

POLICY: 614. ELEMENTARY STUDENT ENROLLMENT

1. Course Fees – Course fees shall be charged according to the usual and customary standards, and these fees shall be nonrefundable should the student decide to return to his/her elementary school.
2. Transportation – Transportation is not the responsibility of Arrowhead High School.
3. Appeal Process – The Arrowhead Appeal of Placement forms are available in the respective guidance offices.

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, 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 NON-RESIDENT 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 12th 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 12th 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 9th and 10th 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.

PROCEDURE

POLICY: 622.1 NON-RESIDENT STUDENTS WITH INTENT TO RESIDE IN THE DISTRICT

NON-RESIDENT STUDENTS WITH INTENT TO RESIDE IN THE DISTRICT

_____ I have read School Board Policy 622.1 Non-Resident 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 Non-Resident 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 NON-RESIDENT STUDENT**

POLICY: 623. OPEN ENROLLMENT

The Board of Education may allow non-resident 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.

Non-Resident District

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

Non-Resident 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 non-resident 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.

Full-time Enrollment

A student is enrolled for the entire school day and receives all of his/her required education in this District.

Part-time Enrollment

Limited to high school students who may participate in no more than two (2) courses offered by this District.

Class Size

Unless otherwise stated in the terms of a collectively bargained, negotiated agreement, 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.

Resident Student

A student is a legal resident of this District and is consequently entitled to attend school in this District.

Racial Imbalance

"Racial" refers to minorities classified as African-American, Asian-American, Hispanic-American, or Native-American students. "Balance" refers to the percentage of "racial" students in a District program as described in Wisconsin state statute.

ENROLLMENT OF NON-RESIDENT STUDENTS

Beginning with the school year 1998/1999, the superintendent shall determine the availability of openings for non-resident 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.

The Board shall require non-resident elementary students who are attending school in this District under the Open Enrollment Program to apply prior to entering high school.

If the number of applications for admission from non-resident students exceeds the number of available enrollment opportunities, non-resident students shall be selected for admission using a random selection process established by the superintendent.

Enrollment priority shall be given to a non-resident student already admitted under this policy or his/her sibling.

A parent of a non-resident student who wishes his/her child to attend school in this District in the subsequent school year shall submit a request on the State-issued form to the superintendent no earlier than the first Monday in February nor later than the third Friday in February of the current school year. The superintendent shall forward a copy of each application to the district of residence and the Department of Public Instruction by no later than the fourth Monday in February.

The superintendent shall notify the applicant on or before the first Friday after the first Monday in April 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 second Friday following the first Monday in May, of the specific program or school the student shall be attending. The parent must, in turn, notify the superintendent, on or before the first Friday in June, if his/her child shall be attending school in this District.

The superintendent shall notify the district of residence, by no later than June 30th, of each non-resident student who shall be attending school in this District in the forthcoming school year.

CRITERIA FOR NONADMISSION

Enrollment shall not be available to any non-resident student who meets one or more of the following criteria.

1. 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:
 - a. 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;
 - b. engaging in conduct while at school or while under supervision of a school authority that endangered the health, safety, or property of others;
 - c. 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;

- d. 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.

- 2. The special education program or related services described in the child's individualized education program is not available in the District, or there is no space available in the appropriate special education program.
- 3. The child has not been properly screened by his/her resident school district to determine if there is reasonable cause to believe that the child is a child with exceptional educational needs or the child has been reported or identified by his/her resident school district but not yet evaluated by a multidisciplinary team appointed by the resident district.

The superintendent may inform the parent of nonacceptance for any of the above-stated reasons any time prior to the beginning of the school year.

The student has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll.

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.

The superintendent shall be responsible for developing and promulgating administrative guidelines to implement this policy. Such guidelines shall address at least the following matters:

- a. participation in interscholastic athletics;
- b. District transportation services;
- c. prerequisites and other eligibility standards associated with courses of study;
- d. transfer of academic credit;
- e. assignment within the District;
- f. admission of special education students based on the IEP and the continuance of programs at Arrowhead;
- g. payment of fees and other charges.

RELEASE OF RESIDENT STUDENTS

The Board shall release any resident student who wishes to apply for enrollment in another school district. The maximum number of students who may be released in any given school year shall comply with statutory limitations. The superintendent shall ensure that the records of a resident student who transfers to a non-resident district are sent promptly to the other district.

This procedure shall be reviewed annually on or before October 1st.

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 1st offense shall be a warning, 2nd offense shall be brief after class discussion, 3rd offense shall be after-school detention, and 4th 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:

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

Bonnie Laugerman
NC Principal

Gregg Wiczorek
SC 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: 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.

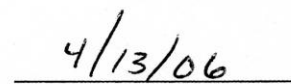
- Prescription medications will only be administered to students with **written consent** (Prescription Medication Consent Form or Individualized Health Plan) from parent, legal guardian, or from students over 18 years old **and** physician. The school nurse may obtain telephone orders from the prescribing 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

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

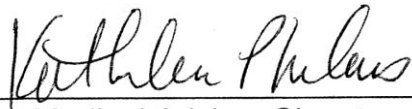
Dear Dr. Kathy Phelan:

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

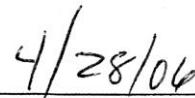
- No oral over-the-counter medications will be administered to students without **written consent** (Over-the-Counter Medication Consent Form) from parent, legal guardian, or from students over 18 years old.
- Ibuprofen or Acetaminophen will not be administered more than 10 days a month without documentation 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:

Name of medication or inhaler	Dosage	Time to be administered or PRN	Duration
			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 _____

PROCEDURE

TO BE COMPLETED BY A PHYSICIAN

Physician medication or EPI-Pen order:

Name of medication	Dosage	Time to be administered or PRN	Duration
EPI-Pen	0.3mg	PRN allergic reaction	Entire time at AHS

EPI-Pen – May student self-administer and keep the EPI-Pen under their control in such place as their backpack, purse, or pockets? YES ___ NO ___

**Physician Signature _____

Date _____

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 extra-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 extra-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 extra-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 extra-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 extra-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 24 hours 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. The consultation will address reasons for a positive test and a decision made regarding the legitimacy of a positive screen. The physician will also counsel parents and students on rehabilitative options.
- 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.
- 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 extra-curricular activity for a failure to complete the “Arrowhead Union High School District Random Drug Testing Program Consent Form.”

APPEAL PROCEDURE

- All appeals will be conducted in accordance with the process outlined in the Activities/Athletic Code.
- Students may request a retest of their urine sample at their own expense. A retest must be done within 72 hours of the original test.

FINANCIAL CONSIDERATIONS

- The District will incur the cost of testing.
- Students and their parent/guardian will incur the cost of retesting a sample.

POLICY: 656. HEAD LICE/NITS

1. Any student who is suspected of having head lice shall be removed from the classroom as unobtrusively as possible to be screened. Head lice checks may be made periodically on any child as necessary during the school year. This may include classroom checks or all school checks. Friends and siblings of infested students who attend Arrowhead High School shall be checked by the Arrowhead School Nurse, or his/her designee, for head lice. Students with head lice or nits shall not attend school. All students returning after treatment must be screened. The District may screen all students as needed.
2. If live lice or untreated nits are apparent:
 - a. The parent shall be contacted by phone immediately. The child should be isolated and sent home with his/her belongings.
 - b. Treatment of the student and the environment shall be explained to the parent.
 - c. A written explanation of lice treatment shall be delivered to the parent/guardian/legal custodian or adult student, serving as an adjunct to the instructions given over the phone. This shall include a form to be completed by the parent stating the day, time, and type of shampoo used.
 - d. Parents shall be strongly encouraged to remove all nits and casings after treatment with a lice shampoo before the student shall be readmitted to school.
 - e. The District may screen all students as needed.
3. Readmission to school:
 - a. The student shall be checked by the Arrowhead School Nurse or his/her designee upon return to school, to be assured of treatment.
 - b. Presence of live lice shall constitute exclusion, and treatment shall be repeated.
 - c. The Arrowhead School Nurse or his/her designee shall check the student's head for lice and nits weekly for two weeks following reentry or until assured that the head is clear.
 - d. The completed Procedure Verification Form must be on file prior to the student's readmittance.
 - e. The District may screen all students as needed.
4. School Environment:
 - a. The environmental cleanup guidelines shall be followed for those classrooms of diagnosed cases. The janitor shall be asked to clean the classroom each time a new case is discovered in that classroom. A copy of the cleaning guidelines shall be given to the teacher.
 - b. Parents of all students in that classroom shall be contacted immediately, explaining that lice has been discovered in their child's classroom, with instructions on how to check their own children for head lice.
 - c. School staff shall check the heads of all students in those classrooms of diagnosed cases the same day of the discovery of a case of head lice in that classroom.
5. Environmental Cleanup
 - a. The Division of Health offers the following suggestions for cleaning the school environment:
 - Floors, rugs, pillows, and upholstered furniture should be thoroughly vacuumed and the vacuum bag disposed of when complete.
 - Combs and brushes used on infested persons should be immersed in hot water (>150°), 2% Lysol®, alcohol, or pediculicide for one hour.
 - Clothing, linen, and cloth toys worn or handled by the infested individual within two days of diagnosis should be washed in hot water (>125° F) or machine dried at the hottest setting for at least 20 minutes.
 - Other articles may be dry cleaned, or sealed in plastic bags for 10 days.

PROCEDURE

- It is not necessary to hire an exterminator to treat the school. Spraying or fogging schools with insecticides or pediculicides is not recommended and may be harmful used in a poorly ventilated area.

PROCEDURE VERIFICATION FORM

Compliance Data

Check the appropriate boxes below, sign, and return to the Arrowhead School Nurse or his/her designee. Please note that noncompliance with District practices shall result in the exclusion of the student from school.

- Treatment of the infested individual has been completed in accordance with the District and Waukesha County Dept. of Human Services Guidelines.
- All Lice/Nits/Egg cases have been removed by the Parent/Guardian/Legal Custodian or Adult Student.
- Request re-entry of _____ (student) to school pending Arrowhead School Nurse, or his/her designee, approval.

Signature of Parent/Guardian/Legal Custodian/Adult Student

Date

POLICY: 657. BLOODBORNE PATHOGENS

Documentation pertaining to Bloodborne Pathogen Procedures is on file in the District office Library.

9/29/97

To the Arrowhead School Board:

After doing the annual review of the Bloodborne Pathogen Plan at Arrowhead, and consulting with Cindy Erickson, Nurse Consultant for DPI, I would like to make the following recommendations regarding the Hepatitis B vaccine:

1. Offer the Hepatitis B vaccine to the school nurses, Lori Stangler and Char Stroik.
2. Offer the Hepatitis B vaccine to all Special Ed teachers and aides working with CD, ED, and Early Childhood students, due to the potential of contact with biting students.
3. Offer the Hepatitis B vaccine to all bus drivers who transport CD, ED, or Early Childhood students, due to the potential of contact with biting students.
4. Offer the Hepatitis B vaccine to all maintenance staff that have cleanup of blood spills or vomit as a primary duty during their shift.
5. Offer the Hepatitis B vaccine to the secretaries at South and North Campus who have health room duty coverage in the absence of the nurse: Debbie Zellmer, Joanne Webster, Sherry Hackbart, and Sue Stevenson. Mike Ward also should be included, as he covers the health room until the nurse arrives during an injury at North.
6. Offer the Hepatitis B vaccine to all lifeguards employed by Arrowhead upon hiring. If the lifeguard is 18 or under, they could have the shots done at Waukesha County Immunization Clinics at a cost of only \$5.25 per shot for a series of three shots. They would pay for the shots at the time, and the school would then have to reimburse them. Lifeguards over the age of 18 would need to have the shots done at Waukesha Medical Clinic—Hartland like all other employees.

Waukesha Medical Clinic—Hartland would give the series of three Hepatitis B injections for all employees at a cost of \$48.00 per shot. Employees have the right to refuse the Hepatitis B vaccine and later may decide to receive it. Something that could be checked into is if WEA insurance would cover the shots, or if the school must pay due to Bloodborne Pathogen Standards.

Respectfully submitted,

Lori Stangler, R.N.
School Nurse

HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to myself.

Employee Name (*please print*)

Employee Signature

Witness: _____

Date: _____

HEPATITIS B VACCINATION RECORD

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination shall be offered free of charge.

I, _____, have completed the following inoculations using:

_____ Recombivax-HB Vaccine **OR** _____ Enerix-B Vaccine

Inoculation 1 Date: _____ Given at: _____

Inoculation 1 Date: _____ Given at: _____

Inoculation 1 Date: _____ Given at: _____

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 to serve as medical advisor for the emergency nursing services program. The medical advisor shall review the policies and procedures 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 each school and for all school functions to be responsible for implementing emergency care procedures.
- E. Maintain a health room in each school that is equipped with the supplies necessary to provide emergency care in accordance with established procedures.
- F. Maintain a record system that includes accident investigation reports and a log of services rendered.
- G. Annually review the emergency nursing services program in accordance with established procedures.

(The next page is an Addendum to 659. Emergency Nursing Services – Procedures.)

April 11, 2006

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

Dear Dr. Kathy Phelan:

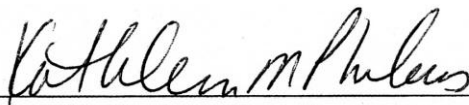
Standing Order for Arrowhead Union High School

The health room will have available epinephrine through an auto-injector for severe allergic reaction and glucagon available for severe hypoglycemia.

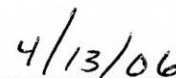
- The school nurse, health room personnel, or authorized school personnel may administer epinephrine through an auto-injector to any student who appears to be experiencing a severe allergic reaction.
- The school nurse, health room personnel, or authorized school personnel may test students for hypoglycemia via a blood glucose meter and administer glucagon to any pupil who appears to be experiencing a severe hypoglycemic event. Glucagon will be administered if:
 - The student is unable to eat sugar or sugar-sweetened products.
 - The student has severe hypoglycemia via a blood glucose meter results.
 - The student is unconscious.
 - The student is having a seizure OR
 - 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.
- If epinephrine or glucagons is administered, 911 will be called as soon as practicable. Parents will be notified as soon as possible.

Sincerely,

Kristi Kirk, RN
School Nurse
Arrowhead Union High School



Medical Advisor Signature



Date

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.