

**POLICY: 614. ELEMENTARY STUDENT ENROLLMENT**

1. Course Fees – Course fees shall not be charged.
2. Transportation – Transportation is not the responsibility of Arrowhead High School.
3. Application for Early Enrollment ([form](#) and [procedures](#)) is to be completed by February 15 and submitted to the South Campus counselor designee, who will consult with the director of learning and determine appropriateness.

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

Any Arrowhead area student receiving special education services or deemed at risk who wishes to participate at Arrowhead Union High School before their freshman year must follow these procedures:

- Step 1: Prior to enrollment application, a meeting must be held at the student's K-8 school involving pupil service staff to discuss the appropriate options available to the student based upon the student's specific transition needs. The pupil service staff must make a recommendation to the K-8 district administrator and the high school special education director. K-8 district administrator approval to proceed beyond Step 1 is required.
- Step 2: The pupil service staff and family must complete the enrollment application. This form is available from the high school special education office. It is helpful if a completed high school registration forms packet is completed at the same time. The enrollment application, copy of the student's IEP (Individualized Educational Program) or At-Risk Plan, and completed high school registration forms packet needs to be completed and brought to the meeting in Step 3.
- Step 3: An IEP meeting or At Risk intake meeting is required including the K-8 district administrator or their appointee, the director of special education or their appointee, a high school administrator, and pupil service representatives from each school. The team meeting will identify high school transition needs, develop a description of activities, including start/end dates, personnel working with the student, transportation needs, and any other student specific needs based upon transition needs.
- Step 4: The transition plan will be implemented as determined at the Step 3 meeting pending final approval of the K-8 district administrator for billing costs and educational liability. It will be reviewed based upon the timeline established in Step 3.

**POLICY: 616. GRADE PLACEMENT**

Students entering the Arrowhead Union High School are required to complete official registration procedures prior to admittance and assignment to a grade or schedule of classes. Students transferring from other schools or a home-based education program shall provide the District with transcripts and/or other records evidencing their level of academic achievement, subjects completed, credits earned, and results of standardized testing.

Students who have been in attendance in a Home-Based Private Educational Program shall provide the following documentation of the home-based program:

1. A copy of Home-Based Private Education form – Wisconsin DPI Form PI-1206 (Rev. 1/86).
2. A copy of the school calendar that verifies that each school term of Home-Based Education instruction consisted of a minimum of 875 hours [s. 118.165(1)].
3. Copies of the sequential curriculum that was taught in the six (6) mandated subject areas [s.118.165(1)(d)].
4. Records of student performance for each course taken.

In making the placement decision, the principal or designee may require that a placement exam or evaluation be completed so that the student shall be appropriately placed in course or grade. This may consist of individual or group achievement and ability tests, but is not limited only to this form of assessment. The principal or designee may consider the age, mental ability, social and emotional development, and academic progress of the student when making the placement. Placements shall be probationary for thirty days in the best interests of the student, and, if after review a new placement is necessary, it shall be made within five days after the probationary period.

Placement and/or credit authorization in grades 9 through 12 shall be determined by credit evaluation from recognized or accredited public or private educational institutions and shall be accepted as recorded. If placement and/or credit authorization is from a noninstitutional program, then credits shall be recorded on the student's permanent record as "satisfactory."

POLICY: 621. EXCHANGE STUDENTS

PROCEDURES FOR THE ACCEPTANCE OF  
FOREIGN OR EXCHANGE STUDENTS

PROCEDURES

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

INDIVIDUAL PROGRAM – TUITION BASED:

Foreign students who wish to enter as individuals (without recognized organizational support) shall be accepted under the following conditions:

1. The sponsor must be empowered to act as legal guardian for the student during his/her stay in the District and establish, to the satisfaction of the superintendent, that he/she is financially and otherwise able to act as sponsor.
2. The sponsor must accept, in writing, complete responsibility for the student, including responsibility for all of the student's financial, medical, travel, and legal needs. The sponsor shall be responsible for seeing that the student shall not hold employment or drive a vehicle while enrolled in the Arrowhead Union High School.
3. The student is required to have fluency in speaking English. The District shall not provide special instruction in English for foreign students.
4. All credentials or other data supporting the request of the proposed exchange student shall be furnished to the School District prior to the time when a prospective student exits his/her native country.
5. All processing of requests shall be made through the school administration with final approval made by the superintendent.
6. Foreign students accepted under the policy and procedure shall be treated as resident pupils.
7. The student shall be denied attendance in the Arrowhead Union High School District if these conditions are not met.

**POLICY: 622. ADMISSION OF NONRESIDENT STUDENTS**

**121.84 Tuition waiver; special cases.** (1)(a) A School Board may permit a pupil who is enrolled in a school under its jurisdiction and is a resident of the School District at the beginning of the school year to complete the school year at the school without payment of tuition, even though the pupil is no longer a resident of the School District.

(b) Upon request of a pupil's parent or guardian, a School Board of a district operating high school grades shall permit a pupil who has gained 12<sup>th</sup> grade status in a high school under its jurisdiction and is a resident of the School District at the time of gaining such status to complete 12<sup>th</sup> grade at the high school without payment of tuition, even though the pupil is no longer a resident of the School District.

(c) A School Board may permit a foreign exchange student to attend school in the School District without payment of tuition.

(1m) The School Boards of 2 school districts operating high school grades may enter into an agreement under which a high school pupil who resides in one of the school districts as the result of a reorganization under ch. 117 and who has completed 9<sup>th</sup> and 10<sup>th</sup> grades at a high school in the other school district may complete his or her high school education at the latter high school without payment of tuition. The school district of attendance shall count the pupil in its membership for state aid purposes under subch. II.

(2) The transportation requirement in s. 121.54 (2) shall not apply to transportation beyond the School District boundaries for pupils under this section.

(3) The school district of attendance shall continue to count pupils under sub. (1) in membership.

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

## **NONRESIDENT STUDENTS WITH INTENT TO RESIDE IN THE DISTRICT**

\_\_\_\_\_ I have read School Board Policy 622.1 Nonresident Students With Intent to Reside in the District. I am applying for my child(ren) to attend the Arrowhead Union High School District on a tuition basis.

\_\_\_\_\_ I have read School Board Policy 622.1 Nonresident Students With Intent to Reside in the District. I meet the criteria of the Intent to Reside. I expect to take formal residency on:

\_\_\_\_\_

I understand the cost responsibilities I have under this Policy and as required by State Statute, and would like to enroll the following child(ren) in the Arrowhead Union High School District:

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Applying to enter for the \_\_\_\_\_ school year.

Current Residence: \_\_\_\_\_  
\_\_\_\_\_

Future Residence: \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_ Present Phone No. (\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_

NOTE: The cost per child for attending school in the Arrowhead Union High School District is determined by Wisconsin Department of Public Instruction formula.

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

**POLICY: 623. OPEN ENROLLMENT**

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

The Board of Education may allow nonresident students residing within the State of Wisconsin, but whose parent(s) does not reside in the District, and who qualify, to enroll in the District through an Open Enrollment program, during the forthcoming school year.

## **DEFINITIONS**

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

### **Nonresident District**

A school district located in Wisconsin that is not a student's district of residence.

### **Nonresident Student**

A student who is a legal resident or otherwise legally entitled to attend school in another school district in Wisconsin who does not have a parent residing in the District and who seeks admission to this District under the Open Enrollment program.

### **Tuition Student**

A nonresident student who has been approved by the State Superintendent of Public Instruction to enroll in this District with the tuition paid by the district of residence.

### **Resident Student**

A student is a legal resident of this District and is consequently entitled to attend school in this District or who otherwise qualifies for a tuition waiver based upon his or her prior residency in the District.

### **Full-Time Enrollment**

A student is enrolled for the entire school day and receives all of his/her required education in this District. For full-time open enrollment students, the district of attendance is considered the resident school district.

### **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.

### **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.

## OPEN ENROLLMENT OF NONRESIDENT STUDENTS

### Annual Determinations of Space Availability

- A. If the School Board establishes any annual space availability limitations for nonresident open enrollment, state law requires such determinations to be made at a January Board meeting prior to the start of the regular application period to which the limitations will apply. Accordingly, the administration shall prepare and present recommendations on space availability to the Board such that the Board is able to adequately consider the information and make a timely determination.

The superintendent shall determine the availability of openings for nonresident students based on the established maximum number of students that can be accommodated in each school, class, and program. The availability of space in the schools, programs, and classes may be based on class size limits, student/teacher ratios, students attending the District for whom tuition is paid per Wisconsin state statutes, or enrollment projections established by the superintendent.

- B. At a minimum, any annual determination of space availability shall involve at least a declaration of the District-wide number of nonresident open enrollment applications that the District intends to accept in conjunction with the subsequent regular application period, broken down (1) by grade (although two or more grades may be combined and treated as a single grade); and (2) by special education program or service. However, in any year in which the Board establishes a space limitation in any grade/program/service, the Board's determination of space availability may also indicate, at the Board's discretion in light of its assessment of the relevant factors, that no space limitations are needed in certain other grades/programs/services.
- C. The general process of determining the number of available spaces by grade and program will involve establishing projected total capacities and then subtracting the projected number of occupied spaces from the total capacities. Any projected future increase (or decrease) in the number of resident students who will be entitled to attend school in the District shall be reasonably incorporated into the District's count of occupied spaces.
- D. In formulating recommendations to the Board regarding space availability, the administration shall consider and incorporate, to the extent applicable, the following elements of the Department of Public Instruction's (DPI) administrative rules:
1. If the Board establishes any annual space-availability limitations, then on or after the first Monday in February, the District is not permitted to reduce the number of spaces that the Board declared to be available for open enrollment.
  2. If the Board establishes any annual space-availability limitations, the District may not approve more applications that were submitted during the regular application period than the number of spaces that the Board designated as available for open enrollment until after the statutory deadline for providing initial notice of acceptance or denial (i.e., the first Friday following the first Monday in June). After such deadline, additional applications may be approved as outlined in the DPI rule and in a manner consistent with Board policy.
  3. The superintendent shall determine the availability of openings for nonresident students based on the established maximum number of students that can be accommodated in each school, class, and program. The availability of space in the schools, programs, and classes may be based on class size limits, student/teacher ratios, students attending the District for whom tuition is paid per Wisconsin state statutes, or enrollment projections established by the superintendent.



- E. Effect of establishing annual space availability limitations on current-year alternative applications. If the Board has taken action in January to limit the number of spaces that will be available for applications that are submitted under the regular application procedure for the following school year, then the District shall not approve any alternative applications in the grades or programs with limited space for the current school year that are submitted after the date of the January School Board meeting. Board policy identifies how any annual space availability limitations established by the Board in January affect alternative applications that are received in the subsequent school year.

## **APPLICATIONS SUBMITTED DURING REGULAR OPEN ENROLLMENT APPLICATION PERIOD**

### **A. Nonresident Student Open Enrollment Applications**

#### **1. Submitting and Receiving Applications**

- a. A parent(s) or guardian of a nonresident student who wishes his/her child to attend school in this District in the subsequent school year may apply online from the DPI website (<http://dpi.wi.gov/sms/psctoc.html>) or submit the required application form to the superintendent no earlier than the first Monday in February nor later than the last weekday of April in the school year immediately preceding the school year in which the student wishes to attend. If the application is not filed in time, the student will not be eligible to attend. The superintendent shall forward a copy of each application to the district of residence and the Department of Public Instruction by the end of the first weekday following the last weekday in April.
- b. The Board shall require nonresident elementary students who are attending school in this District under the Open Enrollment program to apply prior to entering high school.
- c. District staff shall affix a date stamp (or a written and initialed date) to all paper applications upon receipt. Although the District may make an effort to allow an applicant to revise an incomplete application, it is the applicant's sole responsibility to ensure that his/her application is complete and timely. Any applications received prior to or after the deadline dates, other than those submitted pursuant to the alternative application procedures specified in state law, are to be returned to the applicant with a notice of the proper application dates.
- d. The District shall send a copy of any paper application received to the student's resident school board and to the DPI by the end of the first weekday following the last weekday in April. For applications filed online, these notifications are made automatically.

#### **2. General Application Review; Approval/Denial Dates**

- a. Upon receipt of the application, it will be forwarded to the District administrator or his/her designee. Staff shall review all of the applications using the acceptance/denial criteria outlined in Board policy, and determine which school or program, if any, the nonresident student could attend the following year if accepted.
  - (1) School and non-special education program assignments will be made after the random selection of applications by grade in any year when applicant interest exceeds grade-based space availability.
- b. If the application relates to a student with a disability, the District shall receive a copy of the nonresident student's individualized education program (IEP) on a timely basis (or, if a current IEP is not available, the most recent IEP or special education evaluation that is available).

- c. If the District receives notification that the student is not attending the resident school district named on the application, the District may request the school or school district of attendance to provide any of the records or information about the student's special education or disciplinary status that would otherwise be provided by the resident school district.
- d. No regular-period application that was submitted on a timely basis shall be accepted or denied by the District before May 1. The superintendent shall notify all regular period applicants on or before the first Friday after the first Monday in June whether or not the application has been accepted.

If the application is accepted, the superintendent shall provide written notification to the applicant, on or before the first Friday following the first Monday in June, of the specific program or school the student shall be attending. The parent must, in turn, notify the superintendent, on or before the last Friday following the first Monday in June, if his/her child shall be attending school in this District.

All notices of denial shall identify the reason(s) the application was denied and information about the appeals process.

### **3. The Method of Random Selection Used When There are More Applications than Spaces**

- a. If there is sufficient space available in the relevant grades/programs to approve all of the timely open enrollment applications that the District has received during the regular application period, regardless of whether some of the applications may be denied due to the application of other District acceptance/denial criteria, the random process identified in this section will not be used.
- b. If the number of applications for admission from nonresident students exceeds the number of available enrollment opportunities, nonresident students shall be selected for admission using a random selection process as set forth below.
  - (1) Regardless of whether any application might ultimately be denied for a reason other than a lack of available space, the District shall divide ALL of the timely regular-period applications into a Group A and a Group B. Group A shall consist of the applications of currently-attending students and their siblings that are entitled to a space-based preference. All remaining applications (i.e., those not entitled to such a preference) shall be placed in GROUP B.
  - (2) If there is sufficient space to accept ALL applications in Group A, then:
    - each such preference-eligible application shall be assigned to an available space, UNLESS the application will be denied for a reason other than the application of the space availability criteria; and
    - the procedures below shall be modified as needed so that the random selection process begins with numerically ordering and processing only the GROUP B applications.
  - (3) If there is insufficient space for ALL applications in GROUP A and/or in GROUP B, the applications will be subject to a random selection process. The process will include ALL applications that have not yet been assigned to an available space, regardless of grade level and even if the application is potentially subject to denial under other applicable

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acceptance/denial criteria. As the first step in that process, and in the presence of at least two staff members, a random order of consideration will be established within GROUP A (if needed) and then within GROUP B using one of the following methods:

- The individual applications will be listed and an electronic random number generator will assign a number to each application. The applications shall then be ordered numerically according to the random numbers, with the lowest number being the first-considered application and the highest number being the last-considered application.
  - Each application will be assigned a number, and the numbers will be randomly drawn/selected (e.g., using a lottery-type system). The applications will be listed by student name/number in the order in which they are randomly selected, with the first-selected number being the first-considered application and last-selected number being the last-considered application.
- (4) Starting with GROUP A and proceeding to GROUP B, the District will consider the applications as they have been ordered. As each application is considered, and if no other basis exists for denying the application, the application will either be assigned to an available space and accepted or denied, as indicated in the steps below.
- (5) If the District reaches a student's application in the numerical list and if there is no space available in the relevant grade for that student, the application shall be denied due to lack of available space (and for any other reason(s) that may be applicable), subject to the following:
- If the student is a student with a disability, then before considering another applicant, the District will consider the availability of space for the program/services required for the student.
- (6) If the District reaches a student's application in the numerical list and if there is a space available in the relevant grade for that student, the following shall occur prior to consideration of the next applicant on the ordered list:
- The student shall be assigned to the available space, pending the application of remaining approval/denial criteria;
  - If the student is a student with a disability, the District will consider the availability of space for the program/services required for the student. If the required special education is not offered in the District or if no space is available, the District will deny the application and release the grade-based regular education space tentatively assigned to the student. If the required special education is offered in the District and space is available, the District will assign the student to an open special education space (pending the application of remaining approval/denial criteria); and Provided that the District has concluded that there is space available for the student whose application is under consideration and that such student's application will not be denied pursuant to any of the other applicable acceptance/denial criteria, the District shall give immediate consideration to the application(s) of any remaining sibling-applicants in the same family who applied for open enrollment at the same time and whose application has not yet been considered. If there is a space available for the sibling (looking first at the student's grade and then, if applicable, at special education spaces), then the sibling shall be assigned to the space(s)

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pending an analysis of all applicable remaining approval criteria. However, if there are no remaining spaces available to accommodate the sibling's application, then the sibling's application shall be denied due to lack of available space (and for any other reason(s) that may be applicable).

- (7) Before finalizing the assignment of space and the list of applications that will be accepted and denied, the District will consider whether any application that has tentatively been assigned to an available space is subject to denial due to the application of any other acceptance/denial criteria. Any such application will be denied for those separate reason(s) and the space tentatively assigned to the application will be assigned to the first otherwise-eligible applicant for the applicable grade/program who had been considered and denied due to lack of space in that grade/program.
- (8) After completing the above steps, the assignment of available spaces will have been completed. Appropriate and timely written notices of acceptance or denial will be provided to all applicants.
- (9) Exception when Space Limitations Exist only in Special Education. If there is sufficient space available, by grade, to accommodate all of the timely applications received during the regular application period, but space limitations exist in special education, the random process described above may be limited to special education.

#### 4. Parent Notification and Enrollment

- a. The nonresident student's parent(s) or guardian(s) shall notify the district administrator or designee of the student's intent to attend school in the District in the following school year on or before the last Friday in June following receipt of the notice of acceptance.
- b. Annually by July 7, the resident district school boards shall be notified of the names of the students from the resident district who will be attending school in the District the following school year.

The superintendent shall notify the district of residence, by no later than July 7, of each nonresident student who shall be attending school in this District in the forthcoming school year.

- c. The District will take the steps necessary to properly enroll a student who chooses to attend school as a nonresident open enrollment student.
- d. Student Records. The District will limit its requests for student records (or information from student records) and its sharing of records with the resident district to the records and information that may be lawfully requested or disclosed under applicable law and DPI rules.

#### B. Resident Student Open Enrollment Applications

1. Upon receipt of any paper copy of a resident student's application to attend a school or program in another public school district, school office staff shall affix a date stamp (or a written and initialed date) and forward it to the district administrator or his/her designee for review and processing.
2. By the first Friday following the first Monday in May, the District shall provide the nonresident school district(s) to which the student applied appropriate notice of the resident student's special education and/or disciplinary status, including providing copies of any records that the District is

permitted/required to release. If the applicant does not attend school in the District and the District has no records for the student, the District will notify the nonresident school district(s) of the student's non-attendance.

3. All applications, those received online and paper applications, shall be reviewed by District staff using the acceptance/denial criteria outlined in Board policy. If the application is denied, the applicant and the nonresident school board shall be notified, in writing, that the application has been denied. This notification shall be made on or before the second Friday following the first Monday in June. The notice shall include the reason(s) for the denial and information about the appeals process.
4. Special Procedure for Resident Open Enrollment Students Not Enrolled in the District. To the extent necessary to allow for the appropriate accounting of the District's student membership and appropriate state aid transfers, students who reside in the District but who have been enrolled in a private school or home-based private educational program and students who did not reside in the District at the time of applying for full-time open enrollment in another school district must formally enroll in the District prior to attending school in another public school district under the full-time open enrollment program.
5. Student Records. The District will limit its requests for student records (or information from student records) and its sharing of records with the nonresident district to the records and information that may be lawfully requested or disclosed under applicable law and DPI rules. The District shall ensure that the records of a resident student who accepts open enrollment and elects to attend school in a nonresident district are sent promptly to the nonresident district.

## **APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT PROCEDURES**

- A. Reason(s) for Alternative Application** – A parent or guardian of a student who wishes to attend school in a nonresident school district may submit an open enrollment application that is in addition to or in lieu of any application(s) submitted in connection with the regular open enrollment application period if the application is for the current school year, the student meets one of the following criteria, and the parent or guardian identifies and describes the criteria that the student meets in the application:
1. The resident school board determines that the student has been the victim of a violent criminal offense in a school in the resident school district. The application must be made within 30 days of the resident school board's determination.
  2. The student is or has been a homeless student in the current or immediately preceding school year.
  3. The student has been the victim of repeated bullying and harassment and all of the following apply: (a) the student's parent or guardian must have reported the bullying or harassment to the School Board or designee under a bullying/harassment complaint process; and (b) in spite of action taken by the Board or designee the repeated bullying and harassment continues.
  4. The place of residence of the student's parent or guardian and of the student has changed as a result of military orders. The application must be made within 30 days of the date on which the military orders changing the place of residence were issued.
  5. The student moved into Wisconsin. The application must be made within 30 days after moving into the state.

6. The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent. The application must be made within 30 days after the student's change in residence.
7. The student's attendance in a school in the nonresident school district is considered to be in the best interests of the student. The application must explain the reasons for requesting this exception and why attendance at the nonresident school district is in the best interests of the student.

## **B. Application Review and Approval Process**

1. When the District receives an open enrollment application that has been submitted under the alternative open enrollment criteria outlined above, whether it is submitted by a nonresident student or a resident student, the date any paper application was received shall be affixed to the application (or otherwise recorded) and the application shall be forwarded to the district administrator or his/her designee for review and processing.
  - a. If the application involves a nonresident student seeking to attend school in the District under open enrollment, the District will:
    - (1) Immediately send a copy of any paper application received by the District to the student's resident school district, or, if applicable, the student's anticipated resident school district;
    - (2) Work with the resident district (or the anticipated resident district) identified in the application to determine where the applicant is currently attending school, and to determine from which school the District will receive any relevant special education records (e.g., the student's current IEP) and/or disciplinary records (e.g., expulsion records). If the applicant is not currently attending school in the resident district, the District will request such records from the school or school district the student is attending or most recently attended; and
  - b. If the application involves a resident student who is attending, or who previously attended school in the District, then within 10 days of receiving a copy of the application, the District shall provide the nonresident school district appropriate notice of the resident student's special education and/or disciplinary status, including providing copies of any records that the District is permitted/required to release. If the applicant does not attend school in the District and the District has no records for the student, the District will notify the nonresident school district(s) of the student's non-attendance.
2. District staff shall review the application using the acceptance/denial criteria outlined in Board policy and in this rule. The district administrator or his/her administrative-level designee is authorized to make the acceptance/denial decision for the District and to direct the sending of the appropriate notifications.
  - a. The District will deny the alternative application of a nonresident student when required by state law or DPI rule, and the District may also deny such an application:
    - (1) due to lack of available space;
    - (2) under any of the acceptance and denial criteria established in Board policy that apply to an application submitted during the regular open enrollment application period; or

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- (3) if the application relies on the best interests of the student criteria and the District determines that open enrollment is not in the student's best interests.
  - b. The District will deny the alternative application of a resident student when required by state law or DPI rule, and the District shall also deny any such application if it determines that:
    - (1) the criteria relied on by the parent or guardian to submit the application (including the "bests interests" criteria) do not apply to the student; or
3. If the application involves a nonresident student seeking to attend school in the District, then the District will notify the applicant, in writing, whether the application has been approved or denied no later than 20 calendar days after the application was submitted. If the District fails to issue a timely notice of acceptance of a nonresident alternative application to the parent or guardian, the application is considered denied.
  - a. If the application has been denied, the notification shall include the reasons for the denial and information about the appeals process. To the extent consistent with state law and District policy, initial acceptance of an application may be subject to revocation.
  - b. If the District has approved the open enrollment application of a nonresident student, the notification provided to the applicant shall identify the specific school or program that the student may attend. A nonresident student accepted for enrollment may immediately begin attending the assigned school or program in the District and shall begin attending the school or program no later than the 15th day following receipt of the notice of acceptance (or another date mutually agreed upon by the District and the student's parent or guardian). If the nonresident student has not enrolled in or attended school in the District by the relevant deadline, the District may notify the student's parent or guardian, in writing, that the student is no longer authorized to attend school in the District.
  - c. To the extent that there is a delay in the District's receipt of any relevant disciplinary records from another school or school district, the District will attempt to review and act upon such records promptly. If necessary, the District will deny the application due to an inability to sufficiently review such records. However, to the extent permitted by DPI, the District may revisit such a denial if the relevant records/information are provided within a reasonable time period after the 20th calendar day following the submission of the application.
4. If, for purposes of the application, the District is identified as the resident school district, the District shall notify the applicant whether the application has been approved or denied in accordance with any deadlines established by state law or DPI rule. Normally, the District will issue such notifications no later than 20 days after the date that the application was submitted. In addition:
  - a. It is the applicant's responsibility to provide sufficient information to enable the District to determine that at least one of the bases for an alternative application applies to the student. However, prior to denying an alternative application on the basis that the parent or guardian did not provide enough information to allow the District to assess whether the student has been the victim of repeated bullying or whether open enrollment would be in the best interests of the student, the District shall offer the parent or guardian an opportunity to provide additional information.

If a resident student's alternative application is denied, the notification shall include the reason(s) for the denial and information about the appeals process. If the application was denied because the student's special education costs constitute an undue financial burden during the 2015/2016 school year as permitted by law, the notice of denial shall include such additional information about that determination as is required by the DPI.

5. The District's Statement of Nondiscrimination shall apply to all applicants under this program. In addition, the District shall not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability.

### **APPEALS OF OPEN ENROLLMENT DECISIONS**

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

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

DATE OF BOARD APPROVAL: NOVEMBER 12, 2014  
DATE OF BOARD APPROVAL: DECEMBER 9, 2015  
DATE OF BOARD APPROVAL: JUNE 8, 2016



**POLICY: 623.1 COURSE OPTIONS PROGRAM**

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

A. Definitions

The following definitions shall apply to the District's Course Options program:

1. **District** means the Arrowhead Union High School District.
2. **Educational Institution:** It includes a public school in a nonresident school district, the University of Wisconsin System, a technical college, a nonprofit institution of higher education, a tribal college, a charter school, and any nonprofit organization that has been approved by the Wisconsin Department of Public Instruction (DPI). According to current DPI guidance, the "Course Options" program applies to educational institutions in Wisconsin.
3. **Resident School District\*\*** means the school district in which the student who is taking a course or making a course application resides for purposes of determining school attendance.
4. **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).
5. **Resident Student\*\*** means a public school student for whom the District is required to fulfill the requirements of the resident school district under the "Course Options" program when the student is seeking to take a course outside of the District.
6. **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 "Course Options" program.
7. **Course Options:** Students enrolled in a Wisconsin public school district may apply to take up to two courses at the same time at an educational institution (can be two different institutions) at no 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.) An institution of higher education may charge the pupil (or parent/guardian of a minor) additional tuition or fees for attending a course at that institution, but only if the student will receive post-secondary credit for the successful completion of the course.
8. **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.
9. **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.
10. **Course Criteria:** Criteria, such as pre-requisites, that are required for course enrollment.

11. **Academic and Career Plan (ACP):** Academic and Career Plans are student driven planning and monitoring tools that help students create programs of study that are aligned with high school graduation requirements, personal interest, and individually defined career goals. It is both a process and a product.

*\*\*According to current DPI guidance, for full-time open enrollment students, the district of attendance is considered the resident school district for purposes of the “Course Options” program.*

**B. Resident Student Applications to Take Courses Outside the District**

1. Students who are seeking to take a course outside of the District under the “Course Options” program shall use the DPI-approved application form and shall initially submit the application form to the educational institution that is offering the course in the time period required by the institution. The parent/student must submit the DPI approved application form to the educational institution or institutions no later than six weeks before the scheduled start of the course. The educational institution offering the course is responsible for forwarding a copy of the application to the District, but the District recommends that the applicant contact the District to confirm that the District has, in fact, received a copy of the application.
2. Upon receipt of a copy of a resident student's application to attend a course(s) in another educational institution under the “Course Options” 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).
3. All applications received shall be reviewed using the criteria outlined in Board policy. The resident school district must deny a student's application if the requested course conflicts with the student's individualized education program (IEP). The resident school district may deny a student's application only if:
  - a. The requested course does not conform to or support the student's Academic and Career Plan, if any.
  - b. The requested course does not satisfy a high school graduation requirement under 118.33.
  - c. If the student's application was not submitted in the manner and within the time limits established by state law, it shall be denied.
  - d. 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.
  - e. 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:
    - (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;

- (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 shall make the decision based on the circumstances involved.

4. If the application is denied, the applicant's parent or guardian and the educational institution 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.
5. 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 "Course Options" program.

### C. Nonresident Student Applications to take Courses in the District

1. The parent or guardian of a nonresident student who wishes to take a course(s) in a public school in the District shall submit the DPI-approved application form to the District. The application shall specify the course that the student wishes to take and may specify the school(s) at which the student wishes to take the course. The District will deny the application if it is submitted more than 16 weeks or less than 6 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 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.

# PROCEDURE

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 educational institution, in writing, if the application is denied and the reason. All applications received shall be reviewed using the criteria outlined in Board policy.
  - a. The requested course does not conform to or support the student's Academic and Career Plan, if any.
  - b. The requested course does not satisfy a high school graduation requirement under 118.33.
  - c. If the student's application was not submitted in the manner and within the time limits established by state law, it shall be denied.
  - d. 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.
  - e. 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:
    - (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;
    - (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 shall make the decision based on the circumstances involved.

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.

5. 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 "Course Options" program.

### Appeals of Course Denial Decisions

The parent or guardian of any student whose course application was denied by the District may appeal the decision to the DPI within 30 days of notification of denial from the District.

### Administrative Guidelines

The superintendent shall be responsible for developing and promulgating administrative guidelines to implement this policy. DPI guidelines for processing Course Options 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.

DATE OF BOARD APPROVAL: NOVEMBER 12, 2014  
DATE OF BOARD APPROVAL: DECEMBER 9, 2015

**POLICY: 632. ABSENCES**

**ATTENDANCE POLICY/PROCEDURE**

Good student attendance and punctuality reflect a high degree of self-discipline. Cooperation is encouraged on the part of the students and their parents. Attendance is one of the key factors in maintaining and improving achievement levels in all subjects and maintaining quality student-teacher contact. Every absence tends to decrease the efficiency of this total school process.

For the above reasons, Arrowhead High School encourages all concerned groups in the District to share the responsibility of promoting good attendance.

Each student and his/her parents/guardian share the responsibility for his/her attendance record.

PURPOSE OF THE ATTENDANCE POLICY/PROCEDURE:

- a. Ensure that an effective educational program can be carried out.
- b. Encourage good attendance.
- c. Keep the lines of communication between parents and school open.
- d. Involve all those who have responsibility for student attendance – student, parent and staff.
- e. Inform students and parents that classroom activities cannot be duplicated and students (may not receive) (cannot expect) equal instruction for make-up work.

REPORTING A STUDENT ABSENCE:

- a. The parent/guardian is required to call the attendance office to report an absence for all or any part of a day. The telephone numbers are:  
North Campus 369-3612, Ext. 4201  
South Campus 369-3611, Ext. 4101

Calls should be placed before 8:30 a.m., if possible, and state reason for absence.

**OR**

- b. If parent/guardian is unable to call, the student must bring a note to the attendance office when he/she returns to school, and a re-entry slip shall be issued. This note must include:
  1. exact time/day missed
  2. reason for absence
  3. signature of parent/guardian

DISTRICT PROCEDURES:

1. All teachers, including study hall teachers, must take hourly attendance and utilize the District computerized attendance forms.
2. Within ten minutes of the beginning of each class, hourly attendance forms shall be collected by the office.
3. The attendance forms shall be scanned hourly. Parents of those students marked absent shall be contacted within the hour.
4. At the time of the call, the absence shall be verified and the reason determined. In accordance with Board Policy/Procedures, parents/guardians shall be informed that the absence is excused or unexcused.

5. For those students with the classification of an unexcused absence, the principal/associate principal shall meet with the student, determine the consequence, and contact the parent/guardian.
6. Extenuating circumstances, or questions regarding the classification of the absence, shall be referred to the respective building associate principal.

## EXCUSED ABSENCES

It is the responsibility of the school attendance officer (i.e., school principal or associate principal) to decide whether an absence is acceptable (excused) or not acceptable (truant) based on the following:

- a. Personal illness/injury or family emergency;
- b. Death in the immediate family;
- c. Attendance at funeral of someone outside of immediate family, if parent deems it necessary;
- d. Medical and dental appointments. These should be approved in advance, if possible, and planned so they do not interfere with classes;
- e. Religious holidays;
- f. College and Career Days, drivers examination, military examinations;
- g. Emergencies and extenuating circumstances, as approved by the attendance officer or designee;
- h. Pre-arranged absences:
  1. should not exceed ten (10) days in any given school year
  2. student is in good academic standing
- i. School related absences:
  1. academic contests
  2. field trips
  3. special school testing
  4. special department programs and in-house field trips
  5. athletic

On or before the accumulation of ten (10) absences (excused or unexcused) in a class during the course of a semester, parents may expect contact by the teacher or attendance officer. School related absences shall not count toward the ten.

## UNEXCUSED ABSENCES

An unexcused absence is absence from school for all day or for any single portion of the day, and does NOT fall within the guidelines of excused absences. Suspensions are defined as unexcused absences; however, suspension days do not apply toward habitual truancy as defined by Wis. State Statute 118.16(1) and Wisconsin Act 239.

## TARDIES TO SCHOOL

Students shall be notified that the fourth tardy to school shall result in a Saturday detention assignment. A tardy to school is less than 20 minutes late. More than 20 minutes late shall be treated as an absence.

## TARDIES TO CLASS

Each teacher shall have an established classroom tardy policy. Students are to be in their seat when the bell rings. The 1<sup>st</sup> offense shall be a warning, 2<sup>nd</sup> offense shall be brief after class discussion, 3<sup>rd</sup> offense shall be after-school detention, and 4<sup>th</sup> offense shall be a referral for a Saturday detention. While there may be slight variations among teachers, the teachers shall provide a written document explaining their individual classroom expectations/policies at the beginning of school/semester.

## FIELD TRIPS

Teachers arrange field trips as an extension of learning in the classroom. Students must complete a field trip card, which requires parent and teacher signatures prior to going on a field trip or making presentations at other schools in the community. Work missed in classes is the responsibility of the

students. On occasion, participation on a field trip may be denied based on class performance or attendance. Students must have a field trip card signed for in-school field trips as well.

## MAKE-UP POLICY

If students are absent (**excused or unexcused**) for one to three days, students shall have three (3) school days to make up missed work. All other absences shall have five (5) school days available for making up work. Make-up timelines for absences exceeding ten (10) days, or extenuating circumstances, shall be determined through a teacher/student plan with administrative approval. **Credit for make-up work may be reduced for those students that exceed the timelines.**

All missed work is expected to be made up. **Individual teachers shall provide a written document explaining their expectations/policies at the beginning of school year/semester.**

In the event that the absence is unexcused, credit for made-up work may be reduced (**0-50%**) at the discretion of the teacher.

Parents/students are responsible for making arrangements for all missed work. **A listing of additional tutoring resources is available in the respective Guidance Offices.**

## PRE-ARRANGED ABSENCES

All student trips require parent/guardian accompaniment in order to be considered for approval.

First ten pre-arranged absences of the school year:

1. Parents/guardians must notify the attendance office at least three days prior to a student's planned absence and obtain a pre-arranged absence form.
2. The student shall present the form to each teacher requesting a signature and arranging for make-up work.
3. Return the form to the Attendance Office before the absence.
4. A schedule for additional work or tests missed should be developed with each teacher immediately upon return. It is the responsibility of the student/parent to make arrangements for all missed work.

Students are discouraged from taking vacations prior to, or just following, holiday breaks.

## HABITUAL TRUANCY PROCEDURES

A habitual truant, as defined by Wisconsin State Statute 118.16(1), is a student who is absent without acceptable excuse to the school's attendance officer for either of the following:

1. Part or all of 5 or more days out of 10 consecutive days on which school is held during a school semester.
2. Part or all of 10 or more days on which school is held during a school semester.

When a student is declared a habitual truant by the school's administration, in accordance with the State Statutes, the school shall send a registered/certified letter to the parent/guardian, notifying them of this fact, and requesting a conference with the parent/guardian of the student. The conference shall focus on assessing problems within areas of school, family, and community that might contribute to the student's truancy. Appropriate changes shall be discussed, and consequences of further truancy shall be explained.

If the student continues to be truant from school or assigned school activities on two more occasions after being declared habitually truant, a referral may be made to the Waukesha County Juvenile Court.



## CONTRIBUTING TO TRUANCY OF A MINOR

Wisconsin Statutes 118.5(5)(a) provides for penalties to be imposed on parents/guardians, or any adult, who, by any act or omission, knowingly encourages or contributes to the truancy of a student. The penalties can be a fine of not more than \$500, nor more than 30 days imprisonment, or both. The school's administration, working in conjunction with the Waukesha County District Attorney, shall determine if the individual has, indeed, contributed to the truancy of the student. If grounds exist, then the Waukesha County District Attorney shall prosecute the parent under state statute 118.5(5)(a).

## FIFTH YEAR STUDENTS

A resident student who has left school may be permitted to return to Arrowhead to complete his or her graduation requirements if he or she can meet the following:

## ADULT STUDENTS

Adult students (18 years of age or older) shall follow the same attendance policies as all other students. Parents must call the Attendance Office for them each day they are absent. Adult students may call for themselves only after they have established their own residency within the District. Students having this privilege must call the Attendance Office before 8:30 a.m. on the day of the absence. At the discretion of the Attendance Office, students 18 years of age who are not attending regularly may be asked to enter into an attendance/withdrawal contract with Arrowhead High School.

## **ATTENDANCE EXPECTATIONS**

Good student attendance and punctuality reflect a high degree of self-discipline. Attendance is one of the key factors in maintaining and improving achievement levels in all subjects and maintaining quality student/teacher contact. Every absence tends to decrease the efficiency of this total school process.

For the above reasons, Arrowhead High School encourages all concerned groups in the District to share the responsibility of promoting good attendance. During the 1996/1997 school year, an ad hoc committee of the Board, consisting of students, staff, parents, and Board members, was formed to review the attendance policy, procedures, and expectations.

This committee confirmed, in accordance with the Arrowhead Strategic Plan, the District goal to reduce absences by at least 10 percent during the 1997/1998 school year. The nation's finest curriculum programs, combined with an unlimited budget, cannot provide a quality education for those students who choose to miss their scheduled classes. Together, through a joint effort between the home and school, we can improve scholastic achievement and reduce attendance problems. Your cooperation in support of excellent attendance is important!

## ***HOW PARENTS CAN HELP***

- ✦ Display a positive attitude and relate the importance of regular school attendance.
- ✦ Maintain communication with your child's school.
- ✦ Exert your authority. The family is not a democracy. Children can have input but the parent should be in charge.
- ✦ Adopt unified approach on attendance. If one parent is strict and the other one isn't, the child may exploit the difference.
- ✦ Don't accept petty excuses for staying home from school.
- ✦ Be sure that you have all the facts before placing the blame on the school or the child.
- ✦ Designate some time each evening for schoolwork, showing the importance you place on education. If there is not homework, use the time for reading.
- ✦ Establish rules and make your expectations clear.
- ✦ Stress the relationship of a diploma to a rewarding life.
- ✦ Avoid taking your child out of school for family vacations or for medical and dental appointments.

## ***YOU ARE NOT ALONE!***

Contact your child's teachers, counselor, associate principal, or principal for help.  
Refer to pages \_\_\_\_\_ in the Student/Parent Information Guide and Directory.

Arrowhead Union High School  
700 North Avenue  
Hartland, WI 53029  
Ph: 369-3611

**POLICY: 641. CODE OF CLASSROOM CONDUCT**

**CODE PHILOSOPHY/SCOPE**

Student behavior that is dangerous to themselves and others, disruptive or unruly, or that interferes with the teacher's ability to teach effectively shall not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

The code of classroom conduct applies to all students in grades 9-12 and early enrollment students.

**STUDENT REMOVAL FROM CLASS**

A teacher may remove a student from class for the following reasons:

- a. Dangerous, disruptive or unruly behavior, or behavior that interferes with the ability of the teacher to teach effectively.
  - Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
  - Being under the influence of alcohol or other controlled substances, or otherwise in violation of District student alcohol and other drug policies.
  - Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment.
  - Fighting.
  - Taunting, baiting, inciting, and/or encouraging a fight or disruption.
  - Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
  - Pushing or striking a student or staff member that is aggressive and/or inappropriate.
  - Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
  - Interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, harassment, fear, or disruptive means.
  - Dressing or grooming in a manner that presents a danger to health or safety (e.g. Foods or Tech Ed.), causes interference with work or creates classroom disorder (incorporates warnings and circumstances).
  - Restricting another person's freedom to properly utilize classroom facilities or equipment.
  - Repeated classroom interruptions, confronting staff argumentatively, inappropriate noises, or refusing to follow directions. (The office will need to accommodate Block and Double Period classes.)
  - Throwing objects in the classroom.
  - Repeated disruption or violation of classroom rules.
  - Excessive or disruptive talking.
  - Behavior that causes the teacher or other students fear of physical or psychological harm.
  - Physical confrontations or verbal/physical threats.
  - Direct threat, with intent to harm life or safety.
- b. Other behavior as outlined below:
  - Willful damage to school property.
  - Defiance of authority (willful refusal to follow directions or orders given by the teacher).
  - Consistently reporting to class without bringing necessary materials to participate in class activities.

- Forcing another student(s) into a situation against their will (e.g., harassment, abuse, sexual harassment).
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- Use of profanity.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee on the day of the student's removal from class.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

### Placement Procedures

When making placement decision, the building principal or designee shall consider the following factors: the reason the student was removed from class (severity of the offense), the type of placement options available for students in that particular school and any limitations on such placements (space availability, location, costs), the estimated length of time of placement, the student's individual needs and interests, whether the student has been removed from a teacher's class before (repeat offender), and the relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct, is the placement applicable before and/or after the suspension?) The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.

- a. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
- b. The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following educational settings:
  - An alternative education program approved by the Board. State law defines this as an instructional program approved by the School Board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
  - Another class in the school or another appropriate place in the school.
  - Another instructional setting.
  - The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal, or designee determines that readmission to the class is the best or only alternative.

## Parent/Guardian Notification Procedures

- a. The parent/guardian of a minor student shall be notified by phone within a day.
- b. The building principal or designee shall notify the parent/guardian of a minor student by phone and in writing when a student has been permanently removed from a class.
- c. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
- d. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

**POLICY: 642. STUDENT CONDUCT**

Refer to **STUDENT CONDUCT** section of the Student/Parent Information Guide and Directory.

**POLICY: 645. STUDENT USE OF WEAPONS**

No one shall possess a dangerous weapon or look alike weapon on school premises, except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense. A child who violates this law is subject to the provisions outlined in Chapter 48 of the State Statutes, unless jurisdiction is waived.

The Board defines a dangerous weapon or look alike weapon as a gun, knife, razor, karate stick, metal buckle, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm.

Law enforcement officers shall be contacted as soon as possible if there is time in a given weapons situation and if there is not an immediate threat to safety. If there is not time, or the situation warrants immediate action, the school staff should attempt to confiscate the weapon.

A dangerous weapon(s) taken from a student shall be reported to the student's parents/guardians. Disciplinary measures taken shall be the responsibility of the building principal. The building principal shall report confiscation of weapons to the police.

A student must be suspended or expelled from school in accordance with state law provisions. While corporal punishment of students is prohibited, school officials are not prohibited from using reasonable and necessary force for the following:

- a. To quell a disturbance or prevent an act that threatens physical injury to any person;
- b. To obtain possession of a weapon or other dangerous object within a student's control;
- c. For the purpose of self-defense or the defense of others;
- d. For the protection of property;
- e. To remove a disruptive student from school premises, a motor vehicle, or school sponsored activities;
- f. To prevent a student from inflicting harm on himself or herself; and
- g. To protect the safety of others.

The following are three exceptions to this policy:

1. Weapons under the control of law enforcement personnel are permitted;
2. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the principal; and
3. Weapons properly registered and handled during the community use of school facilities may be permitted.

When a person, other than a student, possesses a weapon on school property, in a District vehicle or at a school event, the police shall be notified immediately.



**POLICY: 646. STUDENT USE OF LASER POINTERS**

No one shall possess (on their person, locker, backpack, etc.) a laser pointer on school premises, or at a school-sponsored event (i.e., away athletic contest). A laser pointer is defined as a device that emits a concentrated beam of light. An item that has a combined purpose such as a pen and laser pointer falls into this category.

Consequences for possessing a laser pointer are as follows:

- 1<sup>st</sup> violation: confiscation of laser pointer, returned only to parent
- 2<sup>nd</sup> violation: confiscation of laser pointer, destruction of laser pointer, contact parent, principal action
- 3<sup>rd</sup> violation: confiscation of laser pointer, destruction of laser pointer, contact parent, suspension

A staff member may use a laser pointer as a teaching tool. A student that wishes to use a laser pointer to help in giving a presentation for an educational purpose shall have written permission from the teacher and a principal. In the event that a student would need to use one for a classroom presentation, the laser pointer shall be dropped off with the principal's secretary before school starts, picked up just before needed, dropped back at the secretary's desk after the class ended, and removed from school at the end of the day. Any misuse of the laser pointer that has been approved shall result in the consequences spelled out above.

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

**A. RELATED DEFINITIONS:**

1. A “gang” is defined as a group of two or more individuals with a unique name, identifiable marks, or symbols who claim turf or territory, who associate on a regular basis, and who engage in antisocial or criminal activity. (This includes criminal behaviors that accompany “satanic” involvement.)
2. The following criteria may be used by school administrators in monitoring student behavior and identifying student involvement in gang activities.
  - a. Having gang tattoos.
  - b. Wearing gang garb that could include the color of clothing, head covering, or methods of grooming.
  - c. Displaying gang markings or slogans on personal property or clothing.
  - d. Possessing literature that indicates gang membership.
  - e. Admitting gang membership.
  - f. Being arrested with known gang members.
  - g. Attending functions sponsored by the gang or known gang members.
  - h. Obtaining information from a reliable informant that identifies a student as a gang member.
  - i. Getting statements from relatives identifying the student as a gang member.
  - j. Receiving information from other law enforcement agencies that a student is a gang member.
  - k. Exhibiting behavior fitting police profiles of gang-related activity.
  - l. Being stopped by the police with a known gang member.
  - m. Loitering, riding, or meeting with a gang member.
  - n. Selling or distributing drugs for a known gang member.
  - o. Helping a known gang member commit a crime.
  - p. Using a “street name.”
  - q. Using gang language or mimicking the actions of gang members.
  - r. Frequenting a gang area.

**B. STUDENT/SCHOOL RESPONSIBILITIES:**

1. Students enrolled in the District shall not be involved in antisocial or criminal activities that disrupt school or school-sponsored activities.
2. Students shall refrain from “gang” activities that cause or may cause a disruption of school or school-sponsored activities.
3. School staff shall monitor and document the existence of gang activity in the schools. If school officials record student involvement for monitoring purposes, the parent(s)/guardian of the student shall be informed in writing by school officials. A standard form letter shall be used to inform parents/guardians.
4. The superintendent shall coordinate all efforts related to implementation of Board policy and these guidelines and any other gang abatement activities undertaken by the District.

**PARENTAL NOTIFICATION LETTER  
FOR  
ANTISOCIAL OR CRIMINAL ACTIVITIES BY STUDENTS**

Date

Dear (Parent/Guardian):

The Arrowhead School District has joined with the School District police departments, the Waukesha County District Attorney's Office, and other community agencies, in an effort to encourage a school environment free from gangs and gang-related problems. Based upon this effort, it is felt important to communicate to you a concern about your child.

Based on information we have gathered relative to your child's activities, we suspect that he/she has been involved in gang-type activity\*. We have documented the following:

The purpose of this letter is to inform you of what is occurring with your child so that you can be aware of our concern(s) and help deter your child from possible criminal activity. We would like to encourage you, as a parent/guardian, to deliver a clear message to your child that antisocial or gang-type activity shall not be tolerated by you, nor allowed to be part of your home environment.

It is urgent that you, as a member of our community and as a parent/guardian, do your part to help stop gangs and gang-related behavior in the Arrowhead School community. If you have any questions, want further information, or would like to schedule a meeting with me or other school staff, please call me at 369-3611.

Sincerely,

Gregg Wieczorek  
Principal

\* (Includes, but is not limited to, using a "street name"; using gang language and/or displaying gang markings or slogans on personal property or clothing; associating with known gang members; admitting gang membership; mimicking the actions and clothing of known gang members; frequenting a gang area; and being identified by a reliable informant as a gang member.)

POLICY: 653. HEALTH AND WELLNESS

Arrowhead Union High School District Local Wellness Policy Report Card 2016/2017		
Overall Rating  <b>##</b>	<p>In 2010, the Healthy, Hunger Free Kids Act was passed, which expanded upon previous requirements and included new provisions that place a greater emphasis on the implementation, evaluation, and transparency of local wellness policies. A copy of the Arrowhead Union High School District wellness policy is available at [redacted]. Below you will find a summary of the policy objectives and the results of the most recent evaluation ([redacted]). The school wellness committee completed the evaluation by scoring the adherence to policy objectives on a 4-point scale. For questions regarding the results or for information on joining the wellness committee, contact [redacted] at [redacted]@arrowheadschoools.org.</p>	
<p>Ratings are based on a 4-point scale to measure success in meeting/complying with each objective.</p> <p>0 = objective not met/no activities completed            1 = objective partially met/some activities completed            2 = objective mostly met/multiple activities completed            3 = objective met/all activities completed</p>		
Nutrition Education		Rating
Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.		
Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.		
Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.		
The standards and benchmarks for nutrition education shall be behavior focused.		
Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.		
Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.		
Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.		
Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.		
Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.		
Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.		
Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.		
<i>Comments:</i>		

# PROCEDURE

Physical Education/Activity	Rating
A sequential, comprehensive physical education program shall be provided for students in 9-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.	
The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.	
Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.	
Planned instruction in physical education shall promote participation in physical activity outside the regular school day.	
Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge and attitudes necessary to engage in lifelong, health-enhancing physical activity.	
The 9-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.	
Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.	
Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.	
Professional development opportunities should focus on the physical education content area.	
Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.	
Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.	
Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying, or harassment of any kind.	
Planned instruction in physical education shall include cooperative as well as competitive games.	
Planned instruction in physical education shall take into account gender and cultural differences.	
Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.	
The school shall encourage families and community organizations to help develop and institute programs that support physical activity of all sorts.	
All students in grades 9-12 shall have the opportunity to participate in cocurricular activities and intramural programs that emphasize physical activity.	
All students in grades 9-12 shall have the opportunity to participate in interscholastic sports programs.	
<i>Comments:</i>	

# PROCEDURE

Mental Health	Rating
Promote a welcoming school culture through the use of proactive strategies such as positive behavior interventions and supports.	
Promote that interactions with students, staff, and families use the model of: a. Listen b. Co-plan c. Build rapport	
Encourage and enable student participation in school-wide activities, clubs, sports, and volunteering.	
Provide direct instruction and support on research-based methods that have demonstrated effectiveness in increasing mental wellness and building resilience.	
Recognize that belonging, safety, empowerment, collaboration, trust, and choice are a priority for all students in all environments.	
Consider the diversity of students during the decision-making process.	
Engage in school discipline practices that promote the learning of new skills and coping strategies.	
<i>Comments:</i>	
Other School-Based Wellness Activities	Rating
The schools shall provide at least twenty (20) minutes daily for students to eat.	
The schools shall schedule mealtimes so there is minimum disruption by bus schedules and other special programs or events.	
The school shall provide attractive, clean environments in which the students eat.	
To the greatest extent possible, meetings will not be scheduled during mealtimes. In the event that a meeting must take place during mealtimes, students will be able to eat during the meeting.	
Schools may limit the number of celebrations involving serving food during the school day to no more than three (3) party(ies) per class per month.	
The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.	
Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.	
<i>Comments:</i>	

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

# PROCEDURE

Policy Monitoring and Implementation	Rating
Review of this policy shall occur every three (3) years, by a committee appointed by the Board, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The committee shall provide the Board with any recommended changes to this policy.	
The wellness committee shall be an administrative committee with members recruited and appointed by the superintendent.	
Before the end of each school year, the superintendent or designee shall submit to the Board their report in which they describe the environment in each of the District's schools and the implementation of the wellness policy.	
The superintendent, or a designee of the wellness committee, shall report annually to the Board on the District's wellness programs, including the assessment of the environment in the District, evaluation of wellness policy implementation District-wide, and the areas for improvement, if any, identified. The superintendent, or a designee from the wellness committee, shall also report on the status of compliance by individual schools and progress made in attaining goals established in the policy.	
<i>Comments:</i>	



**POLICY: 654. ADMINISTERING MEDICATION TO STUDENTS**

1. At Arrowhead Union High School (AHS), medications shall be administered and procedures carried out only when the Prescription Medication Consent Form, Over-the-Counter Medication Consent Form, or an Individualized Health Plan for asthma, allergic reactions, or diabetes are completed and returned to the school nurse or health room aide.
  - a. Prescription Medication Consent Form. The prescribing physician must complete the physician's medication order. The parent, legal guardian, or 18-year-old student must complete the parent consent. The completed form shall be returned to the school nurse or health room aide. Written authorization for prescription medications expire at the end of the school year if not discontinued during the course of the year. New orders need to be obtained for all prescription medications at the beginning of each school year. The school nurse may obtain telephone orders from the prescribing physician for administration of medication until written orders are received.
  - b. Over-the-Counter Medication Consent Form. The parent, legal guardian, or 18-year-old student must complete the parent consent. The completed form shall be returned to the school nurse or health room aide. Parent consent for over-the-counter medications is good for the entire time the student is at AHS. The parent, legal guardian, or 18-year-old student shall notify the health room at the termination of this request or when any change in the orders is necessary.
  - c. Individualized Health Plan for asthma, allergic reactions or diabetes. The prescribing physician must complete the physician's medication order. The parent, legal guardian or 18-year-old student must complete the parent consent. The completed form shall be returned to the school nurse or health room aide. The Individual Health Plans are good for the entire time the student is at AHS.
2. Medication orders and administration will be documented on the student's health icon in SASI.
3. Any changes in orders must be communicated to the school nurse by completing a new Prescription Medication Consent Form, Over-the-Counter Medication Consent Form, or an Individualized Health Plan for asthma, allergic reactions, or diabetes and returned to the school nurse or health room aide.
4. Prescription medication to be administered at Arrowhead Union High School must have the following information printed on the container:
  - a. Student's full name
  - b. Name of the drug and dosage
  - c. Time to be administered
  - d. Physician's name
5. The school nurse, health room personnel, office staff, or authorized school personnel shall administer medication to the student as ordered.
6. Arrowhead Union High School shall have a supply of ibuprofen, acetaminophen, and diphenhydramine hydrochloride in the health room. Parents are responsible to supply a limited supply of all other medications.
7. All medication administered at AHS shall be kept in a locked cabinet, refrigerator, or other safe place.
8. No medications/procedures shall be administered or carried out unless the above criteria are met.

April 11, 2006

Dr. Kathy Phelan  
Pro Health Care  
1500 Walnut Ridge Dr  
Hartland, WI 53029

Dear Dr. Kathy Phelan:

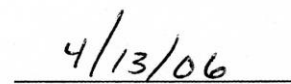
The following procedure will be followed for prescription medications at Arrowhead Union High School in the health room.

- Prescription medications will only be administered to students with **written consent** (Prescription Medication Consent Form or Individualized Health Plan) from parent, legal guardian, or from students over 18 years old **and** physician. The school nurse may obtain telephone orders from the prescribing physician for administration of medication until written orders are received.
- The physicians order must contain the name of the medication, dosage, and time to be administered.
- Prescription medication to be administered at Arrowhead Union High School must have the following information printed on the container:
  - Student's full name
  - Name of the drug and dosage
  - Time to be administered
  - Physician's name
- The Prescription Medication Consent Form expires at the end of the school year at Arrowhead Union High School. New orders must be obtained at the beginning of each school year.
- The Individual Health Plans for asthma, allergic reactions, or diabetes are good for the entire time the student is at AHS.
- Students are not permitted to keep prescriptive medication, except asthma inhalers, insulin, or an EPI-Pen as prescribed by their physician, under their control in such places as their backpack, purse, or pockets.
- The prescriptive medication shall be kept under lock and key at all times in the health room.
- The school nurse, health room personnel, office staff, or authorized school personnel may dispense over-the-counter medications from the health room at Arrowhead Union High School.

Sincerely,

Kristi Kirk, RN  
School Nurse  
Arrowhead Union High School

  
\_\_\_\_\_  
Medical Advisor Signature

  
\_\_\_\_\_  
Date

# PROCEDURE

## PRESCRIPTION MEDICATION CONSENT FORM

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

When it is a necessity that a student receives prescription medication at school:

1. Written authorization for medications expire at the end of the school year if not discontinued during the course of the year. New orders need to be obtained at the beginning of each school year.
2. Written consent from parent/legal guardian/18 year old student must be received before any medication is administered.
3. Written doctor's orders must be received stating:
  - a. Name of medication
  - b. Dosage
  - c. Time to be administered
4. The school nurse may obtain telephone orders from the prescribing physician for administration of medication until written orders are received.
5. The medication must be in a pharmacy labeled container with the student's name, dosage, and time to be given on it.
6. Students are not permitted to keep prescriptive medication, except asthma inhalers, insulin, or an EPI-Pen as prescribed by their physician, under their control in such places as their backpack, purse or pockets.
7. The prescriptive medication shall be kept under lock and key at all times in the health room.
8. I hereby give my permission for the school nurse, health room personnel, office staff, or authorized school personnel to give the medication to my child according to the directions stated below.
9. I give my permission to the school nurse to contact the student's physician.
10. I further agree to hold the Arrowhead School District and the above-identified person(s) harmless in any or all claims arising from the administration of this medication or the performance of this procedure at school.
11. I agree to notify the health room at the termination of this request or when any change in the above orders is necessary.

\_\_\_\_\_  
*Signature of parent/legal guardian/18 year old student* \_\_\_\_\_  
*Date*

### Physician Medication Orders

Name of Medication	Dosage	Time to be administered OR PRN for _____	Duration – All School Year Or _____

May the student self-administer asthma/inhalers, diabetes/insulin, or allergies/EPI-Pen? YES\_\_\_ NO\_\_\_

**For asthmas inhalers, EPI-Pens, and insulin, please fill out Individualized Health Plan instead.**

**\*\*Physician Signature** \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

April 24, 2006

Dr. Kathy Phelan  
Pro Health Care  
1500 Walnut Ridge Dr  
Hartland, WI 53029

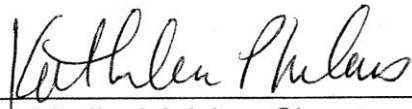
Dear Dr. Kathy Phelan:

The following procedure will be followed for oral over-the-counter medications at Arrowhead Union High School in the health room.

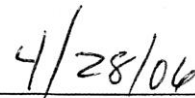
- No oral over-the-counter medications will be administered to students without **written consent** (Over-the-Counter Medication Consent Form) from parent, legal guardian, or from students over 18 years old.
- Ibuprofen or Acetaminophen will not be administered more than 10 days a month without documentation from their physician.
- Written consent for over-the-counter medication is good for the entire time the student is at Arrowhead Union High School.
- Parent, legal guardian, or 18-year-old student's instructions may not exceed manufacturers recommended dosages.
- Parent, legal guardian, or 18-year-old student will notify the health room at the termination of this request or when any change in the orders is necessary.
- Arrowhead Union High School will supply generic ibuprofen, generic acetaminophen, and diphenhydramine hydrochloride (generic antihistamine).
- All other over-the-counter medications must be brought in from home in the original container and stored in the locked cabinet in the health room.
- The school nurse, health room personnel, office staff, or authorized school personnel may dispense over-the-counter medications from the health room at Arrowhead Union High School.

Sincerely,

Kristi Kirk, RN  
School Nurse  
Arrowhead Union High School



Medical Advisor Signature



Date

## OVER-THE-COUNTER MEDICATION CONSENT FORM

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

- No over-the-counter medication will be given to students without **written permission** from parent, legal guardian, or a student who is 18 years old.
- Written consent for over-the-counter medications is good for the entire time the student is at AHS.
- Arrowhead Union High School will supply generic ibuprofen, generic acetaminophen, and diphenhydramine hydrochloride (generic antihistamine).
- All other medications must be brought in from home in the original containers and stored in the locked cabinet in the health room.
- Instructions may not exceed manufacturers recommended dosages.

\_\_\_\_\_ Ibuprofen 200mg, 1 or 2 tablets every 4 hours as needed for discomfort. **AHS will have a supply in the health room.** Ibuprofen will not be administered over 10 days a month without documentation from their physician.

\_\_\_\_\_ Acetaminophen 500mg, 1 or 2 tablets every 4 hours as needed for discomfort. **AHS will have a supply in the health room.** Acetaminophen will not be administered over 10 days a month without documentation from their physician.

\_\_\_\_\_ Diphenhydramine Hydrochloride (generic antihistamine) 25mg, 1 or 2 capsules every 4 hours as needed for allergic reaction or hay fever. **AHS will have a supply in the health room.**

\_\_\_\_\_ Acetaminophen (Tylenol) 325mg, 1 or 2 tablets every 4 hours as needed for discomfort. **Parents to supply.**

\_\_\_\_\_ Aleve 220mg, 1 caplet every 12 hours as needed for discomfort. **Parents to supply.**

\_\_\_\_\_ Midol (500mg acetaminophen, 60mg caffeine, & 15mg pyrilamine maleate) 1 or 2 capsules every 6 hours as needed for menstrual cramps. **Parents to supply.**

\_\_\_\_\_ Name of Medication \_\_\_\_\_ Dosage \_\_\_\_\_ as needed prn.

\_\_\_\_\_ Name of Medication \_\_\_\_\_ Dosage \_\_\_\_\_ as needed prn.

\_\_\_\_\_ Name of Medication \_\_\_\_\_ Dosage \_\_\_\_\_ as needed prn.

- A. I hereby give my permission for the school nurse, health room personnel, office staff, or authorized school personnel to give the medication to my child according to the directions stated above.
- B. I give my permission to the school nurse to contact the student's physician.
- C. I further agree to hold the Arrowhead School District and the above-identified person(s) harmless in any or all claims arising from the administration of this medication or the performance of this procedure at school.
- D. I agree to notify the health room at the termination of this request or when any change in the above orders is necessary.

\_\_\_\_\_  
*Signature of parent/legal guardian/18 year old student*

\_\_\_\_\_  
*Date*

# PROCEDURE

## ONLY FOR STUDENTS WITH ASTHMA

### ARROWHEAD HIGH SCHOOL – ASTHMA INDIVIDUALIZED HEALTH PLAN

Student name \_\_\_\_\_ Home phone number \_\_\_\_\_  
Mother's name \_\_\_\_\_ Work phone number \_\_\_\_\_  
Father's name \_\_\_\_\_ Work phone number \_\_\_\_\_  
Physician \_\_\_\_\_ Physician's phone \_\_\_\_\_

How long has your child had asthma? \_\_\_\_\_

Would you like a courtesy call before field trips as a reminder to send inhalers? YES \_\_\_ NO \_\_\_

Please check your child's typical asthma symptoms.

\_\_\_ wheezing \_\_\_ dry cough \_\_\_ difficulty breathing \_\_\_ lips/nails turn blue  
\_\_\_ other (please explain) \_\_\_\_\_

Please check what triggers your child's asthma attacks.

\_\_\_ vigorous exercise \_\_\_ respiratory infection/cold \_\_\_ excitement/stress \_\_\_ weather  
\_\_\_ environmental irritants (please list) \_\_\_\_\_  
\_\_\_ allergies (please list) \_\_\_\_\_

#### **Treatment Plan:**

1. Call the school nurse.
2. Have the child sit upright with shoulders relaxed.
3. Have student administer any inhaler/medication order by physician below.

#### **Parental Consent:**

- I hereby give my permission for the school nurse, health room personnel, office staff, or authorized school personnel to give the medication to my child according to the directions stated below.
- I give permission to the school nurse to contact the student's physician.
- I further agree to hold the Arrowhead School District and the above-identified person(s) harmless in any or all claims arising from the administration of this medication or the performance of this procedure at school.
- I agree to notify the health room at the termination of this request or when any change in the below orders is necessary.
- If I cannot be reached by phone and my child does not respond to the medication listed below, 911 will be called to transport my child to the nearest hospital.

\_\_\_\_\_  
*Signature of parent/legal guardian*

\_\_\_\_\_  
*Date*

# PROCEDURE

---

**TO BE COMPLETED BY A PHYSICIAN**

Please list any restrictions to activity. \_\_\_\_\_

**Physician medication or inhaler order:**

<b>Name of medication or inhaler</b>	<b>Dosage</b>	<b>Time to be administered or PRN</b>	<b>Duration</b>
			Entire time at AHS
			Entire time at AHS
			Entire time at AHS

**Inhaler(s) for asthma – May student self-administer and keep the inhaler(s) under their control in such place as their backpack, purse, or pockets? YES\_\_\_ NO\_\_\_**

**\*\*Physician Signature** \_\_\_\_\_

Date \_\_\_\_\_

**ONLY FOR STUDENTS CARRYING AN EPINEPHRINE AUTO-INJECTOR**  
**ARROWHEAD HIGH SCHOOL – ALLERGIC REACTION INDIVIDUALIZED HEALTH PLAN**

Student name \_\_\_\_\_ Home phone number \_\_\_\_\_  
 Mother's name \_\_\_\_\_ Work phone number \_\_\_\_\_  
 Father's name \_\_\_\_\_ Work phone number \_\_\_\_\_  
 Physician \_\_\_\_\_ Physicians phone \_\_\_\_\_

**ALLERGIC TO:**

Allergen	Please circle what causes a reaction	Describe past reactions and medications used.
	Ingestion or touch or sting	
	Ingestion or touch or sting	
	Ingestion or touch or sting	
	Ingestion or touch or sting	
	Ingestion or touch or sting	
	Ingestion or touch or sting	

**Please check your child's typical allergic reaction symptoms:**

**lungs** - difficulty breathing or wheezing     
  **heart** - pale, blue, faint, dizzy     
  **mouth** - swelling of tongue and/or lips  
 **throat** - tight, hoarse, trouble breathing/swallowing     
  **throat** - change in voice quality     
  **gut** - severe vomiting or diarrhea  
 **skin** - many hive over body, widespread skin redness     
  collapse     
  other

**Treatment Plan:**

- Call the school nurse or Licensed Athletic Trainer.
- Administer any additional medications ordered by physician below for mild symptoms (itchy nose, itch mouth, sneezing, few hives, mild itch, mild nausea).
- Administer injection of epinephrine auto injector-adult 0.3 mg Epinephrine. Physician is to indicate change in dose below. The student, school nurse, Licensed Athletic Trainer, health room personnel, or staff trained in the administration of epinephrine auto injector will administer the epinephrine auto-injector to the student as ordered below. No school employee, except a health care professional is required to administer any drug to a pupil by means other than ingestion. WI ACT 334
- If ordered administer inhaler (bronchodilator) if wheezing.
- Transport to Emergency Room for severe allergic reaction.
  - \_\_\_\_\_ call 911
  - \_\_\_\_\_ call parent to transport to emergency room, call 911 if unable to reach parents
- Administer CPR if necessary.

**Parental Consent:**

- I hereby give my permission for the school nurse, health room personnel, office staff or authorized school personnel to give the medication to my child according to the directions stated below.
- I give permission to the school nurse to contact the student's physician.
- I further agree to hold the Arrowhead School District and the above-identified person(s) harmless in any or all claims arising from the administration of this medication or the performance of this procedure at school.
- I agree to notify the health room at the termination of this request or when changes in the below orders is necessary.
- If I cannot be reached by phone and my child does not respond to the medication listed below, 911 will be called to transport my child to the nearest hospital.

\_\_\_\_\_ Date \_\_\_\_\_ Signature or Parent/Legal Guardian

**TO BE COMPLETED BY A PHYSICIAN!**

**Physician medication orders:**

Name of medication	Dosage	Time to be administered Or PRN	Duration
EPI-Pen/Auvi-Q	0.3mg/adult dose	PRN allergic reaction	Entire time at AHS

**Epinephrine auto injector - May student self-administer and keep the epinephrine auto injector under their control in such place as their backpack, purse or pockets?** \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_ Date \_\_\_\_\_ Physician Signature



**POLICY: 655.1 STUDENT RANDOM DRUG TESTING**

PURPOSE

Random student drug testing will be implemented to:

- foster a safer learning environment within our schools
- establish a stronger culture of drug disapproval within the school community
- employ a more reliable means to detect student drug use as a means to deter its use among students
- help direct students away from drug and alcohol use toward a healthy and drug-free lifestyle
- assist students in maximizing their performance by remaining drug free
- assist parents/guardians with helping their children resist pressure to use alcohol, tobacco, or illegal drugs
- identify users of drugs or alcohol so that appropriate interventions may occur

PROGRAM COORDINATION

- These procedures will be overseen by the superintendent and his/her designee.
- The associate principals will serve as the Testing Coordinator and will coordinate and supervise the testing program at Arrowhead High School.
- The principal will serve as Testing Coordinator when the associate principal(s) is unavailable.

ELIGIBILITY FOR TESTING

- Arrowhead High School students participating in athletics and co-curricular activities are eligible for random drug testing.
- Students become eligible for random drug testing on the day their parent permission card is submitted to participate in an athletic or co-curricular activity.
- Students remain eligible for random drug testing throughout the remainder of his or her high school years whether or not the student has been previously tested or is currently participating in an athletic or co-curricular activity at the time he or she might be selected for a drug test.
- Up to 25% of the total number of athletic and co-curricular participants will be tested annually.

WHAT IS TESTED

- The District will test for the presence of certain substances which may include, but is not limited to, the following: alcohol, metabolites of nicotine, marijuana, opiates, cocaine, amphetamines, and phencyclidine (PCP). The District reserves the right to test for any other drug, within the meaning of the policy, at the discretion of the School District administration (principal, superintendent).
- For the purpose of this policy, a drug includes phencyclidine (PCP), marijuana (THC), cocaine, methamphetamine, opiates, alcohol, nicotine, and anabolic steroids or any other substance which is defined as a controlled substance by the Uniform Controlled Substance Act, Wis. Stat. § 961.001 et seq. and as subsequently amended, unless that substance has been taken pursuant to a legal prescription.

SELECTION OF STUDENTS FOR TESTING

- A confidential testing schedule will be created by the associate principals or designee prior to the initiation of testing to ensure randomness of testing.
- Testing may only occur on student contact days during the academic year.

- Student selection for testing will be conducted on a random basis.
  - The associate principal or designee will assign a number to each student eligible for testing.
  - An administrator (non-high school) will supervise the selection of student numbers for testing. (This person will not have a list of eligible participants and their corresponding testing number.)
  - A computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing will be utilized.
  - The associate principal or designee will receive a list of numbers to be tested.
  - The associate principal or designee will notify the participant (in person) and escort the participant to the testing room.
  - Alternate student selections will be made in the event of student absence or refusal to participate in testing.
  - The names of students selected for testing will remain confidential except to the high school administration.
  - The associate principal or designee from the opposite building will supervise testing in that building.

## ADMINISTERING THE TEST

- All aspects of the random drug testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible.
- Nurses from the approved outside agency will oversee the collection of urine specimens in accordance with Federal (Department of Transportation) standards.
- The approved outside agency will collect urine samples from select students and forward the samples to a licensed lab, via licensed courier, for screening.
- Specimen collecting will occur at the high school in an area that has a secured bathroom and a private “waiting” room.
- Urine samples will be handled in the same manner as forensics evidence.
- Urine samples will be kept by the testing facility pending a request for retesting of a sample.
- Any student unable to produce an adequate specimen of urine during the collection period will automatically be tested on the next testing date. Students not able to provide an adequate urine specimen at that time will be viewed as refusing to test.
- Any attempt by a student to tamper with the urine collection process will result in the sample being deemed positive.
- All efforts will be made to minimize the instructional impact of testing and to maintain the confidentiality of those students involved in testing.

## STUDENT ABSENCE DURING TESTING DATE

- If a student is absent on the day he or she is selected for testing, the associate principal or designee will investigate the nature of the absence. If the absence is due to truancy, the student will be ineligible for competition until the next testing date and then will automatically be tested on that date. If the absence is excused, the student will remain eligible for practice and competition, but will automatically be tested on the next testing date. Ineligibility may be waived upon review by the associate principal and/or the building principal or designee.

## NOTIFICATION OF TESTING AND TESTING RESULTS

- Students participating in athletics or co-curricular activities are required to complete the “Arrowhead Union High School District Random Drug Testing Program Consent Form.”

# **PROCEDURE**

- Parents of students selected for testing will be notified (via phone call or message) on the day of testing. Parents of students who refuse to test will also be notified.
- Results of student tests will be provided to the associate principal or designee within approximately 7 school days of the testing.
- Students who test negative will receive notification by the associate principal or designee.
- Students who test positive will be contacted directly by a physician from the testing facility for a follow-up consultation.
- Parent/guardians of students tested will be notified of test results.
- The associate principal or designee is notified that “results are pending” for students who test positive. Once consultation occurs with a physician, the associate principal or designee is given final results of the test.
- Written notification will be provided to all students and parents upon the determination of test results. If the test results are positive, the notification shall include a referral to a School Counselor/AODA Coordinator.
- The associate principal or designee will keep testing results in confidential files separate from the student’s other educational records. He/she shall disclose results only to the administrative personnel who have a need to be informed regarding the result of the test in order to implement or to oversee implementation of the policy or the consequences for violating this policy. This may include the principal, activities director, or the superintendent. Student drug testing information will not be turned over to any law enforcement authorities except under circumstances in which the District is legally compelled to surrender or disclose such test results.

## CONSEQUENCES

- An Activities/Athletic Code violation will result from the following:
  - Positive screen
  - Refusal to participate in testing
  - Tampering with the urine collection process
- Students will be ineligible for participation in an athletic or co-curricular activity for a failure to complete the “Arrowhead Union High School District Random Drug Testing Program Consent Form” or repeated failure to participate in the testing program.

## APPEAL PROCEDURE

- All appeals will be conducted in accordance with the process outlined in the Activities/Athletic Code.

## FINANCIAL CONSIDERATIONS

- The District will incur the cost of testing.

**POLICY: 657. BLOODBORNE PATHOGENS**

Arrowhead Union High School District [Bloodborne Pathogens Exposure Control Plan](#) and documentation pertaining to Bloodborne Pathogen Procedures are located in electronic format and posted on Arrowhead's website.

Arrowhead Union High School will not disclose a student's HIV test results unless the student and/or their authorized representative and/or parent/guardian have signed written authorization for the disclosure that follows Wisconsin State Legislature Chapter 252 Communicable Disease 252.15(3m).

**POLICY: 659. EMERGENCY NURSING SERVICES**

In providing for emergency nursing services, the District shall:

- A. Arrange for a nurse currently registered in Wisconsin to direct the emergency nursing services program. The nurse shall be knowledgeable and have skills in emergency nursing care.
- B. Arrange for a physician licensed in Wisconsin to serve as medical advisor for the emergency nursing services program. The medical advisor shall review policies and procedures, standing orders, protocols, and advise the District regarding health services.
- C. Establish written policies and procedures for dealing with accidental injury, illness, and medication at all school-sponsored activities. These policies and procedures shall be developed by or under the direction of a registered nurse, approved by the medical advisor, and adopted by the Board.
- D. Designate individuals in school and for all school functions to be responsible for implementing emergency care procedures.
- E. Provide appropriate staff, club advisors, and coaches with training in first aid, CPR/AED, and epinephrine auto-injector. Maintain a list of staff trained.
- F. Provide appropriate staff, club advisors, and coaches with training in epileptic emergencies. Maintain a list of staff trained. All students diagnosed with a seizure will have an Individualized Seizure Health Plan developed by parents and a physician.
- G. Provide appropriate staff, club advisors, and coaches training in diabetic emergencies and use of glucagon. Maintain a list of staff trained. All diabetic students will have an Individualized Health Plan developed by parents and a physician.
- H. Provide appropriate staff, club advisors, and coaches training in asthmatic emergencies and use of inhalers. Maintain a list of staff trained. All students who have an inhaler will have an Asthma Individualized Health Plan developed by parents and a physician.
- I. Maintain a health room at South and North Campus and an athletic training room that is equipped with the supplies necessary to provide emergency care in accordance with established procedures. The health room shall be open to students during the school day. The athletic training room shall be open to students during contractual school-sponsored athletic activities.
- J. Emergency pupil information is completed in Skyward during enrollment for freshman and new students and updated annually at registration by families.
- K. Staff members or coaches will complete a Student Accident Report form for any student injured at a school-sponsored activity, including but not limited to curricular and co-curricular activities.
- L. Annually review the emergency nursing services program in accordance with established procedures.

Reference: Wisconsin Administrative Code, Standard G, Section PI 8.01(2)(g)

Approved by Arrowhead High School's Medical Advisor, Kathleen Phelan, MD, on February 12, 2015.

## Standing Order for Arrowhead High School – Epinephrine Auto-Injector

1. The school nurse, Licensed Athletic Trainers, health room personnel, or staff trained in the administration of epinephrine auto-injector will administer the epinephrine auto-injector to students as ordered by a physician following the Allergic Reaction Individualized Health Plan.
2. If the school nurse, Licensed Athletic Trainers, health room personnel, or staff trained in the administration of epinephrine auto-injector in good faith believes a student or person **without** an Allergic Reaction Individualized Health Plan is experiencing anaphylaxis, the school nurse, Licensed Athletic Trainers, health room personnel, or staff trained in the administration of epinephrine auto-injector may administer the stock epinephrine auto-injector. The person who administered the stock epinephrine auto-injector will call 911 immediately after administration.
3. Arrowhead High School will keep a stock epinephrine auto-injector in the health room and athletic training room for severe allergic reactions.
4. Arrowhead High School will keep a stock epinephrine auto-injector in four AED cabinets, South Campus by Door D, North Campus by Door 15, North Campus Swimming Pool area and the Mullett Ice Center.

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

## Standing Order for Arrowhead High School – Glucagon for Severe Hypoglycemia

1. The school nurse, Licensed Athletic Trainers, or health room personnel may test a student for hypoglycemia via a blood glucose meter who appears to be experiencing a severe hypoglycemic event.
2. Glucagon can be administered by the school nurse, Licensed Athletic Trainers, or staff trained in the administration of glucagon. Glucagon will be administered if:
  - a. The student is unable to eat a fast acting sugar,
  - b. The student has severe hypoglycemia via a blood glucose meter results,
  - c. The student is unconscious or having a seizure,
  - d. Repeated administration of sugar or a sugar-sweetened product, such as a regular soft drink or fruit juice, does not improve the patient's condition.
3. If glucagon is administered, 911 will be called as soon as possible. Parent will be notified as soon as possible.

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

## Seizure Protocol for Arrowhead High School

1. Individualized Seizure Health Plan will be followed for students diagnosed with a seizure disorder.
2. 911 will be called:
  - a. If the seizure takes place in the water,
  - b. There is no known seizure history,
  - c. The student is pregnant, diabetic, or seriously injured,
  - d. When criteria is reached in the Individualized Seizure Health Plan.
3. Cushion the student's head.
4. Clear the area around the student.
5. Reassure and talk to the student.
6. If vomiting occurs, position the student on the side.
7. Notify parents.
8. Document the length of the seizure.

Approved by Arrowhead High School's Medical Advisor, Kathleen Phelan, MD, on February 12, 2015.

**POLICY: 659.1 ALLERGY MANAGEMENT PLAN**

In order to minimize the risk of students with life threatening allergies to exposure of offending allergens that may trigger a life threatening reaction, the District will support life threatening allergy procedures and guidelines that include:

1. Appropriate education of staff to roles and responsibilities,
2. Building-based general medical emergency plans,
3. Life threatening allergy emergency plans for specific students. In situations involving a minor student, the student's parent/guardian must provide the school with signed, written medical documentation from the health care provider of any allergy. In situations involving an adult student, the student's parent/guardian or the adult student must provide the school with signed, written medical documentation from the health care provider of any allergy. This will include the severity of the allergy, symptoms of typical reaction; instructions as to care; current medication used for the allergy and under what circumstances it is to be used. The school nurse in conjunction with the student's parent (or adult pupil) and health care provider will prepare an Allergic Reaction Individualized Health Plan. This plan will be found under the emergency information tab in Skyward, and updated as needed if the situation changes. The school nurse will provide students with an Allergic Reaction Individualized Health Plan under this policy the necessary training which may include prevention tactics and emergency procedures.
4. Availability of medical equipment for quick response and resources for ongoing support and implementation of this procedure.

### Treatment of an Allergic Reaction

1. Students with a life threatening allergy (food, latex, insect bites, or environmental), potentially requiring the use of medication, will have an Allergic Reaction Individualized Health Plan developed by their physician, parents, and school nurse prior to start of school.
2. If the school nurse, licensed athletic trainers, health room personnel, or staff trained in the administration of epinephrine auto-injector in good faith believes a student or person **without** an Allergic Reaction Individualized Health Plan is experiencing anaphylaxis, the school nurse, licensed athletic trainers, health room personnel, or staff trained in the administration of epinephrine auto-injector may administer the stock epinephrine auto-injector. The person who administered the stock epinephrine auto-injector will call 911 immediately after administration.
3. Arrowhead High School will keep a stock epinephrine auto-injector in the health room and athletic training room for severe allergic reactions.
4. Arrowhead High School will keep a stock epinephrine auto-injector in four AED cabinets, South Campus by Door D, North Campus by Door 15, North Campus swimming pool area, and the Mullett Ice Center.

### General Precautions

1. Staff working with students with life-threatening allergies must be familiar with the student's Allergic Reaction Individualized Health Plan. The Allergic Reaction Individualized Health Plan is found under the emergency information in Skyward. Students should give a copy of their plan to their teachers, coaches, after-school advisors, and bus drivers.
2. No latex (rubber) balloons or gloves are allowed at school because of students with latex sensitivity and latex allergies. Mylar balloons are allowed.
3. If food is supplied to students on a bus, it must contain NO peanuts, peanut butter, or nuts.
4. Any food offered that contains peanuts/tree nuts as an ingredient must be individually wrapped to avoid unintentional exposure through cross-contamination.

5. When food will be offered/served, a staff member will:
  - a. Develop a safety plan how food will be handled with the parents and student following the student's Allergic Reaction Individualized Health Plan.
  - b. Be prepared to share food labels, recipes, or ingredient list used.
  - c. Inform all who will be providing the food about allergens and food restrictions.
  - d. Read all labels and re-check with each purchase for potential food allergens.
  - e. Allow student to wash hands with soap and water before and after any food is eaten.
6. Avoid isolating, stigmatizing, or harassing students with life-threatening allergies. Be aware of how the student with allergies is being treated and enforce rules about bullying.
7. Any staff, volunteers, or visitors should be encouraged to wash their hands prior to working with students to help reduce potential for allergen protein on their hands and possible contamination of shared surfaces.
8. Arrowhead High School will make available training for epinephrine auto-injector administration for allergies every four years. Epinephrine auto-injector skill verification will be offered to staff/ coaches every two years and will be documented on the Epinephrine Auto-injector Medication Skill Competency Test form.
9. Community facility users are expected to adhere to the Allergy Management Plan:
  - a. The Allergy Management Plan will be attached to the Application and Agreement for Use of School Facilities, Equipment, and Site form.
  - b. Coaches and advisors will be given a copy of the Allergy Management Plan.

#### Guidelines for the Cafeteria

1. Allergen-free tables will be made available in lunchrooms if requested by a student or family.
2. Separate cleaning supplies must be used for allergen-free tables.
3. All tables and chairs will be washed with soap and water or all-purpose cleaning agents before each meal period.
4. Cafeteria staff must be informed of and be able to recognize students with Allergic Reaction Individualized Health Plan and respond to symptoms of an allergic reaction.
5. No foods containing peanuts/tree nuts as an active ingredient will be served by AHS meal plan.
6. Report mistakes, such as cross-contact with an allergen, or errors in the ingredient list or menu, immediately to administrator and parents.
7. Provide advanced copies of menus for parents to use in planning.

#### Teacher Guidelines for Students in FACE Foods Classes

1. Teacher will review with parents and students with an Allergic Reaction Individualized Health Plan all recipes and address areas of concern.
2. Teacher and student will review specific recipes and discuss options of ingredients one (1) week prior to the foods lab. They will determine what recipes are safe, what ingredients will be altered for the student's group, and what recipes should not be in the room.
3. On lab day, student and staff will check all of the labels to make sure all of the ingredients are safe for student.
4. Teachers will have the students complete an allergy assessment on the first day of class.
5. Arrange a meeting with the student and parent.
6. The student's Allergic Reaction Individualized Health Plan must be easily assessable for substitute teachers/staff.

#### Guidelines for Teachers Going on a Field Trip

1. As soon as a field trip is planned, but no later than three (3) days prior to the field trip, supply the health room with the course number of classes attending and the date of the field trip. The health room will run a report listing allergies and chronic conditions.



2. The day of the field trip:
  - a. Get a fanny pack from the health room.
  - b. Make sure you have a copy of the student's Allergic Reaction Individualized Health Plan.
  - c. Make sure students have ordered medications.
  - d. Staff accompanying a student with a life-threatening allergy on a field trip must be trained to administer an epinephrine auto-injector.
  - e. Ensure that a functioning cell phone is taken on the trip.
3. Consider eating situations on the field trip and plan for prevention of exposure to the student's allergen.

### Guidelines for School Nurse

1. Develop an Allergic Reaction Individualized Health Plan with parent/guardian, which will include emergency medications ordered by allergist or primary physician.
2. In Skyward, activate the student's emergency alert with their Allergic Reaction Individualized Health Plan.
3. Train Arrowhead High School staff to recognize and respond to allergic reactions, including the administration of an epinephrine auto-injector.
4. Provide a list of all students who carry an epinephrine device and their allergies to AHS bus drivers and Dousman Transportation.
5. School nurses will provide AHS school bus driver training to recognize and respond to allergic reactions, including the administration of an epinephrine auto-injector.
6. Run a report listing allergies and chronic conditions for field trips and provide a copy of the Allergic Reaction Individualized Health Plan.

### Guidelines for Students with a Life-Threatening Allergy

1. Students shall review and sign allergy contract.
2. Students shall keep epinephrine auto-injector and antihistamine in the front pocket of their backpack.
3. Students shall act responsibly with any medication he or she is keeping in his or her possessions. Students shall not share any medication with other students. Students shall know how to administer his or her epinephrine auto injector.
4. Students shall Introduce him or herself and communicate his or her allergy and where he or she keeps his or her medication to:
  - a. all of his or her teachers
  - b. any substitute teacher he or she has
  - c. all of his or her coaches and after-school advisors
  - d. his or her bus driver
5. Students shall discuss field trips with teachers and a parent/guardian to decide appropriate strategies for management of the student's allergy.
6. Students must take an active role in assessing and assuring their environment is not contaminated with an allergen and report suspicions to a staff person.
7. Notify the health room or a teacher immediately if he or she has suspected he or she has eaten a food allergen.
8. Students shall be encouraged to always look at the ingredients for any food he or she is eating.
9. Students shall be encouraged to refrain from trading or sharing food.
10. Students shall be encouraged to refrain from eating anything with unknown ingredients or known to contain any allergen.
11. Students shall be encouraged to wash hands prior to eating.

Guidelines for Parents/Guardians of a Student with a Life-Threatening Allergy

1. Review and sign allergy contract.
2. Complete the Allergic Reaction Individualized Health Plan form with physician prior to the start of school.
3. Provide properly labeled medications. Replace medication after use and upon expiration.
4. Notify Arrowhead High School health room if the parent or guardian would like child to sit at an allergen-free table in the school cafeteria.
5. If Arrowhead High School stock epinephrine auto-injector is used because the student does not have their prescribed epinephrine auto-injector, the parent will be charged the replacement cost for such stock new epinephrine auto-injector.
6. If a student with a known allergen plan is signing up for a foods class, the parent must meet with the foods teacher to develop a plan for foods class.

Approved by Arrowhead High School's Medical Advisor, Kathleen Phelan, MD; 3/19/2015

**POLICY: 670. RELIGIOUS EXPRESSION IN THE SCHOOLS**

With respect to religious expression, the first amendment to the U.S. Constitution provides both freedom of religion and prohibition against the establishment of religion by government. The Arrowhead School District, as a governmental agency, shall be neutral with respect to religion and shall not engage in any activity that advocates or disparages religion, religious beliefs or nonbeliefs. At the same time, the School District recognizes that students have the important right of religious expression.

The school is a place where religion and religious beliefs or non-beliefs shall be treated with fairness, respect, and neutrality. A balance shall be sought between the student's right to express religious beliefs and the rights of other students to not be subject to involuntary religious recruitment, proselytizing, indoctrination, coercion, or harassment.

The school upholds the first amendment when it protects the religious liberty rights of students of all religious faiths, as well as students who profess no religious faith.

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

Though the District shall be neutral with respect to religion, the District shares responsibility with the community to develop appropriate moral and ethical character incorporating the ideals of liberty, justice, the pursuit of happiness, and equality of opportunity. The fact that some of these values may also be held within a religion does not make it improper to teach them.

In addition to religious neutrality, the District subscribes to the following principles:

- A. Religious expression within the Arrowhead School District requires a careful balancing of free speech and the free exercise of religion without endorsing, promoting, or establishing religion.
- B. A school's instruction about religion shall be objective and shall not be intended to favor, promote, or demean the religious beliefs or customs of any religion.
- C. Staff shall not endorse, encourage, or solicit religious or anti-religious expression. Staff shall not prohibit or discourage any student from praying or otherwise expressing religious beliefs or non-beliefs, as long as it is not disruptive within the classroom or instructional day. When acting in their official capacity, staff members are prohibited from endorsing, soliciting, encouraging, directing, or assisting religious activities with students on campus or at school-sponsored off-campus events.
- D. Students may express their beliefs about religion in their homework, artwork, in other written and oral reports, if that expression is consistent with the curriculum assignment. Such work shall be evaluated by the regular academic standards, free of discrimination based on religious content. Accommodations shall be made if the curriculum is contrary to a student's religious belief.
- E. Students have a right to distribute religious literature to their schoolmates on the same terms as they are permitted to distribute other literature that is unrelated to school curriculum or activities. Schools may impose the same reasonable time, place, and manner to other constitutional restrictions on distribution of religious literature as they do on non-school literature generally, but they may not single out religious literature for special regulation.
- F. Students may form religious clubs, wear religious clothing, display religious messages, use school facilities on the same basis as accorded others and authorized by regulations or policy. Students may also be allowed release time for religious instruction.

**POLICY: 683. STUDENT LOCKER SEARCHES**

School lockers are the property of the Arrowhead School District and are provided for the convenience of students. The school retains the right to hold locker inspections at any time, and if necessary, to search lockers and their contents if there is reason to believe that such inspection shall detect a health or safety problem, violation of school rules, or prevent the lockers from being used in illicit ways or for illegal purposes.

Students may not use their lockers to display obscene, profane, or offensive materials.

The student assumes all responsibility for the contents of the assigned lockers. The Board of Education is not liable for any losses that the student may incur. These lockers are not tamper proof, so students are advised to either check their valuables in the office, or better yet, leave them at home. A student should never leave their locker unlocked or tell their combination or share their combination with another student. School staff may take possession of items which are found illegally possessed or which are in violation of the Arrowhead Student Handbook.

**GUIDELINES**

1. Items removed from the locker may be held by the school for return to the adult students, or the parent(s) or guardian of a minor student, without liability to the school for safekeeping.
  - a. The adult student, or the parent(s) or guardian of a minor student, shall be notified by the inspecting authority of items removed from the locker.
  - b. The adult student, or a parent(s) or guardian of a minor student, shall be informed of his/her right to obtain items that may have been removed from the locker.
2. If the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of the law, the suspect material removed from the locker shall be turned over to law enforcement officials.
  - a. The adult student, or the parent(s) or guardian of a minor student, shall be notified by the inspecting authority of items removed from the locker and of the delivery thereof to law enforcement officials.
  - b. The adult student, or the parent(s) or guardian of a minor student, shall be informed of his/her right to obtain any other items that may have been removed from the locker.