

POLICY: 323. CORRESPONDENCE COURSES

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 correspondence courses from UW-Extension or other accredited institutions for a class that has been failed previously.
- C. Other external courses that students enroll in while at Arrowhead must be administratively approved.
- D. Final exams are required and must be administered under school supervision at Arrowhead.
- E. Documentation of course completion must be received by the guidance office five days before awarding the diploma or participating in the graduation ceremony.

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 by competent and qualified authors and producers.

- F. Materials shall be chosen to foster respect for all persons and shall realistically represent our pluralistic society, along with the roles and life styles open to both men and women 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, BOOKLIST, SCIENCE BOOKS AND FILMS, ENGLISH JOURNAL, VOYA, KIRKUS REVIEWS, WILSON SENIOR HIGH LIBRARY CATALOG, 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, etc.
- M. Recommendations from nationally recognized educational web sites, to include, but not limited to: Wisconsin Department of Public Instruction's WINSS site and the American Library of Congress.
- N. Materials that may require parental approval shall be clearly identified during the selection rationale process.

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 his or her 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 building 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 in charge of the building where the challenged material is being used 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 in charge of the building 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. Each building office and the School District's central office shall keep on hand and make available Citizen Request for Reconsideration Forms. 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.
6. A request to remove a book from both the school libraries and from the curriculum requires two separate hearings.

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 building principal, one library media specialist (from the non-involved building), 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 building principals 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 his or her 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 one of the school media specialists and the administrative staff member 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. Librarians 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, she/he 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 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, she/he 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*): _____

Paperback: _____ Hardcover: _____

Request initiated by (*please print*): _____

Telephone: _____

Address: _____

Complainant represents:

_____ Himself/Herself

_____ Organization (*name*): _____

_____ Other Group (*identify*): _____

1. Have you been able to discuss this work with the teacher or librarian 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 librarian, seem a suitable one for you?

_____ Yes _____ No

If not, please explain: _____

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

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

The high school grading system is unweighted and is based on a 4.0 grade point scale. Class rankings shall be maintained starting with the early enrollment students, ninth grade and continuing through 12th grade. Semester grades shall be used to calculate grade point average (GPA) for class rank. Only high school level academic subjects approved by the Board, or its designee, shall be included in computing semester grades.

The following special provisions apply when determining class rank:

1. Grades received by students for courses taken at a Wisconsin technical college or university for dual credit or high school credit shall be included in determining the student's GPA.
2. Grades, except for pass/fail, received by students for courses taken at other public school or approved alternative programs shall be included in determining the student's GPA.
3. A passing grade for a pass/fail course shall reflect a credit on the transcript but shall not be used to determine GPA. Students may also receive credit for an "E" grade; however, the grade shall not be counted in the student's GPA.
4. Grades earned in courses taken through home-based private educational systems or alternative programs shall be included in GPA calculations.
5. Grades earned by a student in another country or through study abroad shall not be used to determine GPA.
6. When a student completes a course with a passing grade, the course may be taken a second time. The highest grade and credit shall be used to determine credit and grade point average.
7. Driver's Education shall not receive credit or be included in the student's GPA.

POLICY: 351. GRADUATION REQUIREMENTS

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

The District considers four major components in determining whether or not a student shall receive a diploma. Components include credits earned, academic performance criteria, and other academic criteria.

Beginning September 1, 2001, 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, 4 mathematics credits, 2 vocational education credits, 3 physical education credits, 1 health credit, and 2 fine arts credits.

ARROWHEAD UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION DIPLOMA POLICY

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

1. **Diploma** – The student has met the above stated requirements established by Board policy.
2. **Equivalency Diploma** – The student has completed the requirements as established by the State of Wisconsin and recognized by the Arrowhead Union High School District Board of Education. Students from OASIS and Wisconsin Technical College - Equivalency/Associate Degree Programs would be eligible for this diploma.
3. **External Diploma** – This diploma is for adults who are 22 years or older that have met the requirements established by the State of Wisconsin.
4. **Certificate of Attendance** – Upon request, this certificate is awarded to those students who attended Arrowhead for four years and did not meet the requirements for graduation. Visiting students in the foreign exchange program are also eligible for this certificate.

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

Guidance 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 shall have a dress code so that no one individual causes a distraction or disruption.
 - a. Young men shall wear dress slacks (non-denim), appropriate footwear (no sandals or tennis shoes), socks, a dress shirt with collar and necktie under their graduation gown.
 - b. Young ladies shall wear an appropriate dress, skirt, or dress slacks (no denims or cords) with a shirt or blouse, and dress shoes under their gown, along with the collar that comes with the gown (you may want to stitch the collar to the gown). Nylons are recommended.
 - c. The gown shall not be tampered with nor shall any writing on mortarboards be accepted.
4. Students shall remain silent throughout the ceremony and shall show proper respect and dignity to all speakers and programs during the graduation ceremony.
5. No noisemakers, liquid string, beach balls, or any other inappropriate fun makers shall be allowed. Anyone not adhering to these rules shall not be allowed to go through the ceremony. Anyone not behaving during the ceremony shall be asked to leave.

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 THE NORTH CAMPUS HIGH SCHOOL OFFICE NO LATER THAN 4/22/02

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 shall not be allowed to go through the graduation ceremony. I also understand that by signing this commitment, the student shall go through the ceremony following the above guidelines.

Student's Name (*please print*)

Date

Student's Signature

Signature of Parent/Guardian

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

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 inservice 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 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: 366. CHILDREN AT RISK

Children at risk at the high school level are defined as:

1. Dropouts, or
2. Pupils who have been absent for 20 school days or more during the school year without acceptable excuse under Wisconsin Statutes, or
3. Pupils who are parents, or
4. Pupils who have been adjudicated delinquent,

And children who are:

5. One or more years behind their age and grade level
 - a. in the number of credits attained (high school), or
 - b. in mathematics or reading instructional levels.

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, education for employment and vocational education programs.

POLICY: 371. STUDENT RECORDS

Dear Parents of *[school year date]* Arrowhead High School Students:

The purpose of this letter is to let you know that Arrowhead High School is again planning to publish a directory containing the names of students, their parent/guardian, home address, and home phone number. This directory is designed to be a ready reference of phone numbers that parents and students can use to contact each other. Our plans for next year are to again include the student directory as part of the Arrowhead High School Student Handbook. The handbook contains information about Arrowhead High School and the policies and procedures under which we operate.

State Statute 118.125(2)(j) provides that certain personally identifiable information contained in a student's record is directory data and may be disclosed without prior written consent. This directory data includes:

1. Student's name
2. Student's address and telephone number
3. Date and place of birth
4. Grade
5. Age
6. Participation in officially recognized activities
7. Weight and height of members of athletic teams
8. Degrees and awards received
9. Name of school previously attended
10. Student's dates of attendance
11. Student's photograph
12. Video productions

Part of the statutes regulating directory data provides a 14-day period for a parent/guardian to advise the school that any or all of the information contained in the above list should be withheld from distribution as directory information. In addition, the "No Child Left Behind Act of 2001" states that a student or parent may request that the student's name, address, and telephone number not be released to military recruiters or institutions of higher education without prior written parental consent.

With those provisions in mind, and prior to the publication of this directory, if you would like any or all of this information withheld, please notify me, ***in writing***, by no later than *[date to be established]*.

Please feel free to give me a call if you have any questions regarding the contents of this letter.

Sincerely,

Craig Jefson
Superintendent

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 shall cause to be developed a method to inform users of District networks of: (1) why the networks are being made available for use in the District; (2) District limitation regarding control of information contained on the Internet and similar computer networks (e.g., access to inappropriate material); (3) what is expected of persons provided access to computer networks; 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 computer equipment and networks and compliance with established computer use policies and rules.

PROCEDURES:

General Statement of Policy

The School District of Arrowhead High School shall make communications/data systems, including the Internet, available to students and staff as necessary to support the District's educational mission. School District staff shall help and guide students as they develop the intellectual skills needed to select from among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use information to meet educational goals. The School District expects that faculty will blend thoughtful use of the School District computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Limited Purpose Network

The School District is providing students and employees with access to the School District's computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The School District system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. 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. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

Use of System is a Privilege

The use of the School District system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the School District system or the Internet 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. Alternative instructional materials shall be made available to students who lose access privileges to District technology when the instruction lost as a result of denial of privileges is necessary for successful completion of required assignments.

Unacceptable Uses

- A. The following uses of the School District system and Internet resources or accounts are considered unacceptable:
 1. Users will not use the School District system 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. Users will not use the School District system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
3. Users will not use the School District system 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 and will not post information or materials that could cause damage or danger of disruption.
4. Users will not use the School District system 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 harassment or discrimination.
5. Users will not use the School District system 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. Users will not use the School District system to engage in any illegal act or violate any local, state or federal statute or law.
7. Users will not use the School District system to vandalize, damage, or disable the property of another person or organization, will not 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 School District system software or wiring, or take any action to violate the School District system's security and will not use the School District system in such way as to disrupt the use of the system by other users.
8. Users will not use the School District system 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.
9. Users will not use the School District system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including but not limited to, home addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a) This paragraph does not prohibit the posting of employee contact information on School District web pages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b) Employees creating or posting school-related web pages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students.
10. Users will not attempt to gain unauthorized access to the School District system or any other system through the School District system, 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. Network infrastructure integrity prohibits the connection of non-Arrowhead devices to the AHS network. Users will not attach equipment to the cable plant that serves the data and voice systems without express authorization in writing from the director of technology or his/her designee.
 - a) Data connection prohibitions include, but are not limited to, computer workstations, laptops/notebooks/tablet PCs, file servers, printers, networkable scanners, network switches, or hubs, routers, PDAs, PDA/cell phone combination units, and all other wired or wireless devices. This prohibition includes connecting to the network via a wireless connection.

- b) Voice connection prohibitions include, but are not limited to, analog telephones, IDSN (digital) telephones, FAX machines, and modems.
 - c) Televisions and VHS/DVD players may be attached to the cable TV distribution system without express authorization.
 - d) USB drives connected to individual workstations are permitted.
12. Users will not use the School District system 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, and will not plagiarize works they find on the Internet.
13. Users will not use the School District system 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 School District system to offer or provide goods or services or for product advertisement. Users will not use the School District system to purchase goods or services for personal use without authorization from the appropriate School District official.
- 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 School District policies. If the School District receives a report of an unacceptable use originating from a non-school computer or resource, the School 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, suspension or cancellation of the use or access to the School District computer system and the Internet 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. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.
- D. Appropriate etiquette is expected and required of all users, students, staff, and constituents.

Hardware/Software Issues

The following software/hardware limitations apply to the use of District technology and communications/data systems to protect the integrity of the network:

1. The District has invested a large amount of capital funds to purchase computers for use by students and staff. 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 turning in a list of requested software to the director of technology by May 15th in order to insure staff enough preparation time to acquire and install the requested software by the beginning of school in the fall. Software that does not meet this deadline will fall to the end of the IT department's work list.
3. Only data files should be stored in user directories.
4. The system administrator reserves the right to set quotas for disk storage for users. A user who exceeds their quota shall be advised to delete files to return to compliance. Failure to delete files when requested shall result in loss of computer use privileges.

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., shall be at the discretion of the building principal. See attached form for checkout procedures.

District Web Page

Because of the public nature of web sites on the Internet, the Arrowhead School Board has adopted the following guidelines for the District web pages:

1. To facilitate communication within the District, numerous official web pages may be created, each with a separate purpose and target audience. These may include: (1) web pages with general information about the School District for students, staff, parents, and the world at large; (2) library media web pages intended to provide links to Internet resources; (3) web pages that provide general administrative information such as details on specific School Board actions, policies, and rules; (4) web pages designed to display student projects and talents; and (5) any other web page deemed valuable to the District.
2. The District web site shall be developed and maintained under the supervision of District employees. These employees are responsible for the additions, changes, or alterations of District web pages. The library media specialists shall serve as site coordinators and may edit or delete content when they deem necessary to comply with these guidelines.
3. District web pages shall meet the same criteria established under the District's Internet Acceptable Use Policies for content. District web pages shall not be linked to sites that do not meet the same criteria.
4. In order to provide for oversight and quality control of information placed on the Arrowhead web pages, the following criteria must be followed:
 - A. Quality Control Issues – All web pages must include a title that appropriately describes the content of the page; well-edited text, including correct spelling and grammar; factually correct information; and information and graphics that adhere to all School District policies or guidelines.
 - B. Copyright/Trademark Issues – Arrowhead web pages shall comply with legal requirements regarding the use, reproduction, and distribution of copyrighted works. Therefore, no copyrighted information should be placed on the District web page except with the written permission from the creator of the work, or otherwise permitted by law. Official trademarks or logos also may not be placed on District web pages without receiving appropriate permission. All graphics and images should be copyright free or the user must have the written consent of the creator.
 - C. Privacy Issues – Because web pages on the Internet are public in nature, they can be accessed by a variety of people in a variety of locations. District web pages may identify students in one of two ways — photos of students without names may be used, or first and last names of students may be used without photos.
5. District web pages shall be maintained and updated on a regular basis.
6. The staff is encouraged to use District web pages to provide information to the public on school events, curriculum, programs, policies, staff and student accomplishments, and so on. However, District web pages are not to be used as “personal web space,” as the sites are seen as official publications of the District.
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 with Internet access and available for student use will be equipped to 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 with Internet access, not just those accessible and available to students, will be equipped to 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) and one computer in each building needed to check requested sites to see if they are appropriate for District use.

Consistency With Other School Policies

Use of the School District computer system and use of the Internet shall be consistent with School District policies and the Mission of the School District.

Limited Expectation of Privacy

- A. By authorizing use of the School District system, the School District does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the School District system.
- B. Routine maintenance and monitoring of the School District system may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.
- D. Parents have the right to request the termination of their child's individual account at any time.
- E. 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.
- F. 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 system 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 School District diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The School District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the School District system. The School District will not be responsible for financial obligations arising through unauthorized use of the School District system or the Internet.

Parent Responsibility: Notification of Student Internet Use

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the School District system and of the Internet if the student is accessing the School District system from home or a remote location.

- B. Parents will be notified that their students will be using School District resources/accounts to access the Internet and that the School District will provide parents the option to request that their child not have Internet access. This notification should include:
 - 1. A copy of the Authorized Use Agreement form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A statement that the Internet Use Agreement must be signed by the user.
 - 4. A statement that the School District's entire Communications/Data Policy 380 is available on the school website.

Parental Opt Out Form or Negative (Reverse) Check-off Form

Because so many valuable information resources are now accessed via the AHS communications/data systems and the Internet, denying students access to such information resources is like restricting student access to textbooks in years past.

Instead of requiring all 2000+ students at AHS to return a parental permission form granting them access to the AHS communications/data systems, including the Internet, AHS has elected to provide all parents with information regarding the vital role these communications/data systems and the Internet now play in the provision of educational resources to students. AHS further provides all parents and users with a copy of the terms and conditions regulating use of the AHS communications/data systems and the Internet.

AHS further provides a negative check-off or reverse check-off form for parents to sign if they do not wish their students to access these information resources. However, staff at AHS believes strongly in the importance of student access to the AHS communications/data systems and the Internet for educational and informational resources. These systems, and the Internet, are an "electronic highway" connecting millions of computers all over the world and millions of individual users.

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 School District computer system and the Internet requires the proper conduct of the end users.
- B. An Internet Use Agreement form must be read and signed by the user. This form will then be filed at the school office.
- C. Strict guidelines are provided here so that you are aware of the responsibilities you are about to acquire when you access the AHS communications/data systems and the Internet.
- D. In general, this requires efficient, ethical, and legal utilization of the communications network resources. If an Arrowhead user violates any of these provisions, his or her account with AHS shall be terminated, and future access may be denied.

Arrowhead — Terms and Conditions

A. Arrowhead Network Acceptable Use Policy

All staff and students at Arrowhead High School, and approved members of the community, must sign this contract agreeing to abide by the following AHS network rules before they shall be assigned an Arrowhead network account.

The Arrowhead Network is a computer network being developed to connect people and information in support of Arrowhead High School's educational mission. Access to Arrowhead Network resources is a privilege offered 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**, defined as purposes directly related to an Arrowhead High School assignment, project, project job, or function for which the user is responsible. Every Arrowhead Network user is expected to act in a responsible, ethical, and legal manner, in accordance with the Arrowhead Network Acceptable Use Policy. 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 and such training takes place during freshman social studies classes.

In accordance with state and federal laws, Arrowhead High School subscribes to an Internet filter. Further, Arrowhead High School staff provides "on site" supervision of all computer labs/libraries, and students are not allowed to work in unsupervised computer labs. 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 of the Arrowhead High School Network and for **not** accessing inappropriate, non-educational material. We hold the parent(s) and guardian(s) of minors responsible for setting and conveying the standards that their child(ren) should follow.

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information resources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the School District system and of the Internet if the student is accessing the School District system 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.

Before an Arrowhead Network account can be offered to 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 their commitment to adhere to the responsibilities described in the Acceptable Use Policy.

Arrowhead High School provides all minor students/staff with information regarding the Arrowhead Network and its Acceptable Use Policy in a yearly mailing. Further, AHS has instituted a negative check-off policy in which those parents who do **not** wish their minor students to access the Arrowhead Network, must sign and return to school the following Non-Consent form. Arrowhead High School supports and respects each family's right to decide whether or not to accept Arrowhead Network access. Further, Arrowhead Network privileges shall be made available only to those students and staff who agree to the User Responsibilities

described herein. Once agreed to, violation of the Acceptable Use Policy may result in restricted network 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 Computer Usage

Students/staff/community members will agree to the following in order to use the AHS Network. (The following is a brief summary of important School District beliefs/guidelines. To read the entire Communications/Data Policy and Procedures #380, please access the AHS website.)

1. I agree to use the Internet for educational purposes only.
2. I will not use the computer to annoy, hinder, or harass other users.
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 agree to use all computer and network resources appropriately. I will not give out my user name and password to others.
5. I will always practice “safe” Internet behavior, including the following. I will not post any personal information about myself or about other students on the Internet. I will not interact with other individuals on non-educational social networking websites or in non-educational chat rooms. I will not engage in “cyber-bullying” activities. I will report incidents of “cyber-bullying” directed at me to school authorities.
6. I understand that Arrowhead High School has the right to monitor student accounts as necessary to ensure smooth network operations and acceptable use. I understand that files saved in my user directory are not private and that school administrators may search my user directory if needed.
7. I understand that AHS does not guarantee the accuracy of any information found on the Internet or the safety of any materials saved on district servers, hard drives, etc.
8. I will not violate copyright law.
9. I will not use my account or the network or School District equipment for commercial or financial gain.
10. I will not vandalize. I will not attempt to disable, disrupt, or adversely affect the use of network resources or network equipment in any way. I will not tamper with or alter the computers or other associated equipment or software, including the filtering software. I will not attempt to bypass the filtering system.
11. I understand that if my computer privileges are revoked, I will not be able to utilize Arrowhead computers or network to complete assigned work.

Penalties for first offense violations may include:

- 2 week loss of library/computer lab access
- 2 week loss of network use privileges
- Network/user space restrictions
- Payment for damages
- Referral to building principal and the police
- Suspension and dismissal

Subsequent penalties may include:

- 30-90 days loss of library/computer lab privileges
- Loss of network use privileges for 30-90 days
- Payment for damages, referral to building principal, legal action, suspension, and dismissal

Third offense penalties for students include:

- No network/computer use privileges for the duration of your Arrowhead experience
- Payment for damages, legal action, etc.

STUDENT/COMMUNITY COMPUTER USE AGREEMENT FORM

Students, you and your parents were sent a copy of the rules of Computer/Internet use at Arrowhead in the summer mailing. The following statements are a brief summary and not inclusive. The entire Communications Policy #380 is found on our web site.

1. I agree to use the Internet for educational purposes only.
2. I will not use the computer to annoy, hinder, or harass other users.
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 agree to use all computer and network resources appropriately. I will not give out my user name and password to others.
5. I will always practice "safe" Internet behavior, including the following. I will not post any personal information about myself or about other students on the Internet. I will not interact with other individuals on non-educational social networking websites or in non-educational chat rooms. I will not engage in "cyber-bullying" activities. I will report incidents of "cyber-bullying" directed at me to school authorities.
6. I understand that Arrowhead High School has the right to monitor student accounts as necessary to ensure smooth network operations and acceptable use. I understand that files saved in my user directory are not private and that school administrators may search my user directory if needed.
7. I understand that AHS does not guarantee the accuracy of any information found on the Internet or the safety of any materials saved on district servers, hard drives, etc.
8. I will not violate copyright law.
9. I will not use my account or the network or school district equipment for commercial or financial gain.
10. I will not vandalize. I will not attempt to disable, disrupt, or adversely affect the use of network resources or network equipment in any way. I will not tamper with or alter the computers or other associated equipment or software, including the filtering software. I will not attempt to bypass the filtering system.
11. I understand that if my computer privileges are revoked, I will lose my network privileges and not be able to utilize Arrowhead computers or network to complete assigned work. Other, more severe penalties, may be imposed.

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. You will receive your network login and password during the first week of school.
4. Please keep the top part of this form for reference.

I have read and agree to the attached Terms and Conditions for Computer Use at Arrowhead High School.

Signature

Date

Print your name:

First Name

Last Name

COMMUNICATIONS/DATA SYSTEMS PARENTAL OBJECTION FORM

This objection applies to the 2011/2012 school year and must be specifically renewed prior to the beginning of each school year.

Student's Name _____

I object to _____ using the AHS communications/data systems and the Internet during the 2011/2012 school year.

PARENT/GUARDIAN SIGNATURE: _____

Date: _____

STAFF COMPUTER USE AT ARROWHEAD

I have read and understand the Arrowhead High School Policy/Procedure 380: Communications/Data Systems

Signature

Date

Print your name:

First name

Last name

STAFF COMPUTER EQUIPMENT CHECKOUT FORM

Date _____

Name _____

Equipment signed out: _____

Reason for request: _____

Signature of Building Principal _____

Date to be Returned _____

Staff Signature _____

DATE OF BOARD APPROVAL: AUGUST 18, 2010

POLICY: 390. YOUTH OPTIONS PROGRAM

Any junior or senior in the District may participate in the Youth Options Program in accordance with state law requirements and established procedures. The Youth Options Program provides eligible students an opportunity to take courses at technical colleges and institutions of higher education while in high school. Students interested in participating shall inform the District of their intention to take postsecondary courses under this program prior to enrollment in the course(s) and within designated timelines.

The Board shall determine whether a course taken through the Youth Options Program is comparable to a course offered in the District, whether it satisfies graduation requirements, and what, if any, high school credits will be awarded to the student.

Courses taken as part of the Youth Options Program shall be paid for as follows:

1. If the course is taken for high school credit and the course is not comparable to a course offered in the District, the Board shall pay the tuition and fees for the course.
2. If the course is taken for postsecondary credit only, or the course taken is comparable to a course offered in the District, the student shall pay the tuition and fees for the course.
3. If the student attending courses at a technical college under the program is a child with a disability, the Board shall also pay the costs of any special services required for the student as determined jointly by the District and technical college. The District may refuse to permit a child with a disability to attend a technical college under this program if it determines that the cost to the District would impose an undue financial burden on the District.
4. The District shall pay for no more than the equivalent of 18 postsecondary semester credits (4½ high school credits) per student. *{2003 Wisconsin Act 131 authorizes school boards to establish a written policy limiting the number of credits for which the school board will pay under the Youth Options Program law to the equivalent of 18 postsecondary semester credits per student. If a district does not want to limit the number of postsecondary semester credits paid for by the district through the Youth Options Program, this statement should be deleted.}* The District shall not, however, limit the number of postsecondary semester credits a student may take at his/her own expense.
5. The District shall pay only for the courses that are successfully completed. If a student receives a failing grade in a course, or fails to complete the course, the student's parent/guardian or the student, if an adult, is responsible for reimbursing the District for payment of the tuition and fees paid by the District. If this reimbursement is not made, the student on whose behalf the payment was made is ineligible for any further participation in the Youth Options Program. *{2003 Wisconsin Act 131 authorizes school boards to request reimbursement as outlined. If a district does not want to do so, this statement should be deleted.}*

Students participating in the Youth Options Program shall be responsible for providing their own transportation to and from postsecondary courses under this program.

The superintendent or his/her designee shall administer the Youth Options Program in the District.

All 9th, 10th, and 11th grade students enrolled in this District shall be informed of the Youth Options Program annually.