

ARROWHEAD UNION HIGH SCHOOL DISTRICT POLICIES AND PROCEDURES

TABLE OF CONTENTS

EDUCATIONAL PHILOSOPHY

MISSION STATEMENT

VALUES

NON-DISCRIMINATION STATEMENT (NOT POLICY)

SERIES 100 BOARD OF EDUCATION

110 SCHOOL BOARD LEGAL STATUS

- 111. SCHOOL BOARD ELECTIONS
- 112. SCHOOL BOARD AUTHORITY**
- 113. FILLING BOARD VACANCIES**

120 SCHOOL BOARD RESPONSIBILITIES

- 121. POLICY DEVELOPMENT
- 122. BOARD-ADMINISTRATOR RELATIONS
- 123. INTRABOARD RELATIONS

130 SCHOOL BOARD STRUCTURE

- 131. BOARD OFFICERS**
 - 131.1 ARROWHEAD HIGH SCHOOL ENDOWMENT FUND, INC.**
(ADDENDUM)
- 132. BOARD COMMITTEES**

140 SCHOOL BOARD MEMBERS

- 141. BOARD MEMBERS RESPONSIBILITIES
- 142. BOARD MEMBERS CODE OF ETHICS

150 BOARD MEETINGS

- 151. REGULAR BOARD MEETINGS
 - 151.1 BOARD MEETING NOTIFICATIONS/AGENDAS**
 - 151.2 RULES OF ORDER
 - 151.3 QUORUM
 - 151.4 PUBLIC PARTICIPATION AT BOARD MEETINGS
 - 151.5 AGENDA FORMAT
- 152. SPECIAL/EMERGENCY BOARD MEETINGS
- 153. PUBLIC INFORMATION

** = Procedures have been written for this policy.

**ARROWHEAD UNION HIGH SCHOOL DISTRICT
POLICIES AND PROCEDURES**

160 SCHOOL BOARD RECOGNITION PROGRAM

- 161. BOARD-SPONSORED RECOGNITION PROGRAM**

SERIES 200 ADMINISTRATION

210 SUPERINTENDENT

- 211. POSITION DESCRIPTION/QUALIFICATIONS
- 212. RESPONSIBILITIES
- 213. EVALUATION**

220 ADMINISTRATIVE STAFF

- 221. ADMINISTRATIVE POSITIONS
- 222. PROFESSIONAL STAFF HIRING

SERIES 300 INSTRUCTION

310 GENERAL ORGANIZATION PLAN

- 311. SCHOOL CALENDAR

320 CURRICULUM

- 321. CURRICULUM EVALUATION
- 322. HOMEBOUND INSTRUCTION
- 323. CORRESPONDENCE COURSES**
- 324. SUMMER SCHOOL
- 325. COURSE GUIDE & SUMMER SCHOOL GUIDE
- 326. PARENT AND FAMILY ENGAGEMENT REVIEW POLICY (ESSA)
- 327. CHALLENGE ROPES COURSE POLICY AND PROCEDURES MANUAL

330 INSTRUCTIONAL MATERIALS

- 331. TEXTBOOKS AND AUXILIARY INSTRUCTIONAL MATERIALS
- 332. SELECTION OF MATERIALS**

340 GRADING

- 341. GRADING SYSTEM
- 342. GRADE POINT AVERAGE (GPA)**
- 343. STUDENT PROGRESS REPORTING TO PARENTS/GUARDIANS
- 344. TESTING PROGRAMS

**ARROWHEAD UNION HIGH SCHOOL DISTRICT
POLICIES AND PROCEDURES**

350 GRADUATION

351. GRADUATION REQUIREMENTS**

352. GRADUATION EXERCISES**

352.1 GRADUATION ATTIRE

360 SPECIAL EDUCATION PROGRAMS

361. SPECIAL EDUCATION POLICIES AND PROCEDURES HANDBOOK

362. TESTING OF SPECIAL EDUCATIONAL NEEDS (EEN) STUDENTS**

363. PROGRAMS AND SERVICES FOR ENGLISH LANGUAGE
LEARNERS**

364.

365. ALTERNATIVE EDUCATION PROGRAMS

366. CHILDREN AT RISK**

370 RECORDS

371. STUDENT RECORDS**

372. MAINTENANCE OF RECORDS

373. CHILDREN OF DIVORCED OR SEPARATED PARENTS**

380 COMMUNICATIONS/DATA SYSTEMS**

381. COPYRIGHT POLICY

390 YOUTH OPTIONS PROGRAM**

SERIES 400 COCURRICULAR ACTIVITIES

410 COCURRICULAR POLICY STATEMENT**

420 CODE OF CONDUCT

430 STUDENT CONTESTS

440 STUDENT FUNDRAISING ACTIVITIES**

441. STUDENT ACTIVITY FUNDS MANAGEMENT**

450 FIELD TRIPS**

460 ATHLETICS

461. ATHLETIC RULES AND REGULATIONS

461.1 COACHES HANDBOOK

462. USE OF NUTRITIONAL SUPPLEMENTS, ANABOLIC-ANDROGENIC
STEROIDS, AND OTHER PERFORMANCE ENHANCING
SUBSTANCES

**ARROWHEAD UNION HIGH SCHOOL DISTRICT
POLICIES AND PROCEDURES**

SERIES 500 COMPLAINTS

510 POLICIES

- 511. NONDISCRIMINATION**
- 512.
- 513. FAIR EMPLOYMENT POLICY**
- 514. SEXUAL AND OTHER FORMS OF HARASSMENT**
- 515. ANTI-RETALIATION POLICY
- 516. BULLYING POLICY**

520 COMPLAINTS

- 521. CURRICULUM/INSTRUCTIONAL MATERIALS
- 522. COURSE SELECTION APPEALS**
- 523. MISCELLANEOUS COMPLAINTS
- 524. COMPLAINT FORM**

SERIES 600 STUDENTS

610 RESIDENT STUDENTS

- 612. FULL-TIME STUDENTS
- 613.
- 614. ELEMENTARY STUDENT ENROLLMENT**
 - 614.1 SPECIAL EDUCATION/AT-RISK STUDENT ENROLLMENT**
- 615. REINSTATEMENT OF RESIDENT STUDENTS
- 616. GRADE PLACEMENT**

620 NONRESIDENT STUDENTS

- 621. EXCHANGE STUDENTS**
- 622. ADMISSION OF NONRESIDENT STUDENTS**
 - 622.1 NONRESIDENT STUDENTS WITH INTENT TO RESIDE IN THE DISTRICT**
- 623. OPEN ENROLLMENT**
 - 623.1 COURSE OPTIONS PROGRAM**

630 ATTENDANCE

- 631. STUDENT ATTENDANCE
- 632. ABSENCES**
- 633. RELEASE TIME FOR STUDENTS
- 634. TRUANCY

**ARROWHEAD UNION HIGH SCHOOL DISTRICT
POLICIES AND PROCEDURES**

640 CONDUCT

- 641. CODE OF CLASSROOM CONDUCT**
- 642. STUDENT CONDUCT**
- 643. STUDENT DISRUPTIONS
- 644. STUDENT DRESS CODE
- 645. STUDENT USE OF WEAPONS**
- 646. STUDENT USE OF LASER POINTERS**
- 647. ANTISOCIAL OR CRIMINAL ACTIVITIES BY STUDENTS**
- 648. EXPULSIONS
- 649. POSSESSION OF PERSONAL WIRELESS ELECTRONIC DEVICES
 - 649.1 PRIVACY IN LOCKER ROOMS

650 STUDENT HEALTH AND WELFARE

- 651. STUDENT PHYSICAL EXAMINATIONS
- 652. IMMUNIZATION
 - 652.1 COMMUNICABLE DISEASES – STUDENT
- 653. HEALTH AND WELLNESS**
- 654. ADMINISTERING MEDICATION TO STUDENTS**
- 655. DRUG-FREE SCHOOLS
 - 655.1 STUDENT RANDOM DRUG TESTING**
- 656. HEAD LICE/NITS
- 657. BLOODBORNE PATHOGENS**
- 658. AUTOMATIC EXTERNAL DEFIBRILLATORS
- 659. EMERGENCY NURSING SERVICES**
 - 659.1 ALLERGY MANAGEMENT PLAN**

660 STUDENT SCHOLARSHIPS AND AWARDS

670 RELIGIOUS EXPRESSION IN THE SCHOOLS**

680 SAFETY

- 681. SCHOOL SAFETY PLANS
- 682. ARROWHEAD UNION HIGH SCHOOL DISTRICT VIDEO SURVEILLANCE
- 683. STUDENT LOCKER SEARCHES**
- 684. CANINE SEARCHES
- 685. BUILDING SECURITY

**ARROWHEAD UNION HIGH SCHOOL DISTRICT
POLICIES AND PROCEDURES**

SERIES 700 PERSONNEL

710 STAFF

- 711. STAFF**
 - 711.1 EMPLOYEE HANDBOOK
 - 711.2 STAFF PHYSICAL EXAMINATIONS**
 - 711.3 COMMUNICABLE DISEASE – STAFF
 - 711.4 CRIMINAL BACKGROUND CHECKS**
 - 711.5 EMPLOYEE ALCOHOL AND/OR OTHER DRUG USE**
 - 711.6 STAFF PROTECTION
 - 711.7 EMPLOYEE WELLNESS
 - 711.8 EMPLOYEE ALCOHOL AND DRUG TESTING**
 - 711.9 STAFF COMPLAINTS AND GRIEVANCES**
- 712. STAFF BENEFITS
- 713. STAFF DEVELOPMENT**
 - 713.1 PROFESSIONAL STAFF VISITATIONS AND CONFERENCES**
- 714. DRESS CODE FOR PROFESSIONAL STAFF
- 715. COCURRICULAR PERSONNEL RECRUITMENT AND SELECTION**
- 716. CONFLICT OF INTEREST/NEPOTISM
 - 716.1 STAFF CONFLICTS OF INTEREST**
 - 716.2 GIFTS AND GRATUITIES
- 717. STAFF SOLICITATIONS
- 718. STAFF CONDUCT
 - 718.1 ALCOHOL AND DRUG-FREE WORKPLACE
 - 718.2 TOBACCO USE BY STAFF ON SCHOOL PREMISES
 - 718.3 STAFF ETHICS – CONFLICTS OF INTEREST
 - 718.4 STAFF INVOLVEMENT IN POLITICAL ACTIVITIES
 - 718.5
 - 718.6 STAFF-STUDENT RELATIONS
 - 718.7 MANDATORY REPORTER
 - 718.8
 - 718.9
 - 718.10 FALSE REPORTS AND MAKING FALSE STATEMENTS ABOUT A COLLEAGUE OR DISTRICT

**ARROWHEAD UNION HIGH SCHOOL DISTRICT
POLICIES AND PROCEDURES**

718.11

718.12 OUTSIDE EMPLOYMENT

719. PERSONNEL RECORDS

SERIES 800 FISCAL MANAGEMENT

810 ACCOUNTING SYSTEM

811. SEPARATE FUNDS

812. DEPOSITORY OF FUNDS

813. PURCHASING**

813.1 PURCHASING CARD PROGRAM**

814. DISTRICT FUND BALANCE

815. ELECTRONIC INFORMATION SECURITY

820 BUDGET

821. BUDGET PREPARATION

822. BUDGET SCHEDULE

830

840 INSURANCE PROGRAM

850 COMMERCIAL AGREEMENTS

851. SPONSORSHIPS

860 LONG-TERM DEBT

861. POST-ISSUANCE COMPLIANCE POLICY FOR TAX-EXEMPT AND
TAX-ADVANTAGED OBLIGATIONS**

862. CONTINUING DISCLOSURE COMPLIANCE POLICY**

SERIES 900 SUPPORT SERVICES

910 TRANSPORTATION

911. STUDENT TRANSPORTATION SERVICES**

912. STUDENT CONDUCT ON SCHOOL BUSES**

913. USE OF SCHOOL-OWNED OR LEASED VEHICLES OR PERSONAL
VEHICLES BY STAFF, STUDENTS, AND VOLUNTEERS**

914. TRANSPORTATION FOR STUDENTS IN FOSTER CARE OR
HOMELESS

920 USE OF SCHOOL-OWNED EQUIPMENT**

930 RECORDS RETENTION SCHEDULE

940 FOOD SERVICE PROGRAM

941. MEAL CHARGE POLICY – FOOD SERVICES MANAGEMENT**

**ARROWHEAD UNION HIGH SCHOOL DISTRICT
POLICIES AND PROCEDURES**

SERIES 1000 SCHOOL/COMMUNITY RELATIONS

1010 PUBLIC RECORDS

1011. ACCESS TO PUBLIC RECORDS

1011.1 STAFF EMAIL

1012. NOTICES AND FEES

1020 SCHOOL PROPERTY

1021. ON-SITE USE OF SCHOOL PROPERTY, FACILITIES, AND EQUIPMENT**

1021.1 USAGE GUIDELINES

1021.2 USAGE FEES

1030 FUNDRAISING

1031. FUNDRAISING BY SCHOOL-RELATED ORGANIZATIONS**

1032. FUNDRAISING BY OUTSIDE ORGANIZATIONS**

1040 DISTRIBUTION OF MATERIALS AND LITERATURE TO STUDENTS**

1050 GRANTS AND GIFTS FROM PRIVATE SOURCES

1060 VISITORS TO SCHOOLS

1061. PRESENTATION BY POLITICAL CANDIDATES

1070 FACILITY NAMING RIGHTS

1080 EDUCATIONAL RESEARCH**

1090 SMOKING AND TOBACCO USE