

SUBSECTION 310 – GENERAL ORGANIZATION PLAN

POLICY: 311. SCHOOL CALENDAR

The school calendar shall be set as deemed appropriate by the Arrowhead Board of Education subject to approval through negotiations.

DATE OF ADOPTION: NOVEMBER 10, 1993

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. Curriculum areas must be reviewed at least every five years.

DATE OF ADOPTION: NOVEMBER 10, 1993

DATE OF REVISION: NOVEMBER 8, 1995

POLICY: 322. HOMEBOUND INSTRUCTION

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

DATE OF ADOPTION: NOVEMBER 10, 1993

DATE OF REVISION: FEBRUARY 8, 1995

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.

DATE OF ADOPTION: NOVEMBER 10, 1993

DATE OF REVISION: FEBRUARY 8, 1995

DATE OF REVISION: JANUARY 10, 1996

POLICY: 324. SUMMER SCHOOL

For enrichment, remedial and acceleration purposes, a program of studies shall be offered to students during the summer term. 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.

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

POLICY: 325. COURSE GUIDE

POLICY: 326. ESEA REVIEW POLICY

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 ESEA, 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 and received by various means, including the annual performance report, newsletters, press releases, multi-faceted committee reviews, parent-teacher conferences, administrative team meetings, Board meetings, and a variety of surveys, questionnaires, etc.

DATE OF ADOPTION: FEBRUARY 8, 2006

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.

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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 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

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POLICY: 342. GRADE POINT AVERAGE (GPA)/CLASS RANK**

Grade point average shall be determined by dividing the sum of all grade points by the total number of credits attempted. The GPA calculation shall be used to determine rank order from highest to lowest.

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

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 on student achievement and skills. Test results shall be included in the District report card.

DATE OF ADOPTION: NOVEMBER 10, 1993

SUBSECTION 350 – GRADUATION

POLICY: 351. GRADUATION REQUIREMENTS**

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

Required courses include:

- 8 semesters of English (minimum one course each semester a student is in school)
- 6 semesters of Social Studies
(must include Social Studies 9 Government/Geography - 1 semester, and U.S. History)
- 6 semesters of Science
(must include 2 semesters of a natural science and 2 semesters of a physical science)
- 4 semesters of Math
- 2 semesters of Vocational Education (business, home economics, industrial ed.)
- 3 semesters of Physical Education
- 1 semester of Health
- 2 semesters of Fine Arts

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

1. **Diploma** – The student has met the above stated requirements established by Board policy.

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2. **Equivalency Diploma** – The student has completed the requirements as established by the State of Wisconsin and recognized by the Arrowhead Union High School District Board of Education. Students from OASIS and Wisconsin Technical College - Equivalency/ Associate Degree Programs would be eligible for this diploma.
3. **External Diploma** – This diploma is for adults who are 22 years or older that have met the requirements established by the State of Wisconsin.
4. **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

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

SUBSECTION 360 – SPECIAL EDUCATION PROGRAMS

POLICY: 361. SPECIAL EDUCATION 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.

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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. SPECIAL EDUCATION COOPERATIVE POLICY AND PROCEDURES

As a condition of funding under the Individuals with Disabilities Education Act (IDEA), local educational agencies are required to establish written policies and procedures for implementing federal special education laws. In addition, Wisconsin law requires local educational agencies to establish written policies and procedures for implementing state and federal special education requirements. A local educational agency may establish special education requirements by adopting the model policies and procedures developed by the Department of Public Instruction Division for Learning Support: Equity and Advocacy team.

The Arrowhead Districts Special Education Cooperative, Arrowhead Union High School District as fiscal agent, has adopted the Model Special Education Policies and Procedures guide. The state special education statutes, subchapter V, chapter 115, Wis. Stats., incorporate the statutory provisions of Part B of the IDEA. The model policies and procedures are derived primarily from Wisconsin special education statutes and IDEA regulations. A small number of policies and procedures are derived from Wisconsin special education rules, chapter PI 11, Wis. Admin. Code. Because specific model policies and procedures frequently contain language from more than one legal source, citations are not provided. The underlying law can be found by using the following tools:

1. the index to the IDEA regulations found at Appendix B to 34 CFR Part 300, beginning on page 12481;
2. the table of contents of the state special education statute, subchapter V, chapter 115, Wis. Stats.; and
3. the table of contents for the state special education rules, chapter PI 11, Wis. Admin. Code.

DATE OF ADOPTION: MARCH 14, 2001

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

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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

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 the computer network 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, the Communications Systems are not private systems. Thus, administrative monitoring of the system is not an invasion of privacy. Appropriate etiquette 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, 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

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.

In accordance with state statute, students are eligible for two consecutive semesters of participation in the Youth Options Program after gaining twelfth grade status. Twelfth grade status is attained on the last grading day of a student's sixth semester.

DATE OF ADOPTION: APRIL 12, 2000