

**POLICY: 323. EXTERNAL COURSES FOR TRANSFER CREDIT**

HOMEBASED STUDENTS TO ARROWHEAD

To earn an Arrowhead Diploma for a student who has been homeschooled, the student must be in full-time attendance their final two semesters, senior year, at Arrowhead prior to the diploma. To receive the diploma, students must pass the classes needed senior year as well as meet the Arrowhead Graduation Requirements.

TRANSFER STUDENTS TO ARROWHEAD

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

FOREIGN EXCHANGE STUDENTS TO ARROWHEAD

Foreign Exchange students, who are here for one year, take a full-time schedule that includes United States History and English. If they meet the 50-credit requirement, an Arrowhead Diploma shall be awarded. Otherwise, a student may request a certificate of attendance.

ARROWHEAD STUDENTS REQUESTING EXTERNAL CREDIT TRANSFER

- A. Arrowhead shall only accept transferred credits from accredited institutions.
- B. Arrowhead shall accept pre-approved external credits from UW-Extension or other accredited institutions for a class student needs toward graduation, but due to emergency or other extenuating circumstances was not able to complete as part of the school schedule.
- C. Other external courses that students enroll in while at Arrowhead must be administratively approved using the form below. Students may only earn ONE credit through external transfer credit. This does not apply to credit recovery summer school APEX, or Dual enrollment through ECCP or Start College Now.
- D. Documentation of course completion must be received by the guidance office five days before awarding the diploma or participating in the graduation ceremony.



## Request for External Credit Form

Prior to completing this form, please set up a meeting with your school counselor to discuss the requirements for external credits.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Title of Requested Course: \_\_\_\_\_

Name of School/ Site where class will be taken: \_\_\_\_\_

Number of Credits for the course: \_\_\_\_\_

Reason for external credit request:

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ATTACH or LINK external course information, curriculum and learning goals for review.

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### Signatures

Signatures below indicated approval and understanding of all parties regarding the external credit policies and procedures.

School Counselor: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Learning: \_\_\_\_\_

Date: \_\_\_\_\_

*Please note: NO credit will be indicated on the transcript until an official transcript/grade report is received by the counseling office.*

**POLICY: 328. PART-TIME OPEN ENROLLMENT**

This provision is intended to implement Wisconsin law in respect to the Part-time Open Enrollment 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 Part-time Open Enrollment program.

**A. Definitions**

The following definitions shall apply to the District's Part-time Open Enrollment program:

1. **District** means the Arrowhead Union High School District.
2. **Resident School District** means the school district in which the student who is taking a course or making a course application resides, or is enrolled full-time through Wisconsin's Open Enrollment program, for purposes of determining school attendance.
3. **District Student** means a student whose primary school enrollment and attendance is within the public schools of the District (including, for example, all full-time students of the District and all students who are attending school in the District under full-time open enrollment).
4. **Resident Student** means a public-school student for whom the District is required to fulfill the requirements of the resident school district under the Part-time Open Enrollment program when the student is seeking to take a course outside of the District.
5. **Nonresident Student** means a public-school student who does not reside in the District and who is permitted by law to apply to take a course in the District under the Part-time Open Enrollment program.
6. **Part-time Open Enrollment:** Students enrolled in a Wisconsin public school district may apply to take up to two courses at the same time at another public high school with no tuition cost to the student. Participating students remain enrolled in their resident school districts for the majority of their classes, and the resident school district is responsible for the cost. (Students in private schools or who are home-schooled may take up to two courses, but are covered under a different statute)
7. **Class Size:** The District shall determine, for purposes of this policy only and not for use for any other purpose, the maximum number of students who can be enrolled in a particular classroom without jeopardizing the quality of the instructional program.
8. **Program Size:** The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.
9. **Course Criteria:** Criteria, such as prerequisites, that are required for course enrollment.
10. **Graduation Requirements:** Course and other programmatic requirements in order to earn a high school diploma from the District.

**B. Application Procedures**

**District student wishes to take one or two courses in another public high school**

# **PROCEDURE**

1. The parent/guardian of a public high school student who wishes to attend a nonresident public-school district for the purpose of taking one or two courses at a time under the Part-time Open Enrollment program shall use the DPI-approved application form. The application shall be submitted to the nonresident school board/district in which the student wishes to attend a course no later than six weeks before the scheduled start of the course. The application must specify the course that the student wishes to attend and may specify the school or schools at which the student wishes to attend the course.
2. The nonresident school district shall send a copy of the application, which includes a release of records, to the student's resident school board/district. The District recommends that the applicant contact the district to confirm that the district has, in fact, received a copy of the application.
3. Upon receipt of a copy of a resident student's application to attend a course(s) in another public high school under the Part-time Open Enrollment program law, school office staff shall forward the application to the director of learning for review and action. For students with disabilities who have an individualized education program (IEP), a staff person with sufficient knowledge of the requirements of the student's IEP shall be involved in processing the course application(s).
4. No later than one week prior to the date the course is scheduled to commence, the resident and nonresident school boards/districts are required to provide notifications regarding action taken on the application. The nonresident school board/district is required to notify the applicant and the resident school board/district, in writing, whether the application has been accepted and of the school at which the student may attend the course. The acceptance applies only for the following semester, school year, or other session in which the course is offered.
5. If the nonresident school board/district rejects the application, it must include the reason(s) for the rejection in the notice.
6. The resident school district shall:
  - a. Notify the applicant and the nonresident school board/district, in writing, if the application has been rejected and the reason(s) for the rejection.
  - b. Notify the application if the resident school board/district determines that a course to be taken at a nonresident school district does not satisfy the high school graduation requirements of the resident district. However, this is not a basis for rejection of a course application.
7. If the application is denied, the applicant's parent or guardian and nonresident high school to which the application was made shall be notified, in writing, that the application has been denied. This notification shall be made no later than one week prior to the date the course is scheduled to commence and shall include the reason(s) for the denial and notify the parent or guardian of the applicant's right to appeal the denial to DPI.
8. If the District notifies the applicant that his/her application has been accepted, then the applicant's 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 the Part-time Open Enrollment program.

## **Nonresident student wishes to take one or two courses in the District**

1. The parent/guardian of a public high school student who wishes to attend the District for the purpose of taking one or two courses at a time under the Part-time Open Enrollment program shall use the DPI-approved application form. The application must specify the course that the student wishes to

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attend. The District will deny the application if it is submitted less than six weeks prior to the date the course is scheduled to commence.

2. The District shall promptly send a copy of the application to the student's resident school district, along with a request that the resident school district immediately send the District a copy of the student's relevant education records, including applicable disciplinary records.
3. Upon receipt of the application, it will also be forwarded internally to the director of learning, who will be responsible for reviewing and acting on the course application. All applications shall be reviewed and acted upon using the criteria outlined in Board policy. If the District receives more registrations/applications for a course from students who are otherwise eligible to attend the course than there are spaces available, the District shall give preference in attending the course to students in the following priority order:

**First Priority:** District students, who shall be approved to attend the course on a rolling basis pursuant to the District's regular course registration procedures.

**Second Priority:** Students who, although not District students, are residents of the District and are otherwise entitled to apply to take the course under state law or under any applicable Board policy, including resident private school students and District residents attending home-based private education programs who apply to attend the course under any part-time public school attendance option if/as established by state law, provided that the District has received the student's application or registration request at least 30 days prior to the date the course is scheduled to begin.

If there is still space in the course for additional students, but there are more pending course applications that have been submitted by students who do not reside in the District than there are spaces available, the determination of which remaining students to accept under a **Third Priority** grouping shall be made on a random basis. Such random selection process shall be the same as that used under Board Policy 623 for Open Enrollment.

4. No later than one week before the start of the course, the resident school district is required to notify the student and the other district, in writing, if the application is denied and the reason. All applications received shall be reviewed using the criteria outlined in Board policy.
  - a. If the student's application was not submitted in the manner and within the time limits established by state law, it shall be denied.
  - b. If the course application is from a student with a disability who has an IEP, the application shall be reviewed with the IEP to determine whether the student's attendance in the course would result in a denial of a free appropriate public education (FAPE) as defined with reference to the IEP, or otherwise conflict with the goals, placement, or other material provisions within IEP. The course application shall be denied if it conflicts with the student's IEP.
  - c. If the student has not successfully completed any prerequisites for the course, the application shall be denied.
  - d. If the student has been expelled from school by any school district during the current or two (2) preceding school years for any of the following reasons or a disciplinary proceeding involving the student, based on any of the following reasons, is pending, the application shall be denied:
    - (1) 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;

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- (2) engaging in conduct while at school or while under supervision of a school authority that endangered the health, safety, or property of others;
- (3) 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 employee of the School District or member of the School Board;
- (4) possessing a dangerous weapon, as defined in Wisconsin state statutes, while at school or while under the supervision of a school authority.

The superintendent or designee shall make the decision based on the circumstances involved.

5. If accepted, the acceptance shall identify the school at which the student may attend the course. The acceptance applies only for the following semester, school year, or other session in which the course is offered. If the application is denied, the notice shall include the reason for the denial and notify the parent or guardian of the applicant's right to appeal the denial to the DPI.

If the District notifies the applicant that his/her application has been accepted, then the applicant's 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 the Part-time Open Enrollment program.

## **C. Appeals of Course Denial Decisions**

If the resident or nonresident school board/district rejects an application for part-time open enrollment, the student's parent or guardian may appeal the decision to the DPI within 30 days after the decision. The appeal may be in the form of a letter or legal brief, and shall state (1) the decision being appealed, (2) the specific reasons for the appeal, including why the appellant believes the school district's decision was arbitrary or unreasonable, and (3) any other facts relevant to the appeal. State law requires the DPI to affirm the school board's/district's decision unless it finds the decision is arbitrary or unreasonable.

## **D. Administrative Guidelines**

The superintendent shall be responsible for developing and promulgating administrative guidelines to implement this policy. DPI guidelines for processing Part-time Open Enrollment program applications shall be the responsibility of the superintendent or designee. Such guidelines shall address at least the following matters:

1. participation in interscholastic athletics;
2. District transportation services;
3. prerequisites and other eligibility standards associated with courses of study;
4. transfer of academic credit;
5. assignment within the District;
6. admission of special education students based on the IEP and the continuance of programs at Arrowhead;
7. payment of fees and other charges.

**POLICY: 332. SELECTION OF MATERIALS**

**ARROWHEAD UNION HIGH SCHOOL  
LIBRARY MATERIALS SELECTION GUIDELINES, POLICIES, AND PROCEDURES**

**Objectives**

The mission of the Arrowhead Union High School libraries is to advance the educational development of students by supporting the curricula and instruction of the classroom teachers, providing up-to-date quality resources for students, teaching library usage/research skills, and promoting students' love of literature and learning. The objectives of the libraries' selection guidelines and policies reflect this mission and specifically seek to:

- A. Provide school library media that shall enrich and support the curriculum, taking into consideration individual needs, and the varied interests, abilities, socioeconomic backgrounds and maturity levels of the students served;
- B. Provide school library media that stimulate the growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- C. Provide a background of information enabling students to make educated choices in their daily lives;
- D. Provide materials on opposing sides of controversial issues so that students may develop, under guidance, the practice of critical thinking and critical analysis of all media;
- E. Provide materials representative of the many religious, ethnic, and cultural groups in our nation and the contribution of these groups to our American heritage;
- F. Place principle above personal opinion and reason above prejudice in selecting school library media of the highest quality in order to assure a comprehensive collection appropriate for the uses of the library.

The Arrowhead School District shall not discriminate in the selection and evaluation of instructional and library materials on the basis of sex, race, religion, national origin (including Limited English Proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

**Procedures for Selection of Curriculum Materials**

The following criteria shall be used as they apply:

- A. Materials shall support and be consistent with the general education goals of the District and the objectives of specific courses. Documentation shall be provided at the time of purchase request.
- B. Materials shall meet high standards of quality in factual content and presentation.
- C. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
- D. Materials shall have aesthetic, literary, or social value.
- E. Materials chosen shall be created by competent and qualified authors and producers.

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- F. Materials shall be chosen to foster respect for all persons and shall realistically represent our pluralistic society, along with the roles and lifestyles open to all people in today's world. Materials shall be designed to help students gain an awareness and understanding of the many important contributions made to our civilization by minority groups, and ethnic groups.
- G. All students shall have access to media that depicts, in an accurate and unbiased way, the cultural diversity and pluralistic nature of American society. It shall be the responsibility of the library media personnel to maintain a purchasing record which illustrates that the libraries/media centers are providing materials that shall be representative of the many religious, ethnic and cultural groups and other contributions to our American heritage. These materials shall show opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media.
- H. It shall be the responsibility of the relevant department chair or administrative liaison to approve the content of curricular materials chosen. They shall also maintain a written history of the rationale and purchasing activity on file in the District office.
- I. Each item should be approached from a broad perspective, looking at the work as whole and judging controversial elements in context rather than as isolated parts. Periodicals, for example, should be selected and purchased for their overall reputation, and should not be rejected because of an occasional article which may be offensive. The community expectations should be highly respected in the selection process.
- J. Physical format and appearance of materials shall be suitable for their intended use.
- K. Reviews in professional journals shall include, but not be limited to, journals such as the SCHOOL LIBRARY JOURNAL, Library Journal, BOOKLIST, ENGLISH JOURNAL, KIRKUS REVIEWS, New York Times, Publishers Weekly, and other professional journals.
- L. Recommendations from nationally recognized educational groups, such as the National Council of Teachers of English, National Council of Teachers of Math, National Council of Teachers of Social Studies, American Association of Teachers of Spanish and Portuguese, The Cooperative Children's Book Center, American Library Association, etc.

## **Procedures for Selection of School Media Center Materials (Both Print and Non-Print)**

The school librarians, in consultation with teachers, administrators, and students, shall be responsible for the selection of materials. In coordinating this process, the librarians shall:

- A. Gather requests, documentation, suggestions, and reactions for the purchase of library materials from teachers to the greatest extent possible, and from students when appropriate.
- B. Seek reviews of potential and proposed acquisitions in the literature of reputable professional organizations and other reviewing sources recognized for their objectivity and wide experience.
- C. Arrange, when possible, for firsthand examination of items to be purchased.
- D. Judge gift items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those meeting these specified criteria.
- E. Purchase duplicates of extensively used materials.
- F. Weed continuously from the collection worn, obsolete, and inoperable items.
- G. Purchase replacements for worn, damaged, or missing material basic to the collection.



## **Maintaining a Current Collection**

The purpose of the school libraries' collections is to meet the needs of its current users, not maintain an archival record of the past. Thus, weeding out materials that are no longer useful is as important as the initial selection of materials, and should be carried out in accordance with an eye to the same criteria and procedures that govern the selection process.

Library items that contain outdated and/or inaccurate information or are in poor physical condition should be weeded out of the collection. Also materials that no longer serve the curricular and/or student interest needs should be considered for weeding. Worn out items should be replaced, except when they no longer measure up to the selection criteria. Weeding should be done on a systematic and ongoing basis, with special attention given to those areas of the collection that are being developed/reinforced to meet emerging curricular needs.

## **Reconsideration of Materials**

Arrowhead High School subscribes in principle to the statements of policy philosophy as expressed in the American Library Association Library Bill of Rights.

However, occasional objections to some materials may be expressed despite the quality of the selection process. If a complaint is made, the following procedures should be observed.

### **A. Initial Objection:**

1. Any resident of the School District may raise objections to instructional materials used in the District's educational program.
2. The school official or staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally.
3. The school official or staff member initially receiving a complaint shall explain to the complainant the school's selection procedure, criteria, and qualifications of those persons selecting the material.
4. The school official or staff member initially receiving a complaint shall explain to the best of that person's ability the particular place the objected to material occupies in the educational program, its intended educational usefulness, and additional information regarding its use, or refer the complaining party to someone who can identify and explain the use of the material.
5. In the event that the person making an objection to material is not satisfied with the initial explanation, the person raising the question should be referred to the library media specialist. If, after discussion, the complainant desires to file a formal complaint, the person to whom the complainant has been referred shall assist in filling out a Citizen Request for Reconsideration Form in full.
6. The individual receiving the initial complaint shall advise the principal of the initial contact no later than the end of the following school day, whether or not the complainant has apparently been satisfied by the initial contact. The principal shall maintain a written record of the contact.
7. Staff shall be reminded that the right to object to materials is one granted by policies enacted by the Board and firmly entrenched in law. They shall also be reminded of ethical and practical considerations in attempting to handle resident complaints with professionalism.

## **B. Request for Reconsideration:**

1. Any resident or employee of the School District may formally challenge instructional materials used in the District's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.
2. Citizen Request for Reconsideration Forms are available in the District Policy Handbook area on the Arrowhead website and can be printed upon request at campus and district main offices. All formal objections to instructional materials must be made on this form.
3. The Citizen Request for Reconsideration Form shall be signed by the complainant and filed with the superintendent.
4. Within 10-15 business days of the filing of the form, the superintendent shall convene the Ad Hoc Reconsideration Committee and file the material in question with the Ad Hoc Reconsideration Committee for reevaluation.
5. Generally, access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances, the material may be removed temporarily by following the provision of Section C. 5. of this rule.

## **C. The Ad Hoc Reconsideration Committee:**

1. Once a formal complaint is filed, the superintendent shall call a meeting of the Ad Hoc Reconsideration Committee.
2. The Ad Hoc Reconsideration Committee shall be comprised of the principal, the director of learning or the library media specialist, two teachers (one from each building), one community member chosen by the superintendent who shall act as chairperson of the committee, two parents of current or former Arrowhead High School students chosen by the superintendent, and two students (one from each building, chosen by the principal and with written parental permission).
3. The objectives of the committee include the following:
  - a. Reexamine the challenged material.
  - b. Survey appraisals of the material in professional reviewing sources.
  - c. Evaluate the extent to which the material supports the curriculum.
  - d. Weigh merits against alleged faults to form a judgment based on the material as a whole and not on passages isolated from context.
  - e. Prepare a written report with recommendations and communicate this to the office of the superintendent to be distributed to all members of the Board and the complainant.
4. The procedure for the first meeting following receipt of a Citizen Request for Reconsideration Form is as follows:
  - a. Elect a secretary who shall be an employee of the District. The chairperson of the committee shall not be an employee or officer of the District.
  - b. Distribute copies of the written Citizen Request for Reconsideration Form.
  - c. Give complainant or a group spokesperson an opportunity to talk about and expand on the request form.
  - d. Distribute reputable, professionally prepared reviews of the material and the teaching rationale for its inclusion within the curriculum.

- e. Distribute copies of challenged material as available.
  - f. The complainant shall be kept informed by the secretary concerning the status of the complaint throughout the committee reconsideration process. The secretary shall give the complainant and known interested parties appropriate notice of all meetings.
5. Special meetings may be called by the superintendent to consider temporary removal of materials in unusual circumstances. Temporary removal shall require a three-fourths vote of the committee.
6. At a subsequent meeting, interested persons, including the complainant, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.

**D. Instructions to the Ad Hoc Reconsideration Committee:**

1. The policy of this School District related to selection of learning materials states that any resident of the District may formally challenge instructional materials used in the District's educational program. This policy allows those persons in the school and the community who are not directly involved in the selection of materials to make their opinions known. The task of the Ad Hoc Reconsideration Committee is to provide an open forum for discussion of challenged materials and to make an informed decision on the challenge.
2. The presence on the committee of the director of learning and the library media specialists shall assure continuity from year to year as well as lend professional knowledge of the selection process. Student members are essential since they are the closest to the student body and shall be immediately affected by the decision of the committee.
3. The reconsideration process, the task of this committee, is just one part of the selection continuum. Material is purchased to meet a need. It is reviewed and examined, if possible, prior to purchase; it is periodically reevaluated through updating, discarding, or reexamination. The committee must be ready to acknowledge that an error in selection may have been made despite this process. The library media specialist and school personnel regularly read great numbers of reviews in the selection process, and occasional errors are possible.
4. In reconsidering challenged materials, the role of the committee, and particularly the chairperson, is to produce a climate for disagreement. However, the committee should begin by finding items of agreement, keeping in mind that the larger the group participating, the greater the amount of information available and, therefore, the greater the number of possible approaches to the problem.
5. If the complainant chooses, the complainant may make an oral presentation to the committee to expand and elaborate on the complaint. The committee shall listen to the complainant and any other interested persons. In these discussions, the committee should be aware of relevant social pressures that are affecting the situation. Individuals who may try to dominate or impose a decision must not be allowed to do so. Minority viewpoints expressed by groups or individuals shall be heard. It is important that the committee create a calm, nonvolatile environment in which to deal with a potentially volatile situation. To this end, the complainant shall be kept continuously informed of the progress of his or her complaint.
6. The committee shall listen to the views of all interested persons before reaching a decision. In deliberating its decision, the committee should remember that the school system must be responsive to the needs, tastes, and opinions of the community it serves. Therefore, the committee must distinguish between broad community sentiment and attempts to impose personal standards. The deliberations should concentrate on the appropriateness of the

materials. The question to be answered by the committee is, “is the material appropriate for its designated audience at this time?”

**E. The procedure for the second meeting shall be as follows:**

1. Each side of the issue has 30 minutes to present its case. A written document handed to the committee will count as 3 minutes of time.
  2. After each side has presented their case, there will be a 5-minute break.
  3. After the break, each side has 15 minutes of rebuttal.
  4. Committee members shall have the opportunity to ask relevant questions.
  5. The committee’s final decision shall be (1) to take no removal action, (2) to remove the challenged material from the classroom or library, or (3) to agree on a modification of the educational use of the curricular materials (not applicable to library materials). Each step of this final decision process shall be voted on by a written ballot.
  6. The committee chairperson shall instruct the secretary to convey the committee’s decision to the office of the superintendent. The decision, in writing, should detail the rationale on which it was based. The letter shall be sent to the complainant outlining the committee’s final decision within 10 business days by the superintendent.
- F. A decision to challenge materials shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved who followed the original selection process. (Policy 332. Selection of Materials)
- G. Requests to reconsider materials that have previously been before the committee must receive approval of a majority of the committee members before the materials shall again be reconsidered. The committee shall act upon every Citizen Request for Reconsideration Form. The second request for reconsideration can occur no sooner than two years after the original reconsideration event.
- H. In the event of a severe overload of challenges, the committee may appoint a subcommittee of members or nonmembers to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee shall approximate the representation of the full committee.
- I. A committee member directly associated with the selection, use, or challenge of the challenged material shall not be a member of the committee during the deliberation on such materials. The superintendent may appoint a temporary replacement for the excused committee member, but such replacement shall be of the same general qualifications of that person excused.
- J. If the complainant is not satisfied with the decision, the complainant may request that the matter be placed on the agenda of the next regularly scheduled meeting of the Board.

ARROWHEAD UNION HIGH SCHOOL DISTRICT  
CITIZEN REQUEST FOR RECONSIDERATION

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher (*if known*): \_\_\_\_\_

Format/Media: \_\_\_\_\_

☐ paperback

☐ article

☐ hardcover

☐ audio (other than book)

☐ video

☐ ebook

☐ audiobook

Request initiated by (*please print*): \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Complainant represents:

\_\_\_\_\_ Oneself

\_\_\_\_\_ Organization (*name*): \_\_\_\_\_

\_\_\_\_\_ Other Group (*identify*): \_\_\_\_\_

1. Have you been able to discuss this work with the teacher or library media specialist who ordered it or who used it?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

2. What do you understand to be the general purpose of using this work?

a. Provide a support for a unit in the curriculum? \_\_\_\_\_ Yes \_\_\_\_\_ No

b. Provide a learning experience for the reader in one kind of literature? \_\_\_\_\_ Yes \_\_\_\_\_ No

c. Other: \_\_\_\_\_

d. Did the general purpose for the use of each work, as described by the teacher or library media specialist, seem a suitable one for you?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If not, please explain: \_\_\_\_\_

3. What do you think is the general purpose of this book?

\_\_\_\_\_

\_\_\_\_\_

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4. In what ways do you think a work of this nature is not suitable for the use the teacher or the librarian intends to carry out?
- \_\_\_\_\_
- \_\_\_\_\_
5. Have you been able to learn what is the students' response to this work?
- \_\_\_\_\_ Yes          \_\_\_\_\_ No
6. What response did the students make?
- \_\_\_\_\_
- \_\_\_\_\_
7. Have you been able to learn from your school library what book reviewers or other students of literature have written about this work?
- \_\_\_\_\_ Yes          \_\_\_\_\_ No
8. Would you like the teacher or librarian to give you a written summary of what book reviewers and other students of literature have written about this book or film?
- \_\_\_\_\_ Yes          \_\_\_\_\_ No
9. Do you have negative reviews of the book?
- \_\_\_\_\_ Yes          \_\_\_\_\_ No
10. Where were they published?
- \_\_\_\_\_
11. Would you be willing to provide summaries of the reviews you have collected?
- \_\_\_\_\_ Yes          \_\_\_\_\_ No
12. What would you like the school/library to do about this work?
- \_\_\_\_\_ Do not assign it/lend it to my child
- \_\_\_\_\_ Return it to the staff selection committee/department for reevaluation
- \_\_\_\_\_ Other: *(please explain)* \_\_\_\_\_
- \_\_\_\_\_
13. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?
- \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

2-23-05

**POLICY: 334. TRANSPARENCY IN CURRICULUM**

Arrowhead High School values transparency between the school and parents; as such, the District will endeavor to be as transparent as possible with course curriculum. Curricular instructional materials shall be carefully selected using the general criteria outlined in Board policy and in accordance with established District procedures. Textbooks and other instructional materials and resources selected for use in the classroom shall support the District's mission, goals, curriculum plans, and academic standards.

- A.** Teacher will post to the learning management tool (Canvas) instructional materials (exclusive of tests or assessments [except as noted below in Section B]) that are used in class as part of the educational curriculum for a student throughout each semester. The instructional materials will be posted during the time of the academic unit of study and will be updated as appropriate, not later than one week following completion of this unit of study. The intent of this policy is not to be punitive toward teachers: implementation of this policy will come with grace, particularly as the policy and/or new teachers are inducted into Arrowhead.

In posting course instructional materials, the superintendent shall be responsible for ensuring compliance with all trademark and copyright laws, usage licensing agreements, and such policies of the District. Copyrighted instructional material will be posted on the learning management tool (Canvas) for instructional use and inspection, but not for public release and/or distribution; Although a school district must allow a parent to inspect instructional material covered by the Protection of Pupil Rights Amendment (PPRA) of the General Education Provisions Act (PPRA) and by this policy, the District may not allow a parent to retain a copy of the material unless expressly permitted by the copyright holder.

Such copyrighted instructional material is available for inspection at the District. A parent's or guardian's request for reasonable access to copyrighted instructional material shall be granted within a reasonable period of time after the request is received. Parental access may be provided by allowing parents to inspect the material at the school. When an Arrowhead parent living outside Southeastern Wisconsin requests the opportunity to inspect the materials, the school district can contact a school near the nonresident parent, send the school the materials, and make arrangements to have the parent inspect them locally. The materials should then be returned to the original school district after the parent has inspected them.

- B.** Section 118.30(3) of WI statutes requires the State Superintendent of Public Instruction to make practice examinations or sample items related to state-required assessments available to a person who submits a written request to the State Superintendent for such items. This law provision does not apply while an examination is being developed or validated. Other academic tests and assessment instruments may be accessible to parents under the Wisconsin Public Records Law, although such requests would have to be assessed on a case-by-case basis. A parent of a student (or an adult student) may also have rights to obtain access to the student's answers to certain academic tests or assessments under section 118.125 of the state statutes and/or the federal Family Educational Rights and Privacy Act (FERPA), even if they are not entitled to a complete copy of the test protocol itself.
- C.** For the purposes of this policy and the PPRA, the term "course or instructional materials" means textbook and supplementary book descriptions, including title, author, ISBN, date of publication, and publishing company; supplementary reading materials, such as—news publications and website resources; slide presentations; audio recordings; instructional handouts and worksheets; digital materials; video descriptions including title, production company, date of publication if available, and identification of the portion or clip being used; and the identification of online applications or tools used for instruction.

Course materials do not refer to test, quiz, and other assessment materials, which if posted would jeopardize the integrity of the course and/or the accurate assessment of student learning (except as noted above in Section B). Further, course materials do not refer to any materials developed or contributed to lessons or assignments by students, unless the teacher adopts said materials to use with the full class.

For the purposes of this policy, the terms “posted” and “posting” refer to the ability to readily upload or link digitally formatted course materials into the District’s learning management tool (Canvas). When infeasible to upload or link particular course materials, a citation of said materials will be noted.

Should a department believe posting instructional materials is irrelevant within their curricular area, they may work with the Director of Learning to develop rationale to be included in a request for exemption from the School Board.



**POLICY 335:                    DISPLAYS AND POSTINGS IN STUDENT ENVIRONMENTS**

Displays and Postings in the Student Environments addresses authority and responsibility regarding displays and postings by employees, contracted staff, and District-authorized volunteers in the student environment. This Policy does not include or encompass any student attire or any student owned items or vehicles. These matters are covered by Board Policies 641 and 644.

The areas of the District's physical facilities that comprise teaching, learning, student services, and student support operations environments are NOT public forums (or limited public forums) for the free expression of an employee's or authorized District's agent's political, religious, or other personal viewpoints or personal messages. Such "student environments" include but are not limited to:

- classrooms
- hallways including school display cases
- libraries
- athletic/co-curricular facilities
- performance spaces
- offices
- student services (counseling, etc.)
- common areas open to and used by students

To the extent consistent with applicable law, the District, acting under the ultimate direction, supervision, and management of the District Administrator and School Board, shall retain final discretion and final authority to determine which displays or postings may be displayed or posted in student environments.

School principals shall be responsible for periodically observing student environments within the facilities for purposes of determining whether displays and postings are consistent with this Policy and other Board policies. In making these decisions, the District Administrator and his/her designees shall apply the standards and criteria expounded in the Policy and summarized below.

Displays and postings must support the District's curriculum choices and the District's instructional directives/methodologies or other District-supported contribution to a positive and effective student environment. As determined by the District, examples permissible and not permissible contributions include:

**Permissible**

- a. Information that is important or helpful.
- b. Appropriate recognitions of accomplishments of the school, students, or staff.
- c. Displays/postings that create a positive, encouraging and motivating environment for learning and other authorized activities.
- d. Displayed learning materials should be consistent with District policies and procedures that govern materials selection and evaluation.
- e. Displays/postings regarding Wisconsin special observance days as set forth in s. 118.02, Wis. Stats. and state/national recognition days, weeks, or months as identified by Wisconsin law, administrative code or executive (gubernatorial) proclamation or Federal law, regulation or executive (presidential) proclamation. Such displays/postings regarding the above special observance days or recognition days, weeks, or months must be consistent with, and a part of, the Board approved curriculum and the criteria that the Board utilizes for approving the District's curriculum.
- f. Displays/postings adhering to all other criteria must also be age/developmentally appropriate and space/location appropriate.

## Not permissible

- a. Displays/postings implying that a certain area is a “safe space” (or anything similar to this), in effort to create safe, even, and fair environments for all students in all student environments.
- b. Displays/postings that promote or advance partisan politics, sectarian religious views, or selfish propaganda/solicitations of any kind, or for personal, monetary or non-monetary gain. In part, this is because of the importance to provide substantial context for such issues and due to concerns that certain displays and postings may be perceived as the promotion of a single perspective or viewpoint on such matters or as promotion of a staff member’s personal opinion on related matters.
- c. Displays/postings that are vulgar, lewd, or obscene.
- d. Displays/postings that convey an abusive, threatening, or demeaning message or purpose, or that would contribute to an unlawful hostile environment based on legally-protected classifications.
- e. Displays/postings unrelated to curriculum within the given classroom/student environment.
- f. Displays/postings that hold a primary purpose or result of District endorsing or advocating against any religion or religious doctrine.

(Note: This provision shall not be interpreted or applied in a manner that would violate the First Amendment rights of a student. In addition, this provision does not identify the limit of content addressing religion that the District may determine will not be posted/displayed on behalf of the District in certain student environments.)

- g. Displays, postings, materials, decorations, or messages in particular areas wherein the Board, or District Administrator, or an administrator-level designee do not want any displays/postings.
- h. Displays/postings that violate any Board policies.

## Delegation of Initial Decisions to Staff

To the extent consistent with these procedures and with any related supervisory directives, classroom teachers and other District employees/agents with similar responsibilities in relation to specific student environments are granted some authority to make initial decisions on behalf of the school and the District about displays and postings in student environments. In connection with such decisions:

1. Staff are expected to use sound professional judgment, recognize that they are acting on behalf of the District rather than engaging in purely personal expression, and evaluate possible displays and postings for student environments against the expectations and criteria and standards identified in this Policy.
2. Any time a staff member has concerns about whether the District will consider a particular display or posting to be appropriate for a student environment, the staff member is strongly encouraged to seek advance supervisory direction and approval.
3. Efforts to create a positive, encouraging, and motivating student environment often permit a staff member to draw on their own interests and creative talents as sources of ideas. However, the District reserves all lawful discretion to determine the extent to which there is a District-desired degree of coordination and confluence between (1) the District’s interests, preferences, and desired communication; and (2) such personal interests and creative talents.
4. Staff-initiated displays and postings in student environments are subject to removal decisions made by the school principal or by the District Administrator or the District Administrator’s administrative-level designee. In addition, items that are displayed or posted that were selected as supplementary instructional/learning materials may be challenged and are subject to possible removal under the District’s procedures for filing a complaint about such materials.

# **PROCEDURE**

- a. Any removal directives or decisions should be consistent with applicable law and with applicable District policies and procedures, including the standards and criteria established in this Policy.
  - b. Unless a removal decision originates under a separate District complaint procedure that requires a different process, a staff member who disagrees with a directive or decision to remove any display or posted item(s) may seek reconsideration of the directive/decision by the District Administrator.
5. Staff shall not make any permanent or semi-permanent installations (e.g., by adding fixtures that are not readily removable, by painting wall murals, etc.) for purposes of decorating, creating a display, or conveying a message in a student environment without obtaining the advance approval of the principal.
6. Staff generally may place personal photos or other small personal items that are school and workplace appropriate on or around their desks or personal work areas, provided that (1) such items do not interfere with or disrupt the applicable student environment; (2) the allowance for such personal items is not used to display items/content in a student environment that would not otherwise be permitted in that student environment; and (3) the manner of the display of the items (e.g., size, location, etc.) is consistent with their character as personal items.

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

The high school grading system is unweighted and is based on a 4.0 grade point scale. Semester grades shall be used to calculate grade point average (GPA). Only high school level academic subjects approved by the Board, or its designee, shall be included in computing semester grades.

**POLICY: 351. GRADUATION REQUIREMENTS AND TYPES OF GRADUATION  
RECOGNITIONS**

**SCHOOL DISTRICT OF ARROWHEAD  
HIGH SCHOOL GRADUATION POLICY**

**Regular High School Diploma**

The District considers four major components in determining whether or not a student shall receive a diploma. Components include credits earned, academic performance criteria, passing the state-required civics test, and other academic criteria.

In order to graduate from the school district, a student must successfully complete 50 credits of study. These credits must include 8 English credits, 6 Social Studies credits, 6 Science credits, 6 Mathematics credits, 2 Career and Technical Education credits, 3 Physical Education credits, 1 Health credit, and 2 Fine Arts credits.

The State of Wisconsin {118.33(1m)(a)} mandates all graduating students to pass a required civics test, with at least a 65/100 score, in order to earn a high school diploma. The test shall be comprised of 100 questions that are identical to those that may be asked of an individual applying for United States Citizenship. Students are allowed to retake the exam an unlimited number of times in order to achieve a passing score. Students with disabilities who have an Individualized Education Plan (IEP) must complete the test but are not required to pass the test in order to graduate.

**Veteran Diploma**

- A. The District may, notwithstanding state law requirements regarding high school graduation standards and those set forth in District policy, award a high school diploma to a person who meets all of the following requirements:
1. Is at least 65 years old, or is at least 55 years old and has a service-connected disability.
  2. Attended high school in the school district or attended high school in this state and resides in the school district.
  3. Left high school before receiving a high school diploma to join the U.S. armed forces during a war period under s. 45.01 (13).
  4. Served on active duty under honorable conditions in the U.S. armed forces or in forces incorporated as part of the U.S. armed forces.
- B. Notwithstanding state law requirements regarding high school graduation standards and those set forth in District policy, the District may award a high school diploma to a person who received a high school equivalency diploma under state law and District policy after serving on active duty under honorable conditions if the person meets the conditions of Section A, subsection 1 through 3 above.
- C. Award, upon request, a high school diploma to a person who has died, but who, before dying, satisfied the conditions of Section A, subsection 2 through 4 above.

**Posthumous Honorary Diploma**

In the event a student who is currently enrolled in the Arrowhead Union High School District dies prior to their anticipated graduation date, the high school principal (or designee) will contact the

# **PROCEDURE**

parent(s)/guardian(s) of the deceased student to determine if they would like that student to be recognized with an honorary diploma. If the parent(s)/guardian(s) do desire an honorary diploma, the following recognition ceremony will occur:

The awarding of the honorary diploma shall not commence during the graduation ceremony, nor shall the name of the deceased student appear in the graduation program. The principal, in consultation with the relevant parent(s)/guardian(s) will arrange for an appropriate time, place, and format for the recognition of the deceased student and presentation of the honorary diploma to the parent(s)/guardian(s). The parent(s)/guardian(s) may bring guests of their choosing to be present during the recognition ceremony.

The honorary diploma is not an official diploma and has only symbolic significance that is intended primarily as a keepsake and memorial for the student's family.

ARROWHEAD UNION HIGH SCHOOL DISTRICT  
BOARD OF EDUCATION DIPLOMA POLICY

The Arrowhead School Board has approved the following three types of recognitions:

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

We, the undersigned, understand the Board Policy that pertains to graduation requirements and have been informed of the various types of diplomas/certificates that are awarded to eligible students at Arrowhead High School.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

**POLICY: 352. GRADUATION EXERCISES**

**ARROWHEAD HIGH SCHOOL  
GRADUATION CEREMONY COMMITMENT AGREEMENT**

Parents/guardians and students should understand the graduation ceremony is strictly voluntary. Because graduation is a very special event, we, the School Board, Administration, and Staff, believe it should be formal and appropriate. Therefore, we are providing some essential guidelines regarding behavior and dress for graduation.

1. The ceremony is, and shall be, voluntary.
2. It shall be a formal ceremony.
3. We will have a dress code so that no one individual causes a distraction or disruption.
  - a. Dress clothes should be worn under the graduation gown. For example, non-denim slacks, collared shirt and tie, or dress, blouse/skirt, etc.
  - b. Dress shoes should be worn with the dress clothes and graduation gown. No shorts, gym shoes or casual flip-flops.
  - c. The gown will not be tampered with nor will any writing on mortarboards be accepted.
  - d. If the graduate is an active member of any U.S. military branch and would like to wear their dress uniform for the graduation ceremony, the student must request permission from the principal and follow the protocols found in School Board Policy 352.1 GRADUATION ATTIRE.
4. Students will remain silent throughout the ceremony and will show proper respect and dignity to all speakers and programs during the graduation ceremony.
5. No noisemakers, liquid string, beach balls, or any inappropriate or disruptive items will be allowed. Anyone not adhering to these rules will not be allowed to go through the ceremony. Anyone not behaving during the ceremony will be asked to leave.
6. Any senior pranks or end of the year disciplinary events will result in no participation in the graduation ceremony or attendance at the senior party. No refunds will be given.

If you wish to go through the ceremony, both you and your parent/guardian must sign this commitment before being allowed to take part in this year's graduation ceremony.

**RETURN TO JOSTENS AT NORTH CAMPUS WHEN PICKING UP YOUR CAP & GOWN ON *[insert date]***

We, (parent/guardian and student) understand this graduation commitment and wish to participate in the ceremony. I understand by not signing this form, this individual will not be allowed to go through the graduation ceremony. I also understand that by signing this commitment, the student will go through the ceremony following the above guidelines.

\_\_\_\_\_  
Student's Name *(please print)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Signature of Parent/Guardian



**POLICY: 362. ACCESS TO EDUCATION FOR STUDENTS WITH DISABILITIES**

Procedures used for the testing of students under the District achievement testing program, including state-required tests, should be consistent with procedures that are already in place to serve these students. The purposes and procedures for testing should be appropriate and well understood by parents, administrators, support staff, and teachers. This shall require careful development of policies and procedures, as well as clear communication and in-service training for all people involved.

The Individual Educational Program (IEP) process must serve as the vehicle for making decisions about the inclusion or exclusion of a student in the District achievement testing program (including state-required tests) and on any modifications that need to be made in test administration. The IEP shall serve as the basis for specifying the child's educational program, including the student's present level of performance or competence, long and short-term objectives, and the means of evaluating mastery of objectives. It also requires parent involvement, if at all possible. The IEP meeting shall be used not only to address the EEN child's educational program, but also to develop a plan for each child's participation in the District's achievement testing program, including state-required tests. Participants at the IEP meeting determine whether the child's educational program is reflected in the various tests, that is, whether the material taught is the material covered by the tests, and whether any modifications in testing, such as large print editions, answers recorded by an aide, or small group or individual administration, need to be made. Any modifications in the administration of the tests should be such that what is measured by the tests remains the same.

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

Each school board is required by Section 115.96(1) of the State Statutes to conduct a count of the Limited English Proficient (LEP) students in the public schools of the District, assess the language proficiency of such students, and classify such students by language group, grade level, age, and English language proficiency. This count must be done annually on or before March 1.

English proficiency assessment records are to be maintained by the District and reported to the DPI in accordance with legal requirements.

LEP students shall be assessed to determine their English language proficiency using the Department of Public Instruction-approved English proficiency assessment instrument. The assessment shall be administered by the Special Education program or the superintendent's designee. The District may also use information such as the following when assessing a student's English proficiency: prior academic records from within or outside the United States, information on everyday classroom performance, and course grades which, in relation to the student's grade level, indicate that lack of progress is due to limited English language skills.

**POLICY: 364. SERVICE ANIMALS ON SCHOOL PREMISES**

A service animal is an animal (primarily a dog) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. In order to be considered a service animal, the work or task the animal has been trained to provide must be directly related to the individual's disability. The District shall permit students with disabilities who require the assistance of a service animal to use that animal in District facilities and at school events where members of the public, participants in services, program, or activities or guests are allowed to go under conditions outlined in this policy and procedure. All service animals used in District facilities and at school events must be in compliance with legal requirements (e.g., be licensed and have required vaccinations) and be maintained under proper control.

The District shall comply with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and any other applicable laws in implementing this policy. For any student who qualifies for service under the IDEA and/or Section 504, the student's individualized education program (IEP)/Section 504 team should meet and discuss whether the animal is a related service necessary for the student to effectively participate in the educational program of the District. A medical excuse/rationale from a physician may be helpful with this determination. If the use of a service animal is determined to be necessary, the animal shall be incorporated into the student's IEP/504 Plan.

The individual to be accompanied by a service animal is responsible for the following:

1. The animal shall be under the control of its handler at all times. An animal shall have a harness, leash or other tether, unless either the handler is unable because of a disability to use the harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the animal's safe, effective performance of the required work or tasks, in which case the animal must be otherwise under the handler's control (e.g. voice control, signals, or other effective means).
2. The animal must have proper Wisconsin licensure and be immunized against diseases common to that type of animal. All vaccinations must be current and verification will be required. Dogs must wear a rabies vaccination tag, as required by Wisconsin Statute.
3. The care and supervision of the animal is solely the responsibility of the owner/keeper.
4. The animal must be housebroken. Should an accident occur indoors, the owner/keeper of the animal must clean up after the animal defecates. The owner/keeper of the animal is also responsible for clean-up of defecation outdoors on school property.
5. The animal must be spayed or neutered.
6. The animal must be treated for and kept free from fleas and ticks.
7. The animal must be kept clean and groomed to reduce shedding and dander.
8. Any liability for any harm or injury caused by the animal to other students, staff, visitors, and/or property is the responsibility of the individual. The District strongly recommends that the individual obtain liability insurance coverage for any harm or injury caused by the animal.
9. The District shall make reasonable accommodations if the presence of an animal results in health concerns for other individuals. The accommodations may include assignment of the student(s) to a different classroom in the District. Any person dissatisfied with a decision concerning a service animal can appeal that decision to the Director of Special Services and/or contact the Office of Civil Rights or Department of Justice for more information regarding the established laws and guidelines.

Animal Separation/Removal

If the animal must be separated from the individual whom the animal is accompanying, it is the responsibility of that person or student's family to arrange for the care and supervision of that animal during the period of separation.

An individual with a disability may be asked to remove a service animal from the premises if:

1. The animal is out of control and the animal's handler does not take effective action to control it; or
2. The animal is not housebroken; or
3. The animal's presence would fundamentally alter the nature of the service, program, or activity; or
4. The animal provides a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications of policies, procedures, or practices. Under the ADA regulations, allergies and fear of dogs are not valid reasons for denying access to individuals using service animals. As noted above, if another individual's allergies qualify as a legal disability, then school officials have an obligation to accommodate both individuals.

\*If the animal is properly excluded, the individual with a disability shall be given the opportunity to participate in the program, service, or activity without having the animal on the premises.

Legal References:

- 342.4 Section 504 of the Rehabilitation Act of 1973
- Section 504, Rehabilitation Act of 1973
- Individuals with Disabilities Education Act (IDEA)
- Americans with Disabilities Act (ADA)
- WI Stats ADA Regulations (28 C.F.R. Part 35)
- WI Stats 174.02(1)(a) Owner's liability for damage caused by dog; penalties; court order to kill a dog
- WI Stats 118.13 Pupil discrimination prohibited
- WI Stats 106.52 Public places of accommodations or amusement
- WI Stats 95.21(2)(a) Rabies control program

**POLICY: 366. CHILDREN AT RISK**

Children at risk at the high school level are defined as children who are dropouts, or two or more of the following (ref. WI Stat. 118.153, PI 25.02, PI 25.03):

1. Two or more years behind his or her age group in mathematics or reading instructional levels
2. Six or more credits behind the typical pace in progress toward graduation in the number of credits attained (high school)
3. Pupils who have been absent for 20 school days or more during the school year without acceptable excuse under Wisconsin Statutes
4. Pupils who are parents
5. Pupils who have been adjudicated delinquent

The intention of the Arrowhead High School program for children at risk shall be to reduce the problems that seriously interfere with their learning, school attendance, preparation for employment, or satisfactory progress toward graduation. Needs of children at risk may be met through curriculum modifications and alternative programs, remedial instruction, parental involvement, pupil support services, community support service programs, Technical College, preparation for work programs, and other appropriate approaches. Arrowhead High School support services shall supplement the at risk program through guidance and counseling, alcohol and other drug abuse prevention, education for employment, and vocational education programs.

## POLICY: 371. STUDENT RECORDS

Student/pupil records shall be maintained for each student from the time of his/her entrance into school until such time as the student graduates, transfers or otherwise ceases to be enrolled in the District. Such student records shall be confidential.

The Board recognizes the need for the confidentiality of pupil records. To carry out their responsibilities, school officials shall have access to pupil records for legitimate educational purposes. Legitimate educational purposes include an employee's need to know information to:

1. Perform an administrative task required in the employee's position.
2. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.
3. Perform a supervisory or instructional task directly related to the student's education

Student Records shall be available only through procedures developed by the administration in keeping with state and federal laws and regulation, and professional administrative practices. Only those parties as outlined in the established procedures shall have access to the information.

### I. DEFINITIONS

All records directly related to a student and maintained by the school district are pupil records. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audio tape, film, microfilm, and microfiche.

Records maintained for personal use by a teacher and others required to hold a license under Wis. Stat. sec. 115.28(7) are not pupil records, if the records are not available to others. In addition, records necessary for and available only to persons involved in the psychological treatment of a child are not pupil records. Finally, law enforcement unit records are also not defined as pupil records, Wis. Stat. sec. 118.125(1)(d).

### 1. TYPES OF STUDENT RECORDS

1. **Progress Records** include the student's grades, a statement of the course taken by the student, the student's attendance record, records of the student's school extracurricular activities, and the student's immunization and lead screening records.
2. **Behavioral Records** include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual student's behavior, discipline reporting, tests relating specifically to achievement or measures of ability including special education or 504 eligibility, student intervention reports, gifted and talented plans, ESL/Bilingual Plans of Service, the student's physical health records other than his/her immunization and lead screening records, law enforcement records, and any other student records that are not progress records.
3. **Student Physical Health Records** include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first-aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, any lead screening records, the results of any routine screening test such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.

4. **Patient Health Care Records** include any student records that relate to a student's physical health that are authored by or under supervision of a health-care provider (as defined in state law) and do not fall within the definition of student physical health records outlined above.
5. **Student Directory Data** means those student records that include the student's name, address, telephone listing, photographs, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, year in school, dates of attendance, degrees and awards received, and the name of the school most recently previously attended by the student.

## II. PURPOSE

The collection, maintenance, and dissemination of student records is a valid, legal and expected function of any school system. The confidential nature of such records is a matter of fact and is fully recognized by the Board and the professional staff in their use of such data. Student records are maintained for the following purposes:

1. To provide appropriate information to all district professional staff and administrators directly involved with the student which shall enhance a more effective working relationship.
2. To provide appropriate information to the same professional personnel with a base from which to guide and counsel the student regarding his/her total development.
3. To enable professional staff and administrators to counsel; with parents/guardians regarding the progress of their children.
4. To develop a base of information from which the student, his/her parent or guardian, appropriate professional staff and administrators can help establish realistic career/placement goals.

## III. CONFIDENTIALITY OF STUDENT RECORDS

All student records shall be confidential with the following exceptions:

### A. Parent/Guardian and Student Access to the Student Records

1. Upon request, an adult student or the parent/guardian of a minor student shall be shown and provided a copy of the student's progress records.
2. Upon request an adult student or the parent/guardian of a minor student shall be shown, in the presence of a person qualified to explain and interpret the records, the student's behavioral records. Such student or parent/guardian may, upon request, be provided with a copy of the behavioral records.
3. A parent, regardless of whether the parent has legal custody of the student, shall have access to a student's school records, unless the parent has been denied access to such records as outlined in state law (e.g. denied periods of physical placement with the child, ordered by the court). If a particular record contains information on more than one student, parents shall have access to the information about their child.
4. Personal identifiable information from an adult student's records may be disclosed to the student's parent(s)/guardian, without the adult student's written consent, if the adult student is a dependent of his/her parent(s)/guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
5. Access to education records shall be provided without unnecessary delay, not longer than 45 days from the date of request.
6. Student records cannot be destroyed if there is any outstanding request to inspect and review the records.

**B. Access to Student Records (Other Than Patient Health Care Records) by District Staff and Other Designated School District Officials.**

Student records may be made available to persons employed by the District who hold a license for providing instruction or special services to a student and to other school officials who have been determined by the Board of Education to have legitimate educational interests, including safety interests, in the student records. A "school official" is a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official is considered to have a "legitimate educational interest" if the school official needs to review a student record in order to fulfill professional or District responsibilities. Building principals shall maintain an updated list of staff by name and title who have access to student records.

1. Law enforcement agency records received by the District may be made available to those school officials with legitimate educational interests, including safety interests, in the information. If law enforcement agency record information obtained by the District relates to a District student, the information may also be disclosed to those District employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for District students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic/activity code.
2. Law enforcement unit records may be made available to school officials under the same conditions as outlined above regarding access to the law enforcement agency record information.
3. Court records obtained by the District must be disclosed to District employees who work directly with the juvenile named in the records or who have been determined by the Board administration to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic/activity code.
4. Nothing in this procedure prohibits the use of a student's records in connection with the suspension or expulsion of the student, action under the District's athletic/activity code, or the use of such records by an individualized education program (IEP) team.

**C. Access to Student Records (Other Than Patient Health Care Records) by Other Individuals and Agencies**

1. Student records shall be disclosed at the request or order of a court. The District shall make a reasonable effort to notify the parent/guardian or adult student of a judicial order in advance of compliance therewith, except as otherwise provided by law.
2. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that: (1) the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and (2) the law enforcement agency shall not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of



- truancy, the student's parent/guardian shall be notified of that disclosure as soon as practicable after the disclosure.
3. A fire investigator shall be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (1) the student is under investigation for arson, (2) the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and (3) the fire investigator shall use and further disclose the student's attendance record only for the purpose of pursuing that investigation.
  4. The District may disclose student records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of any individual.
  5. For the purpose of providing services to a student before adjudication, the District may disclose student records to a law enforcement agency, district attorney, city attorney, corporation counsel, agency as defined in section 938.78(1) of the state statutes, intake worker under section 48.067 or 938.78(1) of the state statutes, court of record, municipal court, private school or another school board if disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies in writing that the records shall not be disclosed to any other person except as permitted under state law.
  6. Student records shall be provided to a court in response to subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency. The district shall make a reasonable effort to notify the parents/guardians or adult student of the subpoena in advance of compliance therewith, except as otherwise provided by law.
  7. The Board of Education may provide the Department of Public Instruction (DPI) or any public officer with any information required under chapters 115 to 121 of the state statutes. The DPI shall be provided with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions.
  8. A student's immunization records shall be made available to state and local health officers to carry out a statewide lead poisoning or lead exposure prevention and treatment program as provided by state law.
  9. Upon request, the names of students who have withdrawn from school prior to graduation shall be provided for verification of eligibility for public assistance, to the Department of Workforce Development, Waukesha County Human Services Department or a county department under sections 46.215 or 46.23 of the state statutes.
  10. The board shall, on or before August 15 of each year, report the appropriate county departments under sections 51.42 and 51.437 the names of students who reside in the district, are at least 16 years of age, are not expected to be enrolled in an educational program two years from the date of the report and who may require services under sections 51.42 or 51.437 (community mental health, development disabilities, alcoholism and drug abuse). The parent(s)/guardian of such students shall be contacted to obtain informed consent prior to making such a report.
  11. The district shall, upon request, provide student disciplinary records necessary for purposes of student enrollment in another public-school district under the open enrollment program as permitted by law. These records may include:
    - a. A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student;

- b. A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
- c. The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

**D. Access to Patient Health Care Records**

1. All students' patient health care records shall be kept confidential. They may be released only to persons specifically designated by state law or to other persons with the informed consent of the patient or the person authorized by the patient. Student patient health care records maintained by the district may be released without informed consent to a District employee or agent if the following apply:
  - a. The employee or agent has responsibility for the preparation or storage of patient health care records.
  - b. Access to patient health care records is necessary to comply with a requirement in federal or state law.
2. Any student record that concerns the result of a test for the presence of HIV, antigen or nonantigenic products of HIV, or antibody to HIV (the virus which causes acquired immunodeficiency syndrome AIDS) shall be confidential and may be disclosed to other persons only with the informed written consent of the test subject.

**E. Access to Student Directory Data**

1. Directory data may be disclosed to any person after the school has (a) notified the adult student, parent, legal guardian or guardian ad litem of the categories of information that it has designated as directory data with respect to each student, (b) informed such person that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent, and (c) allowed 14 days for such persons to inform the school, in writing, of all or any part of the directory data that may not be released without their consent. The District shall not release directory data earlier than 14 days after the initial written notice to the adult student or parent/guardian, or after the District has been restricted from doing so by any of those parties.
2. If the District followed the notification procedure outlined above, the District shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under sections 46.215, 46.22 or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.
3. When reviewing student directory data requests, as well as when implementing other provisions of these procedures, consideration shall be given to applicable provisions of the public records law and the District's policy and procedures dealing with public records.
4. The District shall notify parents that the District will limit disclosure of directory data as follows:
  - a. In direct connection with school-sponsored activities and within school-sponsored publications and communications, including communications through the District's electronic media sites and in District-approved media releases.
  - b. Directly to school-related support organizations/groups, upon the request of such a group or organization.

- c. The District may provide student directory data to, or may allow the collection of student directory data by, District-selected entities that provide school-based commercial products/services for students (e.g., school photographer; yearbook publisher; school newspaper publisher, sellers of school-branded clothing, graduation gowns, diplomas, etc.).

Except as expressly provided in this policy or as separately required by law, the District does not otherwise disclose student directory data in response to third-party requests that the District determines to be for marketing, advertising, or similar outreach purposes, regardless of whether the requestor is a private individual or a commercial, not-for profit, public interest, or governmental entity.

#### **IV. MAINTENANCE, RELEASE, TRANSFER AND DESTRUCTION OF STUDENT RECORDS**

- A. While students are attending school, their records including academic, health and behavioral records, shall be maintained in the school of attendance. The Director of Student Services shall maintain original special education records. A copy of these records is maintained at the building. Upon transfer of the student to another school operated by the District, the building records shall be transferred to that school. When a student ceases to be enrolled in a school operated by the District, his/her records shall be placed in non-active files.
- B. All student records shall be maintained in locked files. Law enforcement agency records received by the District, law enforcement unit records and patient and health care records shall be maintained separately from other student records.
- C. The building principal shall have responsibility for maintaining the confidentiality of all student records kept at the school. The Director of Student Services shall have responsibility for maintaining the confidentiality of special education records for students currently receiving special education. Requests for inspection of records shall be responded to by the building principal or Director of Student Services without unnecessary delay and in no case, no more than 45 days after the request is received by District. There may be a charge for copies of student records consistent with legal requirements and the District's access to public records procedures.
- D. Each time a student's file is accessed, a record of that access shall be placed in the student's file. This record shall include the name of the party, date access was given and the purpose for which the party was authorized to use the record. Such record shall be maintained with student's other records and is subject to inspection. This requirement does not apply if the access request was from or the disclosure was to:
  - 1. the parent/guardian or adult student;
  - 2. a school official;
  - 3. a party with written consent from the parent/guardian or adult student;
  - 4. a party seeking directory information; or
  - 5. A party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
- E. The District shall transfer student records relating to a specific student if it has received written notice:
  - 1. from an adult student or the parent/guardian of a minor student that the student intends to enroll in a school in another school district;
  - 2. from the other school district that the student has enrolled; or

3. from a court that a student has been placed in a secured correctional facility, secured child caring institution or a secured group home.
- F. Progress and behavioral records relating to a specific student shall be transferred within five working days of receiving the request. A copy of the student's progress records shall be transferred and a copy of the student's progress records shall be retained by the District for the period of time required by law.
- G. Student progress records shall be destroyed five years after the student graduates last attended school in the District.
- H. All student behavioral records not transferred shall be destroyed one year after the date the student graduates from or last attended school in the District, unless the adult student or the parent/guardian of a minor student requests that the records be maintained for a further specified period of time.
- I. The Director of Student Services shall be responsible for reviewing records of students with disabilities before they are destroyed. Parents/guardians and adult students shall be informed of information that is no longer needed to provide educational services to the student with a disability and of their right to obtain a copy of such information before it is destroyed.

## **V. PROCEDURES TO INSPECT PUPIL RECORDS/OBTAIN COPIES**

A parent/guardian or eligible student desiring to inspect records shall make a request to the student's principal/designee or other record custodian. While no written consent is required, the requestor is advised to develop a written list to identify as precisely as possible the record(s) the parent/guardian or eligible student requests to inspect. The custodian shall arrange to have a staff member, who is qualified to interpret the records, be present during the records review if necessary.

1. The principal/designee or other record custodian shall make certain the parent/guardian or eligible student is properly identified prior to access to any of the student's record.

If for valid reason (such as working hours, distance or health) a parent/guardian or eligible student cannot personally inspect or review the records, the principal/designee or record custodian shall arrange for the parent/guardian or eligible student to obtain a copy of the records which have been requested. The parent/guardian or eligible student requesting a copy of the records shall sign a release of information form authorizing the release of the records.

## **VI. AMENDMENTS TO STUDENT RECORDS**

- A. A parent/guardian who believes that information in educational records collected, maintained or used by the school is inaccurate or misleading or violates the privacy rights of the student may request the District to amend the information.
- B. The District shall decide whether to amend the information in accordance with the request within a reasonable period of time (within 45 days) of receipt of the request.
- C. If the District decides whether to refuse to amend the information in accordance with the request, it shall inform the parent/guardian (within 45 days) of the refusal, and advise the parent/guardian of the right to a hearing in accordance with state and federal regulations.
- D. The District shall, upon request, provide an opportunity for a hearing to challenge information in educational record to ensure that it is not inaccurate, misleading or otherwise in violation of the privacy rights of the student. A hearing held under this section must be conducted according to procedures outlined in federal regulations.

- E. If, as a result of the hearing, the District decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall amend the information accordingly and so inform the parent/guardian in writing.
- F. If, as a result of the hearing, the District decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent/guardian of the right to place a statement in the student's records commenting on the information or setting forth any reason for disagreeing with the decision of the District.
- G. Any explanation placed in the student's records under this section must:
  - 1. Be maintained by the District as part of the student's records as long as the record or contested portion is maintained by the district; and,
  - 2. Be disclosed to any party if the records of the student or the contested portion, are disclosed to any part.

## **VII. CONFIDENTIALITY SAFEGUARDS**

- 1. The designated custodian(s) of records, at each location shall be responsible for the collection, storage, transfer, disclosure, and destruction of records as appropriate.
- 2. Individuals collecting and handling student records shall receive training or instruction in the District pupil records policies.
- 3. Each building shall maintain, for public inspection, a current listing of the names and position of those employees within the District who may have access to student records.
- 4. Upon receipt of information about a student from another system the information is classified as the appropriate kind of student record prior to the information being stored.
- 5. In the event that a staff member shares some or all of the contents of a personal record or note (which are not part of the pupil record) regarding a student, this information loses its personal nature and becomes a pupil record and must be entered into the appropriate student file (e.g. progress, behavioral, patient healthcare record, etc.)

## **VIII. COMPLAINTS REGARDING ALLEGED NONCOMPLIANCE WITH FEDERAL REQUIREMENTS**

Adult students or parents/guardians of minor students may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged District noncompliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA).

## **IX. ANNUAL NOTIFICATION OF STUDENT RECORDS POLICY**

Parents/guardians and adult students shall be notified annually via the District website of the existence of the student records policy and procedures and where copies can be obtained. In addition, they shall be notified of the following:

- 1. their rights to inspect, review and obtain copies of student records.
- 2. their rights to consent to the disclosure of the student's school records, except to the extent state and federal laws authorize disclosure without consent;
- 3. the categories of student record information which have been designated as directory data and their rights to deny the release of such information;
- 4. their rights to request the amendment of student records if they believe they are inaccurate, misleading or otherwise in violation of the student's privacy rights; and,
- 5. their right to file a complaint with the Family Policy and Regulations Office of the U.S. Department of Education.

Parents/guardians of secondary school students shall also be notified of their right to request the District not to release the secondary school student's name, address, email address or telephone number to military recruiters or institutions of higher education without prior written parental consent.

## **STUDENT RECORDS POLICY NOTICE**

Pupil records are maintained to assist students, their parents/guardians and the school District in achieving their educational goals. Such records shall be accumulated, maintained, released, transferred and destroyed by the building principal or his/her qualified designee in accordance with state and federal laws. Only those individuals or agencies specifically authorized by state and federal law shall be granted access to a student's records. Exceptions shall only be made when the student's parent/guardian or an adult student grants permission. An adult student, or the parent(s)/guardian(s) of a minor student, may inspect student records kept by the school in accordance with Board of Education policy and established procedures and may challenge the content if he/she believes the records are inaccurate or misleading. Copies of the Board's student records policy and procedures are available upon request at the:

**Arrowhead Union High School District Office  
700 North Avenue  
Hartland, Wisconsin 53029  
Regular office hours are: 7:30 a.m. – 3:30 p.m.**

Complaints regarding the content of student records may be made to the principal, who shall make arrangements for a hearing to review the challenged record(s). If the complainant is not satisfied with the hearing officer's decision regarding the challenged record(s), he/she may file a complaint with the Family Policy and Regulations Office of the United States Department of Education.

# **PROCEDURE**

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

The Arrowhead District shall maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by a court order, parenting plan, or other court document.

Either parent may view their student's school records, receive school progress reports and school mailings, attend parent/teacher conferences and visit their student at school unless the parent has been denied periods of physical placement with the child or a court order, parenting plan, or other court document provides otherwise.

The school principal shall not allow a parent to remove a student from school if the school has been notified that the parent has been denied periods of physical placement with the child by court order, parenting plan, or other court documents.

**POLICY: 380. COMMUNICATIONS/DATA SYSTEMS**

The superintendent or his or her designee shall cause to be developed a method to inform users of District networks of: (1) why the networks and equipment are being made available for use in the District; (2) District limitation regarding control of information contained online and on the District network (e.g., access to inappropriate material); (3) what is expected of persons provided access to the District network and equipment; and, (4) what shall happen to persons who violate established rules. The superintendent shall assure that parent/guardians of District students receive this information.

The superintendent shall appoint the director of technology to be responsible for supervising the proper care and management of District network and equipment and compliance with established policies, laws, and rules.

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

**PROCEDURES:**

**General Statement of Policy**

The School District of Arrowhead High School shall make communications/data systems, including our information technology network, available to students and staff as necessary to support the District's educational mission. The school district expects that staff will blend thoughtful use of the school district network and resources throughout the curriculum and will provide guidance and instructions in line with the acceptable use policy.

**Limited Purpose Network**

The School District is providing students and employees with access to the School District's information technology network and resources, which includes access to computers and mobile devices, printers, programs, storage, communication systems, and general Internet access. The School District information technology network is limited to educational purposes. Users are expected to use Internet access through the District system to further educational and personal goals consistent with the Mission of the School District and school policies.

**Personal Device Guidelines**

Arrowhead Union High School recognizes the value of technology in fostering engaging, relevant, and personalized learning for students. Therefore, the use of personally-owned electronic devices, including laptops, Chromebooks, cell phones, and other appropriate technology (hereinafter "device(s)") are permitted for students. Such possession or use of the personal device may not, in any way:

1. Disrupt the educational process in the school district
2. Endanger the health or safety of the student or anyone else
3. Invade the rights of others at school
4. Involve in illegal or prohibited conduct of any kind

Beginning with the class of 2027, students will be provided with Chromebooks through a rent to own program. Starting with this class, students will no longer be allowed to bring their own laptops, Chromebooks or tablets to school. Students will be expected to bring their Chromebooks to school each day in working order.



## Use of Network is a Responsibility

The use of the Arrowhead network is a responsibility, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the Arrowhead network may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payment for damages and repairs; discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws. Discipline involving loss of Arrowhead network privileges should be a last resort, but if enforced, it is the responsibility of the student to complete class work with limited or loss of access.

Loss of access to devices can occur if the District becomes concerned about its appropriate use. Examples of District concerns include safety, potential for disruption to educational processes, and security issues related to connecting a personal computer to the District network.

When the devices are used on school property, they will be treated as school property. The District may confiscate the devices if there is reason to believe that school policies, rules, or regulations have been violated. The building administration may involve law enforcement if the device is used for an illegal purpose or for a purpose that causes harm to others.

## Unacceptable Uses

- A. The following uses of the Arrowhead information technology network and resources are considered unacceptable:
1. Using the Arrowhead network to access, review, upload, download, store, print, post, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
  2. Using the Arrowhead network to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
  3. Using the Arrowhead network to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process.
  4. Using the Arrowhead network to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute bullying, harassment, or discrimination.
  5. Using the Arrowhead network to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  6. Using the Arrowhead network to engage in any illegal act or violate any local, state or federal statute or law.
  7. Using the Arrowhead network to vandalize, damage, or disable the property of another person or organization; make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means; will not tamper with, modify, or change the Arrowhead software or wiring, or take any action to violate the Arrowhead network's security; and will not use the Arrowhead network in such way as to disrupt the use of the system by other users.
  8. Using the Arrowhead network to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

# PROCEDURE

9. Employees creating or posting school-related web pages or other publically accessible sites may include personal contact information about themselves. However, employees may not post personal contact information or other personally identifiable information about students unless such information is classified as Directory Information and verification is made that the district has not received notice from a parent/guardian or eligible students that such information is not to be designated as Directory Information; or such information is not classified as Directory Information but written consent for the release of the information to be posted has been obtained from a parent/guardians or eligible student. In addition, prior to posting any personal contact or personally identifiable information on school-related webpage, employees shall obtain written approval of the content of the postings from the building
  10. Attempting to gain unauthorized access to the Arrowhead network or any other system through the Arrowhead network, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
  11. Connecting non-Arrowhead devices to the Arrowhead internal network.
  12. Using the Arrowhead network to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging or pirated software or copying software to or from any school computer.
  13. Using the Arrowhead network for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the Mission of the School District. Users will not use the Arrowhead network to offer or provide goods or services or for product advertisement.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off School District premises, but using District network resources and/or equipment, also may be in violation of this policy as well as other District policies. If the District receives a report of an unacceptable use originating from a non-school computer or resource, the District may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including, but not limited to, restricted District network or equipment access and discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate School District official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

## **Hardware/Software Issues**

The District has invested a large amount of capital funds to purchase network equipment and resources for use by students and staff. The following software/hardware limitations apply to the use of District technology and communications/ data systems to protect the integrity of the network:

1. All computer hardware and software is to be treated with care at all times.
2. Staff wishing to purchase, download, or install software must contact the director of technology regarding network compatibility and integrity. Department chairs/coordinators are responsible for requesting new software and equipment during the budgeting process.
3. Only data files should be stored in user directories.
4. All users share a limited storage space. Users will delete unneeded files on a regular basis and limit storage for educational purposes only.

5. The District shall retain ownership and possessory control of its computers, hardware, and software at all times. Checkout of school-owned equipment, hardware, software, etc., is through the District Library and IT staff. Replacement costs of the equipment or software which is lost or stolen will be the responsibility of the person who has checked the materials out.

## **District Web Page and Web-Based Resources**

Materials published to the Arrowhead website and other Arrowhead web-based resources are considered official District materials and will be created by appropriate District employees. The website allows for a community and international audience to visit the District. Therefore, the construction and ongoing maintenance of webpages that represent the District are to be viewed as public information vehicles and the Arrowhead School Board has set the following guideline for District webpages and other Arrowhead web-based resources (collectively described as District webpages):

1. Pages and data contained thereon belong to the District and should reflect quality work and accurate information.
2. The District website shall be developed and maintained under the direction of District employees. These employees are responsible for the additions, changes, or alterations of District web pages. The director of technology shall serve as site coordinator and may edit or delete content when the supervisor of technology deems necessary to comply with these guidelines.
3. District web pages shall meet the same criteria established under the District's Internet Responsible Use Policies for content. District web pages shall not be linked to sites that do not meet the same criteria.
4. All content should adhere to this policy, applicable privacy policies, and laws (including, but not limited to, privacy and copyright).
5. District web pages shall be maintained and updated on a regular basis.
6. Information posted or published in online spaces should be educationally-related, non-confidential, and professional.
7. The District shall communicate this web policy to all staff and to interested students, parents, and community members.
8. Disclaimer: AHS makes no warranties of any kind, neither expressed nor implied, for the web site and Internet links it is providing. The District shall not be responsible for any damages users suffer, and the District shall not be responsible for the accuracy, nature, or quality of information gathered through the District-provided web site.

The District reserves the right to modify, add to, or delete these guidelines at any time.

## **Filter**

- A. All School District computers and student-owned devices using Arrowhead Internet access will restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography, or harmful to minors under state or federal law.
- B. All School District computers and student-owned devices using Arrowhead Internet access will restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Exceptions to this policy may be made when authorized by the director of technology and are limited to school safety issues (the Sheriff's liaison, principals in charge of discipline) to check requested sites to see if they are appropriate for District use.

## **Consistency With Other School Policies**

Use of the Arrowhead network, resources, and equipment shall be consistent with School District policies and the Mission of the School District.

## **Limited Expectation of Privacy**

- A. Users should expect only limited privacy of information created, transmitted, or stored while using the District network, resources, or equipment.
- B. Routine maintenance and monitoring of the School District network and resources may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- C. An individual investigation will be conducted if school authorities have a reasonable suspicion that the investigation will uncover a violation of law or School District policy.
- D. School District employees should be aware that data and other materials in files maintained on the School District system may be subject to review, disclosure, or discovery under state or federal law.
- E. The School District will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with School District policies conducted through the School District system.

## **Limitation on School District Liability**

Use of the School District network and resources is at the user's own risk. The system is provided on an as is, as available basis. The School District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on the District network or resources, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District network or resources. The School District will not be responsible for financial obligations arising through unauthorized use of the School District system or the Internet.

## **Parent Responsibility**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources. Parents are responsible for monitoring their student's use of the District network and resources from home or a remote location.
- B. Parents who provide students with a separate data plan for devices do so with the understanding that student usage will not be filtered.

## **Internet Use Agreement**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the School District. Use of the District network and resources requires the proper conduct of end users.
- B. A Responsible Use Agreement form must be read and signed by the user and stored by the District.
- C. Strict guidelines are provided here so that you are aware of the responsibilities you are about to acquire when you access the District network and resources.
- D. In general, this requires efficient, ethical, and legal utilization of the District network and resources.

## Arrowhead – Terms and Conditions

### **A. Arrowhead Network Responsible Use Agreement**

All District staff, students, and approved members of the community must sign this contract agreeing to abide by the following District network and resources rules.

Access to the District network and resources are offered in support of Arrowhead's educational mission to all Arrowhead school faculty and staff, enrolled students, and other members of our school community, as determined by the administration and educational technology committee(s). The network is to be used for **educational purposes**. Every Arrowhead network user is expected to act in a responsible, ethical, and legal manner, in accordance with the Arrowhead Network Responsible Use Agreement. Arrowhead High School enforces this policy at all times.

All students at AHS participate in an Internet Safety program during their freshman year of school. AHS utilizes the curriculum and videos developed by national educational safety organizations.

In accordance with state and federal laws, the District uses an Internet content filter. Further, Arrowhead High School staff provides supervision of students. However, no amount of staff supervision and external filtering of Internet resources can guarantee that objectionable material **cannot** be accessed. Ultimately, we hold the end user responsible for appropriate use.

We hold the parent(s) and guardian(s) of minors responsible for setting and conveying the standards their child(ren) should follow. Parents are responsible for monitoring their student's use of District network and resources if the student is accessing the Arrowhead network from home or a remote location.

In cases where goods and services have been purchased over the Internet that could potentially result in unwanted financial obligations, any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents/guardians.

Before District network and resources are accessed by staff/students, we ask that parents review the policy, its privileges, and responsibilities with their children. The employee/student must sign the following Agreement indicating a commitment to adhere to the responsibilities described in the-Responsible Use Agreement.

Arrowhead High School provides all parents and students with information regarding the District network and its Responsible Use Agreement during registration. Further, Arrowhead network privileges shall be made available only to those students and staff who agree to the User Responsibilities described herein. Violation of the Responsible Use Agreement may result in restricted network or equipment access or loss of network privileges, at the discretion of the educational staff and school administration. If necessary, dismissal, disciplinary, and/or legal action shall be enforced.

### **B. Arrowhead – Terms and Conditions for Arrowhead Network and Personal Device Usage**

Students/staff/community members will agree to the following in order to use the District network and personal devices on campus or during school activities. (The following is a brief summary of important School District beliefs/guidelines.

1. I agree to use the District network and resources and any personal devices for the sole purpose of achieving district educational goals, standards, and curricular objectives.

# PROCEDURE

2. I will not use any device or the District network to annoy, hinder, or harass other users. I will not interact with others on non-educational social networking sites or chat rooms during instructional time. I will not engage in cyberbullying activities and will report cyberbullying to school authorities.
3. I agree to use appropriate language on the network and in all communications I may send over the network. I will not use obscene, abusive, or threatening language, nor will I access, store, or print obscene or pornographic text or images.
4. I will not use an account other than my own, or misrepresent my identity. I will also not allow anyone else access to my Arrowhead accounts.
5. I will always practice safe online behavior, including the following: I will protect my personally identifiable information and the personal information of others. I will not take pictures or recordings of anyone without their expressed consent.
6. I understand the District has the right to monitor the Arrowhead network, services, and devices as necessary to ensure smooth network operations and acceptable use. I understand that any information sent on the District network, services, and devices used at Arrowhead are not private and that school administrators may confiscate devices.
7. I will not violate copyright law.
8. I will not use the Arrowhead network, services, or equipment for commercial or financial gain, or political advocacy.
9. I will not vandalize. I will not attempt to tamper with, alter, disable, disrupt, or adversely affect the use of network resources or equipment in any way. This includes willfully distributing a computer virus, altering computer equipment or software, bypassing the filtering system, or using the network in a manner that disrupts use for others.
10. I will not install any program on district equipment without the expressed permission of the IT department.
11. I understand that if I am using another network (i.e., data plan) within Arrowhead, I still must abide by Arrowhead policies and agreements.
12. I understand that if my Arrowhead network privileges are revoked, I will not be able to utilize District network or devices to complete assigned work.
13. I will not have my phone, smart wearable, and/or other smart or Internet enabled personal devices out in a classroom unless the instructor has explicitly given me permission to do so.

Depending on the severity of the action, optional consequences may include:

Penalties for first offense violations may include:

- Loss of usage of device (personal or school-owned) for the remainder of the class period
- Parents contacted
- Reinforce guidelines in the Student and Parent Information Guide
- Restricted network or equipment access
- Payment for damages
- Referral to administration and the police for legal action if necessary
- Suspension and dismissal

Disclaimer: The severity of some offenses may result in subsequent penalties.

Subsequent penalties may include:

- Loss of Arrowhead network privileges for a determined period of time
- Loss of usage of personal device during school operating hours
- Payment for damages, referral to building principal, legal action, suspension, dismissal, or other determined by superintendent

## DISTRICT NETWORK AND PERSONAL DEVICE RESPONSIBLE USE AGREEMENT

The following statements are a brief summary and not inclusive. The entire Communications Policy #380 is found on our website.

1. I agree to use the District network and resources and any personal devices for the sole purpose of achieving district educational goals, standards, and curricular objectives.
  2. I will not use any device or the District network to annoy, hinder, or harass other users. I will not interact with others on non-educational social networking sites or chat rooms during instructional time. I will not engage in cyberbullying activities and will report cyberbullying to school authorities.
  3. I agree to use appropriate language on the network and in all communications that I may send over the network. I will not use obscene, abusive, or threatening language, nor will I access, store, or print obscene or pornographic text or images.
  4. I will not use an account other than my own, or misrepresent my identity. I will also not allow anyone else access to my Arrowhead accounts.
  5. I will always practice safe online behavior, including the following: I will protect my personally identifiable information and the personal information of others. I will not take pictures or recordings of anyone without their expressed consent.
  6. I understand the District has the right to monitor the District network, services, and devices as necessary to ensure smooth network operations and acceptable use. I understand that any information sent on the District network, services, and devices used at Arrowhead are not private and that school administrators may confiscate devices.
  7. I will not violate copyright law.
  8. I will not use the Arrowhead network, services, or equipment for commercial or financial gain or political advocacy.
  9. I will not vandalize. I will not attempt to tamper with, alter, disable, disrupt, or adversely affect the use of network resources or equipment in any way. This includes willfully distributing a computer virus, altering computer equipment or software, bypassing the filtering system, or using the network in a manner that disrupts use for others.
  10. I will not install any program on district equipment without the expressed permission of the IT department.
  11. I understand that if I am using another network (i.e., data plan) within Arrowhead, I still must abide by Arrowhead policies and agreements.
  12. I understand that if my Arrowhead network privileges are revoked, I will not be able to utilize District network or devices to complete assigned work.
  13. I will not have my phone out in a classroom unless the instructor has explicitly given me permission to do so.
-

# PROCEDURE

After reading the rules and conditions, please do the following:

1. Sign on the line below that you have read, understand, and agree to the conditions listed.
2. Print your first and last name clearly.
3. Students received network logins and passwords in the registration mailing.

I have read and agree to the attached Terms and Conditions in the District Network and Personal Device Responsible Use Agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Print your name (student):**

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Parent/guardian Signature

\_\_\_\_\_  
Date

**Print your name (parent/guardian):**

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name



**POLICY: 390.1 EARLY COLLEGE CREDIT PROGRAM (ECCP)**

This provision is intended to implement Wisconsin law in respect to the Early College Credit 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 Early College Credit program.

Under the Early College Credit Program (ECCP), any public high school pupil (9<sup>th</sup>-12<sup>th</sup> grade) may enroll in an institution of higher education (IHE) as defined to include a UW System institution, a tribal college, or a private, nonprofit institution of higher education located in this state, for the purpose of taking one or more nonsectarian courses during a fall, spring, or summer semester, or summer session. Students may not be concurrently enrolled in more than one dual enrollment/postsecondary-earning credit program.

**The course(s) attended under the ECCP must:**

1. Be through an accredited postsecondary institution of higher education within the State of Wisconsin.
2. Not be comparable to another course offered within the district.
3. Understand the District will pay a lifetime maximum of 18 postsecondary credits per qualifying high school student.

**Qualifications to apply for the ECCP – The student must:**

1. Be in good academic standing as determined by the District and be on track for on-time high school graduation; and
2. Meet the requirements and prerequisites of the course; and
3. Submit the application to the IHE in the manner and within the time limits established by state law and District policy; and
4. Notify the District of the intention to enroll in a course through the ECCP in the manner and within the time limits established by state law and District policy; and
5. The student is not ineligible to participate in the program for failure to reimburse the District for a technical college or Technical College Credit Program course they failed to complete or in which they received a failing grade; and
6. Follow and complete the application and all other provisions outlined below.

**Application procedures – The student must:**

1. Research courses aligned to his/her Academic and Career Plan; and
2. Discuss the ECCP option with his/her high school counselor; and
3. Submit the required application, working with the high school counselor or District director of learning, to the Institution of Higher Education including:
  - a. The title(s) of the course(s); and
  - b. The number of credits of each course; and
  - c. Specify that, if admitted to the course(s), the Institution of Higher Education may disclose the grade earned, the courses taken, and the attendance record to the District; and
  - d. Apply by the established due date.
4. Notify the District of the intention to enroll in the Institution of Higher Education to take a course(s) through the ECCP, including:
  - a. The title(s) of the course(s); and
  - b. The number of credits of each course; and
  - c. Specification if the course(s) will be taken for high school credit or postsecondary credit; and
  - d. Be submitted by March 1 if the student intends to enroll in the fall semester, and by October 1 for the spring semester, and February 1 for the summer semester or session.

5. Immediately notify the District director of instruction if not admitted to the course(s) specified in the notice and if admitted to attend a different course, by the Institution of Higher Education, so that the District may evaluate that course for qualification of acceptance.
6. Students have the right to appeal a School District's decision to the state superintendent within 30 days of the decision (determinations regarding comparability of courses, satisfaction of high school graduation requirements and the number of high school credits to be awarded).

The District is required by state statute to make the following decisions and provide notices regarding such decisions regarding the student's application for the ECCP:

1. Determine if the course(s) selected is comparable to a course offered in the District. If the course(s) is deemed comparable by the District, the student/parent is responsible for the tuition and fees for each course.
2. Determine whether each course satisfies any of the District's graduation requirements.
3. Determine the number of high school credits to be awarded for each course, if any.
4. Notify the student of the determination made under items 1 – 3 above, in writing, before the beginning of the semester in which the student will be enrolled in the course. If the District has been notified by the student that he/she has not been admitted to the course for which he/she originally applied, and gave notice of, but has been admitted to a different course, the District must inform the student of its determinations made under items 1 – 3 above as soon as practical.
5. If a student disagrees with the district's decision regarding comparability of courses, satisfaction of high school graduation credits, or the number of high school credits to be awarded for the course, the student may appeal the District's decision to the State Superintendent of Public Instruction (DPI). The State Superintendent's decision is final and is not subject to review.

**Provisions while taking the course(s) – The student/parent must:**

1. Provide all transportation, and related expenses, to and from the Institution of Higher Education for the course(s), except as may be required by a student's special education individualized education program (IEP).
2. Understand that taking a course(s) through the ECCP starts the student's official college transcript.
3. Adhere to the provisions in the ECCP cost sharing model:
  - a. When the course is approved for high school credit only, or for both high school credit and postsecondary credit, the District will pay the state-determined allowable tuition cost directly to the Institution of Higher Education. The District will obtain state aid reimbursement, of approximately 25%, through an itemized report to the DPI, in accordance with the cost-sharing mechanism in the law.
  - b. When the course is approved for only postsecondary credit and the course is not comparable to a course in the District, the student/parent will be responsible for paying 25% of the state-determined allowable tuition charge for the course. This payment is due to the District after approval of the course from the District and the Institution of Higher Education, and on or after the first day of the course at the Institution of Higher Education. If this payment by the student/parent would cause undue financial burden to the family, as determined by the DPI and/or federal poverty/free lunch rates, the 25% tuition rate shall be waived.
  - c. Reimburse the District for the costs of each course taken at an Institution of Higher Education if the student receives a failing grade or fails to complete the course. If such reimbursement is not made to the District, that student may be ineligible, during the course of that student's high school years, for any further participation in courses under the Early College Credit Program, the Technical College Course Program/Start College Now, or any other dual enrollment program where postsecondary credit is earned.

**POLICY: 390.2 TECHNICAL COLLEGE CREDIT PROGRAM (TCCP)/START COLLEGE NOW PROGRAM**

This provision is intended to implement Wisconsin law in respect to the Technical College Credit 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 Technical College Credit program.

Under the Technical College Credit Program (TCCP), also referred to as the “Start College Now” program, a student who has completed 10<sup>th</sup> grade and who is eligible and wishes to attend courses at a technical college must use the required application form from the technical college. Students may not be concurrently enrolled in more than one dual enrollment/ postsecondary-earning credit program.

**The course(s) attended under the TCCP must:**

1. Be through a school in the Wisconsin College Technical System; and
2. Not be comparable to another course offered within the District; and
3. Understand the District will pay a lifetime maximum of 18 postsecondary credits per qualifying high school student.

**Qualifications to apply for the TCCP – The student must:**

1. Have completed 10<sup>th</sup> grade; and
2. Be in good academic standing as determined by the District and be on track for on-time high school graduation (not at risk of not graduating from high school as defined in section 118.153 of state statutes); and
3. Meet the requirements and prerequisites of the course; and
4. Not have disciplinary records in high school unacceptable to the technical college; and
5. Submit the application to the technical college in the manner and within the time limits established by state law and District policy; and
6. Notify the District of the intention to enroll in a course through the TCCP in the manner and within the time limits established by state law and District policy; and
7. The student is ineligible to participate in the program for failure to reimburse the district for a technical college or Early College Credit Program course they failed to complete or in which they received a failing grades; and
8. Follow and complete the application and all other provisions outlined below.

**Application procedures – The student must:**

1. Research courses aligned to his/her Academic and Career Plan; and
2. Discuss the TCCP option with his/her high school counselor; and
3. Submit the required TCCP/Start College Now application, working with the high school counselor or District director of learning, to the technical college by March 1 if the student intends to enroll in the fall semester, and by October 1 for the spring semester; and
4. Notify the District if the intention to enroll in the technical college to take a course(s) through the TCCP, including:
  - a. The title(s) of the course(s); and
  - b. The number of credits of each course; and
  - c. Specification if the course(s) will be taken for high school credit or postsecondary credit; and
  - d. Be submitted by March 1 if the student intends to enroll in the fall semester, and by October 1 for the spring semester; and

- e. Immediately notify the District director of instruction if not admitted to the course(s) specified in the notice and if admitted to attend a different course, by the technical college, so that the District may evaluate that course for qualification of acceptance.

The District is required by state statute to make the following decisions and provide notices regarding such decisions regarding the student's application for the TCCP:

1. Determine if the course(s) selected is comparable to a course offered in the District. If the course(s) is deemed comparable by the District, the student/parent is responsible for the tuition and fees for each course.
2. Determine whether each course satisfies any of the District's graduation requirements.
3. Determine the number of high school credits to be awarded for each course, if any.
4. Notify the student of the determination made under items 1 – 3 above, in writing, before the beginning of the semester in which the student will be enrolled in the course. If the District has been notified by the student that he/she has not been admitted to the course for which he/she originally applied, and gave notice of, but has been admitted to a different course, the District must inform the student of its determinations made under items 1 – 3 above as soon as practical.
5. If a student disagrees with the District's decision regarding comparability of courses, or the course(s) will not meet a high school graduation requirement, the student may appeal the District's decision to the State Superintendent of Public Instruction (DPI). The State Superintendent's decision is final and is not subject to review.
6. The District is required by state statute to pay the cost of tuition and books for eligible technical college courses taken by the student for high school or dual credit, except for:
  - a. Any course(s) that are comparable to courses offered in the District.
  - b. Any postsecondary credits at technical colleges or institutions of higher education that exceed the limit of 18 postsecondary credits per student.
  - c. A student with a disability, as defined by state statute 115.76(5), who has been refused attendance at a technical college because the District determines that the cost would impose undue financial burden to the District.

**Provisions while taking the course(s) – The student/parent must:**

1. Provide all transportation, and related expenses, to and from the technical college for the course(s), except as may be required by a student's special education individualized education program (IEP).
2. Understand that taking a course(s) through the TCCP starts the student's official college transcript.
3. Reimburse the District for the costs of each course taken at a technical college if the student receives a failing grade or fails to complete the course. If such reimbursement is not made to the District, that student may be ineligible, during the course of that student's high school years, for any further participation in courses under the Early College Credit Program, the Technical College Course Program/Start College Now, or any other dual enrollment program where postsecondary credit is earned.