2006

## **SCHOOL DISTRICT OF SOUTH MILWAUKEE**

**814-Rule**

### **DISTRICT SUPPORT ORGANIZATIONS**

Organizations that are created to support the district, including activity and athletic booster clubs, shall abide by the policies, rules and regulations of the Board and individual schools.

District support organizations are not required to deposit money raised into the school activity accounts, but arrangements may be made to do so.

In order to be a tax-exempt organization, each group is responsible for filing the appropriate forms with the federal and state government.

Each group should create a set of bylaws that will guide their organization. An organizational structure with a President, Vice President, Secretary and Treasurer should be established in the bylaws with particular mention of who is eligible to vote on decisions and issues.

The bylaws should state that advisors and/or coaches of the activity or athletic teams the district support organization is assisting are to be relied upon for direction on goals for any fundraisers or solicitations. A request in writing should be submitted by the advisor/coach for particular items. The voting members of the group may grant or deny the request with a written explanation given in the event of a denial.

In order to reduce the possibility of groups competing against each other with the same fundraisers at the same time, each district support organization should contact the Activities, Athletics and Recreation Coordinator for a fundraiser request form.

District support organizations that wish to sell concessions or other items at high school activities or athletic events must receive permission from the Activities, Athletics and Recreation Coordinator. District support organizations that wish to sell concessions or other items at activities or events sponsored by the Recreation Department must receive permission from the Recreation Director.

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

815

### RELATIONS WITH PARENTS

The Board believes the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the students are served in this process, a strong communication between home and school should be maintained.

The Board believes that it is the parents who have the ultimate responsibility for their child's in-school behavior. However, the professional staff may act *in loco parentis* during school hours and events.

The Board has a responsibility to encourage and support home-school cooperation. This may occur through formal and informal parent-teacher conferences, newsletters, meetings, special events, open houses and other means of communication.

The Board believes that parents have a responsibility to encourage their child's school education by supporting all school rules and regulations, ensuring that their child attends school regularly, sending children to school with proper attention to their health, manners, personal cleanliness and dress, maintaining an active interest in school, making it possible for their child to do homework in a quiet location suitable for study, reading all school communications and cooperating with the school on a daily basis.

APPROVED:            January 4, 2006



## SCHOOL DISTRICT OF SOUTH MILWAUKEE

816

### HIGH SCHOOL DIPLOMAS TO VETERANS

The Board recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces. The Board wishes to recognize the efforts of veterans that may have left high school early in order to fight for their country by awarding such veterans a high school diploma.

The Board may award a high school diploma to a military veteran who meets the following criteria:

1. The veteran is at least sixty-five (65) years of age.
2. The veteran attended high school in South Milwaukee or attended a high school in Wisconsin and is currently a resident of South Milwaukee.
3. The veteran left high school before receiving a high school diploma to join the armed forces of the United States during a war period under Wisconsin Statute Section 45.001(5).
4. The veteran served on active duty under honorable conditions in the United States Armed Forces or in forces incorporated as part of the United States Armed Forces.

If the veteran has a service-connected disability, is at least fifty-five (55) years of age, and has satisfied conditions 2 through 4 above, the Board may award a high school diploma.

If the veteran is deceased and had satisfied conditions 2 through 4 above, the Board may award a diploma posthumously and present the diploma to a surviving relative of the veteran.

LEGAL REF.: Wisconsin Statutes Section  
45.001(5) (Definition of "war period")  
120.13(37) (Awarding high school diplomas to veterans)

CROSS REF.: 345.3 Graduation Requirements

APPROVED: January 4, 2006

REVISED: September 22, 2010

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

817

## NEWS MEDIA RELATIONS

The Board encourages the news media to gather and release information about the schools in order to help inform the public about public schools and the education provided to District students.

News media shall receive notification of all Board meetings. Information used within regular or special open meetings of the Board shall be available to the news media.

Generally, the Superintendent, or his/her designee, and the School Board President shall be the official spokespersons to the news media on issues concerning the Board or District. Individuals contacted by the news media should feel free to respond within the realm and scope of their personal responsibility and knowledge, but should not attempt to answer for other offices and discuss topics which are outside their scope of responsibility. The individual's immediate supervisor (and/or superintendent or designee) should be notified of such contact.

LEGAL REF.:           Wisconsin Statutes Section  
                                  19.31 (Public policy on access to record information)  
                                  19.81 (Public policy on open meetings)  
                                  19.90 (Use of equipment in open session)

CROSS REF.:           347    Student Records  
                                  821    Access to Public Records

APPROVED:            January 4, 2006

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

821

### ACCESS TO PUBLIC RECORDS

The public shall have access to District records in accordance with this policy, the accompanying rule and state/federal law.

The Superintendent is designated as the legal custodian of records for the District. The legal custodian has full legal power to delegate decision-making ability, render decisions and carry out duties related to those public records maintained by District authority and may deny access to records in accordance with state and federal law.

Public records may be inspected or copied during established District office hours, subject to copy fees as determined by the established fees.

Public records shall be retained in accordance with state and federal laws. Records may not be destroyed after a request for such records has been received until after the request has been granted or until any dispute concerning the request has been completely resolved. A public records notice shall be displayed in the District.

#### LEGAL REF.: Wisconsin Statutes Sections

Chapter 19, subchapter II (Public records and property)

Chapter 19, subchapter IV (Personal information practices)

103.13 (Records open to employees)

118.125 (Student records)

146.81-146.83 (Access to and confidentiality of health care information)

Family Educational Rights and Privacy Act (Student Records)

CROSS REF.: 347 Student Records

524.1 Personnel Records and Open Records Law

APPROVED: January 4, 2006

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

821 – Rule

## ACCESS TO PUBLIC RECORDS

### Definition

“Record” means any material on which written, drawn, printed, spoken, visual, digital or electromagnetic information is recorded or preserved, regardless of physical form or characteristic, which has been created or is being kept by an authority. “Record” includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, records, tapes, computer tapes, computer printouts and optical disks. “Record” does not include drafts, notes, preliminary computations and like materials prepared for the originator’s personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

As provided by state law, the following records are exempt from disclosure under these procedures:

- a. Records specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law (i.e., student records).
- b. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection.
- c. A record or any portion of a record containing information qualifying as a common law trade secret.

### Records Request

Any person has a right to inspect a District record and to make or receive a copy of any record as provided in state law. However, the District will not create new records by extracting information in new formats. If a record contains information that may be made public and information that may not be made public, the legal custodian or designee shall provide the information that may be made public and delete the information that may not be made public from the record before release.

The District may require that a request to review, inspect or receive copies of a record be made in writing. The request shall be deemed sufficient if it reasonably describes the requested record or the information requested. A request for a record without a reasonable limitation as to the subject matter or length of time represented by the record does not constitute a sufficient request. The legal custodian may not refuse a request because the person making the request is unwilling to be identified or to state the purpose of the request. However, if security reasons or federal law so dictate, identification may be required.

Requests shall be answered as soon as practicable. Requests may be denied for the reasons listed above or if the harm to the public through disclosure of the record outweighs the public benefit of access to the record.

Records will be available for inspection during all regular office hours. The legal custodian may require supervision of the requester during the inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.

The requestor will be charged a fee for the cost of copying and locating records as follows:

- a. The established fee for photocopying will be set by the legal custodian.
- b. The actual and necessary cost of photographing and photographic processing will be charged if the record may not be photocopied.
- c. The actual full cost of providing a copy of other records not printed on paper, such as videotapes, shall be charged.
- d. If mailing or shipping is necessary, the actual cost thereof shall be charged.
- e. The actual cost of locating the record shall be charged if it exceeds \$50.00.
- f. A cash deposit may be required by the legal custodian before the copies are made.
- g. Elected officials and employees of the District shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
- h. The legal custodian may provide copies of a record without charge or at a reduced charge where he/she determines that waiver or reduction of the fee is in the public interest.

### Records Retention

District records shall be kept for the number of years required by state law. The District may provide for the keeping and preservation of public records through the use of microfilm or another reproductive device, optical imaging or electronic formatting. Any photographic reproduction that meets applicable state law standards shall be deemed an original record for all purposes. No record shall be destroyed after a request for such record has been received until after the request has been granted or until any dispute concerning the request has been completely resolved.

January 2006

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

821 – Exhibit

## ACCESS TO PUBLIC RECORDS

### NOTICE TO THE PUBLIC

The School District of South Milwaukee has designated the Superintendent of Schools as the legal custodian of public records and property of the School District of South Milwaukee. The term “public records” includes all records of the School Board, Superintendent, committees, schools and departments of the District. The public may obtain information and access to records, make requests for records, or obtain copies of records in the custody of the School District of South Milwaukee between 8:00 am and 4:30 pm on normal workdays at 901 15<sup>th</sup> Avenue, South Milwaukee, Wisconsin 53172.

District records are located in various offices in various locations in the District. Requests for public records should be directed to the legal custodian of records. Requests for student records should be directed to the appropriate school within the District.

The District is authorized by law to impose a fee on the requester that does not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established by law.

For the purposes of 2003 Wisconsin Act 47, holders of “local public office” include:

- Board Members
- Superintendent
- Directors/Managers/Coordinators of Personnel, Administrative & Legal Services, Instruction, Recreation, Business, Operations, Pupil Services, Technology, and Activities, Athletics and Recreation
- All building principals and associate principals

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

822

### USE OF STUDENTS IN PUBLIC INFORMATION PROGRAMS

The building principal shall approve communications related to a specific school sent to parents/guardians through students. This policy does not refer to information sent by teachers to parents/guardians through students that is directly related to the work or activities of the student in the classroom.

The Superintendent or designee shall approve communications of interest beyond a specific school (such as budget matters, food service, curriculum, referendum, etc.) that is sent to parents/guardians through students. Where such information has previously appeared in an official District communication, it may be copied or reproduced exactly without prior approval of the Superintendent or designee.

CROSS REF.:       811    Policy Objectives and Goals  
                      854    Distribution of Materials to Students  
                      823    Web Page Publication

APPROVED:        January 4, 2006

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

823

## WEB PAGE PUBLICATION

The purpose of the District Internet website is to provide information to students, parents and the community. Staff members are encouraged to produce materials for electronic publication on the District website that promote the educational mission of the District and provide information about school curriculum, instruction, school-authorized activities and other general information of interest to the community. It is the responsibility of the building principal or administrator of the particular area to maintain the accuracy and timeliness of published web pages.

No personal information about a student may be included on web pages published on the District website, including home address, telephone number, and information regarding the specific location of a student at a specific time, other than attendance at a particular school or participation in activities. Pictures and student work shall not identify last names of students.

Personal non-school web pages, or links to personal non-school web pages, shall not be posted on the District website. Links to organizations or governmental entities appropriately related to the mission of the District shall be allowed. Links to the site that are political in nature or advocate for specified political or policy decisions are prohibited. This may be waived only if the District is a member of the linked organization. Links shall be approved or removed at the discretion of the Superintendent.

All web pages published on the District website shall be property of the District and shall comply with all federal and state laws and all policies, rules and regulations of the District. Published web pages shall not contain offensive material and will follow all District policies including copyright, non-discrimination and Technology Acceptance Use.

Websites developed under contract for the District or within the scope of employment by District employees are the property of the District.

### LEGAL REF.: Wisconsin Statutes Sections

- Chapter 19, subchapter II (Public records and property)
- Chapter 19, subchapter IV (Personal information practices)
- 118.125 (Student records)
- 120.12 (Board duty; care and control of school district property)
- 943.70 (Computer crime)
- 947.0125 (Unlawful use of computerized communication systems)

Family Educational Rights and Privacy Act (Student Records)

17 USC (Federal Copyright Act)

Children's Internet Protection Act

Children's Online Privacy Act

CROSS REF.:       551     Technology Use  
                      552     Copyrighted Materials  
                      821     Access to Public Records  
                      850     Public Solicitations in Schools

APPROVED:         January 4, 2006  
                      September 7, 2011



## SCHOOL DISTRICT OF SOUTH MILWAUKEE

831

### USE OF SCHOOL DISTRICT FACILITIES

It is the policy of the Board to cooperate with community agencies and organizations to the fullest extent, consistent with appropriate use of facilities, in making school facilities available to serve community needs, provided that such usage does not interfere with the regular academic pursuits, extra-curricular activities or maintenance functions of the District.

The right to authorize the use of school facilities shall be exercised by the Superintendent or his/her designee. Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity, group or organization or the purpose they represent. Such authorization shall not be construed to allow the permanent institutionalization of community groups or organizations within District facilities. Usage that will likely cause substantial disruption or materially interfere with the proper and orderly operation and discipline of the District or the District's reputation shall be strictly prohibited.

The right of a person to be admitted to any school in the District, and to participate fully in and enjoy the benefits of any curricular, extra-curricular, pupil services, recreational or other programs or activities will not be abridged or impaired because of discrimination based upon the person's sex, race, age, religion, political beliefs, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

The District encourages informal resolution of complaints under this policy. However, if any person believes that the District or any part of the school organization has failed to follow the law and rules of Wisconsin Statute Section 118.13 and/or Wisconsin Administrative Code PI 9, or in some way discriminated against persons on the basis listed above, he/she may bring or send a written complaint to the following address: Director of Personnel, Administrative & Legal Services, School District of South Milwaukee, 901 15<sup>th</sup> Avenue, South Milwaukee, WI 53172 (telephone number 414-766-5000).

The following classification of groups listed in priority order shall be used in determining eligibility for use and fees to be charged for use of facilities:

#### Group I: School District of South Milwaukee Groups

Any organization whose function is to work with the school or District for the purpose of improving instruction and pupil welfare and which has a direct connection with the District. Examples: Staff development, parent-teacher conferences and all school-sponsored curricular and extra-curricular activities and athletics, including dances, award ceremonies and inter-school meets, events and competitions.

### Group II: Recreation Department Sponsored Groups

Any groups or programs that are directly sponsored and administered by the District's Recreation Department. Examples: All youth and adult recreation-sponsored programs, South Milwaukee Municipal Band.

### Group III: School Related Activity Groups

Any groups not under the direct sponsorship of the school or District, but related to the schools in that they are organized for the sole purpose of supporting the District's schools and improving District education. Examples: PTA, parent booster clubs, post-prom, athletic camps outside of the WIAA season or recreation department, The SM Legacy, South Milwaukee School District employee union meetings.

### Group IV: South Milwaukee Community Youth Groups

Any non-profit group or organization whose primary purpose is to serve children and youth of the South Milwaukee community. The focus of the use of District facilities must be to provide a program that actively involves young people who reside within the boundaries of the District. Examples: Scouts, Youth Commission activities, non-school sponsored sport teams, Junior Miss Pageant, Little League.

### Group V: South Milwaukee Community Groups

Any non-profit South Milwaukee community group that intends to use the District facilities for a lawful non-school purpose. To qualify as a South Milwaukee Community Group, the group must be located in South Milwaukee, must have at least 51% of the owners or members of the group be residents of South Milwaukee or must have at least 51% of the attendees during the use of District facilities be residents of South Milwaukee. Certified lists of members, owners or attendees may be requested by the District at any time. Example: South Milwaukee Lions, Spectacle of Music, City of South Milwaukee.

### Group VI: Non-Profit Groups outside of South Milwaukee

Any non-profit group that does not meet the characteristics of a South Milwaukee Community Group that intends to use the facilities for a lawful non-school purpose. Example: YMCA, other school districts, churches.

### Group VII: South Milwaukee For-Profit Groups

Any group, organization or individual that intends to use District facilities for a lawful non-school purpose and does not fall within any of the other classifications stated herein. To qualify as a South Milwaukee For-Profit Group, the group must be located in South Milwaukee, must have at least 51% of the owners or members of the group be residents of South Milwaukee or at least 51% of the attendees during use of District facilities be residents of South Milwaukee. A limitation of use of the facilities is that a business may not use the facilities as a location for the business. Rentals may be made for one-time or

short-term use only. Certified lists of members, owners or attendees may be requested by the District at any time. Example: Bucyrus International.

Group VIII: Other Groups

Any group, organization or individual that intends to use District facilities for a lawful non-school purpose and does not fall within any of the other classifications stated herein. The District retains the right to prioritize requests from groups, organizations, individuals or events that fall within this classification. A limitation of use of the facilities is that a business may not use the facilities as a location for the business. Rentals may be made for one-time or short-term use only. Example: Any non-profit or for-profit user organization not within the City of South Milwaukee such as Wisconsin Conservatory of Music, U.S. Armed Services, Jostens.

Buildings and facilities are to be used only for the purpose designated on the application form. In all cases, the group must be supervised by a responsible adult who has been designated by the organization renting the facilities as the person in charge. A current South Milwaukee student may not be the designated person in charge. The District may require a District employee to be present during the use of the facility, as set forth in Rule 831 or Rules 831-PAC.

The applicant shall assume responsibility for, and compensate for, any damage done to buildings, sites or equipment during the period of usage. The applicant shall indemnify and forever hold harmless the Board and its officers, agents and employees from any and all claims of whatsoever kind, nature or description arising out of the use of any of the school facilities controlled by said Board, pursuant to the application or any modification thereof.

All non-school organizations must file a group certificate of insurance with the Business Office as set forth in Rule 831 when the request for facility use is completed.

Responsible organizations may use school facilities in accordance with this policy and rule. Users shall adhere to all expectations, rules, regulations or policies of the District and/or unique to an individual building. Failure to follow the policy and rule requirements, misrepresentation, fraudulent application or failure to pay fees may preclude a group from future use of school facilities.

Use of sites, facilities and equipment may be denied because of scheduling, non-availability of staff, building maintenance, operation, security, weather conditions, failure to pay previous charges in full, failure to follow any District or school policy or procedure, the requested use interferes with the use of property for school purposes or school related functions, or any other non-arbitrary reason made in good faith.

Facility use fees to be charged, as delineated in Rule 831 or Rule 831-PAC, may be modified as necessary with Board approval. Admission fees amounts, if any, are to be determined by individual organizations, subject to the limitations as listed in Rule 831 and Rules 831-PAC.

The South Milwaukee Performing Arts Center (PAC) has specific use regulations related directly to use of the PAC that may be more specific than this policy. See Rule 831-PAC.

When any group is granted use of a school facility and when publicity of the meeting is disseminated by the news media or other means, the group must agree to fully identify itself and the name of the person who is the official representative of that group.

REVISED: October 9, 2013

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

831-Rule

## USE OF SCHOOL DISTRICT FACILITIES

### Application

All organizations must complete the *Facility Use Request* form. The form must be submitted to: 1) The 6-12 Campus Logistics Secretary for facility requests at the 6-12 Campus; 2) the elementary school secretary for facility requests at an elementary school; or 3) to the PAC Director for facility requests for the Performing Arts Center. The request form must be fully completed with all relevant information. The form will be returned to the applicant once approval has been obtained.

Applications may not be transferred to another individual or organization. Applications are approved for specific areas and for specific dates and times. The applicant is responsible for assuring that unauthorized portions of the building are not entered and that the premises are vacated as scheduled.

The completed application must be submitted at least fourteen (14) calendar days prior to the requested date for use of the facilities.

The usage billing will be sent by the Business Office to the representative whose signature appears on the application. There is a two-hour minimum charge that will be assessed for all rentals that require payment.

All non-school organizations must file a group certificate of insurance with the Business Office when the request for facility use is completed. The proof of insurance must include a comprehensive, general liability policy with limits of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage and name the District as an additional-named insured.

### Approval Process

The approval process will consist of the following steps:

- Step 1 The request is received by the 6-12 Logistics Secretary (Back-up is High School Principal's Secretary), Elementary Secretary or PAC Director.
- Step 2 If the request is for an elementary school site, go to Step 4.  
If the request is for the 6-12 Campus or PAC, go to Step 3.
- Step 3 The 6-12 Logistics Secretary will check with the following personnel regarding the availability of the requested site:
  - Athletic and outside areas: Activities, Athletic and Recreation Coordinator
  - Professional Development Center: Secretary to Director of Instruction
  - Performing Arts Center: Performing Arts Center Director

- Commons, MPR, kitchens, staff dining, concession areas, Gravity Zone: Director of Food Service
- Computer Labs: Technology Coordinator and/or HS Business Department Chairperson
- Library: 6-12 Librarian
- District office or Board Rooms: Secretary to the Superintendent
- Maintenance Concerns: Head Custodian for MS or HS
- As needed: High School or Middle School Principal

Step 4 The elementary secretary will check the schedule and with the Principal of the school for approval.

Step 5 If the request is generated by a user organization within Groups III through VIII, insurance is required or if fees will be charged, the request is forwarded to the Business Office for approval and billing. The Business Office will return the request to the appropriate secretary for the final approval process.

Step 6 The event is put on appropriate Master Calendar(s).

Step 7 A copy of the approved request is sent to:

- The original requestor,
- Personnel from whom approval was needed (see above list),
- Head custodian of the involved building,
- Business Office if Step 5 was necessary,
- Head of Security (6-12 Campus only), and
- File (hard copy and email).

Use of sites, facilities and equipment may be denied because of scheduling, non-availability of staff, building maintenance, operation, security, weather conditions, failure to pay previous charges in full, failure to follow any District or school policy or procedure, the requested use interferes with the use of property for school purposes or school related functions, or any other non-arbitrary reason made in good faith.

Agreements for use of facilities within Groups III through VIII organizations may be canceled with 30 days' notice, unless there is a signed contract that specifies a different timeframe, if needs of the District warrant the District's use of the facilities.

### Limitations

The applicant shall assume responsibility for, and compensate for, any damage done to buildings, sites or equipment during the period of usage; to indemnify and to forever hold harmless the Board and its officers, agents and employees from any and all claims of whatsoever kind, nature or description arising out of the use of any of the school facilities controlled by said Board, pursuant to the application or any modification thereof.

Responsible organizations may use school facilities in accordance with this policy and rule. Users shall adhere to all expectations, rules, regulations or policies of the District and/or unique to an individual building. Failure to follow the policy and rule requirements, misrepresentation,

fraudulent application or failure to pay fees may preclude a group from future use of school facilities. The District reserves the right to remove any individual or organization at any time from District facilities for violation of District policies or rules.

Buildings and facilities are to be used only for the purpose designated on the application form. In all cases, the group must be supervised by a responsible adult who has been designated by the organization renting the facilities as the person in charge. A current South Milwaukee student may not be the designated person in charge. District officials reserve the right to judge the apparent adequacy of such supervision and failure to provide such supervision will be grounds for immediate revocation of the permit and refusal of future permits to the group. Each group maintains exclusive responsibility for managing its employees, its agents, invitees, or any other person during the rental agreement. This responsibility cannot be transferred to the District.

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol, a controlled substance, or drug paraphernalia is strictly prohibited on all District property. All uses of any tobacco product are prohibited on all District property. The possession, use, sale, or distribution of weapons or look-alike weapons while on District property is strictly prohibited.

A regular member of the District's custodial staff, or a designated school employee, shall be on duty during all functions where permission has been granted for use of any building, or any portion thereof. If a group requests use of a kitchen where access to the kitchen and use of equipment will occur by the group, a District-employee kitchen staff employee must be present to supervise, coordinate, direct and/or generally be of service. If a group requests use the Fitness Center, a Fitness Center employee must be present to supervise, coordinate, direct and/or generally be of service. Appropriate charges will be made according to current District rules.

Groups using the pool must provide a minimum of two qualified lifeguards and/or instructors during the full time that the pool is in use. Lifeguards must hold a current American Red Cross Lifeguard Training Certificate or equivalent, as specified in Wisconsin Administrative Code 172.05. Names of lifeguards and proof of qualifications must be provided before the facility use request will be granted. If the pool will be used for instructional purposes, instructors must hold a current American Red Cross Water Safety Instructor Certificate or equivalent, as specified in Wisconsin Administrative Code 172.05. Names of instructors and proof of qualifications must be provided before the facility use request will be granted.

All users are advised that there is use of surveillance cameras in the District. The surveillance cameras may record sounds and images and such sounds and images may be stored electronically, in printed form or in recorded form. The stored images are the property of the District. The District reserves the discretion to refuse to provide copies to students, parents, staff members, and community members or other individuals or groups. The primary purpose for using surveillance cameras in the District is to provide a safe and secure environment for all students, staff and visitors. The District does not guarantee that the cameras will be monitored at all times.

All facilities are to be restored by the user group to an appropriate condition following an event. The user organization is responsible for any costs incurred by the District to complete that restoration. User groups may not decorate, mark or otherwise modify any facility or field without specific approval.

In the event of inclement weather, it is the responsibility of the user organization to determine their use of the space and for all public notifications concerning cancellation or continuation of the event. Rental charges will be billed if required to cover costs of equipment, labor, etc. The District shall not be liable for any loss of income due to inclement weather, public emergencies, and acts of God or from any other reason whatsoever.

### Admissions

User organizations may determine the amount of admission, if any, for non-school sponsored events. The amount collected through admission fees belong to the user organization, not the district, with the exception of admission fees at the PAC, as set forth in Rule 831-PAC.

Admission fees collected for non-recreation, school-sponsored events are typically placed into the general fund for operations. Admission fees collected for recreation department sponsored events are typically placed into the community services fund. Exceptions to these general rules may be made for special events or events held in the PAC, as set forth in Rule 831-PAC.

### Appeal

Appeal of denied applications may be made in writing to the Superintendent within fifteen (15) days of the receipt of the use denial. The decision of the Superintendent or designee shall be final.

### Fees

There is a four-tier fee structure. Groups I, II, III and IV are tier one. Groups V and VI are tier two. Group VII is tier three. Group VIII is tier four.

Tier one groups will not be charged a fee. However, custodial overtime, kitchen staff and fitness center staff as described below will be charged to groups in tier one. The exception to this is that there will be no fees or other charges assessed to any group within Group I, School District of South Milwaukee Groups.

The fees for tier two, three and four groups are listed on the attached Fee Schedule.

Custodial overtime will be charged to each group at a rate of \$38 per hour, Monday-Saturday. Custodial overtime will be charged to each group at a rate of \$50 per hour on Sundays and holidays. Overtime is incurred at the 6-12 Campus Monday-Friday prior to 5:30 am or after 11:00 pm, on Saturday prior to 11:30 am and after 8:00 pm and anytime on Sunday or holidays. Overtime is incurred at the elementary schools Monday-Friday prior to 6:00 am and after 3:30 pm and anytime on Saturday, Sunday or holidays.

Kitchen staff will be charged at a rate of \$15 per hour. Fitness Center staff will be charged at a rate of \$10 per hour.



The City of South Milwaukee will not be charged facility rental fees for use of school facilities for use for official voting locations. Staffing costs as described above will be charged if incurred.

Rentals will be charged a minimum of two hours. The first two hours will be at the hourly rate listed on the Fee Schedule. Each additional hour or portion thereof will be charged the hourly rate.

“Day” is defined as no more than twelve (12) hours.

Groups that reserve three or more areas on the same date will receive a 10% discount of the total rental fee. The discount will not apply to any incurred staffing charges.

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

## 831 Rule-PAC

### USE OF SCHOOL DISTRICT FACILITIES

#### *Performing Arts Center*

All users of the South Milwaukee Performing Arts Center (PAC) must adhere to the policies, rules and regulations as set forth in Policy 831 and Rule 831. The following are additional rules and regulations as related to the PAC.

#### Application and Approval

1. Interested parties may reserve a date or dates for rental in the PAC. Those dates will be held for up to 30 days. After 30 days, renter must complete a PAC Application for Use or those dates will be released.
2. All applicants must complete a *PAC Application for Use* form. The PAC Director will then complete the *Facility Use Request* form and obtain the appropriate approvals. If approved, the user organization will receive a short-term use agreement with the estimated rental charges and a bill for deposit.
3. Applicants within user Groups I and II as defined in Policy 831, performance use will receive a higher priority than non-performance use.
4. A deposit of \$250 must be paid within 30 days of the contract approval or prior to the scheduled use, whichever is earliest. The deposit may be waived for applicants within Groups I, II and III. The deposit will serve to hold the reservation and will be applied to the balance due on the final invoice. The entire fee may be required with the contract at the discretion of the District.
5. If the applicant cancels the event, the District will retain the deposit. If the facility use is canceled due to inclement weather, public emergencies, or acts of God, the deposit will be applied to the new date, if the event is re-scheduled for a date within twelve (12) months of the original date. If the event is not re-scheduled, the deposit will be forfeited.
6. It is the responsibility of the user organization to: a) pay any state and county tax on sales and b) report any income to the Internal Revenue Service.

#### Use of the PAC

1. Prior to use, the PAC Director must approve all activities and equipment to be used in the PAC.
2. Food and drink will be permitted in designated areas only. Food and drink are specifically prohibited in the PAC stage, house and seating areas. Renters wishing to sell concessions at events may do so with permission from the PAC Director. Items sold must be pre-approved by PAC Director. No chips or packaged snacks that are easily crushed may be sold.
3. Organizations or individuals may not use the PAC without having a custodian on duty. When regularly scheduled custodial services are not available, a charge for the actual costs of custodial services will be made for all building users. Any overtime or additional costs incurred by the district, as a result of the agreement, will be billed to the user. The

PAC Director will provide a reasonable estimate of anticipated additional costs at the time of the reservation.

4. The PAC Director or PAC Technical Assistant must certify all technicians. A District certified technician or technicians must be present whenever the facility is being used by the user organization.
  - Call times for technicians will be made for a time suitably prior to a rehearsal/performance to allow for set-up and preparation.
  - All labor charges will be for a two-hour minimum.
  - All staff will receive overtime pay for any time above 40 hours per week or 8 hours per day, under the appropriate contract provisions.
  - Unscheduled labor may not be available.
  - Extra charges may be assessed for custodial overtime, audio and lighting personnel, use of District owned equipment, and general crowd supervision as determined by the District.
  
5. The user organization must work with the PAC Director or PAC Technical Assistant regarding the set up of the PAC.
  - Any special technical requirements (including scenery load-ins, specialty lighting gels or gobos, lighting plots, advance set-up, etc.) will be at the cost of the user organization and prearranged in a timely fashion.
  - Any changes that have been made to the standard PAC house set-up must be restored at the cost of the user organization.
  - If the orchestra pit cover or orchestra shell is used for an event, the cost of the removal and installation will be billed to the user organization.
  - All staging, electric and sound plots must have prior approval by the PAC Director or PAC Technical Assistant. Any setup deemed unsafe by the PAC Director or PAC Technical Assistant shall be modified to the satisfaction of the District as determined by the PAC Director or PAC Technical Assistant. The cost of any modification shall be borne by the user organization.
  - For Groups I and II, all sound and lighting equipment will not be set and focused until a time designed by the PAC Director or PAC Technical Assistant which will not be less than one week prior to the production.
  - All scenery, wagons, scenic shift items, and/or equipment (lighting, sound, special effects, etc.) must be approved by the PAC Director or PAC Technical Assistant before they may be used in the facility.
  - No modification of the rigging system will be allowed. Any items to be flown or to otherwise utilize the rigging system must be approved by the PAC Director or PAC Technical Assistant and hung to his/her standards. Absolutely no unsafe or questionable items will be hung or flown in the facility. Any dry goods removed from the baton must be properly stored according to the PAC Director or PAC Technical Assistant requirements.
  - Removal, relocation, or alteration of the stage curtains or masking may only be made with the express approval of the PAC Director or PAC Technical Assistant. Requests for changes must be made in advance to the PAC Director or PAC Technical Assistant.
  - Any equipment required for a scheduled event other than equipment listed in the PAC inventory must first be requested in writing on a timely basis. The actual

rental charge for the equipment will be billed to the user organization. In the event any equipment on the PAC inventory should become unavailable, the PAC Director or PAC Technical Assistant will inform the user organization on a timely basis.

- The PAC lobby shall be free of any obstructions and must conform to fire code regulations. The PAC Director or PAC Technical Assistant shall approve any tables or displays placed in lobbies prior to setup.
  - The user organization shall not post signs or affix banners to the building without prior consent of the PAC Director or PAC Technical Assistant. No items may be attached or mounted to the physical structure without prior approval. No items or hardware may be affixed to the stage floor or adjoining PAC areas. No holes may be drilled or other modifications made. No attachments may be hung on curtains.
  - Third party sponsors will not be allowed to distribute materials, place objects bearing sponsor's name or highlight their product or service without prior approval of the PAC Director. If contemplated, please submit sample materials in advance to the PAC Director.
  - No painting is allowed without prior approval of the PAC Director or PAC Technical Assistant.
  - No costumes or makeup are allowed in the PAC house and seating areas without prior approval of the PAC Director or PAC Technical Assistant. Any additional cleaning and/or custodial time made necessary by this or any other activity will be billed to the user organization.
6. All facility, time, labor, and equipment required for the event must be identified on the *PAC Application for Use* agreement. Meeting last minute requests for additional time and labor may not be possible nor will the District guarantee that additional equipment will be available. Please check the inventory of lighting, sound, and materials.
  7. The PAC Director or PAC Technical Assistant has authority over the PAC, its control rooms, box office, scene shop, dressing rooms, music rooms, studio rooms, and cafeteria refreshment area when required for performance or rehearsals for a scheduled event in coordination with appropriate District personnel.
  8. The user organization shall follow all fire code regulations regarding public performance, including the use of flame resistant materials for scenic or design purposes.
  9. Any use of open flame, pyrotechnics, strobe lights, smoke or chemical fog, hazers, etc. is strictly prohibited unless prior approval of the PAC Director **or** PAC Technical Assistant is obtained. If aforementioned materials are used without prior approval, the PAC staff shall have the right to discontinue the performance. Any use of the above-mentioned items must be listed in the program book and/or in a pre-show announcement.
  10. Parking for trucks or vans at the PAC loading zone is limited to one vehicle at a time and must be coordinated prior to the event. No vehicle may stay in the loading zone unattended. Once the vehicle is unloaded, it may be required to move to the designated parking lot.
  11. While it is the group's sole responsibility to establish safe sound levels, the PAC Director or PAC Technical Assistant, who shall have the authority to change the levels, if required, during a performance, may monitor the final sound output of any recorded or

- live performance. This includes any sound or AV equipment used in or around the PAC areas.
12. Any broadcasts, telecasts, recordings, etc. require prior written consent of the PAC Director.
  13. The user organization is responsible for all licensing rights for the performance and novelty sales, including the use of music or sound bites. The user organization is responsible for retaining rights from ASCAP, BMI or any other organization holding the rights to copyrighted material. The PAC is not responsible for any of these rights.
  14. It is the responsibility of the user organization to remove all equipment, scenery, costumes, etc. immediately following the said rental (or by the end of the next business day for use by Groups I and II), clean the dressing rooms and stage and check the hall to secure all property belonging to the user. Any items to be returned will be sent C.O.D. Any custodial time required beyond general cleaning will be billed to the user organization.
  15. The user organization is required to inform all of their participants of the PAC house rules, particularly concerning food, drink, housekeeping and safety procedures. This includes, but is not limited to, production company members, volunteers, parents, audience members and others observing rehearsals, and any other groups and/or individuals associated with or peripheral to the rehearsal and event. The PAC Director reserves the right to remove anyone from a production/performance if he/she is not following PAC rules. If a user organization or any of their participants, audiences, etc., do not adhere to the PAC house rules, the user organization may not be permitted to rent the PAC for future use.
  16. Only local calls are permitted from the PAC phones.
  17. No one is allowed to operate any PAC equipment, unless previously approved by the PAC Director or PAC Technical Assistant.
  18. No one is allowed on the catwalk, technical balcony, and rigging stairs without the approval of the PAC Director or PAC Technical Assistant.
  19. Any problems, including loss, damage or injury, in the PAC must be immediately reported to the PAC Director or PAC Technical Assistant. The group will be responsible to reimburse the PAC for any loss, damage or injury.
  20. Only the District may pay its employees for services rendered. The office of the PAC will in turn bill the permit holder for all salaries and fringe benefit payments. At no time shall any salary be paid directly to the employee. The District, or its representatives, will stipulate the number of District employees that are to be on duty for each activity.
  21. All participants in any production must be supervised at all times by an adult trained to use the PAC and its equipment.
  22. All participants in any production may be required to take part in a PAC Safety Seminar at the discretion of the PAC Director or PAC Technical Assistant.
  23. Any damages incurred will be paid for by the participating groups.
  24. Users of the PAC from Groups I and II are responsible for the cost of any batteries, lighting gels or other disposable goods used for a production.

25. Smoking cigarettes, pipes, or other tobacco products on stage for a performance is prohibited. The act of smoking may be carried out but the tobacco product may not be lit during a performance or rehearsal.

#### Front of the House Use

1. During all public performances a District certified House Manager, as designated by the PAC Director, must be present a minimum of one hour prior to curtain time and must remain until all audience members have vacated the PAC. Any costs will be billed to the user organization. The permit holder shall be the first person in the building and the last one out, other than PAC staff – arriving at least fifteen minutes prior to other members.
2. The user organization will have the authority to determine when to open doors.
3. Request for ushers, docents and ticket sellers must be made through the PAC Director at least 2 weeks prior to the event.
4. The District reserves the right to hire security for an event. All charges for the security will be billed to the user organization.
5. The posted PAC seating capacity (786) may not be exceeded in any circumstance (Fire Code).
6. Upon written request from the PAC Director, the user organization will provide four complimentary tickets per performance to the District.
7. Tickets may be issued by seat number.
8. Appropriate behavior will be expected of all spectators at all times.
9. Ticketing options are available for varying charges.

#### Admissions

User organizations may determine the amount of admission, if any. The amount collected through admission fees belong to the user organization, with the following exceptions:

- 1) For each sold ticket, \$0.30 must be paid to the South Milwaukee PAC Long Term Maintenance and Replacement Fund. This fee does not apply to events held by user organizations in Group I. For non-ticketed events, \$.30 per attendee must be paid to the South Milwaukee PAC Long Term Maintenance and Replacement Fund. This fee does not apply to events held by user organizations in Groups I and II.
- 2) The fee structure for use of the PAC specifies that in certain circumstances a percentage of the net income, including admission fees, is to be paid to the PAC. Please see the detailed fee structure.
- 3) The School Board has determined that admission shall not be charged for events that are directly related to a curricular class (examples: high school music concerts). Amounts may be collected on a voluntary basis for the general operation fund or a specific program at any concert. Admission may be charged for co-curricular or special events (examples: drama or musical plays, madrigal performance, athletic events).

### Group Definitions – PAC

#### Group I: School District of South Milwaukee

Please see Use of School District Facilities Policy for a definition of this group. The PAC does not take a cut from any ticket fees, if applicable, nor is there a rental charge to use the PAC. Examples: Music department concerts, musicals, plays, class presentations, athletic meetings and awards ceremonies.

#### Group II: Recreation Department Sponsored Groups

Please see Use of School District Facilities Policy for a definition of this group. If the Recreation Department is charging a fee, the PAC will receive \$.30 from each ticket sold for maintenance and upkeep. Examples: Recreation department youth theatre, recreation department dance recital, recreation department classes.

#### Group III: School Related Activity Groups

Please see Use of School District Facilities Policy for a definition of this group. The PAC does not take a cut from any ticket fees nor is there a charge to use the PAC. Examples: The SM Legacy, PTA, parent booster clubs, SDSM employee union meetings or conferences.

#### Group IV: South Milwaukee Community Youth Groups

Please see Use of School District Facilities Policy for a definition of this group. See Fee Structure below. Examples: Scouts, Youth Commission activities, non-school sponsored theatre groups, Junior Miss Pageant.

#### Group V: South Milwaukee Community Groups

Please see Use of School District Facilities Policy for a definition of this group. See Fee Structure below. Examples: Heritage Days, South Milwaukee Lions, YMCA, City of South Milwaukee, Spectacle of Music, South Milwaukee Association of Commerce.

#### Group VI: South Milwaukee For-Profit Groups

Please see Use of School District Facilities Policy for a definition of this group. See Fee Structure Below. Examples: Bucyrus International, any South Milwaukee business meetings.

#### Group VII - A: Out of Community Non-Profit or Small Business

Any non-profit group outside of the South Milwaukee community or any small business such as piano teachers for purpose of their recitals or individual artists who are not considered a non-profit group, or small businesses with less than 5 employees and less than 150 attendees to event in PAC. See Fee Structure below. Examples: piano recitals; individual or small group concerts or recitals; non-profit meetings, conferences, retreats or seminars; small business retreats, meetings, conferences or seminars.

#### Group VII - B: Out of Community For-Profit

Any out of community for-profit business. See Fee Structure below. Examples: Business Meetings and conferences, dance studio recitals, seminars.

### Fee Structure

1. There is a four-tier fee structure. Groups I, II and III will be Tier One. Groups IV, V and VI will be Tier Two. Group VII-A will be Tier Three. Group VII-B will be Tier Four.
2. Tier one groups will not be charged a fee. However, custodial overtime as described below will be charged to groups in tier one.
3. Custodial overtime will be charged to each group at a rate of \$38 per hour, Monday-Saturday. Custodial overtime will be charged to each group at a rate of \$50 per hour on Sundays and holidays. Overtime is incurred at the PAC Monday-Friday prior to 5:30 am or after 11:00 pm, on Saturday prior to 11:30 am and after 8:00 pm and anytime on Sunday or holidays.
4. Specific information related to each group is listed above. The fees for tier two, three and four groups are listed on the Fee Structure below. Fees for long-term use of the PAC and/or multiple performance dates may be negotiated separately.
5. The rental fee includes the “SIMPLE” package (1 microphone & house lights). Any special technical requirements (including advance set-up and house restore) may require crew calls and additional technician charges.
6. If the event is more than one day, the rate for the removal/installation of the orchestra pit cover and/or the orchestra shell is negotiable.
7. Organizations wishing non-profit status must provide a copy of a 501(c)3 form, at the time of application.
8. All tier two, three and four users pay a \$.30 per ticket fee to the South Milwaukee High School PAC Long Term Maintenance and Replacement Fund or \$.30 per person for non-ticketed events. This fee will not apply to groups in tier one unless otherwise stated above.
9. All users must submit a Certificate of Insurance for \$1,000,000 for general liability and a Certificate of Insurance for \$300,000 for fire damage with the signed contract. Failure to do so will render the contract null and void.



**SOUTH MILWAUKEE PERFORMING ARTS CENTER**  
**FEE STRUCTURE**

<b>FEES FOR PERFORMING ARTS CENTER</b>			
<b>Utilization</b>	<b>Tier Two South Milwaukee Community/Non-Profit Groups: IV, V, VI</b>	<b>Tier Three Out of Community Non-Profit/Small Business Group: VII - A</b>	<b>Tier Four Out Of Community/ For Profit Group: VII - B</b>
Theatre – per day	\$200.00/performance \$50.00/additional perf.	\$400.00/performance \$75.00/additional perf.	\$800.00/performance \$100.00/additional perf.
Rehearsal	\$75.00/first 5 hours \$25.00 each add'l hour	\$100.00/first 5 hours \$25.00/ each add'l hour	\$200.00/first 5 hours \$50.00/each add'l hour
Removal/Installation of Orchestra Pit Cover	\$300.00	\$300.00	\$300.00
Removal/Installation of Orchestra Shell	\$50.00	\$50.00	\$50.00
<b>Other Equipment</b>			
Grand Piano	\$100.00 (plus tuning)	\$150.00 (plus tuning)	\$300.00 (plus tuning)
Digital or Upright Piano	\$50.00 (plus tuning)	\$75.00 (plus tuning)	\$100.00 (plus tuning)
Power Podium	\$25.00	\$25.00	\$25.00
A V Equipment	\$3.00	\$6.00	\$23.00
Wired Microphone	\$3.00	\$3.00	\$23.00
Wireless Microphone	\$5.00	\$5.00	\$23.00
Podium	\$10.00	\$10.00	\$10.00
Choral Risers	\$10.00/unit	\$10.00/unit	\$10.00/unit
Platform Risers	\$30.00/unit	\$30.00/unit	\$30.00/unit
<b>Labor Charges</b>			
Technician Charge	\$20.00/hour	\$20.00/hour	\$20.00/hour
House Manager	\$20.00/hour	\$20.00/hour	\$20.00/hour
Custodial Charge	Estimate will be provided	Estimate will be provided	Estimate will be provided
Percentage Fee	No charge	3% of net income assessed on all income derived from event, including but not limited to, admission fees, registration fees, donations, concessions, novelty sales. “Net” income is defined as gross income less taxes.	6% of net income assessed on all income derived from event, including but not limited to, admission fees, registration fees, donations, concessions, novelty sales. “Net” income is defined as gross income less taxes.

Agreement:

*The applicant agrees to abide by the rules, regulations, and policies formulated by the District regarding the use of its facility, agrees to pay expenses incurred and billed by the District, agrees to be responsible for careful and prudent use of the District facility, and to be responsible for any damages that occur. Further, the applicant(lessee), shall indemnify and save harmless the District (lessor) from and against any and all loss, cost, (including attorney's fees) damages, expenses, and liability (including statutory and liability under worker compensation laws) in the connection with claims for the damages as a result of injury or death of any person or property damages to any property sustained by the lessee, its employees, and all persons, which arise from or in any manner grow out of an act or neglect on or resulting from the use of lessor's facilities and equipment by lessee, lessee's agents, employees, and invitees, or an other person during the rental agreement. The School Board reserves the right to compel a showing of financial responsibility or a policy of liability insurance for any given amount as it deems is advisable as a condition precedent to the leasing facility.*

*A Certificate of Insurance showing Commercial General Liability with the District named as an additional insured and a minimum per occurrence coverage limit of \$1,000,000 and a Fire Damage limit of \$300,000 is required. A Certificate of Insurance showing Auto and Worker Compensation coverage and limits acceptable to the District may be required as a condition of this lease agreement. The cost of this coverage is to be paid by the lessee.*

*In the event any fault or neglect by the District or its failure to satisfy any obligations under the PAC Application for Use Agreement, the liability of the District shall be exclusively limited to the refund of any amounts paid by the user organization or due under the agreement.*

*Authorization for use of the school facilities shall not be considered as an endorsement of or approval of the activity, group, or organization nor the purpose they represent.*

*The right of a person to be admitted to any school in the District, and to participate fully in and enjoy the benefits of any curricular, extra-curricular, pupil services, recreational or other programs or activities will not be abridged or impaired because of discrimination based upon the person's sex, race, age, religion, political beliefs, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.*

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

831-Exhibit

## FACILITY RENTAL FEE SCHEDULE

All fees hourly unless otherwise noted.  
 First 2 hours at the hourly rate, each additional hour at hourly rate.  
 See also Use of School District Facilities Policy and Rule

	<b>Tier Two</b>	<b>Tier Three</b>	<b>Tier Four</b>
	<b>Groups V, VI</b>	<b>Groups VII</b>	<b>Groups VIII</b>
<b>Elementary Schools</b>			
Baseball Field (Blakewood, Lakeview)	20/day	30/day	40/day
Classroom	5	8	10
Computer Lab	10	15	20
Gym	10	15	20
Gym - Rawson both gyms	15	23	30
Kitchen	20/day	30/day	40/day
Library	10	15	20
Playground	20/day	30/day	40/day
Rawson Field (not softball)	20/day	30/day	40/day
<b>Middle School</b>			
Art Room (bring own supplies)	10	15	20
Classrooms	5	8	10
Computer Lab	10	15	20
Gym	15	23	30
Kitchen	25/day	38/day	50/day
Library	15	23	30
Little Theatre	15	23	30
Locker Rooms	25/day	38/day	50/day
LTC	15	23	30
Multi-Purpose Room w/ stage	25	38	50
Multi-Purpose Room w/o stage	20	30	40
Music Rooms (Band, Choir, Orchestra)	10	15	20
Pool	30	45	60
Weight room	30	45	60
<b>High School</b>			
Art Room	15	23	30
Classrooms	5	8	10
Commons	25	38	50
Computer Lab	15	23	30
Concession Stand (fieldhouse)	10/day	15/day	20/day
Fieldhouse - all courts	50	75	100
Fieldhouse - single court	15	23	30
Fitness Center	100	150	200
Gravity Zone (little café)	20/day	30/day	40/day
Kitchen	30/day	45/day	60/day
Library	20	30	40

Locker Rooms	35/day	53/day	70/day
Music Rooms - 2413, 2420	5	8	10
Music Rooms - band, choir, orchestra	15	23	30
Music Rooms - small practice rooms	3	5	6
Staff Dining Room	15	23	30

<b>District/Outside/Other</b>
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Athletic Practice Fields	10	15	20
Baseball Field	50/day	75/day	100/day
Board Conference Room	10	15	20
Board Room	15	23	30
Football Field	100/day	150/day	200/day
Hickory Field	10	15	20
Mobile Computer Lab - any school	15	23	30
Parking Lots	20/day	30/day	40/day
Port-a-John	at cost	at cost	at cost
Professional Development Center	10/room/hr	15/room/hr	20/room/hr
Rental for Sports Equipment	at cost	at cost	at cost
Soccer Complex	125/day	188/day	250/day
Softball Field	50/day	75/day	100/day
Tennis Courts	50/day	75/day	100/day
Track	100/day	150/day	200/day
Track and Football Field	125/day	188/day	250/day

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

831.1

### COLLEGE, CAREER AND MILITARY RECRUITER ACCESS TO FACILITIES

The District values the presence of college, career and military recruiters to provide students with information regarding post-high school opportunities. However, the value of the information must be balanced such that an undue burden is not placed on students relative to their time and study responsibilities while in high school.

The District has created the following guidelines to be used such that recruitment activities are minimal in nature so as to not interfere with student instructional time or the normal operation of the school and district.

1. College, career and military recruiters should notify the guidance department at least one week in advance of the request to be present in the school.
2. College, career and military recruiters will be limited to one visit per month. The recruiters are encouraged to meet with students and families outside of the student day if more visits are necessary.
3. Students shall meet with college, career and military recruiters outside of class time as much as possible. If students need to meet with recruiters during class time it shall be arranged through the guidance department.
4. A display table may be set up in the commons area during the student day and lunch time. Recruiters shall respect the students' limited time for relaxation and socialization during lunch time. Students may voluntarily visit displays and talk with representatives but shall not be approached or pressured by the representatives.

APPROVED: November 20, 2007

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

832

### PUBLIC CONDUCT ON SCHOOL PROPERTY

No person on District property shall:

1. Injure or threaten to injure the person of another.
2. Damage the property of another or District property.
3. Conduct him/herself in such manner as to impede, delay or otherwise interfere with the orderly conduct of the educational program of the District or any other activity taking place on school property.
4. Enter upon any portion of the District property at any time for purposes other than those that are lawful.
5. Participate in the unlawful manufacture, distribution, dispensing, possession, or use of alcohol, a controlled substance or drug paraphernalia, while on school premises or while involved in District-sponsored activities or events.
6. Use any tobacco product, look-a-like tobacco product, or electronic cigarette while on school owned or leased properties.
7. Possess, use, sell, or distribute weapons or look-alike weapons while on District property, in a District-owned vehicle, or at District-sponsored activities or events. For purposes of this policy, "weapons" includes but is not limited to mace, pepper spray, ignition devices, martial arts instruments, explosive devices, knives, razors, firearms (loaded or unloaded), facsimile firearms, hunting equipment or any object or substance that could be used to cause bodily harm.
8. Use electronic communication devices, including but not limited to cellular phones with picture or electronic media image capabilities, cameras or other recording devices in any locker room, restroom, dressing room, weight room and the SM Fitness Complex.
9. Willfully violate other rules and regulations adopted by the Board or administration designed to maintain public order on school property.

Persons who violate this policy or coerce with others to do so shall be subject to actions up to and including removal from the premises and/or police intervention dependent upon the infraction.

LEGAL REF.: City of South Milwaukee Ordinance 24.16

Gun-Free Schools Act of 1994

Wisconsin Statutes Sections

101.123 (Smoking prohibited)

120.12 (Prohibition of tobacco)

125.09 (No alcohol on school premises)

941.235 (Carry firearm in public building)

948.60 (Possession of a dangerous weapon by a person under 18)

948.605 (Gun-free school zones)

948.61 (Dangerous weapons other than firearms at school)

CROSS REF.: 443 Student Conduct, all sections  
516 Drug-Free Workplace  
516.1 Tobacco Free Workplace  
517 Use and Possession of Weapons  
518 Use of Electronic Communication and Recording Devices

APPROVED: January 4, 2006

REVISED: September 18, 2013

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

832.1

## WEAPONS NOT ALLOWED ON SCHOOL GROUNDS

The policy of the District is that no weapons, look-a-like weapons or ammunition are allowed on school grounds at any time for any reason. This includes weapons possessed by an individual with a Carrying Concealed Weapon license.

There are four exceptions to this general rule.

1. Weapons are allowed in the school for the sole purpose of approved hunter safety classes held through the Recreation Department. Weapons are only allowed during the time of the class. Weapons must be properly and safely stored in locked cases or other containers during transportation from a vehicle to the classroom.
2. Look-a-like weapons are allowed in the Performing Arts Center when necessary for artistic reasons. Prior approval must be obtained by the PAC Director.
3. Weapons or look-a-like weapons may be allowed in other school events or school classes with prior approval from the building principal. An example of this may be swords used in the student *Feaste* production.
4. Possession of a weapon by a law enforcement officer on school grounds, while on duty or an off duty South Milwaukee law enforcement officer.

Ammunition is not allowed on school grounds at any time. Weapons approved under this policy shall not contain ammunition of any type at any time while on school grounds, except by law enforcement officers on duty or an off duty South Milwaukee law enforcement officer.

LEGAL REF.: City of South Milwaukee Ordinance 24.16

Gun-Free Schools Act of 1994

Wisconsin Statutes Sections

118.07 (School Safety Plan)

175.60 (License to carry a concealed weapon)

943.13 (Criminal trespass)

941.235 (Carry firearm in public building)

948.60 (Possession of a dangerous weapon by a person under 18)

948.605 (Gun-free school zones)

948.61 (Dangerous weapons other than firearms at school)

CROSS REF.: 832 Public Conduct on School Property  
443.6 Student Use/Possession of Weapons  
517 Use and Possession of Weapons



APPROVED: November 20, 2007  
November 7, 2012

REVISED: September 18, 2013  
December 3, 2014

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

832.2

### LOCKER ROOM AND RESTROOM PRIVACY

The privacy of individuals in locker rooms, restrooms and related areas shall be respected. To that end, possession of cameras and recording devices is prohibited in all locker rooms, restrooms and related areas. Persons possessing a camera or recording device in a locker room, restroom or related areas (whether turned on or off) will be subject to discipline, immediate removal from the property, or referral to the South Milwaukee Police Department.

Cellular phones and iPods may be taken into restrooms and locker rooms but shall be turned off during the entire time. Persons using a cell phone or iPod in a restroom or locker room for any purpose (other than a time sensitive emergency occurring in the locker room) will be subject to discipline, immediate removal from the property, or referral to the South Milwaukee Police Department.

The purpose of the ban of all uses of cellular phones and iPods is due to the fact that it may be difficult to detect when a person might be using the camera feature of a phone or iPod while appearing to be merely conversing or listening to music.

No media is allowed access to locker rooms before, during or after any school or recreation athletic event or practice.

CROSS REF.:           446.2 Surveillance Camera on District Property  
                          518 Use of Electronic Communication and Recording Devices  
                          734 Surveillance Camera on District Property

LEGAL REF.:           Wisconsin Statutes Sections  
                                  942.09 (Representations depicting nudity)

APPROVED:           October 21, 2009

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

833

### NAMING OF SCHOOL SITES, BUILDINGS, ATHLETIC FIELDS AND OTHER STRUCTURES OR PARTS THEREOF

The School Board shall have the responsibility for naming school sites, buildings, athletic fields and other structures or parts thereof that are part of school district holdings.

In the event the School Board seeks a name for one of the above, the Board shall establish a committee, which functions as follows:

1. The Board shall appoint a Naming Committee consisting of at least three citizens from the community and two representatives of the school district.
2. The Naming Committee may make recommendations for naming rights or may solicit possible names from community members, staff and students.
3. The Naming Committee shall observe the following guidelines during name selection:
  - The name shall be easily identifiable with the facility.
  - The name shall not be in conflict with other names within the school system or region.
  - The name shall have significance for the people using what is being named.
  - The names of living people should be carefully considered due to multiple events occurring in a lifetime, which can change an individual's legacy. If a living person is considered for a naming right, the person should be consulted to accept the recommendation.
4. The Naming Committee shall make a recommendation to the Board for a naming right.
5. A super-majority vote of the full School Board is required for final selection.

In addition to the above process, the School Board may, with at least three public agenda-item discussions and a super-majority vote of the full Board, name facilities at its discretion.

APPROVED:            January 4, 2006

**OUTDOOR SCHOOL SIGNS**

The goal of having outdoor school signs is to improve communication with students, parents and the community regarding District-related matters.

Outdoor school signs are to be operated solely by the District for the purpose of promoting school or district events and activities, and recognition of district students or activities. The building principal or designee is responsible for approving all announcements posted on outdoor school signs. Announcements shall be consistent with and supportive of the established policies, goals and objectives of the Board and school.

Groups or organizations other than the District whose stated purposes are consistent with Board policy and administrative rules may be granted limited access to an outdoor school sign according to the following criteria:

- (1) The information to be posted is age and content appropriate for the school where the information is to be posted.
- (2) The District is a co-sponsor of the activity with the group or organization.
- (3) The group is a District approved parent group.
- (4) Government meeting or activity information may be posted as room permits.

The SM Performing Arts Center sign shall be operated by the SM PAC Director. Announcements shall be consistent with and supportive of the goals and objectives of the SM PAC as well as the established policies, goals and objectives of the Board.

In the event that a request for use of an outdoor sign is denied, the group or organization may appeal such denial to the Superintendent. The appeal shall be in writing and shall include the announcement or description of the program to be posted and an explanation for the basis of appeal.

APPROVED:            October 21, 2009

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

835

### COMMUNITY APPROPRIATE USE POLICY FOR TECHNOLOGY

The District offers public wi-fi at various locations. Community members, parents, and other visitors to these locations may access the Internet through the District's public wi-fi system.

#### Responsibilities and No Liability of the District

The District wi-fi technology system shall be used in a responsible, efficient, ethical, and legal manner, and all users shall abide by the District's policies and procedures. The District asks that community members remember the educational purpose of the District and to not access websites that are inappropriate in a school setting. Individuals may not use privately owned technology to access the internal District network.

The District uses a filtering system to limit student access to material that is harmful to students, obscene or disruptive to the educational or work environment, and to a lesser degree, high risk activities. The District reserves the right to block sites that do not enhance educational activities or development. The District shall be in compliance with the Children's Internet Protection Act (CIPA). No technology measure can block 100% of inappropriate content so the District emphasizes the importance of staff supervision in monitoring student use of technology and the importance of self-supervision for community use of the Internet.

Because access to the Internet provides connections to other computer networks located all over the world, users should understand that the District does not control the content of information available on such networks. The District is not responsible for the accuracy, quality, or appropriateness of the information obtained through the Internet and makes no warranties of any kind, either expressed or implied, that the information or services provided by or through the Internet will be error-free or without defect.

Anyone using the District's technology system should take note that the District will not be responsible for any mistakes or negligence, liability, copyright infringements or other costs incurred by the person using the District wi-fi system, or the accuracy or quality of information received over the Internet. Copyright infringement includes the duplication of software, a violation of the law and Board policy.

LEGAL REF.:       Wisconsin Statutes Sections:  
                          943.70 (Computer crimes)  
                          947.0125 (Unlawful use of computerized comm. systems)  
                          Federal Copyright Law, 17 U.S.C. 101, et. seq.  
                          Children's Internet Protection Act, 20 U.S.C. 6301, et. seq.  
                          Protecting Children in the 21<sup>st</sup> Century Act (Pub. L. No. 110-385 Title II)

APPROVED:       October 6, 2010

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

836

### UAV'S AT DISTRICT EVENTS

The District values safety and security at all District sponsored events. Therefore, this policy for Unmanned Aerial Vehicles (UAV's) or drones focuses on public safety and the facilitation of event planning and administration.

The use of drones/UAV's for any purpose at District events may be permitted at outdoor events only, provided the following conditions and requirements are satisfied:

- A. Drone operation at District events requires Certificate of Authorization (COA)-or the necessary 333 Exemption-as issued by the FAA when required by law, and advanced written consent (at least 24 hours) from the Superintendent. Based on current law and the proximity of the District to the airport, operators of drones/UAV's must notify the Control Tower at General Mitchell Airport prior to use.
- B. A signed agreement holding the District harmless from any claims of harm to individuals or damage to property. In addition, UAV operators must provide the District proof of insurance with liability limits of not less than \$1 million that identifies the District as additionally insured.
- C. UAV controllers must maintain line of sight at all times during operation and are prohibited from flying UAV's over playing surfaces, seating and spectator areas where and when people are present, as well as event parking areas where and when people and vehicles are present.
- D. UAV controllers and their employers are responsible for ensuring operators are trained in the use of the drone that they operate. UAV operators must be aware of the risks that include, but not limited to, personal injury and property damage caused by the UAV as a results of weather, operator error or judgment, and failure of device systems and equipment.
- E. When recording or transmitting visual images, UAV controllers must avoid areas reasonably considered private in accordance with social norms. These areas include, but are not limited to, restrooms, locker rooms, individual residences and health treatment rooms. In Wisconsin, it is a misdemeanor to use a drone to "photograph, record, or otherwise observe another individual in a place where the individual has a reasonable expectation of privacy." (Wis. Stat. § 942.10). UAV controllers must also be aware of WIAA regulations regarding transmitting recordings of WIAA events.

The District shall refuse admission to any individual or group attempting or intending to use a UAV without authorization. District personnel are authorized to suspend play, if necessary, to remove and confiscate any authorized or unauthorized use of a UAV in prohibited area or events.

Failure to follow this policy may result in local, state and federal penalties if applicable.

LEGAL REF.: Wisconsin State Statute Section  
942.10 (Use of a Drone)

APPROVED: February 24, 2016

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

841

## GIFTS TO THE SCHOOL DISTRICT

The Board values and welcomes the support of businesses, community organizations and individuals, both fiscally and in terms of volunteer time. The Board may accept gifts to the District, including but not limited to equipment, money and scholarships from individuals and/or organizations that seek to augment District services or assets. The Board reserves the right to determine the use of such gifts and to determine any limitations or restrictions thereof. Gifts with a monetary value of under \$500 may be accepted by the Superintendent or designee only.

Persons and/or organizations wishing to give such gifts should first consult with and obtain preliminary consent from members of the school staff and the immediate supervisory personnel in the area which is to benefit. After preliminary consent is given, the Board shall be notified of the intended gift. The decision to accept or not accept the gift shall be made by the Board. Upon acceptance of the gift, title will vest with the Board.

The District shall not discriminate in the acceptance and administration of gifts, bequests, scholarships and other aides, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.:           Wisconsin Statutes Sections  
                                  118.27 (Gifts and Grants)  
                                  Wisconsin Administrative Code  
                                  PI 9.03 (Policies)

CROSS REF.:           111            Nondiscrimination  
                                  111-Rule    Discrimination Complaint Procedures  
                                  460           Student Awards & Scholarships  
                                  851           Advertising and Promotion in Schools  
                                  852           Solicitations, Sales and Fundraising in Schools

APPROVED:            January 4, 2006



## SCHOOL DISTRICT OF SOUTH MILWAUKEE

841-Rule

### ART DONATIONS AND DISPLAYS AT THE 6-12 CAMPUS

#### **Campus Objectives:**

- I. First and above all, this campus exists as a student learning place. It is a public school intended to assure the attainment of students' dreams and aspirations while building a strong community of citizens.
- II. Second and uniquely supported by the physical design of the campus, this campus is a community gathering place featuring among other assets a fitness center, performing arts center, recreation department and a community history display within the Heritage Corridor.

These objectives are not seen as a conflict of purposes, but are intended as a means of enriching the potentials of each and the campus as a whole.

#### **Campus Art Displays:**

Within the above context, from time to time decisions have to be made regarding the physical elements of the campus to assure optimum benefits. These decisions include those related to the display of art work and historical artifacts. With these displays in mind, please note the following:

- Donated items valued at \$500 or more are to be accepted by the School Board before installation.
- Decisions regarding location, etc., are the responsibility of building principals following input from persons and groups that are impacted by the decisions including art departments, *The SM Legacy* or other donor if appropriate, and the business office. The Superintendent has the final authority regarding placement of art donations.
- Future displays of student art work are to continue in the library as well as on the curved wall on the first floor just inside and across from door 9 with the displays expanding toward the commons area in the high school.
- Following the above space being filled (which is anticipated to be a matter of years), further displays will continue on the north wall just east of door 9.
- Although certain displays are more permanent than others, it is understood that it is unrealistic for any display to be seen as absolutely permanent. Art donations that are no longer on display will be considered property of the District. If the District wishes to dispose of the donation, the District will attempt to contact the person(s) that donated the art before the art is sold or donated such that the donor may have the first opportunity to buy or receive the art. Whether the donated art is sold, donated or disposed of is at the discretion of the District.
- The District will work toward creating a catalogue of art that is located at the 6-12 Campus. The catalogue will be kept in the Superintendent's office.

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

851

### ADVERTISING AND PROMOTIONS IN SCHOOLS

The District, its schools, staff members and students should not be used in the commercial promotion of any product, process or service. Advertisements may be allowed on a case by case basis with the approval of the Superintendent or designee in accordance with this policy.

Exceptions to this restriction include:

1. Cooperation in furthering the work of any non-profit, community wide social service agency or governmental agency, provided that such cooperation does not restrict or impair the educational program of the schools.
2. Participation in a radio, television, newspaper or magazine program or interview when such participation is beneficial to the District.
3. Publicizing by a donor of a gift to the District.
4. Advertisement by paid sponsors in school publications. Such advertisement:
  - shall not promote the use of tobacco, alcohol, other drugs, or weapons;
  - shall not promote a specific religion, political ideology, policy candidate, political issue, political cause, political activity, political party, or candidate for political office or position or any form of gambling;
  - shall not be offensive, vulgar, discriminatory, racially or ethnically offensive, factually inaccurate, misleading or deceptive;
  - shall not promote sexually explicit X or R rated movies, or gambling aids;
  - shall not be otherwise inappropriate for school use and student access;
  - shall not attack, demean, ridicule or disparage based upon membership in any group identified in the District's nondiscrimination policies; and
  - shall not promote soda, candy, chips, or other junk food or foods designated by the USDA or other federal agency as "foods of minimal nutritional value".
5. Other exceptions may be approved by the Superintendent or designee on a case-by-case basis if the advertisement or promotion is of educational beneficial to the District and there is no disruption to the schools or District.

In addition, the schools and/or District may accept commercially sponsored materials, equipment or services if the following standards apply:

1. The primary intent of the product or service is educational and/or supports an educational or co-curricular activity, and the mention of the commercial sponsor is incidental. The provider/service must be age-appropriate for the use or activity.

2. The donation of the product or service results in savings to the District, as determined by the building principal or Superintendent or designee.
3. The materials, equipment or services:
  - shall not promote the use of tobacco, alcohol, other drugs, or weapons;
  - shall not promote a specific religion, political ideology, policy candidate, political issue, political cause, political activity, political party, or candidate for political office or position or any form of gambling;
  - shall not be offensive, vulgar, discriminatory, racially or ethnically offensive, factually inaccurate, misleading or deceptive;
  - shall not promote sexually explicit X or R rated movies, or gambling aids;
  - shall not be otherwise inappropriate for school use and student access;
  - shall not attack, demean, ridicule or disparage based upon membership in any group identified in the District's nondiscrimination policies; and
  - shall not promote soda, candy, chips, or other junk food or foods designated by the USDA or other federal agency as "foods of minimal nutritional value".
4. Any non-disposable equipment, product or material which contains advertising will be accepted only when accompanied by a contract which specifies the length of time the advertising will be displayed and the disposition of the equipment, product or materials at the end of that designated time period.
5. Teachers may use source materials from commercial agencies on a short- or long-term basis, provided that this material has been approved by the Director of Instructor or designee.
6. Teachers may use educational materials bearing only simple mention of the producing or sponsoring firm.

Advertisements or promotions shall not be permitted to be placed in employee mailboxes. Copies of advertisements that are not in conflict with this policy may be made available in employee mailbox areas.

Email advertisements or promotions shall not be permitted as mass email mailings.

Equipment, products or materials that are a gift to the District shall be subject to the approval of the Board.

LEGAL REF.:           Wisconsin Statutes Sections  
                                  118.12 (Promotions on school premises)

CROSS REF.:        841    Gifts to Schools  
                          852    Solicitations, Sales and Fundraising in Schools  
                          853    Distribution of Materials to Students

APPROVED:         January 4, 2006  
                          September 7, 2011

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

852

### SOLICITATIONS, SALES AND FUNDRAISING IN SCHOOLS

In order to prevent disruptions in the operation of the District, uninvited salespersons or other individuals with information pertaining to sales or related contacts with District employees or students shall not be permitted in or on any District facility at any time, unless permission is granted by the Superintendent/designee, or the supervising administrator of the building or department of the District in which the contact will be made.

Persons who are not employed by the District shall not distribute literature, memberships or donations to employees, visitors or students at any time for any purpose on District grounds, inside District buildings or at District-sponsored events, unless specifically authorized by the Superintendent/designee or other Board policy.

General solicitation of funds from students attending the District shall not be permitted except as specifically authorized by the Board or Board policy.

Parent organizations and student groups may raise funds for school-related purposes. Student groups may raise funds for charitable organizations or uses. No individual or group may raise funds in the name of the District or by using the name of any individual school in the District without permission from the Superintendent or building principal. Such fundraising shall follow all state and local laws. An accurate accounting of all funds raised, expenses incurred and disbursements made shall be kept in an appropriate manner.

LEGAL REF.:           Wisconsin Statutes Sections  
                                  103.23 (Minor student involvement in fundraising activities)  
                                  118.12 (Promotions on school premises)  
                                  Chapter 440 (Solicitation of funds for charitable purposes)  
                                  Chapter 563 (Bingo and raffle control)

CROSS REF.:           371    Student Fundraising  
                                  525    Solicitations and Distribution of Promotional Materials  
                                  841    Gifts to Schools  
                                  851    Advertising and Promotions in Schools  
                                  853    Distribution of Materials to Students  
                                  861    School Visitors

APPROVED:            January 4, 2006

# SCHOOL DISTRICT OF SOUTH MILWAUKEE

853

## DISTRIBUTION OF MATERIALS TO STUDENTS

Students and others may wish to distribute written materials to students at District schools. Any individual, group of individuals or organization that wishes to distribute written material to students on school grounds is subject to this policy and related rule.

For the purpose of this policy, “distribute” means to supply, give, convey, deliver, pass out, hand out, post, disburse or otherwise make available written material to students. For the purpose of this policy, “written material” includes any handwritten or printed documents, drawings, graphs, charts, photographs, artwork, books, periodicals, audio or videotapes, digital recordings, diskettes, software, or any other item on which data, writings, symbols, or images are recorded for the purpose of communication.

This policy does not apply to material that is intended to be a private communication between two individuals. (For example, a note from a student, teacher or office to a student, graded work from a teacher to student)

Distribution of written materials to students shall be determined by classification of the materials as either school sponsored or non-school sponsored. The administration shall establish guidelines for the approval and distribution of such materials. (See Rule 853)

LEGAL REF.:           Wisconsin Statutes Sections  
                                  103.23 (Minor student involvement in fundraising activities)  
                                  118.12 (Promotions on school premises)  
                                  120.12 (Board duty, supervision over schools)

CROSS REF.:           371    Student Fundraising  
                                  525    Solicitations and Distribution of Promotional Materials  
                                  841    Gifts to Schools  
                                  851    Advertising and Promotions in Schools  
                                  852    Solicitation, Sales and Fundraising in Schools  
                                  861    School Visitors

APPROVED:            January 4, 2006

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

853-Rule

### DISTRIBUTION OF MATERIALS TO STUDENTS

Students or others that wish to distribute materials to students while at school are subject to Policy 853 and this administrative rule.

In all cases, distribution of the following materials is prohibited:

1. Material that is insulting to or violates the rights of others, including but not limited to material that is libelous, defamatory, discriminatory, invades the privacy of others, infringes on a copyright or is in any way prohibited by state or federal law.
2. Material that is socially inappropriate or inappropriate due to the maturity level of the students, including but not limited to material that is obscene, pornographic or lewd, vulgar or indecent, or is insulting to any group or individual.
3. Material that may incite persons to commit illegal acts or to violate Board policy.
4. Material that is primarily of a commercial nature, including but not limited to material that primarily seeks to advertise for sale the products or services of outside businesses.
5. Material that is likely to cause substantial disruption to or materially interfere with the proper and orderly operation and discipline of the school or school activities.
6. Material that promotes tobacco, alcohol or other drugs.
7. Material that promotes violence.

#### Approval Process

Materials will only be approved if:

1. The material does not fall into a prohibited category (listed above).
2. The material is age-appropriate to the students that will receive the information.
3. The material is school sponsored.
4. The material is non-school sponsored and meets all guidelines.

Individuals that wish to distribute materials must submit a copy of the materials in advance to the appropriate personnel listed below. Materials may not be distributed unless approval is specifically given.

- Requests to distribute materials on a District-wide basis must be approved by the Superintendent/designee.
- Requests to distribute materials on a school-wide basis must be approved by the building principal.
- Requests to distribute materials in one particular class must be approved by the teacher. Materials to be distributed to more than one class must be approved by the building principal.

### School Sponsored Materials

Materials are considered “school sponsored” when they are intended to be an extension of the school’s curriculum or is to be distributed under the direction of school personnel. School sponsored materials must be consistent with the District’s curriculum, programs or activities. Such distribution is intended to be informational in nature and may include information about the school’s operations, programs and events. School sponsored materials may include information about a school sponsored or co-sponsored community event that is related to the school’s mission and will educationally benefit the students.

### Non-School Sponsored Materials

Non-school sponsored materials may be distributed on District grounds in accordance with adopted policies, rules and procedures. Distribution will be allowed if it is from group I through group VI as described in Board policy/rules 831. Materials from groups VII and VIII will only be allowed if offering a public service. Distribution shall not be construed as an endorsement or approval of the materials by the District. Recognizing that the primary mission of the District is to meet the educational needs of its students, the District reserves the right to disallow distribution that is inconsistent or interferes with this mission.

### Distribution Process

If school sponsored materials are approved for distribution, the materials shall not be distributed during instructional time. If non-school sponsored materials are approved the materials shall only be distributed during the lunch hour, before school or after school. Non-school sponsored materials may not be distributed during instructional time or passing time.

The distribution of the materials shall occur in a non-disruptive manner. No student may be required, coerced or harassed to accept materials. The person(s) distributing the material shall be responsible for cleaning up any litter created by the distribution.

In all situations the building principal may prohibit a distribution from occurring during a particular time, in a particular manner or at a particular place if the principal finds that the time, manner or place of the distribution may cause or has caused disruption to or interference with school activities.

### Special Consideration for Elementary-Age Students

The District recognizes that elementary school children are highly impressionable due to their relative age and less developed cognitive, emotional and psychological development. For this reason, elementary school children are vulnerable and more susceptible to outside influences than middle school and high school age children. Due to their underdeveloped ability to distinguish the source of the written materials and weight to be given to any messages contained therein, distribution of materials in elementary schools will be given closer scrutiny for age-appropriateness. Materials that seek to market, solicit money, recruit, indoctrinate or convert shall not be distributed in the elementary schools to elementary school students. An exception to this rule is school-wide, school-sponsored fundraising activities for charitable organizations.

September 2011

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

861

### SCHOOL VISITORS

Parents and guardians of District students and the public are encouraged to visit schools and to become better acquainted with their operation and curriculum. The Board recognizes that it also has a responsibility to provide for the general safety of students, employees and other individuals authorized to be in school buildings; to enable educational and other activities to be carried on effectively and without interruption; and, to preserve and safeguard the buildings, equipment and other property.

In order to provide for school safety and maintain a favorable academic atmosphere, all visitors to the school must report to the school office before visiting elsewhere in the building. The building principal has the authority to grant or deny access to the building.

Any person interfering with or causing a disruption to the educational environment may be asked to leave the building at any time and assistance may be sought from law enforcement agencies when required.

LEGAL REF.:           Wisconsin Statutes Sections  
                                  120.13 (Board power; rules, presence of persons in school  
                                  buildings)

CROSS REF.:           812    Public Attendance at School Events  
                                  831    Use of School District Facilities  
                                  832    Public Conduct on School Property

APPROVED:            January 4, 2006



## SCHOOL DISTRICT OF SOUTH MILWAUKEE

861.1

### REGISTERED SEX OFFENDER

The District recognizes its responsibility for the health and safety of all students. Therefore, the Board is mindful of taking appropriate precautionary measures in situations where the District has been notified that a registered sex offender (“Registrant”) wishes to visit a school building or other school premises.

With limited exceptions, a Registrant may not be on any school premises unless the Registrant has followed the procedures below and has obtained prior approval from the Superintendent. “School premises” includes any school building, grounds, recreation area, athletic field, or any other property owned, used, or operated for school administration.

All Contractors who provide services to the District must certify to the District that they have reviewed all of their employees who will be on District property for any reason and that none of the employees appear on any sex offender registry. This certification must be renewed annually and provided to the Superintendent. Each contract will contain the requirements as stated herein.

#### Procedures:

1. Before visiting school premises, a Registrant shall notify the Principal or Superintendent in writing of the specific date, time, and place of the visit, and of the Registrant’s status as a registered sex offender. Notice must be given at least 3 days in advance of each visit.
2. The Principal shall forward the Registrant’s notice to the Superintendent or his or her designee for review and approval.
3. The Superintendent will notify the Registrant and Principal in writing of whether the Registrant’s visit is approved, and what conditions will apply to the visit, if any. Any approval by the Superintendent will only apply to the specific date, time, and place referenced in the Registrant’s notice.
4. The Principal may notify additional school personnel of the visit as necessary, including, but not limited to: appropriate administrative and teaching staff; security personnel; volunteers or paraprofessionals within the student’s classroom; counselors; coaches; nurses; custodians; and playground supervisors.

#### Exceptions:

1. A Registrant who is a voter may visit school premises without providing advance notice or obtaining prior approval if: (a) an election is being held that day; (b) the Registrant’s polling place is on school premises; and (c) the Registrant is visiting school premises for the sole purpose of voting.
2. A Registrant may visit school premises without providing advance notice or obtaining prior approval if the Registrant is attending an event or activity that is not sponsored by the school.

3. A Registrant who is the parent or guardian of a child enrolled at the school must notify the Principal of his or her status as a registered sex offender only as follows: (a) at the beginning of each school year; or (b) if the child is not enrolled at the beginning of the school year, when the child is first enrolled; or (c) if the parent/guardian is not a registered sex offender at the beginning of the school year or when the child first enrolls, when the parent/guardian first becomes a registered sex offender.
4. A Registrant who is a student enrolled in the District is not required to provide advance notice or obtain prior approval before each visit, as long as the department, child welfare agency, or other person supervising the student under a dispositional order under Wis. Stat. Section 938.34 works with the Principal and Superintendent to ensure the safety of other students. It is the responsibility of the student to verify whether the department, agency, or person has made the appropriate contact with the District. The District and the department, agency, or person shall follow protocols, established by the District on a case-by-case basis, for ensuring the safety of other students. If the conditions of this exception are not met, the student is required to follow this Policy's procedures for providing advance notice and obtaining prior approval before each visit.

LEGAL REF.: Wisconsin Statutes Sections

120.13(1) (School governance rules)

120.13(35) (Presence in school buildings)

121.02(1)

947.01

947.013

CROSS REF.: Exhibit 861 Visitors

APPROVED: December 3, 2014

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

862

### ANIMALS BROUGHT TO SCHOOL GROUNDS

Visitors may not bring animals to the schools or school grounds at any time. Exceptions to this policy are animals related to a class presentation that has been previously cleared with the teacher and principal of the building and service dogs.

Visitors that have a trained and certified service dog due to a disability may have the service dog accompany the visitor in the schools or other school facilities. The visitor must be able to provide an up-to-date vaccination record for the dog to the school upon request. Visitors with service dogs may be asked to leave if the dog is disruptive.

CROSS REF:       383    Animals in Schools  
                  383.1  Service Dogs in Schools

APPROVED:       November 20, 2007

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

871

### CITIZEN CONCERNS

Any person or group (other than members of the staff covered by a negotiated agreement that specifies other procedures) having a legitimate interest in the operations of the District shall have the right to present a request, suggestion or complaint concerning District personnel, programs or operations. At the same time, the Board has a duty to protect the staff from unnecessary complaints. It is the intent of this policy to reduce potential areas of concern and establish and maintain recognized channels of communication between the District and citizens. The goal is to secure, at the lowest possible administrative or supervisory level, proper and equitable solutions.

An earnest effort must first be made to settle the matter informally between the involved persons. Building level administration or immediate supervisors may assist in resolving concerns if necessary. If the concern is not addressed with the individual or his/her supervisor, the person(s) with the ongoing concern should then request a meeting with the Superintendent or his/her designee to attempt to informally resolve the matter. If the various ideas tried as a result of the meeting with the Superintendent or designee are not resolving the concern, a subsequent meeting or meetings may be set up to try and resolve the concern.

If the concern is still not addressed, the person(s) with the ongoing concern may send a written letter to the School Board president, requesting that the issue be addressed at a future Board meeting. Citizens may also attend Board meetings and raise the issue during the resident participation portion of the meeting. (Citizens should be aware that detailed discussion may not take place at that time due to the constraints of the Wisconsin Open Meetings Law).

Board members are encouraged to refer persons with concerns about the schools or school personnel to the appropriate administrative office where the above policy will be followed.

LEGAL REF.:           Wisconsin Statutes Sections  
                                  Chapter 19, Wisconsin Open Records Law

APPROVED:           January 4, 2006

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

872

### CITIZEN CONCERNS REGARDING CURRICULUM, INSTRUCTIONAL MATERIALS OR PROGRAMS

The Board recognizes that District residents and parents/guardians have a right to express concern about the educational programs or materials used in the schools. When citizens, parents or guardians have concerns about particular courses, learning materials or programs, the first attempt shall be to informally resolve the concern with a conversation with the building principal or other administrator.

If the concerns are not resolved informally, the concern shall be stated in writing to the building principal. The building principal shall share the concerns with the Director of Instruction and/or Pupil Services Coordinator. The building principal, Director of Instruction and/or Pupil Services Coordinator shall carefully review the concerns and send a written response to the person with the concern. All such replies shall be based upon the instructional goals of the District, course objectives, state and District standards, the criteria for selection of learning materials, and/or other applicable state or federal laws. If the citizen, parent or guardian is not satisfied with the response, he/she may send a written concern to the Superintendent.

The intent of this policy is to resolve a complaint about educational materials or programs at the lowest possible level.

The District shall not discriminate in the selection and evaluation of instructional and library materials on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.:           Wisconsin Statutes Sections  
                                  118.13 (Pupil discrimination prohibited)  
                                  121.02 (School district standards)  
                                  Wisconsin Administrative Code Sections  
                                  PI 8.01 (School district standards)  
                                  PI 9.03 (Policies)

CROSS REF.:           111            Nondiscrimination  
                                  111 Rule     Discrimination Complaint Procedures

APPROVED:            January 4, 2006

## SCHOOL DISTRICT OF SOUTH MILWAUKEE

881

### RELATIONS WITH EDUCATIONAL RESEARCHERS

The Board recognizes the importance of research in education. Therefore, the Board authorizes District personnel to cooperate as much as possible with colleges, universities and other recognized research agencies in promoting potentially useful research. The Board also authorizes District personnel to conduct their own action research. All such research projects shall be approved by the Superintendent or his/her designee.

It is important that specific research guidelines be reviewed by the Director of Instruction before approval is given. The review may include such items as:

1. Objectives of research.
2. Protection of students' privacy rights.
3. Degree of parental involvement.
4. Extent of class interruption.
5. The proposed use of the results.

The Director of Instruction, in consultation with the Superintendent or designee, will respond in writing to the agency or person asking to do research in the District with an approval or denial.

APPROVED:            January 4, 2006