

ARROWHEAD HIGH SCHOOL



Student and Parent Information Guide

2011-2012

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<http://www.arrowheadschoools.org>



The Arrowhead Union High School District

South Campus/District Office
700 North Avenue
Hartland, Wisconsin 53029
(262) 369-3611

<http://www.arrowheadschoools.org>

North Campus
800 North Ave.
Hartland, Wisconsin 53029
(262) 369-3612

Dear Parents and Students:

It is with a great deal of excitement and anticipation that I write this letter, as your principal, welcoming you back to a new school year. I look forward to meeting and getting to know both the students and their parents in the coming year. With the start of the new school year, it is an ideal time for those of you who are new to Arrowhead, as well as those who are returning, to take a moment to review some of the expectations that support making AHS a quality learning environment. Each year the contents of the handbook are reviewed and adapted to make sure the information accurately reflects the necessary policies and procedures of the school. Additional copies of the handbook can be obtained from the North or South Campus offices.

As you review this handbook together, we would ask you to specifically review the Attendance Policy and Procedures. It is important to note that state law is very clear about what can be considered an excused or unexcused absence. The AHS policy and procedures, along with the student code of conduct have been developed to reflect state law.

As students begin the new year, we encourage participation in activities that are sponsored by the high school. We believe student involvement in activities outside the classroom support students developing leadership skills and also provide motivation that can carry over into the classroom. It is important to note that the WIAA has established academic eligibility standards for competition, which does not allow students who receive more than one F to compete in athletics or co-curricular events.

If questions arise during the year regarding the contents of the handbook or any other questions related to Arrowhead High School, we would ask that you contact any of the following individuals:

Mr. Nejedlo – Associate Principal

Mrs. Mitich, Mrs. Rodenkirch, Mr. Washburn –
Counselors North Campus

Mr. Flegner – Activities Director

Ms. Paradowski – Associate Principal

Mrs. McKenna and Mrs. Whyte, -

Counselors South Campus

Again, I welcome you to AHS and look forward to the opportunity of meeting you during the coming school year.

Sincerely,

Gregg Wieczorek
Principal

District Office Fax (262) 367-7406
South Campus Office Fax (262) 367-4693. North Campus Office Fax (262) 369-0996
Activities Fax (262) 367-1870

MISSION STATEMENT

ARROWHEAD HIGH SCHOOL A SOURCE OF COMMUNITY PRIDE

The mission of The Arrowhead High School is to provide a comprehensive public education that challenges individuals to reach their full potential. Students, school, parents and community share the responsibility to provide an 'Arrowhead Experience' that will enable students to become responsible adults who can succeed in the future. With students as the focus of all that we do, we are committed to establishing and achieving high expectations with measurable goals that promote excellence.

VALUES

The success of the Arrowhead District is dependent upon these basic values:

People: Students, school, parents and the community establish a foundation based on communication, respect, trust, honesty, tolerance and accountability which is the source of our strength.

Learning: Challenging students to develop to their potential in a positive, safe, student-focused environment is the core of the 'Arrowhead Experience'. Learning within a comprehensive curriculum is accomplished through instruction, competition, cooperation, creativity, diversity, personal responsibility and independent thinking.

Excellence: Through high expectations and established goals, students and staff strive to achieve first time quality.

PURPOSE

The purpose of Arrowhead High School is to improve student and staff learning and increase student achievement.

SCHOOL INFORMATION PEOPLE WHO CAN HELP

SWITCHBOARD

Joanne Webster – Direct calls, general information, teacher messages, work permits – 369-3611

<p><u>SUPERINTENDENT'S OFFICE</u> 369-3611 Ext. 4110 Diane Hoag</p> <p>Office of the Superintendent Personnel Board Policy Community Relations Legal Issues District Operations District Communications</p>	<p><u>ARROWHEAD HIGH SCHOOL ADMINISTRATION</u> 369-3612 Ext. 4200 Tracy MacDonald, North Campus</p> <p style="text-align: right;">369-3611 Ext. 4100 Jan Wenzler, South Campus</p> <p style="text-align: center;">Office of the Principal & Associate Principals Student Issues Graduation Information Special Events Lockers Teacher & Student Messages Assemblies/Exam Schedules Curriculum Issues Assessment Issues Instructional Issues Open Enrollment Staff Development 9th Grade Orientation</p>	
<p><u>ACTIVITIES OFFICE</u> 369-3612 Ext. 4202 Liz Arsnow</p> <p>Office of Activities Director WIAA Forms Activities Schedules Calendar of Events Athletic Fees Facility Use Requests</p>	<p><u>ARROWHEAD STUDENT SERVICES & SCHOOL COUNSELING</u> 369-3612 Ext. 4209 Gayle Morrison, North Campus</p> <p style="text-align: right;">369-3611 Ext. 4114 Linda Kempen, South Campus</p> <p style="text-align: center;">School Counselor Appointments Student Records AP/PSAT/ACT/SAT Information Scholarship & Awards Information Dates for College Testing & Visits Student Enrollment Explore, Plan, PSAT information</p>	
<p><u>FOOD SERVICE</u> Chartwells School Dining Service Mike Owen, Director 369-6311 Ext. 3270</p> <p>North Campus Contact Peggy Wieschel 369-3612, Ext. 4938</p> <p><u>NURSE</u> Kristi Kirk, Ext. 4108 Paula Nordwig, NC Aide Ext. 4208</p>	<p><u>SPECIFIC CURRICULUM QUESTIONS</u> 369-3611</p> <p>Dave Olenchek, Math Ext. 4845 Cheri Kaiser, Science Ext. 4705 Sue Casetta, Social Studies Ext. 4665 Sarah Johansen, English Ext. 4658 Terry Neumann-Hayes, World Language, Ext. 4863</p>	<p><u>ATTENDANCE</u> 369-3611 Ext. 4201 Debby Brummer, North Campus</p> <p style="text-align: right;">369-3611 Ext. 4101 Karen Kluff, South Campus</p> <p>Report Absences/Excuses (<i>Limit of 10 without doctor excuse</i>) Pre-planned Absences Homework Requests</p>

FOR CURRENT CALENDAR CHECK
http://www.arrowheadschoools.org/about/campus_maps_and_calendars.cfm

FOR NORTH CAMPUS MAP
http://www.arrowheadschoools.org/about/campus_maps_and_calendars.cfm

FOR SOUTH CAMPUS MAP
http://www.arrowheadschoools.org/about/campus_maps_and_calendars.cfm

FACULTY

Craig Jefson, Superintendent
Steve Kopecky, Business Manager
MaryAnn Beckman, Ph.D., Director of Student Services
Bonnie Laugerman, Ed.D., Director of Learning
Gregg Wiczorek, Principal
Peter Nejedlo, Associate Principal
Debra Paradowski, Associate Principal
Kevin Flegner, Activities Director
Pete Freyer, School Resource Officer

ART

Herb Johnson
Kurt Kenas
Mathew Luebke
Sherry Moseler

EEN

Sheryl Beres
Jill Bohrman
Amy Finn
Heidi Hamilton
Jean Henschel
John Hough
Mary Kocour
Kathy Kopp
Judy Pross
Ginny Thorson

FAMILY AND CONSUMER

Lori Barbee
Leah Cull
Diana Ehlers
Brenda King

HEALTH & PHYSICAL EDUCATION

Del Kaatz
Vincent Mancuso
Julie Marrazzo
Emily Martin
Jeremy Miller
Kari Sagal

MATHEMATICS

Rachel Archibald
Cheryl Bonlender
Christina Bower
Alicia Brinkman
Kathie Chvojicek
Thomas Fechter
Ken Hady
James Hessler
Jessica Lemanczyk
Mark Leoni
Christopher Martin
David Olenchek
Steven Schmid
Cindy Strand
Deb Viegut
Rick Witte

PSYCHOLOGIST

Michelle Altenberger
Adam Boldt

SCIENCE

James Albers
Erling Antony
Greg Bisbee
Quentin Cartier
Brian Corry
Douglas Drenzek
Michelle Feutz
Mike Hall
Laura Holdmann
Jacqueline Jurewicz
Cheryl Kaiser
Angela Koch
Cammy Ley
Dennis Mechenich
John Mesenbrink
Leesa Rodenkirch
Dan Rosa
Andrew Zuercher

GUIDANCE

Michelle McKenna
Kathie Mitich
Angela Rodenkirch
Christopher
Washburn
Barbara Whyte

BUSINESS & MARKETING EDUCATION

Gretchen Augustin
Paul Brester
Christie Klun
Annette LeMieux
Steve Melzer
Julie Schwartz
Franklin Wood

ENGLISH

Terri Carnell
Liz Downing
Michael Feuerstahler
Andrew Freeburg
David Gierach
Stephanie Janigo
Sarah Johansen
Elizabeth Jorgensen
Greg Malling
Maralynn Markano
Maria Miller
Kathy Nelson
Jennifer Passler
Rayen Singletary
Michelle Verkler
Carol Whitehaus

**WORLD
LANGUAGE**

Ramona Armour
Jennifer Charles
Tim Gliniecki
Sara Hockenberry
Kathie Koepke
Terese Neumann-
Hayes
Jeanne Psket
Terese Rentmeester
Celine Robertson
Kazuko Scherer
Elizabeth Schueth
Tracy Shaw
Marisa Tatar
Wei Yao

SOCIAL STUDIES

Ty Breitlow
Jennifer Brown
Sue Casetta
Beth DesRosiers
Michael Gnewuch
Craig Haase
Shanna Hechimovich
Chris Herriot
Phil Kasun
Jennifer Leider
Joseph Paul
Ron Reichle
Timothy Tower
Lynn Walters
Michael Williamson

**TECHNOLOGY &
ENGINEERING
EDUCATION**

Dave Richman
Jeremy Schlitt
Eric Varrelmann
Tom Whelan
Paul Zelinger

**ALTERNATIVE
EDUCATION**

Mark Johnson
Paul Pulvermacher

LIBRARY

Donna Smith

MUSIC

Grace Bielski
Nancy Jorgensen
Jacob Polancich
Stacey Zwirlein

2011-2012 ARROWHEAD HIGH SCHOOL BOARD OF EDUCATION

Jack G. Gutschenritter
34109 Mapleton Road
Oconomowoc, WI 53066
370-9303

Kent W. Rice
N47W27010 Greenhill Drive
Pewaukee, WI 53072
691-3276

Craig C. Thompson, Treasurer
W341N6737 Lancelot Drive
Oconomowoc, WI 53066
966-3565

Michael J. Kusch
N65W30981 Beaver Lake Road
Hartland, WI 53029
367-8673

Robert J. Rosch, Vice President
W301N6737 Miranda Way
Hartland, WI 53029
349-7023

Donna Vrakas
N45W28912 Capitol Drive
Hartland, WI 53029
367-3007

Joseph D. LeBlanc, President
W291N6935 Warren Drive
Hartland, WI 53029
367-8102

Susan M. Schultz, Clerk
N66W30860 Red Fox Run
Hartland, WI 53029
966-2444

Al Zietlow
3312 Bay View Court
Delafield, WI 53018
646-8454

DAILY CLASS SCHEDULE

South Campus

7:20 – 8:00
8:04 – 8:44
8:48 – 9:28
9:32 – 10:12
10:16 – 10:46
10:16 – 10:56
11:00 – 11:30
10:50 – 11:30
11:34 – 12:14
12:18 – 12:58
1:02 – 1:42
1:46 – 2:26

Period 1
Period 2
Period 3
Period 4
Period 5 lunch
Period 5
Period 6 lunch
Period 6
Period 7
Period 8
Period 9
Period 10

North Campus

7:30 – 8:10
8:14 – 8:54
8:58 – 9:38
9:42 – 10:22
10:26 – 10:56
10:26 – 11:06
11:10 – 11:40
11:00 – 11:40
11:44 – 12:24
12:28 – 1:08
1:12 – 1:52
1:56 – 2:36

CLASS SCHEDULE FOR EARLY RELEASE ON WEDNESDAYS

South Campus

7:20 – 7:58
8:02 – 8:40
8:44 – 9:22
9:26 – 10:04
10:08 – 10:38
10:08 – 10:45
11:49 – 11:19
10:42 – 11:19
11:23 – 12:00
12:04 – 12:42
12:46 – 1:24
1:28 – 2:06

Period 1
Period 2
Period 3
Period 4
Period 5 lunch
Period 5
Period 6 lunch
Period 6
Period 7
Period 8
Period 9
Period 10

North Campus

7:30 – 8:08
8:12 – 8:50
8:54 – 9:32
9:36 – 10:14
10:18 – 10:48
10:18 – 10:55
10:59 – 11:29
10:52 – 11:29
11:33 – 12:10
12:14 – 12:52
12:56 – 1:34
1:38 – 2:16

AB DAY

Courses at Arrowhead are granted one credit for each semester.

Most classes meet one period each day for 40 minutes or two periods every other day for 84 minutes. Block classes (1 year taught in 1 semester) meet 2 periods daily for one semester.

Each semester begins with an “A” day; the next day is a “B” day. The sequence may change if school is called off due to bad weather, etc.

Most Advanced Placement classes meet sixty minutes daily and are granted one credit each semester; however, there are also AP classes that meet 40 minutes daily.

VOICE MAIL

Arrowhead High School has a phone/voice mail system. During the school day (7:00 – 3:30) call 369-3611 and the switchboard operator will answer all calls and forward them to the appropriate person. Outside of the normal school day, the voice mail system is set up to act as an auto-attendant.

Student absences can be reported to the school 24 hours a day. During school hours, South Campus absences can be reported by dialing 369-3611, Ext. 4101, while North Campus absences can be reported by dialing 369-3612, Ext. 4201. Outside of the normal school day, absences can be reported by dialing 369-3611 or 369-3612 and press 8 for attendance.

Callers may enter the 4-digit extension if it is known or use 9 for a user directory. South Campus may be reached by pressing 5, North Campus by pressing 6 or special messages by pressing 7. Press 0 for the operator.

NONDISCRIMINATION POLICY/COMPLAINT PROCEDURES

It is the policy of the Arrowhead School District that no person may be denied admission to any public school in this district or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by S.118.13(P.I.9.04), Wisconsin Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972(sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available to address allegations of violations of the policy in the Arrowhead School District. A complaint form is included in this handbook.

Any questions regarding this policy should be directed to:

Craig Jefson, Superintendent
Arrowhead School District
700 North Avenue
Hartland, WI 53029
(262) 369-3611

Department of Public Instruction
125 South Webster Street
Madison, WI 53702
1 800 441-4563

Office of Civil Rights
Chicago, IL
(312) 886-8434

STUDENT SERVICES

SCHOOL COUNSELING OFFICE

The School Counseling Office at Arrowhead aims to help each student obtain the best possible educational experience while in high school. Students are assigned to a counselor by alphabet and grade level.

9th & 10th Grades

Mrs. Whyte	A-L
Mrs. McKenna	M-Z

11th & 12th Grades

Mr. Washburn	A-G
Mrs. Mitich	H-O
Mrs. Rodenkirch	P-Z

The counseling staff provides individual assistance to students regarding student strengths, interests, issues, and career and college planning. They are also in frequent parent contact regarding student issues, academic progress, and future plans. Counselors make classroom presentations throughout the student's four years to assist them in making informed choices about their future. In addition, counselors conduct sessions on financial aid, host career and college nights, and hold freshman and junior conferences. They are also instrumental in EXPLORE, PLAN, ACT/PSAT/SAT and AP testing.

Parents are invited to come in many times during the student's four years and are encouraged to call or stop by whenever there are questions or problems. For clarification, the following abbreviated time table of counseling activities is included.

PROGRAM PLANNING TIME TABLE

Grade	Calendar	Activities	Tests	Explanation
9 th Grade	Fall	Meet Counselors	EXPLORE (Pre-ACT)	Predictor of ACT success, identifies needed skills (required)
	Winter	Orientation & Course Selection		Classroom Presentation School Counselors
	Fall/Winter	Freshman conferences		High School planning, parents encouraged to attend
10 th Grade	October		PLAN (Pre-ACT)	Produced by ACT-predicts ACT score. Predictor of AP success (required)
	October	Wisconsin Education Fair		100 post-high school representatives. Parents and students invited.
	November		Wisconsin Knowledge & Concepts Exam	Required by the State of Wisconsin for grade 10 students. Assesses knowledge and skills in reading, language arts, science, social studies, and math.
	Winter	Orientation & Course Selection		Classroom Presentation School Counselors
11 th Grade	October	Wisconsin Education Fair		100 post-high school representatives, parents and students invited to attend
	October		PSAT/NMSQT	Preliminary Scholastic Aptitude Test. Qualifying test for National Merit Scholarship competition. Predictor of AP success. Required for all Arrowhead juniors.
	Fall Jan/April	Junior conferences		Review of record, activities, discuss post-high school plans, parents encouraged to attend. (expected)
	Winter	Orientation & Course Selection		Classroom Presentation School Counselors
	Winter-Spring		ACT (American College Test)	College-admissions test accepted by all Wisconsin colleges and universities. Offered six times per year. About 80% of juniors take ACT.
			SAT (Scholastic Aptitude Test)	College admissions test-competitive college and universities. Contact specific university for details.
			ASVAB	Armed Services Vocational Aptitude Battery: Taken by juniors interested in the military as a career.
12 th Grade	Fall		ACT/SAT	See above
		Senior conferences		Finalize post-high school plans, applications, etc. Parents encouraged to attend. Complete high school course selection to meet graduation requirements. (optional)
		National College Fair		Held in downtown Milwaukee
	Winter	Financial Aid Meeting		Parents invited to attend-federal forms available and process explained for applying
			ASVAB	See above

CURRICULUM

50 credits are required for graduation. Each student is required to carry a minimum of 7 courses each semester to be considered a full-time student. Students electing 9 credits need administrative approval.

Students who complete all of their credits and all of their requirements in 6 or 7 semesters will be allowed to carry a reduced load of classes their last semester. Students must be full-time students (7 courses) in order to participate in athletics and co-curriculars according to WIAA and administrative policy. Students who have completed all of their credits and requirements prior to their senior year may leave Arrowhead and choose to participate in graduation of their graduating class or with the current senior class. If they choose to graduate a year before their graduating class their records will remain with their original class until they actually graduate. They will remain in the junior class for yearbook purposes and will not be allowed to attend senior party.

There is general agreement between the university and high schools about which courses are acceptable for college preparatory credit. However, there may be a difference between one institution of higher education and another. We have, to the best of our knowledge and experience, indicated these courses in the curriculum guide with an asterisk (*) before the course title. These courses generally meet the NCAA's definition of "core courses". See the Curriculum Guide for specific information. Access to courses are open to all students providing pre-requisites are met.

REQUIRED COURSES

- 8 semesters of English (English 10, 1 & 2 and English 11, 1 & 2 is required)
- 6 semesters of Social Studies (must include Social Studies 9/Government and U.S. History 1 & 2) or AP U.S. History
- 6 semesters of Science (must include 2 semesters of a life science and 2 semesters of a physical science)
- 4 semesters of Mathematics
- 2 semesters of Career and Technical Education (business & marketing, family and consumer, or technology & engineering)
- 3 semesters of Physical Education (must include 3 different "types" of classes over 3 separate school years)
- 1 semester of Health
- 2 semesters of Fine Arts (art & music)
- 18 additional credits

COLLEGE ENTRANCE TESTS

College entrance examinations (ACT and SAT) are given several times during the year. Arrowhead

administers the ACT each national testing date. All necessary forms and information are available in the guidance office. All grade 9, 10, and 11 students will be involved in taking additional standardized tests beyond the WKCE which is taken by all sophomores. On October 12, all grade 9 students will be taking the Explore test, all grade 10 students will be taking the Plan test, and all juniors will be taking the PSAT. This sequence may be adjusted for some students. Students will pay for the tests during summer registration. See the program-planning chart on the previous page.

COMMENCEMENT ELIGIBILITY

All academic requirements and financial obligations should be fulfilled for a student to participate in commencement exercises. Students must sign a graduation commitment form. All students in good standing will be honored at the graduation ceremony and graduation party. Participation in the graduation ceremony is a voluntary activity.

EXAMS

Semester exams fall on the last three days of each semester during the mornings. The campus is closed (i.e., students must stay in school from when they arrive until the completion of their last test of each day). The day following exams is a teacher workday. Senior exams fall on the last two school days before graduation during the regularly scheduled class periods. All juniors, sophomores, and freshman will take exams on the regular exam days. All classes are expected to conduct a cumulative exam on exam days and students are expected to attend. Exams count 1/7-1/5 of the student's semester grade.

EXCHANGE STUDENTS

Exchange students who are here for one year take a full-time schedule. If they meet the 50-credit requirement, an Arrowhead Diploma will be awarded. Otherwise, a student may request a certificate of attendance.

FLEXIBLE SCHEDULING OPTION

Flexible Scheduling Options (FSO) is an opportunity for students, with parent support, to increase student choice when creating class schedules. This opportunity consists of two alternatives. One is referred to as a Summer School Option (successful completion of one summer school full credit course) and the other is referred to as an Academic Option (cumulative 3.0 GPA).

Both the Academic Option and the Summer School Option may allow scheduling flexibility for students to take one less class each semester or one less study hall each semester and either arrive one period later to school or leave one period earlier at the end of the day. Extenuating circumstances need administrative approval. Students who successfully complete summer school may put the credit in the "bank" and apply it later.

GRADE PLACEMENT

Students entering Arrowhead High School are required to complete official registration procedures prior to admittance and assignment to a grade or schedule of classes. Students transferring from other schools or a homebased education program shall provide the district with transcripts and/or other records evidencing their level of academic achievement, subjects completed, credits earned, and results of standardized testing. Students who transfer from other schools are placed according to length of time in school, not credits earned.

Students who have been in attendance in a Homebased Private Educational Program shall provide the following documentation of the home based program:

1. A copy of Homebased Private Education form: Wisconsin DPI Form PI-1206 (Rev. 1/86)
2. A copy of the school calendar that verifies that each school term of homebased education instruction consisted of a minimum of 875 hours (s.118.165(1))
3. Copies of the sequential curriculum that was taught in the six (6) mandated subjected areas (S.118.165(1)(d))
4. Records of student performance for each course taken

In making the grade placement decision from homebased schooling, the principal or designee may require a placement evaluation be completed so that the student will be appropriately placed in course or grade. This may consist of individual or group achievement and ability tests, but is not limited only to this form of assessment. The principal or designee may consider the age, mental ability, social and emotional development and academic progress of the student when making the placement. Placements will be probationary for thirty (30) days in the best interests of the student, and, if after review a new placement is necessary, it will be made within five (5) days after the probationary period.

Placement and/or credit authorization in grades 9 through 12 will be determined by credit evaluation from recognized or accredited public or private education institutions and will be accepted as recorded. If placement and/or credit authorization is from a noninstitutional program, then credits will be recorded on the student's permanent record as "satisfactory". Students earning credits as exchange students studying abroad will be recorded as "satisfactory".

HOMEBASED STUDENTS

To earn an Arrowhead Diploma for a student who has been home schooled, the student must be in full-time attendance the final two semesters, senior year, at Arrowhead. To receive the diploma, students must pass

the classes needed senior year as well as meet all Arrowhead Graduation Requirements.

PERSONNEL RECORDS

According to the Open Records Act, March 2003, home address, home electronic mail address (e-mail), home telephone number, or social security number may not be released by Arrowhead High School staff.

STUDENT RECORDS

Cumulative records are maintained on each student. Records are classified as progress (transcripts, attendance, and grades) and behavior (discipline, testing, law enforcement). The record of grades is maintained permanently. Behavior records are destroyed the summer following graduation. Progress records including grades, attendance, testing, and immunizations are destroyed one year after graduation. Written permission of an 18 year old student or the parents of a minor is required to release any records.

The Statute states that unless otherwise ordered by the Court, "access to a child's medical, dental, and school records is available to a parent regardless of whether the parent has legal custody of the child". However, Wisconsin Statutes deny all access to pupil records by the custodial parent who has been denied all placement and visitation. Recent school board policy encourages parents to provide the principal with court related documents that provide information on residency, legal custody, physical placement arrangements, and any restrictions as a result. Either parent may view their student's school records, receive school progress reports and school mailings, attend conferences, and visit their student at school unless denied by court order. Parents wishing to review cumulative records may do so in the presence of an administrator. The principal must be informed in writing of any amendments to records.

Wisconsin law, section 118.125(2)(k) allows grades and records of adult pupils, those aged 18 or over, to be shared with the parent or guardian of those students, without the written consent of the pupil, if they are being claimed as dependents on the parents' federal income tax return. However, if the student, in writing, requests that information not be shared with the parents, then the school must abide by that request. The parent will be notified that the request is made.

The Juvenile Justice Code increases the ability of law enforcement agencies, schools, social service agencies and courts to exchange information. This includes delinquency and alcohol and drug information. The release of attendance records to law enforcement agencies is allowed by State law.

STUDENTS REQUESTING EXTERNAL CREDIT TRANSFER

Arrowhead will only accept transferred credits from accredited institutions or pre-approved correspondence

courses from UW-Extension or other accredited institutions for a class that has been failed previously. Final exams are required and must be administered under school supervision at Arrowhead. Documentation of course completion must be received by the guidance office five days before awarding the diploma or participating in the graduation ceremony. Other external courses that students enroll in while at Arrowhead will not be noted on the transcript unless it is part of Youth Options.

TRANSFER STUDENTS

Transfer students are expected to meet all Arrowhead Graduation Requirements. Extenuating circumstances must have administrative approval.

SCHEDULE CORRECTIONS

CORRECTING & CHANGING STUDENT SCHEDULES

Once the courses for the next school year have been selected, there will be limited opportunities to make schedule corrections.

Corrections to student schedules will be made through the first six days of each semester. **Changes** to student schedules may be possible during posted times prior to the start of the next semester. Students dropping a class must have written parental permission. If a class is dropped after the first six days of the semester, a grade of "F" is given.

AUDITS

Students may be allowed to take a course for no grade or credit. Arrangements must be made with the teacher and counselor no later than ten days after the first six-week grading period of each semester. Audited classes must be maintained at the passing level. If the student fails the class, a letter grade of F will be put on the transcript. Audit contracts may be obtained from the counselors. They must be signed by the student, their parents, the teacher, and the counselor before they are put into effect.

CHANGING TEACHERS

Due to the scheduling and staffing requirements involved in developing student schedules, requests to change teachers will not be honored unless extenuating circumstances are present. Administrative approval is required. It should be noted that year long courses are treated as semesters, especially at North Campus, thus classroom teachers generally change at the semester.

GRADING

Nine week grades are viewed on a cumulative point system, reported as a percentage of points possible, so students know at any given time what grade they are earning. This system encourages students to work to the end of the semester. Students receive grades each

nine weeks, at the semester, and at the end of the school year. Students receive report cards approximately one week after the marking period ends. At the end of the first semester and at the end of the year, report cards are mailed home.

HOMEBOUND INSTRUCTION

In the event a student misses school for an extended period of time due to disability, lengthy illnesses, hospitalization, alcohol/drug treatment, pregnancy, etc., homebound instruction is available. Approval requires a physician's statement. Details can be obtained from the counselors.

HOMEWORK

All teachers are expected to have homework procedures as part of their syllabus. If students are absent three or more consecutive days, parents may request homework by calling the attendance office.

INCOMPLETES

When the student is missing a major test or project due to extended absence or extenuating circumstances at the end of a grading period, the teacher has the option of issuing an incomplete grade. If the work is not finished within 10 days of the day the report card is issued, the incomplete grade reverts to the grade earned. Administrative approval is required.

MAKE-UP POLICY

All missed work is expected to be made up. Individual teachers will provide a written document at the beginning of the school year/semester explaining expectations. If students are absent (excused or unexcused) for one to three days, they will have three school days to make-up missed work. In some cases where students are involved in performances (speeches/presentations), group projects, or have a pattern of being absent on test dates, teachers may not honor the make-up policy unless the student makes arrangements in advance. Absences, from 4-9 days, will have five school days available for making up work. Make up timelines for absences exceeding ten days or extenuating circumstances will be determined through a teacher/student plan with administrative approval. Credit for make-up work may be reduced for those students that exceed the timelines.

Parents/students are responsible for making arrangements for all missed work. A listing of additional tutoring resources is available in the respective guidance offices.

INDEPENDENT STUDY CONTRACTS

Independent Study is an individualized method of learning in which the student has a one-to-one tutoring relationship with a teacher. Since it provides a great deal of flexibility, it requires considerable motivation, discipline, persistence and good study habits.

Students applying for Independent Study will follow these guidelines:

1. Studying beyond what the course offers.
2. Pursuing intense interest in the area of study.
3. Working at a higher level after completing regular curriculum.
4. Students may be enrolled in a maximum of one Independent Study per semester.
5. Exemptions due to schedule conflicts are at the discretion of the principal and the department chair/coordinator.

Procedure

1. Interested students and parents must apply through their counselor, in combination with the department chair/supervisor, and the respective classroom teacher. The application form is available in the counseling office.
2. Students interested in participating in a Fall Independent Study must complete the application process prior to the end of the previous Spring semester. Likewise, Spring semester Independent Study programs need to be approved prior to the end of the Fall semester.

After the student has been accepted into the Independent Study Program, the student and cooperating teacher will complete the application form/contract describing the student's program, goals, plan of action and evaluation. This contract requires approval by the respective department chair/supervisor and principal.

TEACHER ASSISTANT CONTRACTS

Students interested in assisting teachers with classroom activities may apply to serve as a teacher assistant. Since students will be working in conjunction with classes, these positions require a high degree of responsibility, dependability and cooperativeness. The application form is available in the counseling office.

Procedure

1. All students in the Teacher Assistant Program must receive approval/recommendation from their teacher.
2. Teacher Assistant positions are scheduled in lieu of a study hall. Students are required to take the customary minimum of 7 classes in addition to the assistant position.
3. Students will receive pass/fail credit upon successful completion of the assignment and this credit will be recorded on their transcript. However, this credit does not count toward the 50 credits required to graduate.
4. Preferably, students will enroll in only one Teacher Assistant Program per semester.

5. The teacher reserves the right to remove a student from the program due to an unsatisfactory performance.

SPECIAL PROGRAMMING

ALTERNATIVE EDUCATION – OASIS PROGRAM

Alternative Education is for students who are credit deficient to the extent that they will be unable to graduate with their class. It is designed as a two-year program. Students are eligible to apply at the end of their sophomore year at South Campus. Students who successfully complete the program will receive an Arrowhead High School Equivalency Diploma. The program is housed at North Campus. Students are enrolled in the morning and also earn credit for successfully working. Students not progressing in the areas of academics, attitude and behavior, or failing to comply with the policies will be asked to leave the program and will need to re-enroll at North Campus or pursue other alternative educational options. Those students who want more information should see their counselor. Students are accepted only after a recommendation, application, and interview process with the Alternative Education Coordinator, Paul Pulvermacher, 369-3612, ext. 4775.

ENGLISH LANGUAGE LEARNERS (ELL)

Students who have been identified as ELL will have access to program support and assessment. Refer questions to MaryAnn Beckman, 369-3611, ext. 4112.

FIFTH YEAR STUDENTS

A resident student who has left school may be permitted to return to Arrowhead to complete his or her graduation requirements if he or she can meet the following:

1. Return within one (1) year of when his/her class graduated.
2. Complete graduation requirements within two semesters of returning to Arrowhead.
3. Follow all school rules.
4. Sign a behavior contract.
5. Complete an activity (summer school, correspondence class, WCTC or held a job) to demonstrate commitment to return.

GIFTED AND TALENTED PROGRAM

Standard (t) requires school districts to assure that the special needs of gifted and talented students, K-12, are understood and accommodated in all Wisconsin public schools. Gifted and talented pupils are pupils who give evidence to high performance capability in intellectual, creative, artistic, leadership and specific academic areas. These students must have access to appropriate program options in each talent area and at each grade level.

Students who have been previously identified (in a K-8 feeder district) using multiple criteria will be in the talent pool. Other students will be identified once they arrive at the high school. Some courses require a special procedure for enrollment. Contact the counseling office for further information.

HOMELESS STUDENTS

Students who are homeless have equal access to the same free, appropriate public education as provided to other students who reside in the district. Contact Pete Nejedlo, 369-3612, ext. 4210.

WRITING/READING SUPPORT LABS

Labs will be periodically staffed at both campuses in the library to provide support in writing and reading.

PROGRAM SUPPORT

Academic support is provided through tutoring by teachers, peer tutors and through the CMC. Students assigned to the CMC are done through the counseling office or administration. Any student needing or desiring additional help in academic subjects may get assistance from National Honor Society members. Please contact a counselor for additional information.

SPECIAL EDUCATION

Students receiving special education services or students who are suspected of having a special education need should refer questions to the Director of Special Education, MaryAnn Beckman, 369-3611, ext. 4112.

STUDENT ASSISTANCE OPPORTUNITIES

Successful learning is linked to many factors. Tobacco usage, eating concerns, alcohol/drug use, divorce, and grieving issues often have significant impact on students' academic performance and behavior. Arrowhead High School shares in the responsibility with families and other community resources to provide supportive opportunities to address these issues.

Assistance may come in the form of small group, and/or individual counseling, agency referral, or information sharing (brochures, pamphlets, guides, etc.). If you are concerned about any of these issues for yourself or a friend, see a school guidance counselor. Teachers, parents, coaches, students, support staff or administrators may also submit names of individuals for student assistance services. The philosophy of this program is one of caring and concern. It is confidential and voluntary.

For more information contact South Campus Counselor Barbara Whyte 369-3611 ext. 4115 or North Campus Counselor Kathie Mitich 369-3612 ext. 4215.

WORK RELEASE FOR SENIORS

Seniors may request to leave school before the end of the school day to work by applying to Arrowhead's

Technology Education work release programs. Interested students should see Mr. Whelan.

Work study is a non credit option with 10th hour release only. Students carry six classes in addition to work study. Interested students should contact their counselor.

SCHOOL POLICIES & PROCEDURES

INFORMATION

ASBESTOS INFORMATION

The Arrowhead High School is committed to maintaining a safe and healthy learning environment for all individuals using the school. Improved methods of medical research have made us aware of the presence of substances in our environment that may be dangerous to our health. Certain substances known as asbestos, have been identified as among those substances. We know that exposure to and inhalation of asbestos fibers that are released into the air may pose a hazard to the health of all users of the school.

In 1986 the AHERA (Asbestos Hazard Emergency Response Act) was signed into law which required all public schools to address asbestos problems that may exist in their buildings. Arrowhead complied with this law and has had all buildings owned or rented by the district inspected. After the inspection, a management plan was developed to develop plans and methods of dealing with any asbestos that was identified. To date, all employees who may come in contact with asbestos have been trained in how to deal with any situation in which asbestos fibers may be released and how to handle the asbestos when found.

In 1993, Arrowhead High School removed the exposed asbestos containing materials at South Campus. The building was retested for possible asbestos fibers and was determined to be free of any harmful asbestos materials.

In 1995, a formal AHERA reinspection of all buildings was completed by a certified inspection firm. The buildings were again found to be free of any major asbestos contamination, and that any asbestos containing materials in the buildings are in a safe condition. The complete copy of the reinspection is available from files located at the Arrowhead High School District Office.

In 2000 and 2001, Arrowhead High School removed exposed asbestos containing materials at North Campus and South Campus as part of the expansion and renovation project approved by the referendum. Additional asbestos was removed at South Campus during summer 2002 and the remaining asbestos was

removed from district offices in summer 2005. Asbestos was removed from the North Campus east gym during summer 2007 when the floor was replaced.

BIRTH CERTIFICATES

All freshmen and new students are asked to submit birth certificates. When they have been photocopied, the original will be returned to the parents or guardians. School records are to show the legal name of the child. Having a copy of the birth certificate assures that the school has the proper information.

DISTRIBUTION OF MATERIALS AND LITERATURE TO STUDENTS

School sponsored materials/literature may be distributed with the approval of the principal to students by the district staff. Such distribution is intended to be informational about the school's operations, program and events, and may include information about a school-community event that is related to the school's mission, is an extension of the district's curriculum and will educationally benefit students. The physical distribution will occur in a non-disruptive manner and no student may be required, coerced or harassed to accept materials.

Non-school sponsored materials may be distributed to students if administrative approval is granted at designated locations prior to and after the instructional day. They may not be distributed to students within classrooms. Special permission may be granted to distribute during lunch periods as long as the educational process is not disrupted.

EMERGENCY PROCEDURES

Fire drills will be held monthly to conform with state law. A school crisis plan has been developed. Staff has copies of the plan and are informed about procedures for weather, intruders, bomb threats, and medical emergencies.

HEALTH ROOM

A health room is located in each campus building. All students reporting to the health room for service must have a pass issued by a faculty member (except before and after school, or in an emergency situation). Students are expected to report only when in need of medical attention. When a student is too ill to remain in school, a parent or guardian is notified and plans are made for transportation home. If a parent/guardian is not available, the individual listed as an emergency contact will be called. Students are allowed to go home only with permission. If the nurse or health room aide is not available, the student should report to the attendance office at South or North Campus for help.

All medication is dispensed from the health room except inhalers for asthma, EPI-Pens for allergic reactions, and insulin pens for diabetics. Students may carry these

after an individual health plan has been completed by their parent/guardian and physician:

- Acetaminophen, ibuprofen and diphenhydramine hydrochloride (generic Benadryl) will be available in the AHS health rooms to be administered to students after parent, legal guardian or 18 year old student has signed the "Over The Counter Medication Consent" form.
- Parents are responsible to provide a limited supply of all other medications to be kept in the health room after completing either the "Prescription Medication Consent" form or the "Over The Counter Medication Consent" form.

INSURANCE COVERAGE

The Board of Education provides insurance coverage for all school and all sports activities. Claims for injuries or accidents must be filed initially with the parent's insurance carrier. The school accident plan provides secondary coverage. The coverage is a student group accident insurance plan which covers injuries on the school grounds, on the way to and from school, and while participating in school sponsored activities. The plan includes coverage for all sports activities. A brochure, which fully explains the insurance plan, is available in the North Campus Activities Office. The school will have no role in handling claims except in making the initial indication to the insurance company that an injury has occurred. It is the responsibility of the student to inform a supervisor of an injury so he may initiate the first step of the claim.

LATEX BALLOONS

No latex (rubber) balloons are allowed at Arrowhead High School because of students with latex sensitivity and latex allergies. Mylar balloons are allowed.

LOCKERS

School lockers are the property of the Arrowhead School District and are provided for the convenience of students. The school retains the right to hold locker inspections at any time, and if necessary, to search lockers and their contents if there is reason to believe that such inspection will detect a health or safety problem, violation of school rules, use of lockers in illicit ways, or for illegal purposes.

Students may not use lockers to display obscene, profane or offensive materials. Students are to keep lockers free from writing and graffiti.

The student assumes all responsibility for the contents of the assigned lockers. The Board of Education is not liable for any losses that the student may incur. These lockers are not tamper proof, so students are advised to either check their valuables in the office, or better yet, leave them at home. Students should never leave lockers unlocked or tell their combination or share their combination with other students. School staff may take

possession of items which are found illegally possessed or which are in violation of the Arrowhead Student Handbook.

LOST AND FOUND

Students should not bring valuables or excessive amounts of money to school at any time. Make all inquiries and return all items found to the lost and found department in the main office at South Campus and activities office at North Campus.

POSTING INFORMATION

Students, parents or outside groups must receive administrative approval prior to posting information. Once approval is granted, information is limited to identified locations. Posting is restricted to school-sponsored materials and literature.

RELIGIOUS EXPRESSION

With respect to religious expression, the first amendment to the U.S. Constitution provides both freedom of religion and prohibition against the establishment of religion by government. The Arrowhead School District, as a governmental agency, will be neutral with respect to religion and will not engage in any activity that advocates or disparages religion, religious beliefs or non-beliefs. At the same time, the school district recognizes that students have the important right of religious expression.

A balance will be sought between the student's right to express religious beliefs and the rights of other students to not be subject to involuntary religious recruitment, proselytizing, indoctrination, coercion or harassment.

The school upholds the first amendment when it protects the religious liberty rights of students of all religious faiths, as well as students who profess no religious faith.

Staff shall not endorse, encourage, or solicit religious or anti-religious expression. Staff shall not prohibit or discourage any student from praying or otherwise expressing religious beliefs or non-beliefs, as long as it is not disruptive within the classroom or instructional day. When acting in their official capacity, staff members are prohibited from endorsing, soliciting, encouraging, directing, or assisting religious activities with students on campus or at school-sponsored off-campus events.

Students may express their beliefs about religion in their homework, art work, in other written and oral reports, if that expression is consistent with the curriculum assignment. Such work shall be evaluated by the regular academic standards, free of discrimination based on religious content. Accommodations shall be made if the curriculum is contrary to a student's religious belief.

Students have a right to distribute religious literature to their schoolmates on the same terms as they are permitted to distribute other literature that is unrelated to

school curriculum or activities. (See distribution of non-school materials and literature).

Students may form religious clubs, wear religious clothing, display religious messages, use school facilities on the same basis as accorded others and authorized by regulations or policy. Students may also be allowed release time for religious instruction.

SECURITY CAMERAS

Arrowhead High School is equipped with security cameras inside and outside both buildings. School officials may utilize video surveillance in any place on school premises where staff or students lack a reasonable expectation of privacy. Common areas of the school in which students, staff and members of the public would probably lack a reasonable expectation of privacy include hallways, classrooms, cafeteria, library, and the parking lot. Just as school officials have the right to be personally present and monitor activities in these common areas, so too can they rely upon video technology to aid them in monitoring these areas.

SNACK MACHINES

Snack machines are available and used to raise funds for student senate activities. Food is to be consumed in the cafeteria only. Food and beverages are not permitted in classrooms.

STUDENT ACTIVITY PASSES

The activity pass cost \$26. Student activity passes provide admission to all regularly scheduled athletic contests at Arrowhead. Checks for the activity tickets should be made payable to Arrowhead High School.

SOLICITATION

Fundraising drives involving the solicitation of monies from the student body or employees for outside agencies must have administrative approval. This includes such school-related organizations as booster clubs, athletic and music, parent groups, exchange organizations, civic sponsors, and alumni fundraising. Solicitation for personal gain is not permitted.

STUDENT GROUPS

Student groups have equal access to meeting space and resources during the school day as school sponsored student groups. There needs to be a balance of non-discrimination while avoiding an endorsement of entanglement with religion. Non-school sponsored student groups may meet in the school during the school day providing there is an adult present. These groups may engage in fund-raising activities and maintain a student activity account, appear in the yearbook, use the public address system, post meetings, and use school supplies and audio-visual equipment.

VIDEO PRODUCTIONS

Students may appear in video productions produced by the school unless the school district is notified otherwise through mailing done in May of each year.

VISITORS

1. In light of school safety and parents concerns it is imperative that visitors wear an identification badge and check in at the welcome center.
2. Parents are welcome to visit school at any time except on semester examination days. Conferences with staff members may be arranged by telephoning or e-mailing ahead of the visit.
3. Students from other schools are permitted to visit with administration approval.
4. AHS graduates may visit before or after school only.

WEATHER NOTICES

When, due to weather conditions, it becomes necessary to cancel school or regular bus schedules, the notice will be given over a variety of television and radio stations as well as through the special message on the voice mail system or the web page.

WORK PERMITS

To obtain a work permit, the student must provide the school office with:

1. A letter from the employer stating job duties, hours of work daily, and the time of day to work.
2. A letter from parent stating permission to work.
3. A birth or baptismal certificate.
4. Social Security Card.
5. The School Work Permit Agreement, signed by the employer, parent, and student before permit is issued.
6. A \$10 fee. (Returned by the employer.) Work permits are issued between 7:00 a.m. and 2:30 p.m. in the main office at South Campus only. During the summer, work permits are issued to Arrowhead High School District students only and require 24 hours. They are issued between 8:00 a.m. and noon only.

FEES

All checks are made payable to Arrowhead High School. Student fees are collected during summer registration and must be paid in full prior to graduation.

Book Rental - \$55

Activity Pass - \$26 – covers athletic events. Admission for an athletic event is \$3 for students. Admission to WIAA (tournament play) is not covered by an activity pass.

As a note for parents, their cost into athletic events is \$4 for adults. There also is a 10-event pass which is \$30 and sold at the athletic events only.

Guidance - \$10 standardized testing for Explore, PLAN, PSAT.

Physical Education – Students provide own gym clothes and lock. Students may choose between on or off-campus activity each unit. \$27 or \$15 per semester is required depending on course.

Technology Education – All classes require fees – amount depends on materials used, approximately \$10 a semester.

Family and Consumer – All food classes require fees – amount depends on materials used, approximately \$20 a semester.

World Language – Some world languages/levels require a \$15-\$50 workbook fee or other fees.

Business – Most classes have materials fees from \$5 to \$14.

Art - \$10 a semester

Athletic - \$150 one-time fee per year.

Music - \$25/year, maximum \$50/student.

Parking Fee - \$77 per semester

Intramurals – Varies

Cap, Gown, and Tassel – Purchased by each graduating student, approximately \$25.

Advanced Placement Exams – Fee of approximately \$92 per course is due after the second six week period in November.

Loss or Damage to Textbook – Fine schedule:

Textbooks are typically on a 7 year cycle. If books are lost or damaged beyond repair, the fee will be based on the following:

Year 1 – 100% of the cost
Year 2, 3, and 4 – 75% of the cost
Year 5 and 6 – 50% of the cost
Year 7 – 25% of the cost

Paper back reading book - \$5
Paper back textbook - \$10
CD's \$10

The student who causes damage to a textbook (writing, defacing, etc.) shall be fined up to a maximum of \$10. If a textbook is damaged beyond repair, the lost textbook fine schedule listed above shall be used.

BUS TRANSPORTATION

The privilege of school bus transportation shall be given to students who abide by the following rules of conduct. Failure to abide by these prudent regulations may result in loss of the riding privilege. Some infractions may be referred to police officials which may result in a citation.

1. Riders shall not use alcohol, tobacco, matches, lighters, or any other flammable materials on the bus.
2. Riders will board and leave the bus only at designated stops.
3. Riders shall keep all parts of the body inside the bus at all times.
4. Riders shall obey directions given by the driver.
5. Riders shall keep the bus clean, safe and sanitary.
6. Riders who damage the bus or any bus equipment shall pay for such damage.
7. Riders shall stay behind the yellow line until the bus stops when boarding the school bus ramp.
8. Throwing snowballs is strictly prohibited.

Video cameras may be used on occasion to assist in providing a safe environment. The videos may be viewed by supervisory personnel in the bus company or by school officials. Videos may be used to assist in monitoring student conduct and randomly assessing maintenance of order. If no incidents are reported in a 10 day period, the video tapes are recycled.

SCHOOL BUS BEHAVIOR

It is a privilege to ride the bus to school. All expectations for student behavior and language identified also apply to the school bus. Any inappropriate behavior will be reported to Administration for disciplinary action.

STUDENT DRIVING

All students driving to school will be required to register their vehicle in the high school office and pay \$154 per year. Expectations are as follows:

1. A regular or temporary permit must be displayed on any vehicle parked on campus. Fraudulent reproduction or use of a parking permit may result in a police citation and loss of parking privileges. Motorcycles and scooters will display a sticker.
2. Replacement permits will be issued only with a signed form and a \$5 replacement fee.
3. Students without a regular permit are allowed 3 temporary permits a semester. They are to get them in the front office at the beginning of the day.
4. Students will park only in designated student lots – faculty lots are reserved for faculty members only. The auto lot is reserved for students with auto tags. Motorcycles and scooters will park on the striped lines, not including the handicapped area.

5. Students are not permitted to enter the parking lot during the school day without permission from the office.
6. Parking permits must be placed on the rear view mirror facing the windshield. Motorcycles and scooters must display the sticker on the back of the mirror or windshield.
7. If a student has their parking suspended, they may not allow someone else with a parking permit to drive their vehicle to school.
8. All traffic must stop when school buses are leaving the grounds.
9. Conduct with automobiles will be governed by the laws of the State of Wisconsin. **THE SPEED LIMIT ON CAMPUS IS 15 MPH!**
10. When all the lots are full, students may park at the tennis courts or Mullett Ice Center.
11. Any vehicle left on campus more than 72 hours, unless there are extenuating circumstances, may be towed.
12. If you only drive first semester, you must turn your permit into the office or you will be charged for second semester.

Students who violate the parking restrictions below will be fined at least \$10 by the Town of Merton Police Department:

- Parking in the fire lane
- Parking in the faculty lot
- Parking in a visitor spot
- Parking on the sidewalk or roadway
- Parking on the grass
- Parking in more than one space
- Parking in the auto lot without an auto pass
- Parking in handicap parking
- Parking in unmarked spaces
- Student permit not displayed

Repeated offenses may result in a loss of parking privileges for up to 30 days. Offenses occurring during suspension of parking may result in an extension of the suspension and a \$40 ticket.

Once a ticket is issued it will not be voided. Students must either pay the ticket or set up a court date.

The school cannot be held responsible for damage or theft while the student's car is parked on school property.

Policies Governing Student Driving As Stated In The Permission Form

1. I will not use my vehicle to drive between North and South Campus for any reason including inclement weather, or leave anytime during the school day, including lunch, without permission.

2. Students who leave without parent permission **and** a pass from the office will lose their parking privileges.
3. I will not allow my vehicle to be used by other students during the school day.
4. I understand it is illegal to transport alcoholic beverages or any illegal substance in my vehicle. I further understand that by doing so my vehicle can be searched by the authorities or canine unit.
5. I understand that my parking privileges will be revoked for excess tardies or three unexcused absences (all or part of a day) in a semester, or at the discretion of administration.
6. I will not drive to class events/field trips.
7. Unsafe driving will result in a loss of parking privileges and/or a citation.

Probationary License Issued September 1, 2000 & After

If you are under 18, for the first nine months of holding your probationary license you can drive but with the following restrictions:

1. From 5 a.m. to midnight, you can drive alone and travel anywhere. In addition, any number of your immediate family members (including legal guardian) and the following people can also ride with you: (1) One person who holds a valid regular (non-probationary) license with at least 2 years driving experience and who is one of the following: a qualified instructor 19 or older, **or** a person 21 or older. (2) One other person.
2. From midnight to 5 a.m. (1) If driving between home, school, and/or work you can drive alone. In addition, you can have ride with you the same people as listed in number one above. (2) If driving anywhere else, you must have one of the following people seated beside you: (a) a parent or guardian, (b) one person who holds a valid regular (non-probationary) license with 2 years of licensed driving experience and who is one of the following: a qualified instructor or spouse 19 or older, **or** a person 21 or older. In addition, you can have any number of your immediate family members and one other person ride with you.

DIRECTORY DATA

The State of Wisconsin Statutes provide that some public information may be disclosed if the school has given public notice of the categories of information which it has designated as Directory Data with respect to each pupil and has allowed a reasonable time thereafter for the parents or legal guardians of any pupil to inform the

school that the Directory Data information may not be released.

Arrowhead's definition of Directory Data includes: pupil's name, address, grade, age, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photograph, and degrees and awards received as a pupil.

Congress recently passed legislation that requires high schools to provide military recruiters access to directory information that includes name, address, and telephone listing of juniors and seniors. The directory is intended as a resource for parents and educators and not as a promotional resource.

The Arrowhead School District may publicly disclose this Directory Data including to military recruiters and instructors of higher education, as well as, photographers for senior class pictures unless the adult student notifies the school not to release such data. This notification must be in writing to the Superintendent of Schools by August 9.

ATTENDANCE POLICY

PURPOSE OF THE ATTENDANCE POLICY

Good student attendance and punctuality is an expectation and reflects a high degree of self discipline and responsibility. Cooperation is encouraged on the part of the students and their parents. Attendance is one of the key factors in maintaining and improving achievement levels in all subjects and maintaining quality student-teacher contact. Every absence tends to decrease the efficiency of this total school process. The State of Wisconsin Compulsory School Attendance Law requires students to be in attendance until age 18 unless they have graduated.

For the above reasons, Arrowhead High School encourages all concerned groups in the district to share the responsibility of promoting good attendance.

Each student and his/her parents/guardian and school personnel share the responsibility for student attendance to:

- A. Ensure that an effective educational program can be carried out.
- B. Encourage good attendance.
- C. Keep the lines of communication between parents and school open.
- D. Involve all of those who have responsibility for student attendance – student, parent and staff.

- E. Inform students and parents that classroom activities cannot be duplicated and students (may not receive) (can not expect) equal instruction for make-up work.

REPORTING A STUDENT ABSENCE

- A. The parent/guardian is required to call the attendance office to report an absence for all or any part of a day. The telephone numbers are:

North Campus 369-3612, Ext. 4201
South Campus 369-3611, Ext. 4101

Calls should be placed before 8:00 a.m. if possible, and state reason for absence.

OR

- B. If parent/guardian is unable to call, the student must bring a note to the attendance office when he/she returns to school and a re-entry slip will be issued. This note must include:

1. exact time/day missed
2. reason for absence
3. signature of parent/guardian

EXCUSED ABSENCES

It is the responsibility of the school attendance officer (i.e., school principal or associate principal) per state law to decide whether an absence is acceptable (excused) or not acceptable (truant) based on the following:

- A. Personal illness/injury or family emergency;
- B. Death in the immediate family;
- C. Attendance at funeral of someone outside of immediate family, if parent deems it necessary;
- D. Medical and dental appointments. These should be approved in advance, if possible, and planned so they do not interfere with classes;
- E. Religious holidays;
- F. College and Career Days, drivers examination, military examinations;
- G. Emergencies and extenuating circumstances as approved by the attendance officer or designee;
- H. Pre-arranged absences; (count towards the 10 days "all or part of" that a student may be excused).
- I. School related absences:
 1. academic contests
 2. field trips
 3. special school testing
 4. special department programs and in-house field trips
 5. athletic

On or before the accumulation of ten (10) absences (excused or unexcused) in a class during the course of a semester, parents may expect contact by the teacher or

attendance officer. School related absences will not count toward the ten. Doctor's notes (dental and orthodontic) excusing an absence will also not count toward the ten days.

State Statute 118.15(3)(C) states that parents may excuse their child from school for no more than 10 days (all or part of) in a school year. After ten times of being excused, a medical may be required to excuse the absence or the absence may be treated as unexcused. Additional consequences may result.

UNEXCUSED ABSENCES

An unexcused absence is absence from school for all day or for any single portion of the day, but does NOT fall within the guidelines of excused absences. Students will receive Saturday detentions for unexcused absences. Failure to serve the detention will result in suspension for one day and the detention will be re-scheduled.

TARDIES TO CLASS INCLUDING FIRST PERIOD

Each teacher will have an established classroom tardy policy. The 4th offense will be a referral for a Saturday detention. While there may be slight variation among teachers, the expectation is for them to follow the established classroom policy. A tardy is considered less than 20 minutes late, whereas, more than 20 minutes late will be treated as an absence. Students tardy to school 1st hour should report to their class, not the office. Office guidelines for repeated tardies to the same period is as follows: 1st, 2nd, and 3rd offense - teacher's plan, 4th offense - referral from teacher to office and Saturday detention, 5th offense - Saturday detention plus referral to school resource officer (police liaison), 6th offense - Saturday detention plus referral to guidance, 7th offense - Saturday detention plus administration intervention, and 8th offense - Saturday detention plus citation.

LEAVING SCHOOL DURING THE SCHOOL DAY

Students, especially at North Campus, increasingly request to leave school during the day for a variety of reasons. The numerous requests have caused concern due to missed time from classes, lack of supervision at home, and enabling students for their irresponsible behavior for forgotten homework, projects, clothes, etc. As a result, student requests to leave school, including with parent permission, is being discouraged. Those students who insist on leaving school will have their absence counted toward one of the 10 days permitted by state law.

FIELD TRIPS

Teachers arrange field trips as an extension of learning in the classroom. Students must complete a field trip card which requires parent and teacher signature prior to going on a field trip or making presentations at other schools in the community. Work missed in classes is the responsibility of the students. On occasion, participation on a field trip may be denied based on class performance or attendance. Students must have a field trip card signed for in-school field trips as well.

PRE-ARRANGED ABSENCES

All student trips require parent/guardian accompaniment in order to be considered for approval.

Pre-arranged absences will count toward the 10 days allowed per state law in the school year:

1. Parents/guardians must notify the attendance office in writing at least three school days prior to a student's planned absence and obtain a pre-arranged absence form.
2. The student shall present the form to each teacher requesting a signature and arranging for make-up work.
3. The student returns the form to the attendance office before the absence.
4. A schedule for additional work or tests missed should be developed with each teacher immediately upon return. It is the responsibility of the student/parent to make arrangements for all missed work.

Students are discouraged from taking vacations prior to, or just following holiday breaks.

UNSTRUCTURED TIME

1. At South Campus, students must report to the study hall or LMC. At North Campus, seniors must sign into the library or, with instructor permission, a student may sign in to work in a classroom or lab. Juniors must report to study hall before signing out.
2. Students must remain in the area selected for the entire period. Any students in the halls during a class period must have a pass signed by a teacher.
3. Students must bring study materials to whatever area they attend.
4. Students are not permitted outside during the school day except during lunch hours when announced by the principal. When announced, North Campus students may use the area directly west of the building by exiting door 17 only.
5. Students are not to leave the building at any other times during the school day except to attend a North Campus or South Campus class or with written permission from the office.
6. Food is to be consumed in the cafeteria only.

7. Electronic and other games are permitted before and after school, and at lunch only.

LMC – QUIET STUDY AREA

The Library area is for the use of books, reference materials, magazines, newspapers, indexes and computers. Because of the kind of study and number of students working together in one large room, quiet study is expected. Students who are working on classroom assignments not needing LMC materials are also welcome to use the facility for study providing they work quietly. Groups of students who need to work together are expected to use the commons, resource center, and with teacher permission, classrooms and labs.

STUDY HALLS

Students not assigned to a class are assigned to a study hall. They are quiet study areas where students are expected to work. Study hall for seniors is designed for quiet study in a more casual atmosphere.

HABITUAL TRUANCY PROCEDURES

A habitual truant, as defined by Wisconsin State Statute 118.16(1) is a student who is absent without acceptable excuse to the school's attendance officer for part or all of 5 or more days on which school is held during a school semester. Suspension from school is not considered truancy.

When a student is declared a habitual truant by the school's administration, in accordance with the State Statutes, the school will send a registered/certified letter to the parent/guardians, notifying them of this fact, and requesting a conference with the parent/guardian of the student. The conference will focus on assessing problems within areas of school, family, and community which might contribute to the student's truancy. Appropriate changes will be discussed, and consequences of further truancy will be explained.

If the student continues to be truant from school or assigned school activities on two more occasions after being declared habitually truant, a referral may be made to the Waukesha County Juvenile Court.

CONTRIBUTING TO TRUANCY OF A MINOR

Wisconsin Statutes 118.5(5)(a) provides for penalties to be imposed on parents/guardians, or any adult, who, by any act or omission, knowingly encourages or contributes to the truancy of a student. The penalties can be a fine of not more than \$500, nor more than 30 days imprisonment, or both. The school's administration, working in conjunction with the Waukesha County District Attorney, will determine if the individual has indeed contributed to the truancy of the student. If grounds exist, then the Waukesha County

District Attorney will prosecute the parent under State Statute 118.5(5)(a). The Wisconsin Act 239 increases the sanctions and dispositions of student truancy.

ADULT STUDENTS

Adult students (18 years of age or older) will follow the same attendance policies as all other students. Parents must call the attendance office for them each day they are absent. Adult students may call for themselves only after they have established their own residency within the district. Students having this privilege must call the Principal's Office before 8:30 a.m. on the day of the absence. At the discretion of the Principal's Office, students 18 years of age who are truanting may be asked to enter into an attendance/withdrawal contract with Arrowhead High School.

Adult students who decide not to have their parents notified must put that request in writing and the parents will be notified of this request.

STUDENT CONDUCT

POLICY ON STUDENT CONDUCT

The purpose for establishing this policy is to have all parents, students, and staff work together in order to create a positive learning environment through the development of democratic practices. Each student has a right to a public education. Disciplinary measures that will take this right away from a student will be used when necessary. This policy shall be carried out in full agreement with Due Process which is a series of legal actions.

Due Process means that the student:

1. Must have the opportunity to become informed of school regulations and procedures.
2. Must be informed of the provisions violated.
3. Must be given a sufficient opportunity to give his/her evidence.

CODE OF CLASSROOM CONDUCT

CODE PHILOSOPHY/SCOPE

The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the board, administration and their classroom teachers.

Student behavior that is dangerous, to themselves and others, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

As a result of State Statutes 120.13(1)(a), the code of classroom conduct applies to all students in grades 9-12 and early enrollment students.

Student Removal From Class

A teacher may remove a student from class for the following reasons:

- A. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively.
 - Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
 - Being under the influence of alcohol or other controlled substances, or otherwise in violation of district student alcohol and other drug policies.
 - Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
 - Fighting.
 - Taunting, baiting, inciting and/or encouraging a fight or disruption.
 - Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
 - Pushing or striking a student or staff member that is aggressive and/or inappropriate.
 - Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
 - Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, harassment, fear or disruptive means.
 - Dressing or grooming in a manner that presents a danger to health or safety (e.g. Foods or Tech. Ed.), causes interference with work or creates classroom disorder (incorporates warnings and circumstances).
 - Restricting another person's freedom to properly utilize classroom facilities or equipment.

- Repeated classroom interruptions, confronting staff argumentatively, making inappropriate noises or refusing to follow directions (the office will need to accommodate block and double period classes).
- Throwing objects in the classroom.
- Repeated disruption or violation of classroom rules.
- Excessive or disruptive talking.
- Behavior that causes the teacher or other students fear of physical or psychological harm.
- Physical confrontations or verbal/physical threats.
- Direct threat, with intent, to harm life or safety.

B. Other behavior as outlined below:

- Willful damage to school property.
- Defiance of authority (willful refusal to follow directions or orders given by the teacher).
- Consistently reporting to class without bringing necessary materials to participate in class activities.
- Forcing another student(s) into a situation against their will (e.g., harassment, abuse, sexual harassment).
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- Use of profanity.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations. When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee on the day of the student's removal from class.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

Placement Procedures

- A. When making placement decision, the building principal or designee shall consider the following

factors: the reason the student was removed from class (severity of the offense), the type of placement options available for students in that particular school and any limitations on such placements (costs, space availability, location), the estimated length of time of placement, the student's individual needs and interests, whether the student has been removed from a teacher's class before (repeat offender), the relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct, is the placement applicable before and/or after the suspension?). The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.

- B. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.

- C. The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following educational settings:

- An alternative education program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
- Another class in the school or another appropriate place in the school.
- Another instructional setting.
- The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures

- A. The parent/guardian of a minor student shall be notified by phone within a day.

- B. The building principal or designee shall notify the parent/guardian of a minor student by phone and in writing when a student has been permanently removed from a class.
- C. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
- D. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

SUSPENSION AND EXPULSION

The School Board, in accordance with procedural provisions of this handbook, may suspend a student or expel him or her whenever it finds the student guilty of repeated refusal or neglect to obey the rules, or finds that a student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt being made or to be made to destroy any school property by means of explosives; or finds that the student, while at school or while under the supervision of school authority, engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority, or endangers the property, health, or safety of any employee or school board member of the school district in which the student is enrolled, and the School Board is satisfied that the interests of the school demands the student suspension or expulsion. Suspensions are defined as unexcused absences but do not apply to truancy.

Pre-expulsion hearing may be conducted dependent upon the behavior.

SPECIFIC RULES OF CONDUCT

The following is expectations for specific rules of student conduct and consequences for non-compliance.

ALCOHOL, DRUGS, AND TOBACCO

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco product, or intoxicant or look alike of any kind:

- 1. on the school premises during, immediately before, and immediately after school hours;
- 2. on the school premises at any other time when the school is being used by any school group;
- 3. off the school premises at a school activity, function or event;
- 4. while riding on school provided transportation or

- 5. off the school premises while the student is in attendance at school or any school function, or is otherwise subject to the jurisdiction of school authorities. Use of a drug authorized by a medical prescription from a registered physician shall not be a violation of this rule. If a student is found in violation of the intoxicating liquor laws, he or she will be referred to police officials.
- 6. students suspected under the influence may be breathalyzed at Saturday detention;

According to Wisconsin Statutes, a school board employee or agent, or law enforcement officer, authorized by a public school board may require a public school pupil to provide one or more samples of his or her breath for the purpose of determining the presence of alcohol in the pupil's breath whenever the authorized employee, agent or officer has reasonable suspicion that the pupil is under the influence of alcohol while the pupil is: on school premises; in a motor vehicle, if a pupil attending the school is in the motor vehicle; or while participating in a school-sponsored activity. The school may also seek the assistance of a Drug Recognition Expert whose testimony is recognized by the Courts.

Students in violation of the drug and alcohol policy will automatically be referred to the school counselor.

Disciplinary Action

- Suspension (5 days or less) and a pre-expulsion hearing with parents/guardians
- Referral to police officials
- Referral for alcohol and drug assessment
- Repeated violations will result in expulsion proceedings
- Referral to police officials
- Providing alcohol or drug to others will result in immediate expulsion proceedings
- Referral to police officials
- Being under the influence of alcohol or other drugs on school grounds or at school sponsored events during the senior year will result in no participation in the graduation ceremony or attendance at senior party. No refunds will be given.

RANDOM DRUG TESTING

Arrowhead has a strong commitment to the health, safety and welfare of all students. The District's commitment to maintaining athletics and extra-curricular programs in a healthy, safe, and secure educational environment requires a clear policy and supportive programs relating to the detection and prevention of substance use. Therefore, Arrowhead will conduct a program of random drug testing of student participants in athletics and extra-curricular activities at Arrowhead High School.

The District will test for the presence of certain substances which may include, but are not limited to, the

following: alcohol, metabolites of nicotine, marijuana, opiates, cocaine, amphetamines, phencyclidine (PCP), or any other substance which is defined as a controlled substance by the Uniform Controlled Substance Act, Wis. Stat. § 961.001 *et seq.* and as subsequently amended, unless that substance has been taken pursuant to a legal prescription.

Participation in athletics and extra-curricular activities is a privilege. Students, by virtue of their voluntary decision to participate in these activities, and because of their position as school leaders and role models in the school community, have a heightened responsibility to be drug and alcohol free.

Students become eligible for random drug testing on the first day they sign up to participate in a practice, activity or performance associated with a sport or extra-curricular activity. A student remains eligible for random drug testing throughout the remainder of his or her high school years whether or not the student has been previously tested or is currently participating in a sport or extra-curricular activity at the time he or she might be selected for a drug test.

This policy will not be disciplinary or punitive in nature. No student shall be expelled or suspended from school as a sole result of any verified positive test conducted by the school under this program. However, a student with a verified positive test under this program will be subject to the conditions set forth in the Athletics/Activities Code.

The Board of Education directs the Superintendent to ensure that random student drug testing procedures hold the highest regard for student privacy and confidentiality of test results. The Superintendent will be responsible for submitting an anonymous, statistical status report to the Board of Education on an annual basis.

ANTISOCIAL BEHAVIOR AND THREATS

No student shall engage in behavior which is disruptive, insubordinate, destructive, indecent, or dangerous to the welfare of the school and the people involved in its daily operations and activities. No student shall engage in any activity which harasses, intimidates, or bullies another person at any time for any reason or endangers a person or property including making a threat to the health or safety of a person or making a threat to damage property.

Students will refrain from “gang” or “look alike” gang activities which cause or may cause a disruption of school or school sponsored activities.

Disciplinary Action

- Parent notification
- Parent conference
- Suspension (5 days or less)
- Referral to police officials

- Expulsion proceedings
- Combination of above

“BEEPERS”, LIGHTERS, SQUIRT GUNS, ETC.

No student shall be permitted to use or possess an electronic paging or two-way communication device (e.g., beepers) on school premises, except as specifically authorized by the building principal.

Violations may result in confiscation of the devices and disciplinary action, including possible suspension and/or expulsion. Staff members may confiscate any materials or items that are not appropriate, for example, lighters, squirt guns, etc.

BOMB THREAT

Bomb threats are prohibited. Each student should be aware that Wisconsin law provides that “whoever intentionally conveys or causes to be conveyed any threat or false information, knowing such to be false, concerning an attempt or alleged attempt being made or to be made to destroy any property by the means of explosives shall be fined not more than \$1,000 or imprisoned not more than one year in the county jail”.

Disciplinary Action

- Expulsion proceedings
- Referral to police officials

CHEATING POLICY

Cheating is the deliberate or attempted use of unauthorized materials, information, technology, study aides, or unauthorized group work on assignments, projects, tests, or other academic exercises during class or outside of class.

A violation occurs when one represents or attempts to represent oneself as another in the taking of a test, quiz, and/or preparation of an assignment or anything else that would be graded, either given verbally or written, are passed along from student(s) to other students. **ALL** students involved are in violation.

Examples include, but are not limited to, the following:

- Creating and distributing copies of one’s work so that credit may be dishonestly claimed by others
- Giving or receiving unauthorized assistance on something graded
- Using technology (i.e. pre-programmed calculators, smart phones, mp3 players, cameras)

Disciplinary Action

1. First Offense – Zero for that grade. Parent, school counselor, and administration must be informed.

2. Second Offense – The cumulative grade for the nine-week period for the respective course will be lowered one full letter grade. Parent, school counselor, and administration informed. Refer to activities office for conduct unbecoming a student.
3. Third Offense – Dropped from the respective course and fail the semester. Parent, school counselor, and administration informed. Refer to activities office for conduct unbecoming a student.

PLAGIARISM POLICY

Plagiarism is a form of academic dishonesty that can be done intentionally or unintentionally. Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own. Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgement because of inadequate practices or lack of preparation.

Plagiarism includes an exact copying of another's work, or a rewording, paraphrasing, partial quotation or summarization of another's work without properly giving credit to the creator of the original work.

Examples include, but are not limited to, the following:

1. Finding an article or an essay in a book, a magazine, a web site, or any similar such source and handing it in as one's own work.
2. Getting ideas from an outside source and rephrasing them for use in one's own work without citing the source.
3. Copying phrases, sections, paragraphs, or graphics without citing the source.
4. Turning in a paper from a previous class or a concurrent class without express permission from both teachers.
5. Having one person write an assignment and another put his/her name on it.
6. Having someone rewrite substantial portions of an assignment and handing it in as one's own.
7. Revamping someone else's work in one's own words and handing it in as one's original work.
8. Paying an individual or a service for work that one is graded on.

Examples that are not plagiarism

1. Having someone look over one's work for grammatical or mathematical errors.
2. Having someone suggest improvements without composing the improvements himself or herself.
3. Asking a teacher or other staff member for help.
4. Quoting or borrowing ideas from other works but giving credit to the originators.
5. Using information that is common enough to appear in dictionaries or textbooks without being cited.

6. Getting together with class members to discuss an assignment.
7. Using images that are not copyrighted.

Citing Sources

The ways to give credit for other people's research, words, or ideas are simply footnotes, endnotes, or APA citations. Examples of various ways to cite are available in either library. Most teachers at Arrowhead have a specific system of citation which they require. A student who needs to cite a source, or who suspects that he or she might need to cite, should consult the teacher who assigned the work or a librarian.

When an incident occurs, the teacher will notify the student in person and the student will be given the opportunity to respond to the allegation. The teacher's professional judgment will then be used to determine whether an infraction has occurred.

Disciplinary Action

1. First Offense – The classroom teacher will contact the student's parent/guardian, administration, and school counselor. The teacher will also require the student to redo the work involved. The student may receive a reduction up to 50% off the original value for the work redone. For instance, the original value of the work is 100 points. The student may receive 50 points if done well. If the work is not completed or redone but deemed unsatisfactory, a zero may be given. The student's eligibility for honor societies, athletics and activities, and academic awards will be reviewed.
2. Second Offense – (in the same class) will be referred to Administration for disciplinary action.

CLOSED CAMPUS REGULATIONS

All students shall remain in the building from 7:30 a.m. (North Campus) and 7:20 a.m. (South Campus) until afternoon dismissal. Students who have reported to school are not to leave the building before regular dismissal without permission of the office. If a student must leave the building before regular dismissal, he or she should: (1) bring a written statement from a parent to the office before school or during lunch stating the reason for leaving early or have the parent call the school prior to 8:30 a.m.; (2) secure from the office a student pass authorizing early release from class; (3) present the pass to the teacher when leaving and have the teacher sign it. If students need to go to their car during the day, they must have written permission from the office.

Disciplinary Action

- Principal action
- Parent conference
- Loss of parking privileges
- Suspension (5 days or less)
- Combination of above
- Repeated violations may result in expulsion proceedings

COMMUNICATIONS/COMPUTER SYSTEM

School Board policy states communication systems are the property of the school district. Students are to use the system for official Arrowhead educational purposes only. If students use the systems for personal communications, they need to know that administrative monitoring is not an invasion of privacy. Any student may use the Internet unless a parent/guardian informs the principal in writing otherwise.

Students/community members will agree to the following in order to use the AHS network:

- Agree to use the Internet for educational purposes only. This means no chat rooms, no games, no e-mail, no bulletin/discussion boards.
- Will not use the computer to annoy, hinder, or harass other users.
- Agree to use appropriate language on the network and in all communications that you may send over the network. You will not use obscene, abusive, or threatening language, nor will you access, store or print obscene or pornographic text or images.
- Agree to use all computer and network resources appropriately. You will not authorize any other person to use your account or network privileges (i.e. give out your user name and password to others).
- Agree to be courteous by quitting applications and logging off the network appropriately. You agree not to use finite resources wastefully, including access time on the network.
- Arrowhead High School has the right to monitor student accounts as necessary to ensure smooth network operations and acceptable use. The system administrator(s) may set aside quotas for, and monitor disc usage and access time. Furthermore, they reserve the right to remove files.
- Will not use your account or the network for commercial or financial gain. You will not copy copyrighted materials or programs.
- Will not download music, videos, programs, etc.

- Will not attempt to disable, disrupt, or adversely affect the use of network resources or network equipment in any way. You will not vandalize. You will not tamper with or alter the computers or other associated equipment or software, including the filtering software. You will not attempt to bypass the filtering system.
- You understand that if your computer privileges are revoked, you will not be able to utilize Arrowhead computers or network to complete assigned work. You will have to find alternate resources.

Disciplinary Action

Server space is monitored daily. Students found with inappropriate materials such as games, music, etc. will have user space reduced.

- 2 week loss of library/computer lab privileges
- Loss of network use privileges
- Network/user space restrictions
- Repayment of damages
- Referral to building principals
- Suspension

Subsequent Penalties May Include:

- 30-90 day loss of library/computer lab privileges
- Loss of network use privileges for 30-90 days
- Repayment for damages, referral to building principals, suspension, etc.

Third Offense Penalties Include:

- No network/computer use privileges for the duration of your Arrowhead experience.

Violation of these procedures may result in appropriate disciplinary action that extends beyond the revocation of system privileges (i.e. legal action, suspension, prosecution or dismissal.)

DRESS AND APPEARANCE

Dress and grooming which disrupts the educational process or which causes health or safety problems is prohibited. Students may not go barefoot at any time. Coats, hats, hair coverings, and other outer garments shall be stored in school lockers. Only duffel bags which fit under the desk are permitted. Items of clothing with inappropriate language or suggestive nature as well as attire that is considered beach wear are not allowed. This includes bandannas, bare midriffs, skimpy halter tops (strapless tops, cleavage, tank tops, and spaghetti straps), and extremely short skirts and shorts. Skirts/dresses should be mid-thigh or longer. Shorts should extend past the hand when held at the side. Underwear should not be visible. Items of clothing that include beer, alcohol and drug phrases, logos or pictures are prohibited.

Disciplinary Action

- Principal action
- Student may be sent home to change

DRUG SNIFFING CANINES

Arrowhead is a training site for drug sniffing dogs. Such training sessions periodically take place at both campuses. Dogs will sniff lockers, storage areas and cars in the school parking lot for suspicion of drugs.

FALSE ALARMS

False alarms and discharging of fire extinguishers are prohibited. Wisconsin Statute 941.13 provides that "whoever intentionally gives a false alarm to any public officer or employee, whether by means of a fire alarm system or otherwise, or interferes with a proper functioning of a fire alarm system, or interferes with the lawful effort of firemen to extinguish a fire may be fined not more than \$500 or imprisoned not more than one year or both."

Disciplinary Action

- Principal action
- Restitution
- Suspension (5 days or less)
- Referral to police officials
- Combination of above
- Repeated violation may result in expulsion proceedings

FIRECRACKERS

No student may possess or use any firecrackers, sparklers, smoke bombs, etc., or ignite (start) a fire within a school building or on school property without permission of school personnel.

Disciplinary Action

- Suspension (5 days or less)
- Police referral
- Violation may result in expulsion proceedings

IDENTIFICATION

ID cards are required. Students must identify themselves upon request of school personnel or duty-assigned and identified monitors. (For example – library, school dances, and buses; students will be required to show their ID.) There is a \$10 replacement fee for lost, stolen, or damaged ID cards.

LANGUAGE

Obscene, profane, offensive or abusive language is not permitted.

Disciplinary Action

- Principal action
- Suspension (5 days or less)

- Repeated violations may result in expulsion proceedings

LASER POINTERS

No one shall possess (on their person, locker, backpack, etc.) a laser pointer on school premises, or at a school sponsored event i.e. away athletic contest. A laser pointer is defined as a device that emits a concentrated beam of light. An item that has a combined purpose such as a pen and laser pointer falls into this category.

Disciplinary Action

- Confiscation of laser pointer, returned only to parent
- Confiscation of laser pointer, destruction of laser pointer, contact parent, principal action
- Confiscation of laser pointer, destruction of laser pointer, contact parent, suspension

A staff member may use a laser pointer as a teaching tool. A student that wishes to use a laser pointer to help in giving a presentation for an educational purpose will have to have written permission from the teacher and principal. In the event that a student would need to use one for a classroom presentation, the laser pointer will be dropped off with the principal's secretary before school starts, picked up just before needed, dropped back at the secretaries desk after the class ended, and removed from school at the end of the day. Any misuse of the laser pointer that has been approved will result in the consequences spelled out above.

LOITERING

"No person in official attendance at any school and assigned to a specific class, classroom, room, study hall or an other designated place shall congregate, loiter, wander, stroll, stand or play in any school building or hallway other than in the areas to which he is assigned, or on any school premises or in or about any area adjacent thereto in the Town without having in his possession written permission from the administrative staff of that school or their designated representative." This also includes the parking lots before, during and after school.

Disciplinary Action

- Principal action – warning
- Saturday detention and parent notification
- Referral to police for loitering citation

LUNCHROOM

All users of the lunchroom facilities must follow the rules:

1. Serving trays are to be returned to receptacles.
2. All refuse is to be disposed of in garbage and recycling containers.
3. Food and beverages are not permitted in classrooms or Library Media Center.

Disciplinary Action

- Assist in lunchroom clean-up, be assigned a seat, or eat in the office
- Parent contact
- Saturday detention
- Suspension (5 days or less)
- Combination of above

NONDISCRIMINATION/HARASSMENT/BULLYING

Wisconsin's pupil nondiscrimination law prohibits discrimination against pupils because of sex, race, religion, national origin, ancestry, creed, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Discrimination includes harassment of pupils because of any protected class status or any student. Sexual harassment refers to acts of physical, verbal or psychological harassment which create intimidating, hostile or offensive learning or working atmosphere. Bullying refers to verbal, or non-verbal behavior that creates an intimidating, fearful or hostile environment for others.

Prohibited sexual harassment includes, but is not limited to, the following:

- A. Unwelcome or unwanted sexual advance.
- B. Requests or demands for sexual favors.
- C. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual.
- D. Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work or educational performance.

All forms of harassment in cyberspace, often called cyberbullying, are unacceptable. **Cyberbullying** includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, or threatening another person by sending or posting inappropriate and hurtful email messages, instant messaging, text messages, digital pictures or images, or Web site postings (including blogs, wikis, and social networking sites).

Students, school or community members who feel that they have been the victims of such misuses of technology should not erase the offending material. Instead, print a copy of the material and report the incident to administration for investigation and disciplinary action.

Complaints regarding the interpretation or application of this policy shall be referred to the principal and processed in accordance with established procedures.

Disciplinary Action

- Principal action
- Parent conference
- Suspension (5 days or less)
- Referral to police officials
- Combination of above
- Repeated violations may result in expulsion proceedings

PHYSICAL THREATS OR VIOLENCE

Physical threats or assault and battery (obvious willful attempt with force or violence to do harm to another person), conduct without regard to the health and safety of others, or severe verbal intimidation are prohibited on the school premises, at school activities or en route to and from school.

Disciplinary Action

- Principal action
- Suspension (5 days or less)
- Referral to police officials
- Combination of above
- Violations may result in expulsion proceedings

POSSESSION OF DRUG PARAPHERNALIA

It is expressly forbidden for students to possess drug paraphernalia (water pipes, pot pipes, roach clips, joint rollers, etc.) in school or on school grounds, or at school-sponsored events.

Students using or possessing such drug paraphernalia while under the responsibility and/or supervision of the school district will be subject to school suspension and/or expulsion, and the matter will automatically be referred to the appropriate law enforcement agency.

POSSESSION OF HAND-HELD ELECTRONIC AND/OR DIGITAL DEVICES

Students may use hand-held electronic and/or digital devices before or after school and during the school day in study halls, hallways, and during lunch. Talking on cell phones is prohibited during the school day. Because of their potential for increasing student learning, they may be used in the classroom at the discretion of the teacher. With teacher permission, these devices must be used for educational purposes only. Usage policies may vary from class to class, from teacher to teacher.

Students who possess such items do so at their own risk. Items lost, unlocked in a locker, and/or stolen items will not be the responsibility of Arrowhead High School. Students who are found using this equipment without specific teacher or administrative permission shall have it taken to the principal and kept until the end of the school day when it shall be returned home. Second offense: parent must pick it up.

PHOTOGRAPHIC CAPABILITIES

Under no circumstances shall cell phones with photographic capabilities be used in locker rooms, bathrooms, or other areas where privacy is an issue. Cell phones with photographic capabilities shall not be used to photograph students and others without their permission and shall not be used to photograph any items that are confidential (e.g., testing materials). A student who violates the photographic capabilities of this policy shall be disciplined, which may include suspension and/or consideration for expulsion. The device shall be immediately surrendered to a school authority or other authority as may be appropriate. The device may later be returned to the student's parent or legal guardian.

SCHOOL OWNED EQUIPMENT

Students who use school-owned equipment such as video and digital cameras must agree to sign a form for its use. Students are responsible for damage or loss of the equipment.

SEARCH AND SEIZURE

Searches may be conducted of school lockers, backpacks or purses, storage areas, and cars parked on school premises when there is reasonable suspicion that an illegal substance or weapon may be present or suspected theft. In the event that something is found, the school may take action accordingly.

SMOKING AND USE OF TOBACCO

Wisconsin Statutes Section 120.12 prohibits the use of tobacco products on any premises owned, rented by, or under the control of a school district. These premises include school buildings as well as school grounds.

The use of all tobacco products are prohibited in the school buildings and on the property of all school buildings and on the property of all school districts in the Town of Merton. This prohibition is in effect at all times. Upon receipt of a report prepared by the school administration, the Town of Merton Police Department will issue a citation to any individual, student or adult, who violates the ordinance. Individuals who violate this ordinance will be fined.

Possession of tobacco is prohibited in all Arrowhead educational facilities. Any person in violation of this possession provision may also be fined.

STUDENT DISRUPTION

According to board policy any student, citizen, individual or groups of students are prohibited to assemble or congregate in any school building or on the school property if such assemblage: (1) does not have the approval of the Board or its designated administrative officer, (2) serves as a distraction or disruption to the operation of the school's program or activities, or (3) creates an apprehension of great bodily harm to any person or damage to any public property.

Disciplinary Action

- Principal action
- Parent conference
- Suspension (5 days or less)
- Referral to police officials
- Violations may result in expulsion proceedings

THEFT AND VANDALISM

A student shall not cause or attempt to cause damage to school or private property or steal or attempt to steal school or private property either on school premises or during a school function off the school premises. Parents are responsible for the cost of removing graffiti.

Disciplinary Action

- Principal action
- Parent conference
- Suspension (5 days or less)
- Students and parents will be liable for damage
- Referral to police officials
- Combination of above
- Violations may result in expulsion proceedings

WEAPONS

No one shall have any kind of weapon including chemical weapon or look-alike weapon on school grounds or at any school sponsored function. No one shall use any article as a weapon to threaten or to injure another person. This includes, but is not limited to, BB or pellet firing gun, knife, razor, karate stick, metal buckle or other object which, by the manner in which it is used or intended to be used, is capable to inflicting bodily harm.

Law enforcement agencies, upon request by a school district administrator, will need to provide information in its records related to illegal possession by a child of a dangerous weapon. The school district may disclose this information to district personnel who have legitimate educational interests.

Disciplinary Action

- Principal Action
- Parent conference
- Suspension (5 days or less)
- Referral to police officials
- Expulsion proceedings
- Combination of above

ATHLETICS, CLUBS AND ORGANIZATIONS

Please refer to the website for opportunities to get involved at Arrowhead High School.

www.arrowheadschoools.org

Under **General Activities**, you will find information to contact the Athletic Office, the trainers, parent groups, forms (code of conduct handbook, travel release form, etc.), aquatic programs, spirit wear sales and camps.

Under **Clubs, Sports and Intramurals** you will find descriptions of the programs, coaches and advisors contact information, and individual calendars for each program besides the main calendar on the front page of the web (all inclusive). Please note that when clicking on an event, a second window will appear which will have the details for that event and another button to click to get map directions to the event.

PARENT INVOLVEMENT

For more information, please refer to the website at

http://www.arrowheadschoools.org/activities/parent_groups.cfm

ARROWHEAD ATHLETIC BOOSTER CLUB

The Arrowhead Athletic Booster Club is a group of parents interested in promoting existing athletic programs at Arrowhead High School. The Booster Club does this by sponsoring projects for all participating sports, and school spirit items. The Booster Club organizes team liaison parents who then organize parent support at the team level. This insures that the majority of time and effort by parents goes to support teams where their children participate.

The annual Patron Drive for the school year is as follows: Gold Patron \$75, Silver Patron \$50, and Bronze Patron \$25.

BAND PARENTS

B-BOP (Booster Band and Orchestra Parents) promotes and supports the instrumental music programs at Arrowhead High School by helping to recognize student accomplishments and to provide the directors with assistance as needed. Parents who have students in the instrumental music programs are considered members and are encouraged to become involved through a number of volunteer activities.

BROADWAY COMPANY BOOSTER CLUB

The Broadway Company has a Parent Booster organization which is very active in support of activities. All parents of Broadway Company members are considered members. These parents may help with chaperoning events, driving, preparing costumes and/or equipment, fund raising and other things they feel beneficial to the group.

PARENT VOLUNTEERS

Parents volunteer in the high school in a variety of ways as tutors, support for special projects, telephone calls, registration, etc.

ATHLETIC AND CO-CURRICULAR ELIGIBILITY

Please refer to the Parent/Athlete Code of Conduct which is given to new and incoming freshmen parents at the August meeting, can be picked up in the North Campus Activities Office or downloaded on the web at

http://www.arrowheadschoools.org/cms_files/resources/Parent%20Handbook%207-10.pdf

CODE OF CONDUCT FOR CLUBS AND ORGANIZATIONS

The co-curricular program of Arrowhead High School is an integral part of the total school program and is designed to help students become involved in a variety of activities. While the academic area of high school is of paramount importance, participation in a well directed co-curricular program affords definite opportunities, training, and experiences not ordinarily obtainable in the regular curriculum. Participation in the co-curricular program at Arrowhead High School is entirely voluntary and is a privilege which can be revoked. All students are invited and encouraged to take part.

Arrowhead will be requiring parent permission in writing for students to participate in any non-athletic extra-curricular clubs and other activities that are competitive. This card is called the "Blue Card". All students who participate in extracurricular clubs and activities that perform or compete in representation of Arrowhead High School are also a part of the Random Drug Testing program. The Blue Card will have a location for parent and student signatures regarding the Random Drug Testing protocol.

The Blue Card is only needed if the student does not participate in interscholastic athletics, as student/athletes and their parents will have already signed off on the green or beige cards. Students only need to fill out the "Blue Card" one time during their four years.

Students will conduct themselves in such a manner as to be a credit to their school. These rules are in addition to the Arrowhead High School Code of Student Rights and Responsibilities.

The same code of conduct as followed by the athletic programs will be followed. The code of conduct and appeals process can be found in the **Parent/Athlete Code of Conduct**, pages 15 through 19. The Parent/Athlete Code of Conduct handbook can be obtained in the North Campus Activities Office or downloaded on the web at

http://www.arrowheadschoools.org/cms_files/resources/Parent%20Handbook%207-10.pdf

Students participating in the following activities must maintain academic eligibility as described in athletics: Academic Decathlon, All Athletic Teams, All Athletic Game Managers, Auto Competitions, Broadway Company Productions, Business Olympics, Chess Competitions, Culinary Olympics, DECA, World Language Competitions, Forensics, Intramurals, Knowledge Master Open Competitions, Math Meets, Marching Band/Color Guard, Pep Band, Play, Poetry Now, Robotics, Science Meets, Solo Ensemble Competitions, Special Education Olympics, and Stage Crew.

SCHOLARSHIPS, AWARDS, AND HONORS

In order to be eligible for academic scholarships in the District, a student must have completed four cumulative semesters of work, beginning with the second semester of the sophomore year, and achieved senior status.

Academic Club Recognition

The Gifted and Talented Committee hosts a recognition event each spring which provides a venue to showcase academic club achievements.

All State Honors Scholarship/Robert C. Bryd

Students are selected to submit an application for this award which is based on GPA, ACT, transcript rigor, the number of credits, and a short student statement. A mathematical formula, established by the scholarship foundation, determines local eligibility with final selection made by a state committee. The names of students selected by the state committee will be included on a plaque and a picture is taken.

Arrowhead Scholarship Fund

The community-based Arrowhead Scholarship fund provides scholarships each spring for deserving seniors at a recognition breakfast in May.

Balmer Scholarships

Senior boy(s) and girls(s) selected by a Booster Club sponsored committee based on characteristics exemplified by Dave Balmer.

Brady All-Stars

Arrowhead may select one male and one female student based on their academic, athletic, and school participation. Students are eligible for a scholarship that is randomly drawn at the Brady All-Star recognition event. Student names are included on a plaque and picture is taken.

Honors Breakfast

Students who achieve an accumulative 3.5 GPA are invited to an honors breakfast each March.

Kohl's Fellowship

Students apply to the local committee for this scholarship which is based on academics, leadership, and citizenship. Three students advance to the state committee which makes the final selection. A plaque and picture is provided.

National Merit

Levels of eligibility are established yearly by the College Board based on student performance in the PSAT. Semi finalists must complete an application process to be considered as a finalist. Student names are included on a plaque and picture is taken.

Scholar/Athlete Award of Excellence

The certificate of excellence is awarded to any senior who has earned a final cumulative GPA of 3.5 or higher and has earned a varsity major letter in an interscholastic sport.

WIAA Scholar Athlete

Senior boy and girl chosen primarily on the basis of scholarship and athletic excellence.

Wisconsin Academic Excellence Higher Education Scholarship

Eligible students apply in February for this scholarship. A GPA of 4.0 as well as the following criteria are considered: ACT score, AP/college courses, credits, and leadership. The number of scholarships available are determined by a formula set by the State of Wisconsin. Students must attend school in Wisconsin. Names of the top five students will be included on a plaque and a picture is taken.

SCHOLARSHIP/AWARD RECOGNITION

There is an insert into the graduation program featuring students who received scholarships and awards and who submitted information.

INSTRUMENTAL MUSIC AWARDS

Charles Bart String Scholarship

Given to outstanding senior string player who has fulfilled the requirements.

Frederic Chopin

Outstanding Pianist.

John Philip Sousa

Concert Band Member who displays outstanding leadership and musicianship.

Louis Armstrong

Jazz Student who displays outstanding leadership and musicianship.

Participation Plaques

Seniors who have participated in the music program all four years. Accomplishments while a member of Arrowhead's performing groups listed.

ARROWHEAD FIGHT SONG

To Arrowhead, we always will be loyal to you,
To our colors, scarlet, white and blue.
And we will fight for victory and honor
And we will win this game.
YOU-RAH-RAH-FIGHT!

We'll keep our spirits bright
We'll never give up the fight
Our school will go on for evermore.
To Arrowhead we will be loyal.
WARHAWKS. FIGHT, FIGHT, FIGHT!



The Arrowhead Union High School District

South Campus/District Office
700 North Avenue
Hartland, Wisconsin 53029
(262) 369-3611

<http://www.arrowheadschoools.org>

North Campus
800 North Ave.
Hartland, Wisconsin 53029
(262) 369-3612

Dear Parents:

The Parent Complaint Form contained in this handbook is available to you in order that you have an opportunity to register any concerns you might have about any school facility, program, employee, policy, or action. These forms are available in the offices at both South and North Campus.

In order to most effectively address any complaint that may arise, it should first be discussed directly with the staff member most directly involved so that there is an opportunity to resolve the problem brought to their attention. If discussion with this staff member does not result in a resolution of the problem, please complete the Parent Complaint Form. The following steps should be followed:

1. Any complaint that is not resolved with the person most directly involved should be next brought to the attention of either the South or North Campus principal. This should be brought to the attention of the appropriate principal as soon as possible after initial attempts to resolve the problem are completed by submitting the parent portion of the Complaint Form.
2. The principal will review the complaint, conduct an appropriate investigation to determine the facts in the case, and respond in writing on the Complaint Form and return it to the person completing the form within ten school days. Other staff members may be involved in addressing the complaint at the discretion of the principal.
3. If the complainant is satisfied with the principal's written response, the matter is considered to be resolved.
4. If the complainant is not satisfied, please contact the district superintendent at 262 369-3611.
5. The superintendent will arrange for a conference with the complainant and himself and/or another appropriate member of the staff.
6. If the results of this conference are satisfactory, the complaint will be considered resolved.
7. If the complainant is still not satisfied that the complaint has been resolved, the superintendent will make arrangements for him/her to meet with an appropriate committee of the School Board.
8. The designated committee will report to the School Board on the complaint.

Those associated with the Arrowhead School District believe the use of the Parent Complaint Form will provide an opportunity for parents' concerns to be dealt with quickly and responsibly, so that the educational need of students can be most effectively served.

Sincerely,

Craig Jefson
Superintendent

**ARROWHEAD HIGH SCHOOL DISTRICT
Complaint Form**

Name _____

Address _____

Phone _____

Home

Work

Status of person filing complaint: _____ Student _____ Employee

_____ Parent _____ Other _____

Filing complaint on the basis of: _____

Statement of complaint (include specific incident(s): _____

Signature of complainant _____

Date complaint filed _____

Signature of person receiving complaint _____

Date received _____

Submit all copies to Superintendent or his/her respective secretary. The person receiving the complaint will sign and date the complaint. One copy will be returned to the complainant, and one copy will be sent to the complaint investigation officer. The district will respond to the complaint within ten (10) school days.

STUDENT BUS ROUTES FOR 2011-2012

Arrowhead High School and Dousman Transport have been working in partnership over the last few months to identify ways to reduce transportation costs. We have completely overhauled the High School bus routes. These changes have allowed us to eliminate one bus and create more efficient routes to minimize fuel and transportation costs at a time when fuel prices are extremely volatile, and school budgets are under pressure.

Some of the changes you will notice are:

1. Your route number may have changed.
2. Your morning pick up time may have changed.
3. Bus stop locations may have changed. Even those that have been in the same place for 10 or more years.
4. Walking distance to the bus stop may have increased
5. Some roads have been eliminated from the bus routes
6. Pick up points may be different than drop off points.

Arrowhead High School is a participant in the cooperative bus plan implemented by all the school districts within the Arrowhead area. Routes have been adjusted to enable elementary and private, parochial schools to use the same buses for second and third runs daily. We thank you for your cooperation in this joint bussing plan. Thank you for your time to read the following bus information:

1. Review the bold print headings of each route to determine which bus will serve the area you reside in. Read the route to determine if the route serves your specific home. Note the starting time of the route and determine an approximate time the bus will be near your location. Route times as printed are **subject to change** throughout the year due to changes in student location and weather.
2. Students are expected to be at their pick up location 5 minutes earlier than printed tentative pick-up time.
3. Buses will not stop at every home. This year consolidation of pick-up points will take place during the first full week of school. Consolidation is necessary to reduce the amount of bus riding time.
4. **BUSES ARE NOT REQUIRED TO STOP AT A PICK-UP POINT IF NOBODY IS PRESENT.** Drivers are instructed to view the area and if nobody is present, proceed to the next point. Special consideration will be given on days of inclement weather.
5. Per AHS Board Policy, major subdivisions will be served by a route which will serve the majority of the residents. Cul-du-sacs will not be used in the route unless necessary for a turnaround. Walking distance is established as .3 of a mile for elementary students and .7 for high school students.
6. All buses are loaded to capacity as regulated by Wisconsin Statutes. We constantly check to see that buses are not overloaded. It is necessary for economic reasons to have 3 students in a seat for a short period of time on all bus routes. Each student's Official Arrowhead ID card will have an area indicating the bus route the student is normally expected to ride. Bus drivers will have roster lists for each bus route and when necessary will be authorized to request students to present their ID to verify if they are on the right bus or qualify for transportation. Students not qualifying for busing will be noted on their ID cards.
7. Requests to ride another bus must be in writing from the parent in **advance of the day of the actual need**. These passes to riders are granted when extreme necessity exists. Students are to bring in the parent note requesting the bus change in the A.M. of the school day to either high school office. Bus drivers will check the name on the bus pass with the picture ID cards that will be used this year as student's board.
8. **BUS RIDERSHIP IS A PRIVILEGE AND NOT A RIGHT.** Student bus behavior will be that of the normal classroom. Behavioral expectations are printed in the student handbook. Students will be expected to respect others on the bus, bus equipment, and the bus driver at all times. **DO NOT DISTRACT THE BUS DRIVER. THE SAFETY OF OTHERS IS OUR FOREMOST CONCERN.**

In the event that a student demonstrates misbehavior, the bus driver will immediately report the behavior problem to the Principal of the Campus the student attends. The following steps will be followed under normal conditions. The severity of the misbehavior may alter the normal process followed by the Principal. **Step 1** The Principal will discuss the situation with the student, the parents will be notified of the problem, and a written record will be placed in the students file.

Step 2 If a second misbehavior results (of any type) the student will be suspended from riding the bus by the Principal with appropriate parent notification.

Step 3 If an additional misbehavior results, additional suspensions will result and/or more permanent action may be taken by the Principal.

Video cameras are located in buses on a random basis. Students misbehaving will be recorded on video. The Principal will handle each situation in an appropriate manner. The video camera is designed to be used as an intervention device so that no major problems will exist during normal bus routes.

9. Bus loading and unloading at South Campus will be on the East side of the building.

Bus loading and unloading at North Campus will be on the East side of the building.

Please look for the large number located to the left of the main entrance door to the bus. PLEASE KNOW YOUR BUS ROUTE NUMBER. BE PREPARED TO SHOW YOUR STUDENT ID CARD to the bus driver starting on the first day of school. Each student has been assigned to a specific bus route and is expected to ride only that route.

Buses leave SOUTH CAMPUS 2:32 P.M.

Buses leave NORTH CAMPUS 2:42 P.M.

All AHS buses are used for elementary school busing after they have completed their AHS runs. We operate on a very tight time schedule in order to accommodate the other schools we serve.

10. Please review the bus route which matches the area in the district you reside in. Remember the bus route number.

11. Inclement Weather Conditions. In the event of the inclement weather conditions please do one of the following: CALL 369-3611 to listen to the phone recording in the event that school is closed or if we plan to run on a delayed schedule; or listen to the following radio stations prior to 6:00 A.M. We normally try to make our decision to close by 5:15 A.M. WAUK, WOKY, WISN, Channel 4 TV, WEMP, WTMJ, WTTN, WTKM.

12. Note: All bus routes are subject to immediate change if necessary. Routes are changed due to safety conditions, adding and dropping of students and for time adjustments in order to operate within our multiple bus use plan.

The Arrowhead District Transportation Cooperative will be utilizing the busing service of the Dousman Transport Bus Company for the 2011/12 school year. The Dousman Transport Bus Terminal serving the Arrowhead District is located in North Lake on Kilbourne Road. **THE TERMINAL PHONE NUMBER IS 966-9691.** This number will be in operation from 6:00 a.m. to 5:00 p.m. on school days.

BUS ROUTES

ROUTE 1 - (West Area of North Lake)

Route starts at Kilbourne Rd & HWY 83 North (6:20), left on CW (6:23), right on West Shore Dr, right on County Line Rd, right on Hoff Rd (6:33), left on Hwy 83, left on Kilbourne Rd (North) – turns into Funk Rd, left on Laskin Rd – turn around at end (6:44), left on Funk Rd, right on Hwy E, right on Hwy VV, left on Champion Run – turn around at Champion Run & Northern Dancer Run (6:51), left on Hwy VV, left on Hwy 83 picking up all students along Hwy 83 to Hwy K south, left on Hwy K to AHS (7:00).

ROUTE 2 - (Lake Keesus Area (North and East), Dorn Rd)

Route starts on Hwy VV east of Camp Whitcomb Rd (6:23), right on Dorn Rd (6:25), left on Bark River Rd (AM ONLY), right on Hwy VV, left on Center Oak Rd (6:36), left on Keesus Rd, left on Center Oak Rd, right on Hickory Rd, right on Hideaway Dr (6:39), left on Center Oak Rd, right on Hwy VV, right on Park Dr – turn around at Flynn Rd (6:48), right on Hwy VV, left on Dorn Rd picking up all students on Dorn Rd to Hwy K, right on Hwy K to AHS (7:00).

ROUTE 3 - (South East Area of Merton - Beacon Hills, Merton Oaks, Beaumont Ridge, Hickory Hills)

Route starts south on Winkelman Rd (6:35), left on Ainsworth Rd, left on Basham Ln, right on Trappers Run, left on Maple St (6:39), right on Merton Oaks Dr, left on Hwy MD, right on Lake Five Rd (6:41), right on Hwy VV, right on Lake Dr (6:44), right on Lakeview Dr, right on Beacon Hills Dr, left on Hwy VV, left on Batterjohn Dr (6:48), right on Hwy MD, left on Hwy VV, left on Winkelman Rd, picking up all students on Winkelman Rd to Hwy K (6:53), right on Hwy K to AHS (7:00).

ROUTE 4 – (East Area of North Lake)

Route starts at Hwy VV east of Hwy E (6:27), right on Christopherson Ln (AM ONLY), turn around at Christopherson Ln & Breezy Cir (AM ONLY), right on Hwy VV, left on Camp Whitcomb Rd (6:32), right on Parkview Ln (AM ONLY), left on Florencetta Hts (AM ONLY), right on Camp Whitcomb Rd, left on Center Oak Rd, right on O'Neil Rd, Right on Hwy Q (6:37), right on Dieball Rd, right on Woodchuck Way (AM ONLY), right on Deer Ln (AM ONLY), right on Dieball Rd, right on Center Oak Rd, left on Hwy E, right on Woodland Dr (AM ONLY), turn around at Woodland Dr & Glacial Drift Ct (AM ONLY) (6:45), right on Hwy E, cross over Hwy VV onto Hwy E, picking up all students on Hwy E to Trumpet Ln, right on Hwy K to AHS (7:00).

ROUTE 5 – (Richmond Area - Mountain Shadows, Bayberry, Arrowhead Highlands, Hanover Hill & Walnut Grove)

Route starts east on Hwy VV (6:25), right on Mary Hill Rd, Right on Katesbridge Dr, right on Bracklyn Dr, left on Ridge Dr (6:30), straight onto Sky View Dr, right on Mountain Shadows Dr, left on Hwy MD, straight onto Hwy K, right on Hwy KF, left on Bayberry Dr, right on Hwy JK (6:36), right on Hwy KF, left on Arrowhead Dr, left on Carlene Dr, right on Jessica Dr, left on Hwy K (6:42), left on Hanover Hill Rd – loop subdivision, cross Hwy K onto Walnut Grove Dr, turn around at Walnut Grove Dr & Walnut Grove Ct (6:48), right on Hwy K, picking up all students on Hwy K to Greystone Blvd, arrive at AHS (7:00).

ROUTE 6 – (Richmond Area - Richmond Rd, Scottish Highlands, Hwy JK)

Route starts east on Lynndale Dr (Hwy JK), east of Lynndale Ln (6:20), right on Hwy K (6:25), right on McKerrow Dr, left on Aberdeen Dr, Right on Seven Stones Dr (6:31), left on Hwy 164, left on Richmond Rd (6:36), right on North Hill Dr, turn around at North Hill Dr & Fox Hollow Dr, right on Richmond Rd, left on Glen Ridge Rd, right on Boden Ln (6:41), left on Richmond Rd, cross Hwy MD onto Hwy K, picking up all students to Jessica Dr, follow Hwy K to AHS (7:00).

ROUTE 7 – (Northeast Area of Hartland-Lakeside)

Route starts south on Merton Ave (6:30), left on Lisbon Ave, right on North Shore Dr (Hwy KE) (6:34), left on Capitol Dr (Hwy JJ), right on Ishnala Trail, right on Glacier Rd (6:41), right on North Shore Dr (Hwy KE), left on Capitol Dr (Hwy JJ) (6:44), right on Merton Ave, right on Sunnyslope Dr, left on Pleasant Dr, right on Sunnyslope Dr (6:48), left on Oakwood Dr, left on Marquette Rd (6:50), right on Merton Ave, left on Hwy K, left on Grace Dr, left on Hwy E to AHS (7:00).

ROUTE 8 - (Southeast Area of Hartland-Lakeside - South End of Hartridge, Summer Hill, Lost Creek, Still Meadows, Prairie Wind)

Route starts at Hwy KE & Hwy E (6:20), pick up all students east on Hwy KE (6:23), left on Imperial Dr, right on Prairie Wind Cir North, left on Imperial Dr, right on Hwy KE (6:29), right on Middlefield Rd, right on Round Hill Cir, right on Stillmeadow Rd, cross Hwy KE to Hillcrest Dr (6:35), right on Summerhill Rd, back around at Summerhill Rd & Millridge Rd, cross over Hillcrest Dr to Lost Creek Ct, left on Lost Creek Ct, left on Lost Creek Ct to exit subdivision, right on Old North Dr, right on Lakeside Rd (6:44), left on Conservancy Dr, right on Old North Shore Dr, left on Old North Shore Dr, right on Hwy KE, left on Hwy 16 to AHS (7:00).

NOTE: Students on Hartridge Dr & South Imperial Dr. ride this route in the PM.

ROUTE 9 - (South End of Hartland-Lakeside - Arbors, Timberbrook, Golf Hills, Hawksnest & Granary Circle)

Route starts on North Shore Dr & Maple Ave (Hwy E) (6:15), south on Maple Ave (Hwy E), Right on Arbor Dr (6:27), right on Silverwood Ln, left on Woodland Hill Dr, left on Graywood Ln, left on Golf Rd, left on Maple Ave (Hwy E), right on Timberbrook Rd, left on Crooked Creek Rd (6:33), right on Timberbrook Rd, right on Maple Ave (Hwy E), left on Golf Hills Dr (6:38), left on Fieldwood Ct, right on Foxwood Dr, right on Foxwood Ct, left on Red Hawk Rd (6:42), right on Windrush Cir, right on Hawksnest Rd, cross Maple Ave (Hwy E) onto Shelmar Dr, left on Oakwood Grove Rd, left on Franciscan Rd (6:48), right on Maple Ave (Hwy E), left on Cardinal Ln (6:52), right on Cottonwood Ave picking up all students to the railroad tracks, to AHS (7:00).

ROUTE 10- (AM ONLY) ARROWHEAD BUS

(Early Hartridge Express) Route Starts on Hwy E and Lindenwood (6:20), Lindenwood, left on Imperial, left on Winston Way, left on Oxford, right on Hartridge Dr, right on Hwy E to AHS.

ROUTE 10 - (AM ONLY) ARROWHEAD BUS

(All students living in Hartridge North of Hartwood Ln and living on Cardinal Dr between Cottonwood & Maple, will go home in the PM on route 10) Route starts at Maple Ave & Hartwood Ln (6:35), left on Hartwood Ln, left on Oxford (no pickups on Oxford) to Surrey Ln, right on Surrey to Coventry Ln, Left on Coventry Ln, left on Imperial Dr, left on Winston Way, left on Oxford Dr, right on Bradford Way, left on Buckingham Way, right on Oxford Dr, right on Hartwood Dr, right on Maple Ave to AHS.

ROUTE 10 (AM ONLY) ARROWHEAD BUS

(All students living in Hartridge South of Hartwood Ln but not on Hartwood Ln). These students will go home on Route 8 in the PM (6:35) Route starts at Maple Ave and Lindenwood, right on Imperial, left on Penbrook, left on Oxford (All pickups on Penbrook, Oxford), right on Hartridge Dr, right on Maple Ave, left on Capitol, right on North Ave (Hwy E) to AHS.

ROUTE 10 (PM ONLY) DTC BUS – Hartridge (Hartwood Ln Entrance)

Right on Hwy K, right on North Ave, stay straight – turns to Cottonwood Ave, left on Cardinal Ln, right on Maple Ave (Hwy E), left on Hartwood Ln, left on Oxford Dr, right on Winston Way, right on E Imperial Dr, right on Penbrook Way, left on Oxford Dr, route ends.

ROUTE 11 - (East Side of Nagawicka Lake - Nagawicka Rd, Vettleson Rd, Chapel Ridge, Anderson Rd, Hwy 83)

Route starts at Oakwood Rd & Nagawicka Rd, North on Nagawicka Rd (6:35), right on Vettleson Rd, left on W Capitol Dr (6:45), right on Hwy 83, right on Chapel Ridge Rd, turn around at Chapel Ridge Rd & Old Steeple Rd, right on Hwy 83, picking up all students on Hwy 83, right on Hwy K (6:55), right on Anderson Rd, back around at Anderson Rd & Windwood Dr, right on Hwy K, to AHS (7:00).

Note: This route picks up all students on Hwy K

ROUTE 12 - (South Area of Lake Country, River Reserve)

Route starts south on Hwy 83 (6:35), right on Cardinal Ln (6:36), back around at Campbell Trace, right on Hwy 83 (6:38), right on Meadow Ln, right on Woodside St, right on Parry Ln (6:45), left on Nagawicka Rd E, right on Nagawicka Rd, right on Oakwood Rd, cross Hwy 83 turns to Hwy KE, right on River Reserve Dr (South) (6:52), turn around in Cul-Du-Sac, cross Hwy KE to River Reserve Dr (North), left on Lindenwood Dr, right on Cottonwood Ave to AHS (7:00).

ROUTE 14 - (North End of Swallow, Chenequa, Beaver Lake & Village Edge)

Route starts south on Hwy 83 (6:35), left on Beaver Lake Rd (6:37), left on Chenequa Dr, right on Golf Rd, straight on Club Circle East – follow around circle, right on Chenequa Dr (6:42), left on Beaver Lake Rd, left on Irene Ln, right on Country Ln, left on Lillian (6:49), left on Miranda Way, left on Hwy E, left on Deer Trail, straight on Red Fox Run (6:51), left on Beaver Lake Rd, right on Hwy E, to AHS (7:00).

ROUTE 15 - (Nashotah South of Hwy 16)

Route Starts on Hwy 16 and Hwy C, south on Hwy C (6:25), picking up all students on Hwy C (6:33), right on Nashotah Rd, right on Glenview Ct – turn around in Ct, left on Nashotah Rd, right on Hwy C, right on Mission Ave, left on Hickory Ln, left on Maplewood Rd, right on Mission Ave, right on Hwy C, left on Lakeview Dr – turn around at end (6:40), right on Hwy C, right on Mission Ave, right on Nagawicka Ave, left on Peninsula Ave, turn around before bridge, right on Nagawicka Ave, left on Nashotah Ave (6:46), right to Allendale Dr, left on Neptune Bight, right on Hwy C, east on Hwy 16 to AHS (7:00).

ROUTE 16 - (Nashotah North of Hwy 16, Students on Hwy K east of Hwy C)

Route starts at Hwy 83 & Hwy K west (Picking up all students on Hwy K to Hwy C) (6:20), left on Hwy C (6:21), right on Road M, left on Cedar Bay Ct, right on Louise Ln, right on Ivy Ln, right on Terrace Dr (6:33), turn around at Terrace Dr & Wedgewood Dr, stay on Terrace Dr, right on Hwy C, left on Elderwood Dr, turn around at Elderwood Dr & Oakwood Ave (6:41), cross Hwy C onto Road R, right on Woodfield Ct –turn around in cul-du-sac (6:44), left on Road R, right on Hwy C, east on Hwy 16 to AHS (7:00).

ROUTE 17 - (Stone Bank Area, Students on Hwy K West of Hwy C)

Route starts at Hwy K & Hwy C, west on Hwy K (6:25), right on Stone Bank Rd (6:29), turn around in fire station parking lot, right on Hwy K, right on Circle Dr (6:34), right on West Circle Dr, continue on Circle Dr, cross Hwy K onto Circle Dr, right on Jorgenson Way (6:39), left on Timberline Rd, right on Breezy Point Rd, left on Lakeview Dr, right on Prairieview Ln (6:47), right on Stonefield Way, right on Hwy K, right on Hwy 83, left on Hwy K to AHS (7:00).

ROUTE 18 - (West Area of North Lake, North Area of Stone Bank)

Route starts north on Hwy 83 at Kilbourne Rd, left on North Woods Dr (6:05), turn around at T intersection, left on Hwy 83, left on Petersen Rd, right on Koester Rd (6:11), turn around at Shenandoah Ct, right on Petersen Rd, turn around in driveway on left just before railroad tracks (6:15), right on Townline Rd, left on Jensen Rd, left on Stone Bank Rd, Left on Petersen Rd, right on Townline Rd, turn around at Townline Rd and Townline Rd (6:23), left on Hwy CW (Mapleton Rd), right on Stone Bank Rd, turn around at Beckers Ln, right on Stone Bank Rd (6:35), right on Hwy CW (Mapleton Rd), right on West Shore Dr, left on Reddelien Rd, turn around at River Rd (6:43), left on West Shore Dr, route ends West Shore Dr & Hwy K, left on Hwy K, right on Hwy 83, left on Hwy K to AHS (7:00).

NOTE: Mapleton Rd & Townline Rd Loop – PM ONLY

ROUTE 19 - (North & East Areas of Hartland - Four Winds, Greystone, Mae's Walke, Lynndale Farms, Bristlecone)

Route starts at Hwy K, right on Jungbluth Rd (6:30), right on Chardon Dr – turn around (6:32), cross Jungbluth Rd onto Lynndale Dr (Hwy JK), left on Lynndale Ln (6:35), left on North Willow Creek Dr, right on South Courtland Cir, right on Jerilane Ct (6:40), left on Maryann's Way, right on Roosevelt's Quay, left on Mae's Walke, right on Jungbluth Rd (Hwy JK), left on Arlene Dr (6:44), right on Bristlecone Dr – follow through subdivision, right on Hwy K (6:47), left on Greystone Blvd, left on Mary Hill Cir, left on Birchwood Dr, left on Colonial Dr (6:53), right on Hwy K, right on Four Winds Way – loop through subdivision, left on Hwy E to AHS (7:00).

ROUTE 20 - (South Area of Merton - Thousand Oaks, Mill Pond, Oakwood Rd, Hawthorne Rd)

Route Starts east on Hwy VV, left on Thousand Oaks Dr (6:20), follow Thousand Oaks Dr turns into Woodland Oaks Dr (6:22), left on Lisbon Oaks Dr, right on Hickory Chasm Rd, right on Woodland Oaks Dr, left on Meadow Wood Ln, left on Kettle Cove Ln (6:32), left on Denton's Run, right on Hazel's Way, left on Phyllis Way, right on Lake Five Rd, right on Oakwood Rd, turn around at Oakwood Ct (6:37), left on Lake Five Rd, right on Woods Edge Way, right on Glacier Pass, right on Mill Pond Way, left on Huntington St (6:42), right on Hwy VV, straight onto Sussex Rd, left on Gertrude Ln, left on Hawthorne Rd – Route ends (6:45), right on Winkelman Rd (Hwy KE), right on Hwy K to AHS (7:00).

ROUTE 21 - (North Area of Hwy EF, Rybeck Rd, Blackhawk, Tamron Ln, Vernon Dr)

Route starts south on Main St Merton & Huntington St (6:40), right on Huntington St (6:41), right on Vernon Dr, right on Dorn Rd, left on Tamron Dr, left on Tamron Ln (6:45), left on Ridgeview Ln, left on Ridgeview Dr, left on Hartling Rd (Hwy EF - 6:49), right on Dorn Rd, left on Old Barn Rd, right on Red Tail Ln, right on Blackhawk Dr (6:54), cross Rybeck Rd onto Parkside Place, right on Dorn Rd, left on Rybeck Rd, left on Hwy E (picking up all students on Hwy E to Hwy K), to AHS (7:00).

ROUTE 22 - (North Area of Merton - Main St Merton, Twin Pines, Springhill Blvd)

Route starts East of Hwy E on Center Oak Rd (6:10), Center Oak Rd & Bobtail Ct (6:17), continue east on Center Oak to Hickory Rd, left on Lake Five Rd, right on County Line Rd (Hwy Q), right on Hwy 164, right on Jay Ln (6:29), left on Hwy 164, right on Plainview Rd – turn around at drive on right, right on Hwy 164, right on Spring Hill Blvd – flip around Blvd, right on Hwy 164, left on Hickory Rd, left on Lake Five Rd (6:38), left on Perennial Terrace, turn around at Meadow Ridge Dr, right on Perennial Terrace, left on Lake Five Rd, right on Twin Pine Dr, right on Twin Pine Cir (6:43), right on Perennial Terrace, right on Lake Five Rd, right on Plainview Rd, left on Center Oak Rd, left on Hwy VV (6:52), picking up all students to Winkelman Rd, right on Sussex Rd – route ends at Rock Ridge Way, left on Dorn Rd, right on Hwy K to AHS (7:00).