

**ARROWHEAD UNION HIGH SCHOOL DISTRICT
SERIES 600 – STUDENTS**

SUBSECTION 610 – RESIDENT STUDENTS

POLICY: 612. FULL-TIME STUDENTS

All full-time students shall carry a minimum of seven (7) credits each semester they are in school. Under extenuating circumstances, the superintendent has the right to waive the requirement. All AP classes shall be counted as 1.5 credits for the purpose of determining full-time student status.

DATE OF ADOPTION: NOVEMBER 10, 1993

POLICY: 614. ELEMENTARY STUDENT ENROLLMENT**

The School Board, pending availability, may allow Arrowhead Union High School District elementary resident students to enroll in high school level courses taught by high school teachers either at the high school or at the elementary school based on his/her academic qualifications and elementary teacher recommendations. Students participating in the early enrollment program shall be considered students of Arrowhead High School and receive grades, credit, and transcript records.

The early enrollment students shall receive a student I.D. and may purchase an activity pass if they so choose.

DATE OF ADOPTION: JUNE 10, 1998
DATE OF ADOPTION: MARCH 11, 2015

POLICY: 614.1 SPECIAL EDUCATION/AT-RISK STUDENT ENROLLMENT**

The School Board in its sole discretion, pending course/service and classroom space availability, may allow Arrowhead Union High School District elementary resident students to attend coursework, community activities, and other transition related options based upon special education and/or at-risk recommendations that would include elementary staff, special education, and at-risk personnel and the Director of Special Education. Students participating in the early enrollment for special education/at-risk needs shall be entered in the Arrowhead student computer system, including medical needs. The K-8 district of the elementary student shall be responsible for full costs and educational liability of the student. The K-8 district of the elementary student shall pre-pay the tuition and associated fees for the enrollment of the student as determined by the School Board.

DATE OF ADOPTION: MARCH 10, 2010

POLICY: 615. REINSTATEMENT OF RESIDENT STUDENTS

A resident student who has left school shall be permitted to return to Arrowhead High School to complete his/her graduation requirements as determined by the superintendent subject to Board approval.

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

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POLICY: 616. GRADE PLACEMENT**

When resident school age students who were previously enrolled in a private school or home-based education program wish to enroll in the Arrowhead Union High School, the District shall admit them. The Arrowhead Union High School maintains the authority to determine grade placement.

DATE OF ADOPTION: NOVEMBER 11, 1998

SUBSECTION 620 – NONRESIDENT STUDENTS

POLICY: 621. EXCHANGE STUDENTS**

The Arrowhead Union High School District recognizes the value of student exchange programs and the learning experiences available to students as well as to our own student body.

The Arrowhead Union High School District recognizes AFS (American Field Service), American Councils for International Education, Amicus International Student Exchange, Reflections International, Inc., and Rotary International Youth Exchange as the only Board approved foreign exchange programs. The number of student participants on an annual basis shall not exceed seven (7).

The Board has established August 1st as the deadline for receiving student exchange program applications, and has established a deadline for exchange students' arrival at their placement and availability for registration at a minimum of two (2) weeks prior to the first day of classes. The Board gives the superintendent discretion to extend the stated deadlines when there are extenuating circumstances.

Exchange students shall be allowed to enroll as students at Arrowhead High School in accordance with the procedures established by the superintendent.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: MAY 10, 1995
DATE OF REVISION: JUNE 13, 2001
DATE OF REVISION: OCTOBER 13, 2004
DATE OF REVISION: OCTOBER 8, 2014
DATE OF REVISION: AUGUST 19, 2015

POLICY: 622. ADMISSION OF NONRESIDENT STUDENTS**

Any student in good standing that becomes a nonresident of the District during his/her senior year shall be permitted to continue his/her attendance without a tuition charge until the end of the school year then in session, provided he/she has attended Arrowhead High School and the request is in accordance with state statutes.

Students in good standing whose residence changes to an out-of-District location prior to the senior year shall be eligible for registration as tuition students at the per student cost for the current school year. Enrollment, pending open enrollment statutes, shall be permitted only when openings exist in requested classes. Tuition shall be payable at the time of registration. Transportation and any liability involved therein shall be the responsibility of the parents of the tuition student.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: FEBRUARY 13, 1996

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POLICY: 622.1 NONRESIDENT STUDENTS WITH INTENT TO RESIDE IN THE DISTRICT**

This policy applies to nonresident students whose legal guardian(s) are enrolling them in the Arrowhead Union High School District. The policy covers applications to attend on a tuition-basis, as well as applications to attend while residency is being established. The parent/guardian of a pupil who is enrolled as a nonresident pupil shall be responsible for the transportation of such pupil.

NONRESIDENT TUITION STUDENTS

Conditions of Enrollment:

1. The student may attend if the School Board has determined that room exists at that particular grade level and/or program, and the student meets the entrance requirements. Based on state statute, resident students and open enrollment students must be given priority over nonresident tuition students.
2. The student may attend provided all necessary paperwork has been completed and a check for 100 percent of the tuition amount as established by the Department of Public Instruction formula is paid to the District's business office.

NONRESIDENT STUDENTS WITH INTENT TO RESIDE IN THE DISTRICT

Students whose legal guardian(s) have established intent to reside in the School District, but who have not established residency, may attend school in the Arrowhead Union High School District under the following conditions:

Intent to Reside is Established By:

1. Ownership of land in the District with anticipated residency within twelve (12) months, OR
2. Acceptance of an "Offer to Purchase" of a residence within the District, OR
3. A rental contract to live in a residence in the District.

Conditions of Enrollment:

1. The student may attend during his/her first quarter of enrollment in the Arrowhead Union High School District provided the criteria for Intent to Reside are met and a check for 25 percent of the tuition amount as established by the Department of Public Instruction formula is placed on file in the District's business office. Failure to place the check on file means that the student shall not be permitted to attend school in the District until formal residency is established. Formal residency is defined as where the person sleeps the majority of the nights.
2. If formal residency is established prior to the end of the first reporting period after the student's initial enrollment, the check for 25 percent of the established tuition cost will be returned to the parent/guardian(s) of the student. If formal residency is not established by this time, the check will be deposited and another check for the same amount must be placed on file in order for the student to continue attendance.¹ If residency is secured during the second 9-weeks, the second 9-week tuition fee will be returned to the parent/guardian(s). This process may continue for up to four (4) reporting periods or quarters. Failure to attain formal residency by the end of four reporting periods could mean that the student would not be able to attend school in the District.

¹This procedure and timeline are required by Wisconsin State Statute 121.81.

NOTE: This policy does not apply to Open Enrollment students.

**THE BOARD OF EDUCATION RESERVES THE RIGHT
TO DENY ENROLLMENT OF ANY NONRESIDENT STUDENT**

DATE OF ADOPTION: OCTOBER 13, 2004

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POLICY: 623. OPEN ENROLLMENT**

This policy is intended to implement Wisconsin law in respect to the Open Enrollment as established by statute and the administrative rules established by the Department of Public Instruction (DPI). All provisions set forth hereunder should be read and interpreted to precisely reflect the minimum standards required under state law and administrative rules. In no event should these provisions be interpreted to grant rights above and beyond those mandated by the authorizing statutes for the Open Enrollment and Course Options programs.

The Board of Education may allow nonresident students residing within the State of Wisconsin, but whose parent(s) does not reside in the District, and who qualify, to enroll in the District through an Open Enrollment Program, as per statute, administrative rule, and further defined by District procedures, during the forthcoming school year.

Subject to the exception that the School Board, each January, shall act upon any annual space availability determinations for purposes of nonresident open enrollment into the District, the Board authorizes the superintendent to make all other decisions and determinations that are necessary or permitted in connection with any open enrollment application or any open enrollment student under this policy and its related Board-approved procedure. However, this delegation of authority shall not be construed to prohibit the superintendent from bringing any such decision or determination to the Board as he/she deems necessary or prudent.

Nonresident Open Enrollment Students

A nonresident student may apply for full-time enrollment in a public school in the District under the open enrollment program. The Board shall require nonresident, elementary students who are attending school in this District under the Open Enrollment Program to apply prior to entering high school.

Applications shall be made and acted upon in accordance with the timelines and procedures outlined in state law and in the administrative rules established by the DPI. The District shall consider and apply the following criteria when deciding whether or not to accept (or, in some situations, revoke acceptance of) a nonresident student's application for full-time open enrollment:

- A. Space Availability. The District shall consider the availability of space in the schools, programs, classes, or grades within the District. When determining space availability, consideration may be given to desired class size limits, desired student-teacher ratios, overall building capacity, future enrollment projections, the projected number of sections of particular grades or courses, desired program-size limitations, and known or projected limitations on available staffing and other resources. Based upon a review of the relevant considerations, the Board may annually establish, at a Board meeting held in January, space limitations applicable to nonresident open enrollment.

If the Board establishes any annual space availability limitations, the Board, at a minimum, will specify the number of spaces available in each grade (although two or more grades may be combined and treated as a single grade) and the number of spaces available in the special education program or service that has identifiable space limitations.

If the Board has taken action in January to limit the number of spaces that will be available for applications that are submitted under the regular application period for the following school year, then the District shall not approve any alternative applications in the grades or programs with limited space that are submitted for the current school year after the date of the January school board meeting. Further, the District shall deny any alternative applications for a particular grade or program for the current school year that are received on or before the date of the Board

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meeting in January where space availability for open enrollment is again considered if, due to space considerations, the District did not approve all otherwise-eligible regular-period application(s) for that particular grade or program for the same school year.

The District does not create or administer any waiting lists for open enrollment applications.

If the District receives more student applications during the regular application period for full-time enrollment than there are spaces available, the District shall determine which students to accept on a random basis, subject to the following exceptions and to the additional Board-established procedures that implement this policy:

1. **Students Granted a Preference to Available Spaces:** If otherwise eligible to be approved under this policy and applicable law, and provided that the individual has submitted a timely application during the applicable regular application period (but not including any alternative applications), the following applicants for full-time open enrollment in the District will receive an equal first-preference in the process that is used to select the applications that will be assigned to spaces that the Board has designated as available for nonresident open enrollment:
 - a. Students who are currently enrolled in and attending school in the District (excluding part-time attendance by a student who is enrolled in another public school district, a private school, a tribal school, or home-based private educational program). 8th grade students who are currently attending any of the District's underlying K-8 districts and who apply for open enrollment as nonresidents during the regular application period are considered to be currently-attending students and are entitled to receive preference in the selection process.
 - b. The siblings of any student who is currently attending school in the District (excluding part-time attendance by a student who is enrolled in another public school district, a private school, a tribal school, or home-based private educational program).
 2. **Random Selection Process May Be Limited to the Applications Not Entitled to a Preference:** If there is sufficient space available to approve ALL of the applications that are entitled to the space-based preference identified above, the random selection process may be limited to those applications that are not entitled to the preference.
- B. **Students with Disabilities.** If the District determines that the special education and related services required for a student with a disability are available in the District and that there is space available in the relevant grade and/or special education program, then the student's open enrollment application shall be accepted provided no other criteria cause the application to be rejected. If the special education or related services required for a student with a disability are not available in the District or if there is no space available in the program/service(s), then the application shall be denied, subject to the following:
1. A student with a disability shall be included in the random selection process for the student's grade prior to any consideration of the availability of, and space in, the special education required by the student's individualized education program (IEP).

In any instance where an application is submitted by a student with a disability but there is no current IEP available for the student, the District will use the procedures defined within the DPI's administrative rules to determine whether the District has the appropriate special education program or space.

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If a nonresident student receives his/her initial IEP while attending the District under open enrollment, or if a nonresident student's IEP changes after the student begins attending school in the District, or if the District has approved an application for a student without an IEP and it is subsequently determined that the student is a child with a disability for whom there is either a record of a previous special education evaluation or a prior IEP based upon such evaluation, then the student may be returned to his/her resident district if the District determines either that the special education or related services required for the student are not available in the District or that there is no space available.

C. Discipline-Related Criteria.

1. Review of records. All decisions to accept or deny an open enrollment application under the "Discipline-Related Criteria" specified in this policy will be made based upon the District's review of relevant information, including any information/records that may be provided by the resident district or another school/district.
2. The term of an applicant's expulsion overlaps with the proposed period of open enrollment. Consistent with state law authority, the District shall deny the application and prohibit the enrollment of any student whose term of expulsion (for any lawful reason and regardless of when the expulsion occurs) from any public school, independent charter school in Wisconsin, or out-of-state public school overlaps with the proposed period of open enrollment.
3. The term of an applicant's recent expulsion from school does not overlap with the proposed period of open enrollment. The District shall deny an application for full-time open enrollment in the District if a review of the student's disciplinary records indicates that the student-applicant has been expelled by any Wisconsin school district at any time during the current school year or preceding two school years for any of the following specified conduct: (a) endangering the health, safety, or property of others; (b) conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; (c) possessing a dangerous weapon while at school or under the supervision of a school authority; or (d) engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety or property of others at school or under the supervision of a school authority or of any school district employee or school board member.
4. Disciplinary matters that are pending or that become pending while the application is under consideration. Subject to the limited exception defined in paragraph D-6, below, if any disciplinary proceeding involving alleged conduct falling in one of the four categories listed in paragraph D-3 of this policy (immediately above) is pending at the time the District notifies the student of his/her application status, the District shall deny the application.
5. Applicants must continue to meet discipline-related approval criteria after initial acceptance. Subject to the limited exception defined in paragraph D-6, below, the District shall revoke the prior acceptance of an open enrollment application if, at any time prior to the beginning of the school year in which the student will first attend school in the District, the District determines that the student either (1) has been expelled as described in paragraph D-2 of this policy, above; or (2) has been expelled or become subject to a pending disciplinary proceeding, as described in either paragraph D-3 or paragraph D-4 of this policy, above.
6. Limited Exception. In situations where a student's application is initially rejected due to a pending disciplinary matter, the District, upon the written request of the student's parent or guardian, will reconsider the status of the student's application if both of the following conditions are satisfied: (1) Prior to the first Friday following the first Monday in June, the

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District is able to determine that the prior pending disciplinary matter has been concluded in favor of the student; and (2) the District concludes that considering possible acceptance of the application would not be prejudicial to any other applicant.

- D. Truancy-Related Criteria. An open enrollment application shall be denied if the student was habitually truant during any semester of attendance at a District school in the current or previous school year, and the student had a further instance of truancy in that same semester after the District notified the student's parent or guardian of the habitual truancy.
- E. "Best Interests" Determinations Under the Alternative Open Enrollment Application Criteria and Procedures. If a parent or guardian applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on the "best interests of the student" criteria, the District shall review the information and rationale provided by the parent(s) or guardian and make a determination as to whether the District agrees with the parent(s) or guardian that attending school in the District pursuant to the application is in the student's best interests. If the District determines that attendance would not be in the student's best interests, the application shall be denied on that basis.

A full-time open enrollment application can also be denied if the nonresident student is ineligible for open enrollment under state law (e.g., the student does not meet the age requirements for school attendance, etc.) or the application is determined to be invalid (e.g., the application is incomplete, untimely, or in excess of the number of allowable applications).

No criteria other than those outlined above may be considered by the District when acting on nonresident student full-time open enrollment applications.

Assignment of Accepted Applicants to a School/Program. The District shall assign nonresident students accepted for full-time open enrollment to a school or program. Any preferences identified by the applicant cannot be guaranteed. In making such assignments, the District may give preference in attendance at a particular school or program to residents of the District.

Transportation. Student transportation and the costs thereof shall be the responsibility of the nonresident student's parent(s) or guardian, subject to the following exceptions:

1. Low income parents and guardians may apply to the DPI for reimbursement of costs of transportation in accordance with DPI's procedures.
2. The District shall provide transportation for nonresident students with disabilities attending school full-time in the District if it is required in the student's IEP or otherwise required by law.

To the extent required by state law, nonresident open enrollment students attending school in the District shall have all of the rights and privileges of similarly-situated resident students and shall be subject to the same rules and regulations as resident students. An open enrollment student's eligibility to participate in interscholastic athletic activities is subject to the rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

Resident Open Enrollment Students

Resident students may apply for full-time open enrollment in another public school district in accordance with state law. If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District may also deny the student's open enrollment if the District determines that none of the criteria relied on by the student to submit the application apply to the student. Prior to denying an alternative application on the basis that the parent or guardian did not provide enough information to allow the District to assess whether

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the student has been the victim of repeated bullying or whether open enrollment would be in the best interests of the student, the District shall offer the parent or guardian an opportunity to provide additional information.

Transportation. The parent(s) or guardian of a resident open enrollment student shall be responsible for student transportation, except as otherwise provided by law. Requests from other school districts to provide optional transportation to resident open enrollment students to/from locations within the boundaries of the District shall be denied.

Appeals of Open Enrollment Decisions

The student's parent(s) or guardian may appeal a District decision regarding full-time open enrollment to the DPI by following the deadlines and other procedures established by the DPI, except as otherwise specifically provided under state law or under DPI rules.

This policy shall be reviewed as part of the annual District Policies and Procedures Manual review.

DATE OF ADOPTION: DECEMBER 10, 1997
DATE OF REVISION: MARCH 13, 2013
DATE OF REVISION: MAY 14, 2014
DATE OF REVISION: NOVEMBER 12, 2014
DATE OF REVISION: DECEMBER 9, 2015
DATE OF REVISION: JUNE 8, 2016

POLICY: 623.1 COURSE OPTIONS PROGRAM**

This provision is intended to implement Wisconsin law in respect to the Course Options program as established by statute. All provisions set forth hereunder should be read and interpreted to precisely reflect the minimum standards required under state law. In no event should these provisions be interpreted to grant rights above and beyond those mandated by the authorizing statutes for the Course Options programs.

Resident Students Attending Individual Courses in Other Educational Institutions

Any student enrolled full-time in a public school in the District may apply to take a course(s) in another qualifying educational institution under the "Course Options" program in accordance with state law. A student may attend no more than two courses at any one time in another educational institution under this program.

The District shall deny a resident student's application to attend a course(s) in another educational institution under the "Course Options" program if:

1. The student's application was not submitted in the manner and within the time limits established by state law;
2. The course conflicts with the student's individualized education program (IEP); or
3. The course does not satisfy a high school graduation requirement.

The director of learning shall be responsible for reviewing all course applications received from District students and accepting or denying them in accordance with the criteria outlined above and established District procedures.

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The District shall pay the costs for the course as required by state law and the Wisconsin Department of Public Instruction. An institution of higher education may charge the pupil (or parent/guardian of a minor) additional tuition or fees for attending a course at that institution, but only if the student will receive post-secondary credit for the successful completion of the course.

To the extent required by any state law or by any Department of Public Instruction (DPI) regulation or DPI procedure, the District shall process the “Course Options” application of any nonresident student whose primary school enrollment and attendance is within the public schools of the District as though the student were a resident student seeking to take a course outside the District. In other words, in any situation where the District is required to fulfill the requirements of a resident school district under the “Course Options” program, the District shall do so.

Nonresident Students Attending Individual Courses in the District

Nonresident public school students residing within the State of Wisconsin may apply to take a course(s) in the District under the “Course Options” program in accordance with state law and established procedures. Students may attend no more than two total courses in the District and/or in other educational institutions under the “Course Options” program during any semester. The District will deny any application that is not submitted in the manner and within the time limits established under state law and applicable District procedures.

The director of learning shall be responsible for reviewing all course applications received from non-resident students under this policy and for accepting or denying them in accordance with the same criteria that is used for making course-related eligibility decisions for students who are District residents (e.g., space availability in the course, meeting course prerequisites, academic requirements, conduct-related requirements, etc.). Preference shall, however, be given for attendance in a course to any otherwise-eligible student whose primary school enrollment and attendance is within the public schools of the District and to residents of the District who are otherwise entitled to apply to take the course under state law or under any Board policy. If the District receives more nonresident student applications to attend a course than there are spaces available, determination of which students to accept shall be made on a random basis in accordance with established procedures.

The District shall provide equal opportunities for students with disabilities to attend courses in the District under the “Course Options” program. However, if a question arises as to possible course accommodations or modifications for a student with a disability, or as to the District’s ability to implement the student’s IEP, the District shall contact the student’s parent or guardian and involve representatives of the school(s) responsible for the student’s current IEP to the extent necessary and appropriate.

Nonresident students attending courses in the District will have all of the rights and privileges of similarly-situated resident students and will be subject to the same policies and rules as similarly-situated resident students, except that the District shall not charge to or receive from the student any payment other than the payment that the student’s resident school district makes to the District pursuant to state law.

Provisions Applicable to All Students Seeking to Attend Courses under this Policy

Transportation to and from any course(s) taken under this policy shall be the sole responsibility of the student’s parent or guardian, unless state or federal law otherwise requires the student’s resident school district or the educational institution that is offering the course to provide transportation.

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Following the District's initial acceptance of any course application(s) under this policy, the parent or guardian must provide timely written notice to the District confirming the student's intent to attend the specific course(s). If this confirming notice is not received by the District prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under this policy.

DATE OF ADOPTION: NOVEMBER 12, 2014
DATE OF REVISION: DECEMBER 9, 2015

SUBSECTION 630 – ATTENDANCE

POLICY: 631. STUDENT ATTENDANCE

The superintendent, subject to direction and approval of the Board, shall determine appropriate attendance guidelines that are meant to:

1. Insure that an effective educational program can be carried out.
2. Encourage good attendance.
3. Keep the lines of communication between parents/guardians open.
4. Involve all those who have a responsibility for student attendance: students, parents/guardians, and staff.

DATE OF ADOPTION: NOVEMBER 10, 1993

POLICY: 632. ABSENCES**

The superintendent, subject to direction and approval of the Board, shall set appropriate procedures and guidelines concerning class absences in the following two categories:

- a. Excused absences
- b. Unexcused absences

DATE OF ADOPTION: NOVEMBER 10, 1993

POLICY: 633. RELEASED TIME FOR STUDENTS

The superintendent, subject to direction and approval of the Board, shall institute the appropriate procedures for release time for students in the following circumstances:

- a. Field trips
- b. Extension of class activities
- c. Cocurricular activities
- d. Religious instruction

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

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POLICY: 634. TRUANCY

The superintendent, subject to direction and approval of the Board, and in compliance with state statute and regulations, shall establish appropriate truancy procedures, appeals processes and penalties.

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: MAY 10, 1995
DATE OF REVISION: FEBRUARY 13, 1996

SUBSECTION 640 – CONDUCT

POLICY: 641. CODE OF CLASSROOM CONDUCT**

One of the primary goals of the District is to establish and maintain a favorable academic atmosphere for students/staff. Effective learning takes place in a classroom where student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of classroom conduct adopted by the Board and other appropriate classroom rules established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of classroom conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

A teacher may remove a student from class if the student violates the code of classroom conduct adopted by the Board. A student with a disability may be removed from class and placed in an alternative educational setting 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 the principal or designee of the reasons for the student's removal from class. The student shall also be informed of the reasons for the removal from class and be given an opportunity to present his/her version of the incident. The principal or designee shall review the incident and make a placement decision regarding the student in accordance with procedures outlined in the code of classroom conduct adopted by the Board. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

The code of classroom conduct adopted by the Board shall be published in student and staff handbooks and distributed annually.

DATE OF ADOPTION: JULY 14, 1999

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POLICY: 642. STUDENT CONDUCT**

Each student of the District shall be governed as to his/her conduct and demeanor by the rules set up by the superintendent. These rules shall be put in writing and maintained in the office of the superintendent. (The Student/Parent Information Guide and Directory is included as part of the policy manual).

DATE OF ADOPTION: NOVEMBER 10, 1993
DATE OF REVISION: DECEMBER 14, 1994
DATE OF REVISION: OCTOBER 9, 2002

POLICY: 643. STUDENT DISRUPTIONS

It shall be the policy of the Board of Education to prohibit any student, citizen, individual or groups of students, citizens or individuals 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.

Violation of this policy shall subject students and others to appropriate disciplinary action (i.e., suspension, and/or expulsion and referral to the police).

DATE OF ADOPTION: JULY 12, 2000

POLICY: 644. STUDENT DRESS CODE

The superintendent, subject to direction and approval of the Board, shall institute dress and grooming guidelines, taking into consideration the following factors:

- a. Dress and grooming which disrupts the educational process or which causes health or safety problems is prohibited.
- b. Coats, hats, and other outer garments must be stored in school lockers.

DATE OF ADOPTION: NOVEMBER 10, 1993

POLICY: 645. STUDENT USE OF WEAPONS**

No unauthorized person shall possess a chemical weapon, weapon or look alike weapon on school property, school buses, or at any school related event.

A weapon is defined as any object that is designed for or can be used to cause bodily injury.

Students violating this policy shall be subject to immediate disciplinary action including referral to police and/or recommendation for expulsion.

A student in possession of a firearm or explosive device, while on school premises or while under the supervision of a school authority, shall incur the following:

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- a. Suspension from school,
- b. Commencement of an expulsion hearing AND (unless there are extenuating circumstances determined at the sole discretion of the administration),
- c. Expulsion from school for one year.

DATE OF ADOPTION: FEBRUARY 9, 1994
DATE OF REVISION: DECEMBER 14, 1994
DATE OF REVISION: FEBRUARY 13, 1996
DATE OF REVISION: MARCH 10, 1999

POLICY: 646. STUDENT USE OF LASER POINTERS**

The Arrowhead Union High School District prohibits students from possession and usage of laser pointers at any time on school property or at any school-sponsored event either at home or away. Laser pointers may only be used for instructional purposes by teachers or lecturers and shall not be loaned to or checked out by students for their private use.

Students in possession of laser pointers shall be subject to the disciplinary rules, regulations and procedures established by the School Board.

DATE OF ADOPTION: DECEMBER 9, 1998

POLICY: 647. ANTISOCIAL OR CRIMINAL ACTIVITIES BY STUDENTS**

The District recognizes that antisocial or criminal acts by individual students or groups of students interfere with the mission of the School District. The District further recognizes that the presence of gangs, gang activities, and gang affiliations can cause a disruption or interfere with school and school activities.

As a result, student(s) antisocial or criminal activities shall not be tolerated and shall be reported to and monitored by school administrators.

Violation of this policy shall subject students to appropriate disciplinary action, which includes suspension and/or expulsion.

DATE OF ADOPTION: FEBRUARY 9, 1994
DATE OF REVISION: FEBRUARY 13, 1996

POLICY: 648. EXPULSIONS

The School Board may expel a student from school if it is satisfied that the interest of the school demands the student's expulsion because it:

1. Finds the student guilty of REPEATED refusal or neglect to obey the rules, OR
2. Finds that a student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, OR
3. Finds that the student threatened to or engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, OR

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4. Finds that a student while not at school or while not under the supervision of a school authority threatened to or engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority, OR
5. Finds that a student threatened to or endangered the property, health, or safety of any employee or School Board member of the School District in which the student is enrolled, OR
6. Finds that the student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school, or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under sec. 120.13(1)(c), Wis. Stats., sub. 1., but is satisfied that the interest of the school demands the student's expulsion.

DATE OF ADOPTION: DECEMBER 14, 1994
DATE OF REVISION: OCTOBER 19, 1995
DATE OF REVISION: MARCH 12, 1997
DATE OF REVISION: JANUARY 12, 2000

POLICY: 649. POSSESSION OF PERSONAL WIRELESS ELECTRONIC DEVICES

Students may use personal wireless electronic devices before or after school and during the school day in study halls, cafeteria, and hallways. 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 use this equipment without specific teacher and/or administrative permission or who use the device in violation of Arrowhead's Acceptable Use Policy 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. Third offense: required meeting of parents and student with school administration.

Device Recording Capabilities

Under no circumstances shall cell phones or any other devices with recording capabilities be used in locker rooms, bathrooms, or other areas where privacy is an issue.

Personal electronic devices with recording capabilities shall not be used to photograph, or record audio or video of students and others (including, but not limited to, employees of Arrowhead Union High School) without their permission and shall not be used to record or capture any items that are confidential (e.g., testing materials).

A student who violates 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.

The policy shall be included in each student's "Student Handbook," and distributed annually.

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DATE OF ADOPTION: OCTOBER 11, 2006
DATE OF REVISION: AUGUST 19, 2009
DATE OF REVISION: APRIL 4, 2012

POLICY: 649.1 PRIVACY IN LOCKER ROOMS

Locker rooms are provided for the use of physical education students, athletes, other activity groups, staff, and individuals authorized by the Arrowhead High School administration.

Under no circumstances may cameras, video recorders, cellular phones, or other recording devices be used in the locker rooms. Also, no person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

At no time may media representatives or other individuals enter a locker room for the purpose of interviewing students or coaches. No media is allowed access to team or participant locker rooms before, during, or after any competition. After athletic contests, coaches and students will be available for media interviews in common public areas, such as hallways, gymnasiums, fields, lobby areas, etc.

Media representatives may enter a coach's office for the purpose of an interview of a coach only with permission of the coach, provided students are not present.

Persons violating this policy shall be subject to appropriate disciplinary action in accordance with Arrowhead High School procedures and/or penalties under state law or local ordinance.

DATE OF ADOPTION: NOVEMBER 11, 2008
DATE OF REVISION: JUNE 8, 2016

SUBSECTION 650 – STUDENT HEALTH AND WELFARE

POLICY: 651. STUDENT PHYSICAL EXAMINATIONS

Each student upon enrollment shall have a physical examination by his/her family doctor. Such physical examination shall not be required of any student whose parents or legal guardians file with the Board an affidavit setting forth that: He/she depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination or organization. He/she is to the best of his/her knowledge and belief in good health.

Notwithstanding the filing of such affidavit, if there is reasonable cause to believe that such student is suffering from an illness detrimental to the health of other students, the Board may require a health examination of such student sufficient to indicate whether or not such student is suffering from such an illness.

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

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POLICY: 652. IMMUNIZATION

The superintendent shall establish appropriate procedures for student immunization in compliance with statute.

DATE OF ADOPTION: NOVEMBER 10, 1993

POLICY: 652.1 COMMUNICABLE DISEASES – STUDENT

The superintendent, pursuant to federal, state and local statutes and regulations, and in cooperation with state and local public health agencies, shall establish and maintain appropriate procedures setting health standards that promote the good health of students/staff, and to educate students and staff in disease prevention methods and sound health practices.

In recognition that an individual's health status is personal and private, the District shall handle information regarding students with suspected or confirmed communicable diseases confidentially in accord with state and federal statutes and established Board policies. At the same time, however, the District shall comply with applicable public health reporting requirements.

Students may be excluded from school and/or school-related activities if they are suspected of or diagnosed as having a communicable disease that poses a significant health risk to others or that renders them unable adequately to perform their jobs or pursue their studies. Students excluded from school pursuant to this policy may appeal their exclusion as set forth in established administrative procedures.

The superintendent shall establish appropriate procedures for handling communicable diseases in compliance with statute and subject to Board approval.

DATE OF ADOPTION: NOVEMBER 10, 1993

DATE OF REVISION: MAY 10, 1995

POLICY: 653. HEALTH AND WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the Arrowhead Union High School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The development of students' healthy behaviors and habits with regard to eating and exercising cannot be accomplished by the school alone. It will be necessary for staff, parents, and the public at large, to be involved in a community-wide effort to promote, support, and model healthy behaviors and habits throughout the school day. The school day is defined as midnight the night before to 30 minutes after the end of the instructional day.

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The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

- A. promote nutrition education and guidelines with the objective of improving students' health and reducing childhood obesity;
- B. provide opportunities for every student to develop the knowledge and skills for specific physical activities in order to maintain physical fitness, regularly participate in physical activity, and understand the short- and long-term benefits of a physically active lifestyle;
- C. promote the mental health of students and staff by creating a safe and welcoming environment;
- D. promote the health and wellness of students and staff through other school-based activities;
- E. when food is served, promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health and reducing childhood obesity.

The district administrator shall obtain the input of District stakeholders, to include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public, and other school administrators in the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy.

The district administrator is encouraged to form a wellness committee to carry out this function.

The wellness committee shall include members recruited and appointed by the district administrator.

The district administrator shall be responsible for accomplishing the following:

- assess the current environment in the School District;
- measure the implementation of the District's wellness policy in the School District;
- review the District's current wellness policy;
- recommend revision of the policy, as necessary; and
- present the wellness policy, with any necessary revisions, to the Board for approval or re-adoption if revisions are necessary.

The district administrator will oversee development, implementation, and evaluation of the wellness procedures.

The district administrator shall conduct reviews of the progress toward school wellness procedures, identify areas for improvement, and recommend revision of procedures as necessary.

Before the end of each school year the district administrator shall submit to the Board their report in which they describe the environment in the School District and the implementation of the wellness policy, and identify any revisions to the policy the committee deems necessary.

The district administrator, or a designee of the wellness committee, shall report annually to the Board on the District's wellness programs, including the assessment of the environment in the District, evaluation of wellness policy implementation District-wide, and the areas for improvement, if any, identified. The district administrator, or a designee from the wellness committee, shall also report on the status of compliance and progress made in attaining goals established in the policy.

A. With regard to nutrition education:

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.

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2. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
3. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
4. The standards and benchmarks for nutrition education shall be behavior focused.
5. Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
6. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
7. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
8. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
9. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
10. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.
11. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.

B. With regard to physical activity:

1. Physical Education

- a. A sequential, comprehensive physical education program shall be provided for students in 9-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
- b. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- c. Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.
- d. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
- e. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge and attitudes necessary to engage in lifelong, health-enhancing physical activity.
- f. The 9-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- g. Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.
- h. Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.
- i. Professional development opportunities should focus on the physical education content area.
- j. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- k. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.

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- l. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying, or harassment of any kind.
 - m. Planned instruction in physical education shall include cooperative as well as competitive games.
 - n. Planned instruction in physical education shall take into account gender and cultural differences.
 2. Physical Activity
 - a. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
 - b. The school shall encourage families and community organizations to help develop and institute programs that support physical activity of all sorts.
 - c. All students in grades 9-12 shall have the opportunity to participate in cocurricular activities and intramural programs that emphasize physical activity.
 - d. All students in grades 9-12 shall have the opportunity to participate in interscholastic sports programs.
- C. With regard to mental health:
 1. Promote a welcoming school culture through the use of proactive strategies such as positive behavior interventions and supports.
 2. Promote that interactions with students, staff, and families use the model of:
 - a. Listen
 - b. Co-plan
 - c. Build rapport
 3. Encourage and enable student participation in school-wide activities, clubs, sports and volunteering.
 4. Provide direct instruction and support on research-based methods that have demonstrated effectiveness in increasing mental wellness and building resilience.
 5. Recognize that belonging, safety, empowerment, collaboration, trust, and choice are a priority for all students in all environments.
 6. Consider the diversity of students during the decision-making process.
 7. Engage in school discipline practices that promote the learning of new skills and coping strategies.
- D. With regard to other school-based wellness activities:
 1. The schools shall provide at least twenty (20) minutes daily for students to eat.
 2. The schools shall schedule mealtimes so there is minimum disruption by bus schedules and other special programs or events.
 3. The school shall provide attractive, clean environments in which the students eat.
 4. To the greatest extent possible, meetings will not be scheduled during mealtimes. In the event that a meeting must take place during mealtimes, students will be able to eat during the meeting.
 5. Schools may limit the number of celebrations involving serving food during the school day to no more than three (3) party(ies) per class per month.
 6. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
 7. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

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E. With regard to the standards of serving of food:

1. In accordance with Policy 940, entitled Food Service Program, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, as well as to the fiscal management of the program.
2. The guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
3. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
4. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
5. All foods available to students in the dining area during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to students a la carte or from vending machines.
6. All foods available on campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as well as foods that are served as classroom snacks, from vending machines, for fundraisers, for classroom parties, at holiday celebrations, at concession stands, at the School Store, at Wally Grounds Café, or at any school-related event.
7. The school food service program may involve students, parents, staff, or school officials in the selection of competitive food items to be sold in the schools.
8. Any food items sold on campus as a fundraiser shall meet the current USDA Dietary Guidelines for Americans. Does not include events taking place one-half (1/2) hour after the end of the school day.
9. Each classroom party held during the school day may include no more than one (1) food or beverage that does not meet the current USDA Dietary Guidelines for Americans.
10. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
11. All food service personnel shall receive pre-service training in food service operations.
12. Continuing professional development shall be provided for all staff of the food service program.

The district administrator shall be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the superintendent shall distribute information at the beginning of the school year to families of school children and post the wellness policy on the District's website, including the assessment of the implementation of the policy prepared by the District.

A periodic review and assessment of this policy shall occur at least every three (3) years by a committee appointed by the Board, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The committee shall provide the Board with any recommended changes to this policy.

DATE OF ADOPTION: MAY 11, 2011

DATE OF REVISION: APRIL 5, 2017

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POLICY: 654. ADMINISTERING MEDICATION TO STUDENTS**

The Board recognizes that under normal conditions all student medications shall be administered by a parent or guardian at home. Any medications that must be administered during the school day shall be dispensed by authorized school personnel. School personnel shall only dispense medication upon written authorization from a physician and/or parent/guardian. Specific procedures for administration of medication by school personnel shall comply with the provisions of Wisconsin state statutes.

DATE OF ADOPTION: JULY 13, 1994

POLICY: 655. DRUG-FREE SCHOOLS

The Arrowhead Union High School District shall comply with all provisions and federal requirements as outlined in the Drug-Free Schools and Communities Act Amendments of 1989.

The program, as developed and implemented by the Arrowhead Union High School District, provides for a developmentally based drug and alcohol education and prevention program for students enrolled in the School District. The program addresses the social and health consequences of drug and alcohol use, as well as the legal ramifications of such use, and provides age-appropriate and effective techniques for resisting peer pressure to use illegal drugs and/or alcohol.

Information provided to students shall communicate that the use of illegal drugs and the unlawful possession and use of alcohol is illegal and harmful to one's health.

Students and employees of the Arrowhead Union High School District are hereby notified that the unlawful manufacture, distribution, dispensing, possession of or use of a controlled substance or the use of alcohol on School District property, including all District-owned vehicles, is prohibited at all times. These same provisions shall be in effect at all school-sponsored events or co-curricular activities while off school premises.

Students or employees who violate the provisions of the District's Drug-Free Schools policy shall be subject to disciplinary action, including suspension or expulsion for students and suspension and/or termination of employment for District employees. In addition, referral for prosecution shall be imposed on students and employees who violate the standards of the School District's policy.

Drug and alcohol counseling and rehabilitation and re-entry programs are available to students and employees of the School District. Information regarding such programs is available in the School District office or by contacting the Student Assistance Program (SAP) director.

A copy of the Drug-Free Schools policy shall be provided to parents, students, and employees through annual publication in the District's newsletter and by posting it within the school buildings. Parents, students, and employees shall be notified that compliance with the established standards of conduct is absolutely mandatory.

There shall be an annual review of the program to ensure that the required sanctions are being consistently enforced and to determine their effectiveness; changes to the program shall be implemented, if needed.

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

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POLICY: 655.1 STUDENT RANDOM DRUG TESTING**

The Arrowhead Board of Education has a strong commitment to the health, safety and welfare of all students. The District's commitment to maintaining athletics and co-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, the Arrowhead Union High School District will conduct a program of random drug testing of student participants in athletics and co-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 co-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 day their parent permission card is submitted to participate in an athletic or co-curricular activity.

Students remain 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 an athletic or co-curricular activity at the time he or she might be selected for a drug test.

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, students 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.

Legal Reference: Supreme Court ruling, *Board of Educ. of Ind. Sch. Dist. No. 92 of Pottawatomie Cnt'y. v. Earls et al.*, 536 U.S. 822 (2002)
State Statute: 961.001

DATE OF ADOPTION: JANUARY 9, 2008
DATE OF REVISION: JUNE 8, 2016

POLICY: 656. HEAD LICE/NITS

Students diagnosed with head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

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This policy calls for:

1. If head lice are found when at school, the treatment of the student and the environment will be explained to a parent/guardian/legal custodian or adult student.
2. Parent/guardian/legal custodian or adult student has the role and responsibility for treatment of head lice and the removal of lice/nits.
3. Parent/guardian/legal custodian or adult student will communicate to the school nurse the treatment used.
4. Student will be inspected by the school nurse or health room aide upon return to school.

Reference: Centers for Disease Control and Prevention – www.cdc.gov 9/24/2013

Approved by Arrowhead High School's Medical Advisor, Kathleen Phelan, MD, on January 27, 2015.

DATE OF ADOPTION: JANUARY 12, 2000
DATE OF REVISION: MARCH 11, 2015

POLICY: 657. BLOODBORNE PATHOGENS**

The superintendent shall establish appropriate procedures for handling bloodborne pathogens in compliance with statute.

DATE OF ADOPTION: JANUARY 12, 1994

POLICY: 658. AUTOMATIC EXTERNAL DEFIBRILLATORS

The District shall maintain automatic external defibrillators (AED) on the premises of North Campus, South Campus, and the H.G. Mullett Ice Center. The automatic external defibrillator shall be used in emergency situations warranting its use by individuals specifically trained in application of the device through a program meeting the standards of the Wisconsin Department of Health and Family Services. The device shall not be administered by anyone without training.

The defibrillator shall be maintained and tested in accordance with operational guidelines of the manufacturer and monitored by the superintendent or his/her designee.

DATE OF ADOPTION: MARCH 13, 2002

POLICY: 659. EMERGENCY NURSING SERVICES**

Emergency nursing services shall be provided in the Arrowhead Union High School District in accordance with state statutes and regulations. The objective of emergency nursing services is the maintenance of the physical, mental, and emotional health of students while they are at school or participating in school activities.

DATE OF ADOPTION: SEPTEMBER 14, 1994
DATE OF REVISION: MAY 10, 1995

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POLICY: 659.1 ALLERGY MANAGEMENT PLAN**

The District is committed to working in cooperation with staff, parents, students, and physicians to minimize risks and provide a safe educational and workplace environment for all students and staff. The focus of allergy management shall be on prevention, education, awareness, communication, and emergency response.

The District recognizes that it cannot guarantee an allergen free environment for our students, employees, community members, or visitors, but it will make a reasonable effort to reduce exposure to any allergen (ex. insect, food, latex, environmental) that a student, student's parent or guardian, an employee, or a community member indicates is a concern. An allergy is an abnormal response to something triggered by the body's immune system. Since each person's allergy and situation is different, an individual allergy plan may be created for some students or employees, and this information will only be shared with District staff (e.g., teachers, lunch room staff) and District agents (e.g., bus drivers) that need to know about the health concern.

Arrowhead High School cannot guarantee to provide an allergen free environment for all students or staff with life threatening allergies, or prevent any harm to students or staff in emergencies, but it will implement guidelines/procedures designed to minimize the risk of contact with allergens in the school environment. This policy and such guidelines shall be posted on the District's website in accordance with state law.

The goals for allergy management include:

1. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening allergies. This process shall be outlined in detail in the District's administrative procedures.
2. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
3. To ensure that interventions and individual health care plans for students with life-threatening allergies are based on medically accurate information and evidence-based practices.
4. To provide reasonable accommodations to staff members with life threatening allergies that do not provide an undue hardship on the District.

The superintendent shall direct building administrators and staff to act affirmatively and work closely with students and parents to assure that the needs of children with documented allergies are taken into consideration in planning for District programs. The District's medical advisor shall ensure that the District's management plan is reviewed and updated as medically necessary. It is the policy of the District to establish age appropriate procedures and guidelines for students at Arrowhead High School that minimize the risk for students with life threatening allergies. The procedures and guidelines on life threatening allergies are presented at both the District and school building based levels. It is the District's expectations that both the District and building-based procedures and guidelines will take into account the health needs and well-being of all students without discrimination or isolation of any student.

The District recognizes that parents have the primary responsibility for the health of their minor children and adult pupils have the primary responsibility for their personal health. It is parents' responsibility to inform the District when a minor child's medical condition might affect the child's welfare or safety. It is the adult pupil's responsibility to inform the District when a medical condition might affect their welfare or safety. The District will cooperate with parents, adult pupils, and appropriate health professionals to the extent that is permitted under this policy and within the means of the District's resources. Such determination is made in the sole discretion of the District.

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Guidelines for employees: In situations involving an employee, an employee must notify their supervisor of any allergy or allergies that may impact the employee's ability to perform the essential functions of their position by providing written medical documentation with recommended instructions and medications completed by a physician. The medical documentation will include the severity of the allergy, symptoms of typical reaction, instructions as to care, current medication used for the allergy and under what circumstances it is to be used. The employee and supervisor will then attempt to develop and agree upon a reasonable accommodation of the employee's allergy or allergies that does not place an undue hardship upon the District. Employees must take an active role in assessing and assuring their environment is not contaminated with an allergen and report suspicions to a staff person.

LEGAL REFERENCE:

§115.787, Wis. Stats. [Individual Educational Programs]
§118.075, Wis. Stats. [Indoor Environmental Quality in Schools]
§118.13, Wis. Stats. [Pupil Discrimination Prohibited]
§118.29, Wis. Stats. [Administration of Drugs to Pupils and Care]
§118.291, Wis. Stats. [Asthmatic Pupils; Possession and Use of Inhalers]
§118.292, Wis. Stats. [Possession and Use of Epinephrine Auto-Injectors]
§118.295, Wis. Stats. [Life Threatening Allergies in Schools, Use of Epinephrine Auto-Injectors]
Americans with Disabilities Act of 1990, as Amended
Individuals with Disabilities in Education Act, as Amended
Section 504 of the Rehabilitation Act of 1973, as Amended
Federal Educational Rights and Privacy Act

CROSS REFERENCE:

Policy: 653 Health and Wellness
Policy: 654 Administering Medication to Students
Policy: 659 Emergency Nursing Services
Policy: 371 Student Records
Policy: 372 Maintenance of Records
Policy: 681 School Safety Plans

Approved by Arrowhead High School's Medical Advisor, Kathleen Phelan, MD; 3/19/15

DATE OF ADOPTION: MAY 13, 2015

SUBSECTION 660 – STUDENT SCHOLARSHIPS AND AWARDS

POLICY: 660. STUDENT SCHOLARSHIPS AND AWARDS

The Board of Education encourages the acceptance and disbursement of student scholarships and awards to graduating seniors. Scholarships and awards given by non-school organizations, in which the school is directly responsible for determining the recipient and/or qualifications for receiving such scholarship or award, must be accepted and approved by the Board prior to the disbursement of the scholarship or award.

Students shall be informed by administration or the counseling staff of any available academic scholarships. Materials concerning available scholarships shall be posted on the Arrowhead High School website. The school counseling staff shall maintain records of available scholarships and encourage students to pursue these opportunities.

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In order to be eligible for academic scholarships in the Arrowhead Union High School District, a student must have completed four consecutive semesters of work at Arrowhead High School, beginning with the second semester of the sophomore year, and achieved senior status. Senior status is defined as a full-time student enrolled in his/her seventh semester.

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

Wisconsin Academic Excellence Higher Education Scholarship (Wisconsin Schools Only)

The School District shall annually receive from the State of Wisconsin Higher Educational Aids Board, notification of the appropriate number of academic scholars to be selected for purposes of the Wisconsin Academic Excellence Higher Education Scholarship. The scholars shall be seniors with the highest grade point average (GPA). If two or more seniors have the same grade point average and are otherwise eligible for the Wisconsin Academic Excellence Higher Education Scholarship, a scholarship committee of the high school shall select the applicable scholarship designees and certify, in order of priority, any remaining seniors with the same grade point average as alternate designees.

The scholarship committee is made up of the Arrowhead counselors, an administrator, a member of the School Board, and a community member. Parents of students being considered for the award(s) are not permitted to be on the committee. The committee convenes in February, as soon as the seventh semester grades are available and the students have completed their applications by a date established by the counseling office staff. Students that have repeated a course for a higher grade or selected Audit as a grading option are not eligible for the Wisconsin Academic Excellence Higher Education Scholarship.

To be considered, eligible students must complete the application and a transcript release form on or before the submission deadline. If a tie exists for the designation of academic scholar for purposes of the Wisconsin Academic Excellence Higher Education Scholarship, the scholastic committee shall use the following criteria, in the order listed, to break the tie to name the scholars and prioritize the remaining students as alternates:

- a. GPA calculation (GPA calculation = 4 places to the right of the decimal)
- b. ACT Plus Writing score
- c. AP courses
- d. Honors courses
- e. Total number of academic credits

Wisconsin Technical Excellence Scholarship

The School District shall annually receive from the State of Wisconsin Higher Education Aids Board (HEAB) notification of the appropriate number of technical scholars based on school enrollment to be selected for the purposes of the Wisconsin Technical Excellence Scholarship (TES). The scholars shall be seniors selected by the High School Scholarship Committee based on an application and according to the criteria outlined by the Higher Education Aids Board. The High School Scholarship Committee shall use the ranking criteria as established by this policy.

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The scholarship committee is made up of Arrowhead counselors, a representative from each Business and Marketing, Family and Consumer, and Technology and Engineering Departments, Director of Learning or designee, member of the School Board, and a community member. Parents or relatives of students being considered for the award are not permitted to be on the committee. The committee shall designate scholars for the program by the last Friday in February.

The Technical Excellence Scholarships are to be awarded to high school seniors who have the highest demonstrated level of proficiency in technical education subjects. The scholarships are only for use at a Wisconsin Technical College within the Wisconsin Technical College System (WTCS). In order to receive a scholarship, a student must be enrolled on a full-time basis by September 30 of the academic year following the academic year in which he or she was designated as a scholar. No student may receive both a Technical Excellence Scholarship (TES) and an Academic Excellence Scholarship (AES).

Scholarship Criteria

1. An eligible candidate is a high school senior.
2. An eligible candidate must exhibit interest in and planning for a technical career as evidenced by:
 - a. The candidate's school counselor or the high school principal must affirm the candidate's post-secondary plans related to a technical career.
 - b. A student must have an academic and career plan leading to a technical career.
3. An eligible candidate must meet at least one of the following eligibility items:
 - a. Be a Career and Technical Education (CTE) Concentrator as defined by the Department of Public Instruction. The definition of CTE course approved by the board of the Wisconsin Technical College System (WTCS) under the Carl D. Perkins Career and Technical Education Act of 2006 and through DPI recognized program areas of Business and Marketing, Family and Consumer, Health Science, or Technology and Engineering; such courses must be taught by a CTE instructor licensed for that specific discipline, except that courses in Health Science may also be taught by a health or science teacher. This means a high school student who has completed at least three (3) CTE courses in program area(s) leading to a degree or diploma in the student's chosen pathway. The candidate can be enrolled in their third course at the time of their nomination.
 - b. Participated in a Youth Apprenticeship Program under the supervision of the Wisconsin Department of Workforce Development.
 - c. Participated in a Technical High School Diploma program as certified by the Wisconsin Department of Public Instruction.
 - d. Participated in a Career and Technical Training pathway as defined by the Wisconsin Department of Public Instruction.
 - e. Participated in a Skills Standards Program offered by the Wisconsin Department of Public Instruction.
 - f. Completed (or be on track to complete) an industry-recognized certification program approved under Wis. Stats. 115.367(2).
 - g. Actively and regularly participated in a Career and Technical Student Organization (CTSO) in Wisconsin: DECA, FBLA, FCCLA, FFA, HOSA, or SkillsUSA.
 - h. Completed a technical training program for high school students if the program is offered by a UW System school, a Wisconsin Technical College System school, a tribal college in Wisconsin, or a private nonprofit college or university located in Wisconsin.

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Ranking of Eligible Candidates

1. Candidates will be ranked on the following point system as recommended by the HEAB that is based on reflective coursework and technical education experience:
 - a. One point is given to a student for each credit (semester) earned in any CTE courses. Credit hours in process at the time of nomination should be counted toward the number of credits the student has earned.
 - b. One point is given to a student for each year of activity in a Career and Technical Student Organization. For activity in multiple CTSOs, one point is to be given for each year of participation in each of the available CTSOs. This means at least $\frac{3}{4}$ of the full school term and beginning prior to November and continuing through February of grade 12.
2. If the students are tied on points, students with equal points will be ranked based on the following tiebreakers:
 - a. GPA based on CTE grades is the first tiebreaker
 - b. The total number of (1) technical college credits earned while the student has been in high school and (2) technical college credits that are in progress during the current semester is the second tiebreaker.
 - c. Should any recipients or alternates be tied after the first two tiebreakers, the High School Scholarship Committee shall select the recipients or alternate based on receiving no more than one attendance letter and no discipline offenses during the junior year or the first semester of the senior year. The decision of this committee in interpreting this provision shall be final.
 - d. The students' cumulative high school grade point average is the fourth tiebreaker.
 - e. Each student's highest ACT score, if an ACT score is available for all of the students who remain tied is the fifth tiebreaker.
 - f. The student with the most high school credits earned by the end of the semester prior to the semester in which the scholarship is awarded is the sixth tiebreaker.
 - g. In the event any remaining tie has not been broken after the first 6 tiebreakers, the scholarship shall be awarded to the student who has attended Arrowhead High School for the longest period of time.
3. The High School Scholarship Committee will need to select and submit names of as many alternates as the school will award scholarships under the allocation formula.
4. Qualifications
 - a. The recipient must be a resident of Wisconsin and the United States who is either a citizen or an alien lawfully admitted for permanent resident by the INS.
 - b. The recipient must be enrolled at Arrowhead High School for the last four (4) continuous full semesters prior to graduating from Arrowhead High School. (We need to spell this out.)

DATE OF ADOPTION: MARCH 10, 1999
DATE OF REVISION: APRIL 12, 2000
DATE OF REVISION: APRIL 20, 2004
DATE OF REVISION: MARCH 13, 2013
DATE OF REVISION: JANUARY 14, 2015
DATE OF REVISION: AUGUST 10, 2016

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SUBSECTION 670 – RELIGIOUS EXPRESSION IN THE SCHOOLS

POLICY: 670. RELIGIOUS EXPRESSION IN THE SCHOOLS**

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, shall be neutral with respect to religion and shall not engage in any activity that advocates or disparages religion, religious beliefs, or nonbeliefs. At the same time, the School District recognizes that students have the important right of religious expression.

The school is a place where religion and religious beliefs or non-beliefs shall be treated with fairness, respect and neutrality. A balance shall 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.

The District recognizes that a student's education would be incomplete without an understanding of the role of religion in history and culture. It is both proper and important for teachers to objectively discuss, within the context of the District's curriculum, the influences of various religions, using religious works and symbols to illustrate their relationship with society, literature, or the arts.

DATE OF ADOPTION: OCTOBER 10, 2001

SUBSECTION 680 – SAFETY

POLICY: 681. SCHOOL SAFETY PLANS

The School District is committed to providing as safe of environment as reasonably possible for students, employees and citizens while they are present on school premises or participating in school-sponsored activities. With this goal in mind, a school safety plan shall be developed and in effect in both campuses.

School safety plans shall be developed with involvement from Board members, administrators, staff, law enforcement and other community agencies, students, parents, and other interested parties as deemed appropriate and necessary.

Each school safety plan shall be developed consistent with School District policies and legal requirements, and shall include the following:

- Measures to prevent violence, disruptions and unsafe conditions;
- Intervention strategies to help maintain a safe environment, keep problems isolated and deter them from reoccurring; and
- A crisis management plan.

School safety plans shall be reviewed and updated on a regular basis. A current copy of each school safety plan shall be filed at each campus and the District office. Staff inservice training may also be provided.

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The superintendent or designee shall provide regular reports to the Board of Education regarding school safety plans, needs and issues. Students, staff, parents and the public should be made aware of school safety efforts being taken in the School District so as to enhance their confidence in the safety of the schools.

DATE OF ADOPTION: FEBRUARY 9, 2000

POLICY: 682. ARROWHEAD UNION HIGH SCHOOL DISTRICT VIDEO SURVEILLANCE

The Arrowhead Union High School District Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the District. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in furtherance of protecting the health, welfare and safety of its students, staff and property.

The Board, having carefully weighed and balanced the rights of privacy of students and staff against the District's duty to maintain order and discipline, finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds as follows:

1. The District shall notify its students and staff that video surveillance may occur on any school property or on any transportation vehicle. The District shall incorporate said notice in the student handbook;
2. The use of video surveillance equipment on transportation vehicles shall be supervised by the District Transportation Supervisor. School officials may utilize video surveillance in any place on school premises where staff or students lack a reasonable expectation of privacy. The use of video surveillance equipment on school grounds and on other District property shall be supervised and controlled by the building administrator or other responsible administrator;
3. The use of video recordings from surveillance equipment shall be subject to the other policies of the District, including policies concerning the confidentiality of student and personnel records.

DATE OF ADOPTION: AUGUST 8, 2001

DATE OF REVISION: OCTOBER 10, 2001

POLICY: 683. STUDENT LOCKER SEARCHES**

A student locker is provided by the school for the convenience of the student, to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials, and no student shall use the locker for any other purpose.

The locker assigned to a student is not the student's private property or under his/her exclusive possession and may be opened and inspected by school authorities (no less than two) at any time.

Any unauthorized item found in the locker may be removed.

DATE OF ADOPTION: JANUARY 12, 1994

DATE OF REVISION: MAY 10, 1995

DATE OF REVISION: OCTOBER 9, 2002

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POLICY: 684. CANINE SEARCHES

The School Board authorizes the use of specially trained dogs to detect the presence of drugs and explosive devices such as bombs on school property under the following conditions:

1. The presence of the dogs on school property is authorized in advance by the superintendent or is pursuant to a court order or warrant.
2. A law enforcement officer specifically trained to safely and competently work with the dog must handle the dog.
3. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

DATE OF ADOPTION: OCTOBER 9, 2002

POLICY: 685. BUILDING SECURITY

The creation and maintenance of a safe and secure environment for our students, staff, parents, community members, and any other visitors is of utmost concern and will guide the decisions made in implementing this policy.

Security of the buildings shall be interpreted to include the locking of buildings and key control, visitors' access to school facilities, security from fire hazards and faulty equipment, and the assurance of safe practices in the use of electrical, plumbing, heating, and other technological equipment. The overall security of buildings shall be the joint responsibility of the director of buildings and grounds and the other school district administrators.

Building security planning shall accommodate community use of the facilities for non-school programs, as approved through the building usage policies and protocols.

Normal elements of building security planning may include any of the following: the use of alarm systems activated during off hours; video camera scanning as needed; locking of all entrance doors, requiring all visitors during school hours to enter through designated entrance doors; the use of a visitor management system for sign-in and screening of state-issued identification; the wearing of ID badges; and the use of special security equipment in spaces such as library/media centers.

Pursuant to Wis. Act 88, state law prohibits a registered sex offender from visiting District property without first notifying the superintendent or school principal of the specific date, time, and place of the visit, and his/her status as a registered sex offender. This includes any building, grounds, recreational area, athletic field, or any other property owned, used, or operated for school administration. Request must be given in writing to the superintendent or school principal at least 48 hours prior to the visit. The registered sex offender will receive a verbal or written decision from the administrator regarding approval or denial of the visit. Exceptions are as follows:

- Voters on the grounds for voting
- Non-school sponsored activities
- Parents of current students – Only required to notify the superintendent or school principal at the beginning of each school year, or when parent/guardian is first registered as a sex offender, whichever occurs first.
- Students – County department, child welfare agency, or other person supervising the student agrees to work with the superintendent or school principal to ensure the safety of the other students.

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Legal Reference: Wis. Act 88
Cross Reference: Policy 1060. Visitors to Schools

DATE OF ADOPTION: AUGUST 10, 2016