

SUBSECTION 310 – GENERAL ORGANIZATION PLAN

POLICY: 311. SCHOOL CALENDAR

The school calendar shall be set as deemed appropriate by the Arrowhead Board of Education.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: MAY 13, 2015

SUBSECTION 320 – CURRICULUM

POLICY: 321. CURRICULUM EVALUATION

The superintendent or his/her designee shall continuously study and evaluate the program of instruction with the purpose of recommending to the Board such modifications, additions, or deletions which shall improve the program and keep it current with the needs and interests of the students it serves.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: NOVEMBER 8, 1995
DATE OF REVISION: MARCH 13, 2013

POLICY: 322. HOMEBOUND INSTRUCTION

Homebound instruction shall be provided for students in cases where the superintendent or his/her designee deems such instruction appropriate, provided that:

1. A written statement is provided confirming the physical or mental condition from a licensed physician, dentist, chiropractor, optometrist, psychologist, or Christian Science practitioner living and residing in this state who is listed in the Christian Science Journal, that affirms the student's confinement to home or hospital.
2. The absence is expected to last 20 school days or more.
3. The health care provider has confirmed a plan for re-entry that meets the criteria of the school, which shall include:
 - a. Benchmark that will tell the provider when the student is ready to return
 - b. Sub-benchmarks that will demonstrate progress towards returning to school
 - c. A timeframe that the school can expect an update on progress of the student, which is not to exceed 30 days

Homebound instruction will be provided by the school at its discretion, including:

1. Who the tutor is
2. The role of the tutor
3. Hours that the tutor is to work with the child, not to exceed 5 per week

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: FEBRUARY 8, 1995
DATE OF REVISION: JUNE 8, 2016

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POLICY: 323. CORRESPONDENCE COURSES**

In certain cases, students may use correspondence course credit to meet graduation requirements. Prior to enrolling in a correspondence course, approval must be received from the high school principal or designee. Only correspondence courses sponsored by the University of Wisconsin-Extension or other accredited institutions shall be considered under this policy.

CROSS REFERENCE: Policy 623.1 Course Options Program**

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: FEBRUARY 8, 1995
DATE OF REVISION: JANUARY 10, 1996

POLICY: 324. SUMMER SCHOOL

A program of studies will be offered to students during the summer term to include credit-based classes that apply toward graduation. Enrollment shall be optional and subjects shall be offered only if sufficient enrollment is attained as determined by the superintendent and properly certificated teachers are available.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: FEBRUARY 8, 1995
DATE OF REVISION: MARCH 12, 2014

POLICY: 325. COURSE GUIDE & SUMMER SCHOOL GUIDE

POLICY: 326. PARENT AND FAMILY ENGAGEMENT REVIEW POLICY (ESSA)

The Arrowhead School District shall involve a wide range of representatives in the processes of reviewing academic achievement outcomes, the evaluation of programs and services funded by ESSA, and analysis of additional data, which are indicators of the results from those programs and services.

The representatives shall include, but may not be limited to, teachers, students, parents, administrators, Board members, professional and paraprofessional staff, community, and non-profit organizations.

It shall be the responsibility of the Board of Education and/or the school administration to assure the process is ongoing and has a relatively high level of validity.

Information shall be disseminated to parents and families by various means, including the annual performance report, website, newsletters, press releases, and multi-faceted committee reviews. Two-way communication between the school and parents on student progress is ongoing through: parent-teacher conferences, online grading program, frequent electronic communication, and scheduled individual conferences between teachers and parents. Feedback on instructional programs is conducted through Board meetings and a variety of surveys, questionnaires, etc. The district will conduct an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy.

DATE OF ADOPTION: FEBRUARY 8, 2006
DATE OF REVISION: JUNE 8, 2016
DATE OF REVISION: APRIL 5, 2017

POLICY: 327. [CHALLENGE ROPES COURSE POLICY AND PROCEDURES MANUAL](#)

SUBSECTION 330 – INSTRUCTIONAL MATERIALS

POLICY: 331. TEXTBOOKS AND AUXILIARY INSTRUCTIONAL MATERIALS

All textbooks shall be furnished by the School District, except that part of the cost may be defrayed through a rental fee as determined by the annual meeting of the District electors. A separate fee for auxiliary instructional materials shall be determined by the Board.

The School District shall be reimbursed by the student in the event such materials are lost, destroyed, or mutilated.

DATE OF ADOPTION: NOVEMBER 10, 1993

DATE OF REVISION: FEBRUARY 8, 1995

POLICY: 332. SELECTION OF MATERIALS**

The superintendent or his/her designee shall select instructional materials for the classroom and media centers in order to meet the goals of the educational program of Arrowhead High School. The superintendent shall set in place the appropriate procedures for evaluating and selecting such instructional materials, subject to final approval by the Board.

Responsibility for Selection

- A. The Board of Education is legally responsible for all matters relating to the operation of the Arrowhead School District. The duty of selecting instructional materials is delegated to the professionally trained and certificated staff employed by the school system. For the purposes of this rule, the term “instructional materials” includes print and non-print materials (audiovisual and other non-print formats).
- B. While selection of materials involves many people, the responsibility for coordinating the selection of most instructional materials and making the recommendations for purchase rests with certificated media personnel. For the purpose of this rule, the term “media specialist” includes librarians, school media specialists, or other appropriately certificated persons responsible for selection of media.
- C. Responsibility for coordinating the selection of text materials for distribution to classes shall rest with the appropriate teacher and department chair/administrative liaison. For the purpose of this rule, the term “text materials” includes textbooks and other print and non-print material provided in multiple copies for use of a total class or a major segment of such a class.

DATE OF ADOPTION: NOVEMBER 10, 1993

DATE OF REVISION: FEBRUARY 8, 1995

DATE OF REVISION: JANUARY 10, 2001

DATE OF REVISION: MARCH 9, 2005

SUBSECTION 340 – GRADING

POLICY: 341. GRADING SYSTEM

The grading system for measuring and evaluating the performance of students shall be determined from time to time by the superintendent in accordance with the overall objectives and as approved by the Board. The unweighted grading system shall be based upon the following rating scale, which shall correlate to percentage standards as determined by the superintendent or his/her designee, with final approval resting with the Board:

- A. Excellent (Superior) ----- 4 grade points
- B. Good (Above Average) ----- 3 grade points
- C. Fair (Average)----- 2 grade points
- D. Poor (Below Average)----- 1 grade point
- E. (Conditional)----- 0 grade point
- F. Failure

A final grade shall be issued each semester (inclusive of summer school) and one credit is granted for the successful completion of one semester of study in a subject by the student.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: FEBRUARY 8, 1995
DATE OF REVISION: MARCH 10, 1999
DATE OF REVISION: MAY 13, 2015

POLICY: 342. GRADE POINT AVERAGE (GPA)**

Grade point average shall be determined by dividing the sum of all grade points by the total number of credits attempted.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: MARCH 10, 1999
DATE OF REVISION: MARCH 13, 2013

POLICY: 343. STUDENT PROGRESS REPORTING TO PARENTS/GUARDIANS

The superintendent shall develop a procedure for reporting student progress as necessary to inform a student's parents/guardians or adult students of the student's progress during the course of the school year.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: FEBRUARY 8, 1995

POLICY: 344. TESTING PROGRAMS

The School District shall utilize a testing program designed to yield information to inform instruction and promote success throughout the 9-12 curricular program and to yield information on student achievement and skills; assessments are used for both formative and summative purposes. A balanced assessment system is implemented that includes standardized, state, and/or federal assessments, district measures, and/or classroom assessments.

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Parents/guardians have the right to request their child be exempted from only those state or federal assessments as permitted by law or other regulations. No parent/guardian is permitted to exempt their child from district or classroom assessments.

DATE OF ADOPTION: NOVEMBER 10, 1993

DATE OF REVISION: DECEMBER 9, 2015

SUBSECTION 350 – GRADUATION

POLICY: 351. GRADUATION REQUIREMENTS**

Fifty (50) credits are required for graduation from Arrowhead High School.

Graduation Requirements

8 SEMESTERS OF ENGLISH

Must include English 9 – 1 & 2 (English 9 CORE or English 9 ILA or English 9 Honors) and English 10 – 1 & 2 (English 10 CORE or English 10 ILA or English 10 Honors) **

6 SEMESTERS OF SOCIAL STUDIES

Must include Social Studies 9 (Social Studies 9 CORE or Social Studies 9 ILA), U.S. History – 1 & 2 or AP U.S. History – 1 & 2

6 SEMESTERS OF SCIENCE

Must include two semesters of life science and two semesters of physical science

6 SEMESTERS OF MATH

2 SEMESTERS OF CAREER EDUCATION

(Family and Consumer, Business and Marketing, Technology and Engineering)

3 SEMESTERS OF PHYSICAL EDUCATION

Must include three different types of classes over three separate school years

1 SEMESTER OF HEALTH

2 SEMESTERS OF FINE ARTS

(Music, Art, Theater and Video)

16 ADDITIONAL CREDITS

50 TOTAL CREDITS

Courses generally recognized as academic units for college admission purposes will be marked with an asterisk (*) in the course descriptions. The number and designation of academic units varies from college to college.

Beginning with the 2016/2017 school year, the State of Wisconsin {118.33(1m)(a)} mandates all graduating students to pass a required civics test, with at least a 60/100 score, in order to earn a high school diploma. The test shall be comprised of 100 questions that are identical to those that may be asked of an individual applying for United States Citizenship. Students are allowed to retake the exam an unlimited number of times in order to achieve a passing score. Students with disabilities who have an Individualized Education Plan (IEP) must complete the test but are not required to pass the test in order to graduate.

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The Board has approved the following three types of graduation recognitions:

1. **Diploma** – The student has met the above stated requirements established by Board policy. In addition, the Board recognizes students who successfully complete requirements based on alternative paths to skill development and accept successful completion in:
 - A. Arrowhead Alternative Education services
 - B. GPS Education Partners
 - C. Wisconsin National Guard Challenge Academy Program as a means to earn a regular Arrowhead Union High School Diploma
2. **External Diploma** – This diploma is for adults who are 22 years or older that have met the requirements established by the State of Wisconsin.
3. **Certificate of Attendance** – Upon request, this certificate is awarded to those students who attended Arrowhead for four years and did not meet the requirements for graduation. Visiting students in the foreign exchange program are also eligible for this certificate.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: FEBRUARY 8, 1995
DATE OF REVISION: AUGUST 16, 1995
DATE OF REVISION: NOVEMBER 8, 1995
DATE OF REVISION: AUGUST 10, 2005
DATE OF REVISION: FEBRUARY 13, 2013
DATE OF REVISION: MARCH 12, 2014
DATE OF REVISION: DECEMBER 9, 2015
DATE OF REVISION: JUNE 8, 2016

POLICY: 352. GRADUATION EXERCISES**

Participation in graduation exercises shall be allowed only to those pupils who have completed the credit requirements for graduation as certified by the Board of Education and fulfilled the expectations of the Graduation Ceremony Commitment Agreement.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: DECEMBER 13, 1995

POLICY: 352.1 GRADUATION ATTIRE

The school principal shall establish protocols for the graduation ceremony, with the approval of the superintendent, which maintain the dignity and decorum expected for this significant and formal proceeding. These protocols shall include dress and grooming standards that require the wearing of a prescribed cap and gown during the duration of the commencement program, from opening processional to completion of the ceremony. The prescribed attire shall not include additional ornamentation or decoration that are unapproved or that draw undue attention to the individual or detract from the dignity and decorum of the occasion.

The protocol for graduation attire shall also include permission for a student who has fulfilled all high school graduation requirements, and has successfully completed basic military training, to wear the appropriate military dress uniform instead of the prescribed graduation cap and gown. In order for this provision to be granted to the requestor, the graduate must:

1. be an “active member” of any United States military branch and may wear the dress uniform issued to him or her by that particular branch,
2. submit his/her request to the school principal at least 60 days prior to the high school graduation ceremony, and

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3. at least 14 days prior to the high school graduation ceremony, submit written permission from his/her military commanding officer to wear the military dress uniform during the Arrowhead High School graduation ceremony on its assigned date.

DATE OF ADOPTION: DECEMBER 14, 2016

SUBSECTION 360 – SPECIAL EDUCATION PROGRAMS

POLICY: 361. [SPECIAL EDUCATION POLICIES AND PROCEDURES HANDBOOK](#)

POLICY: 362. TESTING OF SPECIAL EDUCATIONAL NEEDS (EEN) STUDENTS**

The Arrowhead District supports the right of all children with disabilities to be provided equal educational opportunities and equal access to programs and services that are afforded non-handicapped children. Special education students are to have the same opportunity to acquire and demonstrate competence in various academic areas as non-disabled students.

DATE OF ADOPTION: SEPTEMBER 14, 1994

DATE OF REVISION: MARCH 12, 1997

POLICY: 363. PROGRAMS AND SERVICES FOR ENGLISH LANGUAGE LEARNERS**

The Board recognizes that within the District there may be students whose primary language is not English. With that in mind, the Board shall provide appropriate services for District students who possess limited or no command of the English language. The purpose of these services shall be to help students acquire English language skills that shall enable them to function successfully in an all-English classroom and to meet established academic standards.

Limited English proficient (LEP) students shall be identified as part of the school enrollment process. Once LEP students are identified, their English proficiency shall be assessed, they shall be classified according to their English proficiency level, and placed in an appropriate educational program. The District shall assess the English proficiency and academic progress of LEP students in accordance with legal requirements and established District procedures.

Parents/guardians of LEP students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. These notifications shall be made consistent with legal requirements and in such manner as to ensure that the student's parent/guardian understands them.

DATE OF ADOPTION: SEPTEMBER 14, 1994

DATE OF REVISION: FEBRUARY 12, 2003

POLICY: 364.

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POLICY: 365. ALTERNATIVE EDUCATION PROGRAMS

It is the policy of the Board to recognize that educational alternatives should be provided to students when it is deemed appropriate. The superintendent shall determine the appropriate placement subject to Board approval.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: MAY 10, 1995

POLICY: 366. CHILDREN AT RISK**

The Arrowhead Union High School District shall identify children at risk and maintain a written, Board approved plan for meeting their needs. This plan shall be evaluated annually and necessary modifications shall be recommended to the Board for approval. The written plan shall describe how students shall be identified as at risk.

DATE OF ADOPTION: JANUARY 11, 1995

SUBSECTION 370 – RECORDS

POLICY: 371. STUDENT RECORDS**

Student records shall be maintained in the interest of the student to assist the school in providing appropriate educational experiences.

The Board recognizes the need for confidentiality of student records. Therefore, student records shall be available for inspection or release only with prior approval of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval. Building principals shall be responsible for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established procedures.

DATE OF ADOPTION: NOVEMBER 10, 1993

POLICY: 372. MAINTENANCE OF RECORDS

The superintendent shall have primary responsibility for maintaining the confidentiality of all student records kept at the school. All requests for inspection or for transfer to another school or school district should be directed to the superintendent (or their designee), who shall then determine whether inspection or transfer is permitted under this policy. The superintendent (or their designee) shall be present to interpret behavioral records when inspection is made. Parents/guardians or adult students shall have appropriate access to the student's records.

Records shall be maintained for a period of time in accordance with the statutes.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: FEBRUARY 8, 1995
DATE OF REVISION: NOVEMBER 8, 1995

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POLICY: 373. CHILDREN OF DIVORCED OR SEPARATED PARENTS**

When annulment, divorce, or legal separation affects a child, it is important for the School District to have the information necessary to make appropriate decisions regarding the student's school program and parent involvement with the schools. Parents are encouraged to provide the school principal with court-related documents that provide information on residency, legal custody, physical placement arrangements and any restrictions thereof, educational decision-making authority and other matters relevant to the School District.

DATE OF ADOPTION: JULY 12, 2000

SUBSECTION 380 – COMMUNICATIONS/DATA SYSTEMS

POLICY: 380. COMMUNICATIONS/DATA SYSTEMS**

The communications/data systems, including Arrowhead wireless and internal networks and related technology, at Arrowhead High School are the property of the Arrowhead Union High School District and should only be used to support the mission and educational goals of the District. Users are permitted to use the District's communications/data systems for the purpose of research, lesson preparation, peer communications and/or other information gathering and sharing as it relates to education.

The superintendent shall develop procedures to monitor personal and official Arrowhead communications/data systems. However, if an employee, community member or student uses the system for his/her personal communications, it is with the understanding that Communications Systems are not private systems. Thus, administrative monitoring of the system is not an invasion of privacy. Appropriate etiquette and compliance with Arrowhead's Acceptable Use Policy (AUP) is expected and required of all users, students, staff, and constituents.

Violations of the Communications/Data Systems Policy at AHS shall result in disciplinary procedures and extend beyond the revocation of system privileges (i.e., suspensions, fines, prosecution and/or dismissal). Violations may also be referred to appropriate law enforcement agencies.

DATE OF ADOPTION: OCTOBER 19, 1995
DATE OF REVISION: APRIL 17, 1996
DATE OF REVISION: FEBRUARY 9, 2000
DATE OF REVISION: APRIL 4, 2012

POLICY: 381. COPYRIGHT POLICY

Technology has made learning and information gathering more readily available than ever before and has made it easier to use and copy materials and media. It is the intention of the School Board that all copyright laws be observed in the District. It is also the intention of the Board to inform teachers and students of related copyright guidelines and to promote adherence to them.

Copyrighted materials or media may be used or copied only when such use or copying constitutes a "fair use" as defined by law, or with the prior written permission of the copyright holder. Four factors shall be considered in determining whether or not a particular use is fair under the federal copyright law:

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1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

Educators and students have access to printed materials, images, Websites, moving-image media, and sound media in both analog and digital forms. In all cases, a digital copy is the same as a hard copy in terms of “fair use.”

Also, technology allows for the creation of multi-media presentations by educators and students. It is the responsibility of course instructors to be familiar with copyright laws and to instruct students in responsible use of images, audio and print materials.

The District shall assume no liability for infringement of copyright by individual employees and others using school equipment in violation of this policy.

Notices of copyright restrictions shall be placed on and/or near those devices that could be used for copying materials or information (e.g., computers, photocopiers). They shall also be posted on school website, along with links to other resources regarding use of copyrighted works.

DATE OF ADOPTION: APRIL 4, 2012

SUBSECTION 390 – YOUTH OPTIONS PROGRAM

POLICY: 390. YOUTH OPTIONS PROGRAM**

The superintendent, subject to direction and approval of the Board, and in compliance with state statute and regulations, shall establish appropriate procedures for the Youth Options Program.

DATE OF ADOPTION: APRIL 12, 2000

DATE OF REVISION: MAY 9, 2012