

# **ARROWHEAD HIGH SCHOOL**



## **Student and Parent Information Guide**

***2020-2021***

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<http://www.arrowheadschoools.org>



## **The Arrowhead Union High School District**

South Campus/District Office

700 North Avenue  
Hartland, Wisconsin 53029  
(262) 369-3611

North Campus

800 North Avenue  
Hartland, Wisconsin 53029  
(262) 369-3612

[www.arrowheadschoools.org](http://www.arrowheadschoools.org)

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Dear Parents and Students:

It is with a great deal of excitement and anticipation that I write this letter, as your principal, welcoming you back to a new school year. I look forward to meeting and getting to know both the students and their parents in the coming year. With the start of the new school year, it is an ideal time for those of you who are new to Arrowhead, as well as those who are returning, to take a moment to review some of the expectations that support making AHS a quality learning environment. Each year the contents of the handbook are reviewed and adapted to make sure the information accurately reflects the necessary policies and procedures of the school. Additional copies of the handbook can be obtained from the North or South Campus offices.

As you review this handbook together, we would ask you to specifically review the Attendance Policy and Procedures. It is important to note that state law is very clear about what can be considered an excused or unexcused absence. The AHS policy and procedures, along with the student code of conduct, have been developed to reflect state law.

As students begin the new year, we encourage participation in activities that are sponsored by the high school. We believe student involvement in activities outside the classroom support students developing leadership skills and also provide motivation that can carry over into the classroom. It is important to note that the WIAA has established academic eligibility standards for competition, which do not allow students who receive more than one F to compete in athletics or co-curricular events.

If questions arise during the year regarding the contents of the handbook or any other questions related to Arrowhead High School, we would ask that you contact any of the following individuals:

Ms. Gordon – Associate Principal  
Mrs. Hopkins, Mr. Reineking, Mrs. Rodenkirch –  
Counselors North Campus  
Mr. Lewandowski – School Psychologist (North)  
Mr. Mangan – Activities Director

Ms. Paradowski – Associate Principal  
Ms. Sroka, Mr. Stuber, Mrs. Whyte -  
Counselors South Campus  
Mr. Nicholas Pflieger – School Psychologist (South)

Again, I welcome you to AHS and look forward to the opportunity of meeting you during the coming school year.

Sincerely,

Gregg Wiczorek  
Principal

District Office Fax (262) 367-7406  
South Campus Office Fax (262) 367-4693 • Office of Student and Staff Learning Fax (262) 367-2014  
North Campus Office Fax (262) 369-0996 • Activities Office Fax (262) 367-1870

## Arrowhead Union High School District



### **Vision**

Arrowhead will be an educational leader in creating pathways for students to embrace the opportunities of tomorrow.

### **Mission**

Empower students to be engaged, confident, continuous learners who utilize the essential skills to collaborate and contribute within the local and global community.

# SCHOOL INFORMATION PEOPLE WHO CAN HELP

## SWITCHBOARD

Direct calls, general information, teacher messages, work permits – (262) 369-3611

<p><b><u>SUPERINTENDENT'S OFFICE</u></b> 369-3611 Ext. 4110 Kathleen McGraw</p> <p>Office of the Superintendent Personnel Board Policy Community Relations Legal Issues District Operations District Communications</p>	<p><b><u>ARROWHEAD HIGH SCHOOL ADMINISTRATION</u></b> 369-3612 Ext. 4200                      369-3611 Ext. 4100 Tracy MacDonald, North Campus      Kathryn Cullinan, South Campus</p> <p style="text-align: center;">Office of the Principal &amp; Associate Principals Student Issues Graduation Information Special Events Lockers Teacher &amp; Student Messages Assemblies/Exam Schedules Curriculum Issues Assessment Issues Instructional Issues Open Enrollment Staff Development 9<sup>th</sup> Grade Orientation</p>	
<p><b><u>ACTIVITIES OFFICE</u></b> 369-3612 Ext. 4202 Liz Arsnow, Kari Staus Ext. 4213 Jill Bradley Ext. 4213</p> <p>Office of Activities Director WIAA Forms Activities Schedules Calendar of Events Athletic Fees Facility Use Requests</p>	<p><b><u>ARROWHEAD STUDENT SERVICES &amp; SCHOOL COUNSELING</u></b> 369-3612 Ext. 4209                      369-3611 Ext. 4114 Ann Olson, North Campus              Linda Kempen, South Campus</p> <p style="text-align: center;">School Counselor Appointments Student Records AP/PSAT/ACT/SAT Information Scholarship &amp; Awards Information Dates for College Testing &amp; Visits Student Enrollment ASPIRE, WKCE, and Work Keys Assessment</p>	
<p><b><u>FOOD SERVICE</u></b> Chartwells School Dining Service Jason Kulich, Director 369-6311 Ext. 3270</p> <p>North Campus Contact Peggy Wieschel 369-3612, Ext. 4938</p> <p><b><u>NURSE</u></b> Katie Thompson, Ext. 4108 Paula Nordwig, NC Aide Ext. 4208</p>	<p><b><u>SPECIFIC CURRICULUM QUESTIONS</u></b> 369-3611</p> <p>Dave Olenchek, Math Ext. 4845 Brian Corry, Science Ext. 4705 Shanna Hechimovich, Social Studies Ext. 4860 David Gierach, Language Arts Ext. 4658 Jeanne Psket, World Language, Ext. 4863 Sherry Moseler, Performance Departments Ext. 4803 Brenda King, Career Technical Education Departments Ext. 4830</p>	<p><b><u>ATTENDANCE</u></b> 369-3612 Ext. 4201 TBD, North Campus</p> <p>369-3611 Ext. 4101 Karen Klufft, South Campus</p> <p>Report Absences/Excuses (<b><i>Limit of 10 without doctor excuse</i></b>) Pre-planned Absences Homework Requests</p>

[2020-21 CALENDAR](#)

# FACULTY

Laura Myrah, Superintendent  
Jeffrey Gross, Business Manager  
Adam Boldt, Director of Student Services  
Sue Casetta, Director of Learning  
Gregg Wieczorek, Principal  
Becky Gordon, Associate Principal  
Debra Paradowski, Associate Principal  
Ryan Mangan, Activities Director  
Donna Smith, Director of Library Media & Technology  
Kevin Lipscomb, Director of Buildings & Grounds  
Philip Carini, School Resource Officer

## **ALTERNATIVE EDUCATION**

Leah Cull  
David Bechtel

## **FINE ARTS**

Kristen Falkner  
Sherry Moseler  
Brock Rumohr

## **BUSINESS & MARKETING**

Paul Brester  
Jana Danay  
Jennifer Kligora  
Christie Klun  
Steve Melzer  
Laura Miller  
Julie Schwartz

## **COUNSELING**

Stephanie Hopkins  
Todd Reineking  
Angela Rodenkirch  
Molly Sroka  
Thomas Stuber  
Barbara Whyte

## **FAMILY AND CONSUMER**

Lori Barbee  
Christine DeCoster  
Brenda King  
Andrew Stilp

## **SPECIAL EDUCATION**

Katherine Albinson  
Stacey Arnett  
David Bechtel  
Jill Bohrman  
Mary Bruscato  
Amy Finn  
Heidi Hamilton  
Lauren Harmon  
Kelly Hassler  
Mary Kocour  
Jared Kwiatkowski  
Gina Ray  
Scott Rice

## **ENGLISH**

Ryan Andrews  
Terri Carnell  
Rayen Elmergreen  
Kari Fellabaum  
David Gierach  
Katie Herrman  
Andrew Johnson  
Elizabeth Jorgensen  
Maralynn Markano  
Becca McCann  
Richard Meyers  
Liz Munkwitz  
Jennifer Passler  
Fritz Rauch  
Michelle Verkler  
Carol Whitehaus

## **HEALTH & PHYSICAL EDUCATION**

John Hoch  
Julie Marrazzo  
Emily Martin  
Jeremy Miller  
Kari Sagal  
Jeff Staus

## **MATHEMATICS**

Cheryl Bonlender  
Nick Brengosz  
Dale Destache  
Christina Dodge  
Thomas Fechter  
Naomi Fulton  
James Hessler  
Janelle Hobbs  
Sarah Kraus  
Laura Lampshire  
Mark Leoni  
Christopher Martin  
Alicia Obermann  
David Olenchek  
Steven Schmid  
Lisa Tiefenthaler  
Rick Witte

## **MUSIC**

Grace Bielski  
Gustavo Chaviano  
Jacob Polancich  
Sarah Dunmire

## **PSYCHOLOGIST**

Kevin Lewandowski  
(North Campus)  
Nicholas Pflieger  
(South Campus)

## **SCIENCE**

James Albers  
Greg Bisbee  
Brian Corry  
Douglas Drenzek  
Michelle Feutz  
Michael Hall  
Laura Holdmann  
Jacqueline Jurewicz  
Angela Koch  
Cammy Ley  
Dennis Mechenich  
John Mesenbrink  
Leesa Rodenkirch  
Julianne Schneider  
Chris Streufert  
Chad Tschanz  
Andrew Zuercher

**SOCIAL STUDIES**

Jennifer Brown  
Beth DesRosiers  
Nate Flesch  
Craig Haase  
Heather Hackbarth  
Shanna Hechimovich  
Chris Herriot  
Phil Kasun  
Daniel Miller  
Joseph Paul  
Ron Reichle  
Christopher Skaros  
Frank Taylor  
Timothy Tower  
Tamara Varsos  
Heather Williams

**TECHNOLOGY &  
ENGINEERING**

Anthony Christian  
Jeff Luetschwager  
Jeremy Schlitt  
Michael Wesp  
Tom Whelan

**WORLD  
LANGUAGE**

Ramona Armour  
Jennifer Charles  
Amy Coraggio  
Tim Gliniecki  
Kathi Koepke  
Terese Newuman-  
Hayes  
Jeanne Psket  
Terese Rentmeester  
Sara Sadowski  
Elizabeth Schueth  
Tracy Tomczyk  
Wei Yao

**2020-2021 ARROWHEAD HIGH SCHOOL BOARD OF EDUCATION**

Darrell G. Beneker  
N43 W33450 Glen View Court  
Nashotah, WI 53058  
262-720-9967

Amy Hemmer  
W293 N6690 Cheryl Lane  
Hartland, WI 53029  
414-333-0883

Robert J. Rosch, President  
W301 N6737 Miranda Way  
Hartland, WI 53029  
262-349-7023

Donna Beringer  
N45 W28912 Capitol Drive  
Hartland, WI 53029  
262-719-4133

Timothy V. Langer  
W334 N5803 Garvin Lane  
Nashotah, WI 53058  
262-367-3800

Susan M. Schultz, Clerk  
N66 W30860 Red Fox Run  
Hartland, WI 53029  
262-966-2444

David L. Dean  
407 E. Capitol Drive  
Hartland, WI 53029  
262-367-6878

Kent W. Rice, Vice President  
W272 N4791 Yench Road  
Pewaukee, WI 53072  
262-691-9244

Craig C. Thompson, Treasurer  
W284 N7737 Keesus Road  
Hartland, WI 53029  
262-787-3229



## DAILY CLASS SCHEDULE

### South Campus

7:20 – 8:00  
8:04 – 8:44  
8:48 – 9:28  
9:32 – 10:12  
10:16 – 10:46  
10:16 – 10:56  
11:00 – 11:30  
10:50 – 11:30  
11:34 – 12:14  
12:18 – 12:58  
1:02 – 1:42  
1:46 – 2:26

Period 1  
Period 2  
Period 3  
Period 4  
Period 5 lunch  
Period 5  
Period 6 lunch  
Period 6  
Period 7  
Period 8  
Period 9  
Period 10

### North Campus

7:30 – 8:10  
8:14 – 8:54  
8:58 – 9:38  
9:42 – 10:22  
10:26 – 10:56  
10:26 – 11:06  
11:10 – 11:40  
11:00 – 11:40  
11:44 – 12:24  
12:28 – 1:08  
1:12 – 1:52  
1:56 – 2:36

## CLASS SCHEDULE FOR EARLY RELEASE ON WEDNESDAYS

### South Campus

7:20 – 7:58  
8:02 – 8:40  
8:44 – 9:22  
9:26 – 10:04  
10:08 – 10:38  
10:08 – 10:45  
11:49 – 11:19  
10:42 – 11:19  
11:23 – 12:00  
12:04 – 12:42  
12:46 – 1:24  
1:28 – 2:06

Period 1  
Period 2  
Period 3  
Period 4  
Period 5 lunch  
Period 5  
Period 6 lunch  
Period 6  
Period 7  
Period 8  
Period 9  
Period 10

### North Campus

7:30 – 8:08  
8:12 – 8:50  
8:54 – 9:32  
9:36 – 10:14  
10:18 – 10:48  
10:18 – 10:55  
10:59 – 11:29  
10:52 – 11:29  
11:33 – 12:10  
12:14 – 12:52  
12:56 – 1:34  
1:38 – 2:16

## **STUDENT CLASS SCHEDULE INFORMATION**

Courses at Arrowhead High School are granted one credit for each semester unless noted in the course guide.

Most classes meet one period each day for 40 minutes or two periods every other day (A or B) for 84 minutes.

The first day of each semester is an "A" Day; the next is a "B" Day. This alternating sequence may change if school is not in session due to inclement weather, testing, etc.

Advanced Placement (AP) courses meet in a variety of patterns (60 minutes, 40 minutes, etc.) Please see the [Arrowhead High School 2020-21 Course Guide](#) for detailed information about each class (description, duration, pre-requisites).

## VOICE MAIL

Arrowhead High School has a phone/voice mail system. During the school day (7:00 – 3:30) call (262) 369-3611 and the switchboard operator will answer all calls and forward them to the appropriate person. Outside of the normal school day, the voice mail system is set up to act as an auto-attendant.

Student absences can be reported to the school 24 hours a day. During school hours, South Campus absences can be reported by dialing (262) 369-3611, Ext. 4101, while North Campus absences can be reported by dialing (262) 369-3612, Ext. 4201. Outside of the normal school day, absences can be reported by dialing 369-3611 or 369-3612 and press 8 for attendance.

Callers may enter the 4-digit extension if it is known or use 9 for a user directory. South Campus and Administrated Services may be reached by pressing 5, North Campus and Activities Office by pressing 6 or special messages by pressing 7. Press 0 for the operator.

## NONDISCRIMINATION POLICY/COMPLAINT PROCEDURES

It is the policy of the Arrowhead School District that no person may be denied admission to any public school in this district or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by S.118.13(P.I.9.04), Wisconsin Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972(sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available to address allegations of violations of the policy in the Arrowhead School District. A complaint form is included in this handbook.

Any questions regarding this policy should be directed to Title IX Coordinators:

Adam Boldt,  
Director of Student Services  
Arrowhead School District  
700 North Avenue  
Hartland, WI 53029  
(262) 369-3611 Ext. 4112  
[boldt@arrowheadschoools.org](mailto:boldt@arrowheadschoools.org)

Debra Paradowski,  
Associate Principal  
Arrowhead School District  
700 North Avenue  
Hartland, WI 53029  
(262) 369-3611 Ext. 4199  
[paradowski@arrowheadschoools.org](mailto:paradowski@arrowheadschoools.org)

Department of Public Instruction  
125 South Webster Street  
Madison, WI 53702  
1 800 441-4563

Office of Civil Rights  
Chicago, IL  
(312) 886-8434

## STUDENT SERVICES

### SCHOOL COUNSELING OFFICE

The School Counseling staff at Arrowhead High School aims to help each student obtain the best educational experience. Students are assigned to a counselor by alphabet and grade level.

#### 9<sup>th</sup> & 10<sup>th</sup> Grades

Mr. Stuber	A-G
Mrs. Whyte	H-O
Ms. Sroka	P-Z

#### 11<sup>th</sup> & 12<sup>th</sup> Grades

Mrs. Hopkins	A-G
Mr. Reineking	H-O
Mrs. Rodenkirch	P-Z

The counselors provide individual and group assistance regarding student strengths, interests, personal issues, as well as academic and career planning. They work with other school staff and parents regarding academic progress and attainment of future goals. Counselors deliver classroom presentations, arrange guest speakers, host college and career opportunities, conduct freshmen and junior conferences and organize special Parent Topic seminars. The counseling staff is instrumental in the administration of a variety of student assessments (ASPIRE, ACT WORK KEYS, Naviance, ASVAB, ACT/PSAT/SAT, WKCE and AP).

# CURRICULUM

50 credits are required for graduation. Each student is required to carry a minimum of 7 courses each semester to be considered a full-time student. Students electing 9 credits need administrative approval.

Students who complete all of their credits and all of their requirements in 6 or 7 semesters will be allowed to carry a reduced load of classes their last semester. Students must be full-time students (7 courses) in order to participate in athletics and co-curriculars according to WIAA and administrative policy. Students who have completed all of their credits and requirements prior to their senior year may leave Arrowhead and choose to participate in the commencement ceremony of their graduating class or with the current senior class. If they choose to graduate a year before their graduating class their cumulative records will remain with their original class. They will remain in the junior class for yearbook purposes and will not be allowed to attend senior party.

There is general agreement between the universities and high schools about which courses are acceptable for college preparatory credit. However, there may be a difference between one institution of higher education and another. We have, to the best of our knowledge and experience, indicated these courses in the curriculum guide with an asterisk (\*) before the course title. These courses generally meet the NCAA Eligibility Center's definition of "core courses". See the Curriculum Guide for specific information. Access to courses are open to all students providing pre-requisites are met.

## **Graduation Credit Requirements**

- 8 English – Must include English 9 1 & 2, (English 9 or English 9 Block or English 9 Honors), English 10 1 & 2 (English 10 or English 10 Block or AP Language and Composition – 10<sup>th</sup> grade only)
- 6 Social Studies - Must include Social Studies 9, (Social Studies 9 or Social Studies 9 Block or \*AP Human Geography) and US History 1 & 2 or AP US History 1 & 2  
\*Students who take AP Human Geography must take Political Science or AP US Government & Politics in 10, 11 or 12 grade.
- 6 Science - Must include two credits of Life Science and two credits of Physical Science
- 6 Mathematics
- 2 Career & Technical – Business & Marketing, Family & Consumer, Health Science, Technology & Engineering
- 3 Physical Education - Must include three different types of classes over three separate school years
  - 1 Health
  - 2 Fine Arts – Music, Art, & Acting
- 16 Additional credits
- 50 Total (plus 65% or better on the Wisconsin Civics Test)

Courses generally recognized as academic units for college admission purposes will be marked with an asterisk (\*) in the course descriptions. The number and designation of academic units varies from college to college.

## **COLLEGE ENTRANCE TESTS**

College entrance examinations (ACT and SAT) are offered several times during the year. Arrowhead administers the ACT each national testing date. Details and registration is at ACT.org. All grade 9, 10, and 11 students will be involved in taking additional standardized tests. See the program-planning chart on the previous page or your counselor for more details.

## **COMMENCEMENT ELIGIBILITY**

All academic requirements and financial obligations should be fulfilled for a student to participate in commencement exercises. Students must sign a graduation commitment form. All students in good standing will be honored at the graduation ceremony and graduation party. Participation in the graduation ceremony is a voluntary activity.

- Honor Cords for students with a 3.5 or higher cumulative grade point average after 7 semesters (following first semester of senior year) will be provided by Arrowhead. The cords are issued the day of graduation before students commence to the stadium. Students do not pay for the cords and they are allowed to keep them following the ceremony.

## **EXAMS**

Semester exams fall on the last three days of each semester during the mornings. Students are required to be in school ONLY for classes requiring them to take a final exam. Supervised study hall rooms will be available to those students who ride the bus, have no other transportation or have no scheduled exams. Students will not be allowed in the hallways during exam periods. Written notes or phone calls are not necessary on exam days unless your student is ill. If your student misses a scheduled exam, expect to get a phone call from the attendance office. Senior semester two exams fall on the last two school days before graduation during the regularly scheduled class periods. All juniors, sophomores, and freshman will take exams on the regular exam days. All classes are expected to conduct a cumulative test on exam days and students are expected to attend.

## **EXCHANGE STUDENTS**

The Arrowhead High School Superintendent must approve enrollment application for all International Student Exchange participants. The exchange students qualified are enrolled for one year and must pass a full-time schedule (14 credits) that includes social studies and English. Exchange students will be eligible for an

Arrowhead Diploma at the end of senior year. Arrowhead High School students who study abroad in a pre-approved exchange program will earn credits as a pass/fail which will not impact their GPA.

### **EXTERNAL CREDIT TRANSFER**

Arrowhead will only accept pre-approved transferred credits from accredited institution or correspondence courses. Final exams are required and must be administered under school supervision at Arrowhead. Documentation of course completion must be received by the Counseling Office five days before awarding the diploma or participating in the graduation ceremony. External courses that students enroll in while at Arrowhead will not be noted on the transcript unless it is part of Youth Options Program, Course Options, or pre-approved graduation requirements.

### **FLEXIBLE SCHEDULING OPTION**

Flexible Scheduling Option allows students to take one less class each semester or one less study hall each semester and either arrive one period later to school or leave one period earlier at the end of the day. Extenuating circumstances need administrative approval. Specific eligibility criteria are identified on the FSO contract.

### **FSO QUALIFICATIONS**

- Maintain a cumulative GPA of 3.0
- Must not have any F's
- Must not have 2 or more D's
- Be on track to graduate:
  - 26 credits by end of the 10<sup>th</sup> grade school year
  - 39 credits by end of the 11<sup>th</sup> grade school year
- No pre-expulsion, expulsion, suspension or school-related police citations
- Not received an attendance letter
  - Not exceed 4 tardies to second period (first period FSO students)

Student's full time status may be affected if they become ineligible for FSO. This could impact WIAA athletics, Social Security benefits, automobile insurance, etc.

### **GRADE PLACEMENT**

Students entering Arrowhead 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 transfer from other schools are placed according to length of time in school, not credits earned.

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. 8/10)
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 subjected areas (S.118.165(1)(d))
4. Records of student performance for each course taken. These courses will be assigned a Pass/Fail grade.

In making the grade placement decision from home-based schooling, the principal or designee may require a placement evaluation be completed so that the student will 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 will be probationary for thirty (30) days in the best interests of the student, and, if after review a new placement is necessary, it will be made within five (5) days after the probationary period.

Placement and/or credit authorization in grades 9 through 12 will be determined by credit evaluation from recognized or accredited public or private education institutions and will be accepted as recorded. If placement and/or credit authorization is from a noninstitutional program, then credits will be recorded on the student's permanent record as "PASS". Students earning credits as exchange students studying abroad will be recorded as "PASS".

### **HOME SCHOOLED STUDENTS**

To earn an Arrowhead Diploma for a student who has been home schooled, the student must be in full-time attendance at Arrowhead the final two semesters, senior year. Additionally, the student must pass senior year classes and meet all Arrowhead graduation requirements.

### **PERSONNEL RECORDS**

According to the Open Records Act, March 2003, home address, home electronic mail address (e-mail), home telephone number, or social security number may not be released by Arrowhead High School staff.

### **STUDENT RECORDS**

Cumulative records are maintained on each student. Records are classified as progress (transcripts, attendance, and grades) and behavior (discipline, testing, and law enforcement). The official transcript is maintained permanently. Behavior records are destroyed the summer following graduation. Progress records including grades, attendance, testing, and immunizations are destroyed one year after graduation. Written permission of an 18 year old student or the parents of a

minor is required to release any records. ACT and SAT official records are available from the testing agency.

The Statute states that unless otherwise ordered by the Court, "access to a child's medical, dental, and school records is available to a parent regardless of whether the parent has legal custody of the child". However, Wisconsin Statutes deny all access to pupil records by the custodial parent who has been denied all placement and visitation. Recent school board policy encourages parents to provide the principal with court related documents that provide information on residency, legal custody, physical placement arrangements, and any restrictions as a result. Either parent may view their student's school records, receive school progress reports and school mailings, attend conferences, and visit their student at school unless denied by court order. Parents wishing to review cumulative records may do so with an appointment and in the presence of an administrator. The principal must be informed in writing of any amendments to records.

Wisconsin law, section 118.125(2)(k) allows grades and records of adult pupils, those aged 18 or over, to be shared with the parent or guardian of those students, without the written consent of the pupil, if they are being claimed as dependents on the parents' federal income tax return. However, if the student, in writing, requests that information not be shared with the parent, the school must abide by that request. The parent will be notified that the request is made.

The Juvenile Justice Code increases the ability of law enforcement agencies, schools, social service agencies and courts to exchange information. This includes delinquency and alcohol and drug information. The release of attendance records to law enforcement agencies is allowed by State law.

### **TRANSFER STUDENTS**

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

## **SCHEDULE CORRECTIONS**

### **CORRECTING & CHANGING STUDENT SCHEDULES**

Once the courses for the next school year have been selected, there will be limited opportunities to make schedule corrections.

**Corrections** to student schedules will be made through the first six days of each semester. **Changes** to student schedules may be possible during posted times prior to the start of the next semester. Students dropping a class must have written parental permission. If a class is dropped after the first six days of the semester, a grade of "F" is given.

## **AUDITS**

Students may be allowed to take a course for no grade or credit. Arrangements must be made with the teacher and counselor no later than ten days after the first grading period of each semester. Audited classes must be maintained at the passing level. If the student fails the class, a letter grade of F will be placed on the transcript. Audit contracts may be obtained from the counselors. They must be signed by the student, their parents, the teacher, and the counselor before they are put into effect.

## **CHANGING TEACHERS**

Due to the scheduling and staffing requirements involved in developing student schedules, requests to change teachers will not be honored unless extenuating circumstances are present. Administrative approval is required. It should be noted that yearlong courses are treated as semesters, especially at North Campus, thus classroom teachers generally change at the semester.

## **GRADING**

Nine week grades are viewed on a cumulative point system, reported as a percentage of points possible, so students know at any given time what grade they are earning. This system encourages students to work to the end of the semester. Students may check their progress on Skyward anytime during the semester.

## **HOMEBOUND INSTRUCTION**

Homebound Instruction shall be provided for students in cases where the superintendent or his/her designee deems such instruction appropriate provided that:

1. A written statement is provided confirming the physical or mental condition from a licensed physician, dentist, chiropractor, optometrist, psychologist, or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal that affirms the student's confinement to home or hospital.
2. The absence is expected to last 20 school days or more
3. The health care provider has confirmed a plan for re-entry that meets the criteria of the school which shall include
  - a. Benchmark that will tell the provider of when the student is ready
  - b. Sub-benchmarks that will demonstrate progress towards returning to school
  - c. A timeframe that the school can expect an update on progress of the student which is not to exceed 30 days

Homebound instruction will be provided by the school at its discretion including:

1. Who the tutor is
2. The role of the tutor

- Hours that the tutor is to work with the child not to exceed 5 per week

### **HOMEWORK**

All teachers are expected to have homework procedures as part of their syllabus. If students are absent three or more consecutive days, students should request homework by emailing their teachers.

### **INCOMPLETES**

When the student is missing a major test or project due to extended absence or extenuating circumstances at the end of a semester, the teacher has the option of issuing an incomplete grade. If the work is not finished within 10 days of the day the report card is issued, the incomplete grade reverts to the grade earned. Administrative approval is required to issue an incomplete.

### **MAKE-UP POLICY**

All missed work is expected to be made up. Individual teachers will provide a written document at the beginning of the school year/semester explaining expectations. If students are absent (excused or unexcused) for one to three days, they will have three school days to make-up missed work. In some cases where students are involved in performances (speeches/presentations), group projects, or have a pattern of being absent on test dates, teachers may not honor the make-up policy unless the student makes arrangements in advance. Absences, from 4-9 days, will have five school days available for making up work. Make up timelines for absences exceeding ten days or extenuating circumstances will 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. The school nurse, administration, school psychologist and/or counselor may be involved when extended absences occur.

Parents/students are responsible for making arrangements for all missed work. A listing of additional tutoring resources is available in the Counseling Office.

### **INDEPENDENT STUDY CONTRACTS**

Independent Study is an individualized method of learning where the student has a one-to-one relationship with an instructor. Since it provides a great deal of flexibility, it requires considerable motivation, discipline, persistence, and good study habits.

Students applying for Independent Study will follow these guidelines:

- Studying beyond what the course offers.
- Pursuing intense interest in the area of study.
- Working at a higher level after completing regular curriculum.
- Students may be enrolled in a maximum of one Independent Study per semester.

- Exemptions due to schedule conflicts are at the discretion of the principal and the department chair/coordinator.
- Independent Study courses are pass/fail.

### **Procedure**

- Interested students and parents must apply through their counselor, in combination with the department chair/coordinator, and the respective classroom teacher. The application form is available in the school counseling office.
- Students interested in participating in Independent Study must complete the application process ten days prior to the end of the previous semester.

After the student has been accepted into the Independent Study Program, the student and cooperating teacher will complete the application form/contract describing the student's program, goals, plan of action and evaluation. This contract requires approval by the respective department chair/coordinator and principal.

### **TEACHER ASSISTANT CONTRACTS**

Students interested in assisting teachers with classroom activities may apply to serve as a teacher assistant. Since students will be working in conjunction with classes, these positions require a high degree of responsibility, dependability and cooperativeness. The application form is available in the counseling office.

### **Procedure**

- All students in the Teacher Assistant Program must receive approval/recommendation from their teacher and complete a Teacher Assistant Contract.
- Teacher Assistant positions are scheduled in lieu of a study hall. Students are required to take the customary minimum of 7 classes in addition to the assistant position.
- Students will receive pass/fail credit upon successful completion of the assignment and this credit will be recorded on their transcript. This credit does not count toward the 50 credits required to graduate.
- Students may enroll in only one Teacher Assistant Program per semester.
- The teacher reserves the right to remove a student from the program due to an unsatisfactory performance.

## **SPECIAL PROGRAMMING**

### **ALTERNATIVE EDUCATION**

Students who are behind in credits are able to enroll in coursework through Alternative Education and credit recovery in the Student Services Department. The primary goal is to provide students with a supportive environment, where students receive academic and emotional support. The goal is to provide assistance to

students so they secure a quality education and earn their high school diploma. Participants work with the Alternative Education staff to develop a custom plan allowing them to participate in the general education curriculum and focus on meeting their post-secondary career goals. Questions: Leah Cull, (262) 369-3612, ext. 2116.

### **ENGLISH LANGUAGE LEARNERS (ELL)**

Students who have been identified as ELL will have access to program support and assessment. Refer questions to Adam Boldt, 369-3611, ext. 4112.

### **FIFTH YEAR STUDENTS**

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

1. Return within one (1) year of when his/her class graduated.
2. Complete graduation requirements within two semesters of returning to Arrowhead.
3. Follow all school rules.
4. Agree to specific criteria established by administration.
5. Complete an activity (summer school, correspondence class, WCTC or held a job) to demonstrate commitment to return.

### **GIFTED AND TALENTED PROGRAM**

Gifted and talented pupils are pupils who give evidence to high performance capability in intellectual, creative, artistic, leadership and specific academic areas.

Arrowhead uses an informed parental choice approach for students to select courses based on indicators predicting success.

### **HOMELESS STUDENTS**

Students who are homeless have equal access to the same free, appropriate public education as provided to other students who reside in the district. Contact Kevin Lewandowski, School Psychologist, at 369-3612, ext. 4217.

### **PROGRAM SUPPORT**

Academic support is provided through tutoring by teachers, peer tutors and through the Learning Center (LC). Students assigned to the LC are done through the counseling office or administration. Any student needing or desiring additional help in academic subjects may get assistance from National Honor Society members. Please contact a counselor for additional information.

### **SPECIAL EDUCATION**

Students receiving special education services or students who are suspected of having a special education need should refer questions to the Director of Student Services, Adam Boldt, 369-3611, ext. 4112.

### **STUDENT ASSISTANCE OPPORTUNITIES**

Successful learning is linked to many factors. Tobacco usage, eating disorders, alcohol/drug use, divorce, self-harm, and grieving issues often have significant impact on students' academic performance and behavior. Arrowhead High School shares in the responsibility with families and other community resources to provide supportive opportunities to address these issues.

Assistance may come in the form of small group, and/or individual counseling, agency referral, or information sharing (brochures, pamphlets, guides, etc.). If you are concerned about any of these issues for yourself or a friend, see a school counselor. Teachers, parents, coaches, students, support staff or administrators may also submit names of individuals for student assistance services. The philosophy of this program is one of caring and concern. It is confidential and voluntary.

For more information contact Adam Boldt, 369-3611, ext. 4112.

## **SCHOOL POLICIES & PROCEDURES**

### **INFORMATION (In Alphabetical Order)**

#### **ASBESTOS INFORMATION**

As a result of the Asbestos Hazard Emergency Response Act (AHERA), Arrowhead Union High School District (AUHSD) was required to develop and implement an Asbestos Management Plan for managing asbestos containing building materials (ACBM). In addition, AUHSD is also required to annually notify all parents, guardians, and staff members, as well as organizations representing them, of activities and events associated with ACBM.

Beginning in 1988, all buildings owned, leased, or "under the control of" the AUHSD were inspected by Environmental Protection Agency (EPA) accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the AUHSD prepared and the state approved a comprehensive management plan for managing asbestos containing materials.

A copy of the Asbestos Management Plan is available for your review in the District office, as well as the North and South campus offices. Copies of this report are also available to you for the cost of copying.

A comprehensive re-inspection by an accredited inspector of all ACBM is required and performed every 3 years. Additionally, a walkthrough inspection is performed every 6 months on areas that contain ACBM. This year, the AUHSD contracted with Environmental Management

Consulting, Inc. (EMC) to perform the latest re-inspection(s).

It is our policy to be in full compliance with AHERA and maintain a safe environment for all students, staff, and public. All ACBM found within the AUHSD has been identified, with location and condition assessed. Any areas noted as being in moderate to poor condition will be properly repaired or removed by the AUHSD.

In the past year the District conducted the following ACBM removal activities:

- ACBM associated to the 2019 North Campus Tech Ed. remodel.
- Asbestos containing material associated to the disposal of one ceramics kiln.

The following activities are planned for the upcoming year: **None**

The AUHSD requires that all new building materials are asbestos free. All contractors hired to perform work on AUHSD property are notified regarding the location of ACBM in which they may come in contact.

Any questions related to the AUHSD Asbestos Management Plan or the presence of ACBM should be directed to Mr. Kevin Lipscomb at (262) 369-3611.

### **BIRTH CERTIFICATES**

All freshmen and new students are asked to submit birth certificates. When they have been reviewed, the original will be returned to the parent or guardian. No copy will be made of this document. School records are to show the legal name of the child. Having a copy of the birth certificate assures that the school has the proper information.

### **DISTRIBUTION OF MATERIALS AND LITERATURE TO STUDENTS**

School sponsored materials/literature may be distributed with the approval of the principal to students by the district staff. Such distribution is intended to be informational about the school's operations, program and events, and may include information about a school-community event that is related to the school's mission, is an extension of the district's curriculum and will educationally benefit students. The physical distribution will occur in a non-disruptive manner and no student may be required, coerced or harassed to accept materials.

Non-school sponsored materials may be distributed to students if administrative approval is granted at designated locations prior to and after the instructional day. They may not be distributed to students within classrooms. Special permission may be granted to distribute during lunch periods as long as the educational process is not disrupted.

### **EMERGENCY PROCEDURES**

Fire drills will be held monthly to conform to state law. A school crisis plan has been developed. Staff has copies of the plan and is informed about procedures for weather, intruders, bomb threats, and medical emergencies.

### **HEALTH ROOM**

A health room is located in each campus building. All students reporting to the health room must have a pass from the teacher of the class they will be missing (except for an emergency or prior to or after school). When a student is ill and would like to leave school early, they must **first** report to the health room to be assessed prior to calling or texting their parent to pick them up. When it is determined a student is too ill to remain in school, the health room will call the parent/guardian or emergency contact and plans are made for transportation home. Students are not allowed to leave school ill without a "Permit to Leave" pass from the health room. If the nurse or health room aide is not available, the student should report to attendance at South or North Campus for help.

Students are not allowed to carry any over-the-counter or prescription medications at AHS. All medication is dispensed from the health room with the exception of inhalers for asthma, EPI-Pens for allergic reactions and insulin for diabetics. Students may carry these only after an individual health plan has been completed by their parents and physician. Acetaminophen (generic Tylenol), Ibuprofen (generic Advil), and Diphenhydramine Hydrochloride (generic Benadryl) will be available in the health rooms to be administered to students after parent, legal guardian or 18 year old student has signed the "Over the Counter Medication Consent" form. Parents are responsible to provide a limited supply of all other medications to be kept in the health room in the original medication bottle after completing the [Prescription Medication Consent](#) form or the [Over the Counter Medication Consent](#) form. See the [HEALTH ROOM](#) web site for more forms and information.

### **INDOOR ENVIRONMENTAL QUALITY (IEQ) MANAGEMENT PLAN**

School buildings kept in good repair, suitably equipped and in safe and sanitary condition promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), the Arrowhead Union High School District (AUHSD) has taken appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), the Arrowhead Union School District maintains indoor environmental quality (IEQ) in schools with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest



management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

This publication serves as notice to students, staff, and the community that the District has an IEQ management plan in place and that a copy of the plan is available at the School District administrative office or can be viewed on the District's website.

### **INSURANCE COVERAGE**

The Board of Education provides insurance coverage for all school and all sports activities. Claims for injuries or accidents must be filed initially with the parent's insurance carrier. The school accident plan provides secondary coverage. The coverage is a student group accident insurance plan which covers injuries on the school grounds, on the way to and from school, and while participating in school sponsored activities. The plan includes coverage for all sports activities. The school will have no role in handling claims except in making the initial indication to the insurance company that an injury has occurred. It is the responsibility of the student to inform their coach or supervisor of the injury. The student's parents should contact the Activities Office to request a claim be filed.

### **LATEX BALLOONS**

No latex (rubber) balloons are allowed at Arrowhead High School because of students with latex sensitivity and latex allergies. Mylar balloons are allowed.

### **LOCKERS**

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 will detect a health or safety problem, violation of school rules, use of lockers in illicit ways, or for illegal purposes.

Students may not use lockers to display obscene, profane or offensive materials. Students are to keep lockers free from writing and graffiti.

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. Students should never leave lockers unlocked or share their combination with other students. School staff may take possession of items which are found illegally possessed or which are in violation of the Arrowhead Student Handbook.

### **LOST AND FOUND**

Make all inquiries and return all items found to the lost and found department in the main office at South Campus and Activities Office at North Campus.

### **POSTING INFORMATION**

Students, parents or outside groups must receive administrative approval prior to posting information. Once approval is granted, information is limited to identified locations. Posting is restricted to school-sponsored materials and literature.

### **RELIGIOUS EXPRESSION**

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, will be neutral with respect to religion and will not engage in any activity that advocates or disparages religion, religious beliefs or non-beliefs. At the same time, the school district recognizes that students have the important right of religious expression.

A balance will 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.

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.

Students may express their beliefs about religion in their homework, art work, 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.

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. (See distribution of non-school materials and literature).

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.

### **SECURITY CAMERAS**

Arrowhead High School is equipped with security cameras inside and outside both buildings. School officials may utilize video surveillance in any place on school premises where staff or students lack a reasonable expectation of privacy. Common areas of the school in which students, staff and members of the public would probably lack a reasonable expectation of privacy include hallways, classrooms, cafeteria, library, and the parking lot. Just as school officials have the right to be personally present and monitor activities in these common areas, so too can they rely upon video technology to aid them in monitoring these areas.

### **SNACK MACHINES**

Snack machines are available and used to raise funds for student activities. Food is to be consumed in the cafeteria only. Food and beverages are not permitted in classrooms.

### **STUDENT ACTIVITY PASSES**

The activity pass cost \$39. Student activity passes provide admission to all regularly scheduled athletic contests at Arrowhead. Checks for the activity tickets should be made payable to Arrowhead High School.

### **SOLICITATION**

Fundraising drives involving the solicitation of monies from the student body or employees for outside agencies must have administrative approval. This includes such school-related organizations as booster clubs, athletic and music, parent groups, exchange organizations, civic sponsors, and alumni fundraising. Solicitation for personal gain is not permitted.

### **STUDENT GROUPS**

School-sponsored student groups have equal access to meeting space and resources. These groups may engage in fund-raising activities and maintain a student activity account, appear in the yearbook, use the public address system via announcements, post meetings, and use school supplies and equipment. Non-school sponsored student groups may meet in the school providing there is an AHS staff adult present.

### **VIDEO PRODUCTIONS**

Students may appear in video productions produced by the school unless the school district is notified otherwise through a mailing each year.

### **VISITORS/WELCOME CENTER**

1. In light of school safety and parent concerns, it is mandatory for all visitors to check in at the Welcome Center and wear an identification badge.
2. Visitors will be asked to provide a valid State ID which will scan name, date of birth and photo into the visitor Management System.

3. Students from other schools are permitted to visit only with administration approval.
4. AHS graduates may visit before or after school unless invited to attend during the day by a staff member.

### **WEATHER NOTICES**

When, due to weather conditions, it becomes necessary to cancel school or regular bus schedules, the notice will be given over a variety of television and radio stations as well as through the special message on the voice mail system or the web page.

### **WORK PERMITS**

Changes to Wisconsin's child labor law remove the requirement that 16 and 17 year old minors obtain work permits prior to beginning work. This law also changes the terminology to be used and refers to the "employment of minors" instead of "child labor."

Effective June 23, 2017

- 16 and 17 year old minors do NOT need to obtain a work permit prior to beginning work. Work permits will not be issued for minors ages 16 or 17.
- State law prohibits the use of minors to perform hazardous work. Prohibited employment provisions still apply to work that 16 and 17 year old minors can be employed to perform.
- This law makes no changes to the requirements for minors younger than 16. Minors younger than 16 must obtain a work permit prior to beginning work, unless an exception applies.

To obtain a work permit, the student must provide the South Campus School Office with:

1. A letter from the employer stating job duties, hours of work daily, and the time of day to work.
2. A letter from parent stating permission to work.
3. A birth or baptismal certificate.
4. Social Security Card.
5. The School Work Permit Agreement, signed by the employer, parent, and student before permit is issued.
6. A \$10 fee. (Reimbursed to student by the employer.) Work permits are issued between 7:00 a.m. and 2:30 p.m. in the main office at South Campus only. During the summer, work permits are issued to Arrowhead High School District students only and require 24 hours. They are issued between 8:00 a.m. and noon only at South Campus.

[Application for Work Permit](#)

### **FEES**

All checks are made payable to Arrowhead High School. Student fees are collected during summer registration and must be paid in full prior to graduation.

Arrowhead High School offers healthy meals every school day. Your children may qualify for free meals or for reduced price meals. More information and the free and reduced price school meal application can be found on the [Free & Reduced Application](#) or the application link can be found on the Arrowhead website under Parent Resources. Applications are also available in the main offices.

**Book/School Fees** - \$55

**Student Activity Pass** - \$39 – covers athletic events. Admission for an athletic event is \$3 for students. Admission to WIAA (tournament play) is not covered by an activity pass.

As a note for parents, their cost for athletic events is \$5. There also is a 10-event pass which is \$40 and sold at athletic events only.

**Physical Education** – Students provide own gym clothes and lock. Students may choose between on or off-campus activity each unit. A fee from \$12 to \$24 per semester is required depending on course.

**Technology Education** – All classes require fees – amount depends on materials used, approximately \$10 a semester.

**Family and Consumer** – Most classes require fees – a fee from \$5 to \$30 per semester is required depending on course.

**World Language** – Some world languages/levels require a \$5-\$53 workbook fee or other fees.

**Business** – Most classes have materials fees from \$5 to \$16 a semester.

**Art** - \$10 to \$20 a semester

**Athletic** - \$177 annual fee per year.

**Music** - \$25/year, maximum \$50/student.

**Parking Fee** - \$180 per year.

**Cap, Gown, and Tassel** – Purchased by each graduating student, approximately \$30.

**Advanced Placement Exams** – Fee of \$97 per test and will be collected starting in January.

**Loss or Damage to Textbook** – Fine schedule: Textbooks are typically on a 7 year cycle. If books are lost or damaged beyond repair, the fee will be based on the following:

Year 1 – 100% of the cost  
Year 2, 3, and 4 – 75% of the cost

Year 5 and 6 – 50% of the cost  
Year 7 – 25% of the cost

Paperback reading book - \$5  
Paperback textbook - \$10  
CD's \$10

The student who causes damage to a textbook (writing, defacing, etc.) shall be fined up to a maximum of \$10. If a textbook is damaged beyond repair, the lost textbook fine schedule listed above shall be used.

## BUS TRANSPORTATION

### SCHOOL BUS BEHAVIOR

It is a privilege to ride the bus to school. All expectations for student behavior and language identified also apply to the school bus. Any inappropriate behavior will be reported to Administration for disciplinary action. Some infractions may be referred to police officials which may result in a citation.

1. Riders shall not use alcohol, tobacco, electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV), matches, lighters, or any other flammable materials on the bus.
2. Riders will board and leave the bus only at designated stops.
3. Riders shall keep all parts of the body inside the bus at all times.
4. Riders shall obey directions given by the driver.
5. Riders shall keep the bus clean, safe and sanitary.
6. Riders who damage the bus or any bus equipment shall pay for such damage.
7. Riders shall stay behind the yellow line until the bus stops when boarding the school bus ramp.
8. Throwing snowballs is strictly prohibited.

Video cameras may be used on occasion to assist in providing a safe environment. The videos may be viewed by supervisory personnel in the bus company or by school officials. Videos may be used to assist in monitoring student conduct and randomly assessing maintenance of order. If no incidents are reported in a 10 day period, the video tapes are recycled.

## STUDENT DRIVING

All students driving to school will be required to register their vehicle on line at: [Student Parking 2020-21](#) and pay \$180 per year. Expectations are as follows:

1. A regular or temporary permit must be displayed on any vehicle parked on campus. Fraudulent reproduction or use of a parking permit may result in a police citation and loss of parking privileges. Motorcycles and scooters will display a sticker.

2. Replacement permits will be issued only with a signed note from a parent/guardian and a \$5 replacement fee.
3. Students without a regular permit are allowed 3 temporary permits a semester. You may get them in the front office at the beginning of the day.
4. Students will park only in designated student lots. Student lots at North Campus are lots D, E and F (student area only). If these lots are full, park at the Mullett Ice Center as this area is also part of our parking spaces on campus. South Campus students will park in Lot B.
5. FSO late arrival parking is in lot E and the tennis courts (new this year to provide additional FSO parking but we still can't guarantee all FSO students will get an FSO spot as the numbers vary from year to year). You need a special FSO tag to park in these locations.
6. Auto class students need a special auto class tag as well as their student permit. They park in spaces with an "A" marking on the pavement in lots G & H.
7. Once in attendance at school, students are not permitted to enter the parking lot during the school day without permission from the office.
8. Parking permits must be placed on the rear view mirror facing the windshield. Motorcycles and scooters must display the sticker on the back of the mirror or windshield.
9. If a student has their parking suspended, they may not allow someone else with a parking permit to drive their vehicle to school.
10. All traffic must stop when school buses are leaving the grounds.
11. Conduct with automobiles will be governed by the laws of the State of Wisconsin. **THE SPEED LIMIT ON CAMPUS IS 15 MPH!**
12. Any vehicle left on campus more than 72 hours, unless there are extenuating circumstances, may be towed.
13. If you only drive first semester, you must turn your permit into the office or you will be charged for second semester.

The Town of Merton Police Department will issue a \$20 ticket for any of the following violations:

- Parking in the fire lane
- Parking in the faculty lot
- Parking in a visitor spot
- Parking on the sidewalk or roadway
- Parking on the grass
- Parking in more than one space
- Parking in the auto lot without an auto pass
- Parking in handicap parking
- Parking in unmarked spaces
- Student permit not displayed

Repeated offenses may result in a loss of parking privileges for up to 30 days. Offenses occurring during

suspension of parking may result in an extension of the suspension and a \$40 ticket.

Once a ticket is issued it cannot be voided by school personnel. Students must either pay the ticket or set up a court date. If the \$20 fine is not paid, an overdue letter will be sent to the registered owner and the fee will increase to \$30. If the \$30 is not paid within 14 days, a municipal citation will be issued with a forfeiture of \$98.80.

The school cannot be held responsible for damage or theft while the student's car is parked on school property.

### **Policies Governing Student Driving As Stated In the Permission Form**

1. I will not drive between North and South Campus for any reason without permission.
2. I will not leave with my vehicle without parent and administrative permission.
3. I will not allow my vehicle to be used by other students during the school day.
4. I understand it is illegal to transport alcoholic beverages or any illegal substance in my vehicle. I further understand that by doing so my vehicle can be searched by the authorities or canine unit.
5. I understand that my parking privileges **can be revoked for excessive tardies or three unexcused absences (all or part of a day) in a semester, or at the discretion of administration.**
6. I will not drive to class events/field trips.
7. I understand that unsafe driving may result in a loss of parking privileges and/or a citation.
8. I understand that the purchase of my parking permit enrolls me in the candidate pool for Random Drug Testing.

## **DIRECTORY DATA**

The State of Wisconsin Statutes provide that some public information may be disclosed if the school has given public notice of the categories of information which it has designated as Directory Data with respect to each pupil and has allowed a reasonable time thereafter for the parents or legal guardians of any pupil to inform the school that the Directory Data information may not be released.

Arrowhead's definition of Directory Data includes: pupil's name, address, grade, age, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photograph, and degrees and awards received as a pupil.

Federal Congressional legislation requires high schools to provide military recruiters access to directory information that includes name, address, and telephone listing of juniors and seniors. The directory is intended as

a resource for parents and educators and not as a promotional resource.

The Arrowhead School District may publicly disclose this Directory Data including to military recruiters and instructors of higher education, as well as, photographers for senior class pictures unless the adult student notifies the school not to release such data. This notification must be in writing to the Superintendent of Schools by the first day of school.

## ATTENDANCE POLICY

### PURPOSE OF THE ATTENDANCE POLICY

#### EVERYDAY AND ON TIME

Good student attendance and punctuality is an expectation and reflects a high degree of self-discipline and responsibility. 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. The State of Wisconsin Compulsory School Attendance Law requires students to be in attendance until age 18 unless they have graduated.

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 parent/guardian and school personnel share the responsibility for student attendance to:

- 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 of 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 8:00 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 will be issued. This note must include:
  1. exact time/day missed
  2. reason for absence
  3. signature of parent/guardian

### EXCUSED ABSENCES

State Statute 118.15(3)(C) states that parents may excuse their child from school for no more than 10 days (all or part of) in a school year. After ten times of being excused, a medical may be required to excuse the absence or the absence may be treated as unexcused. Additional consequences may result.

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 will not count toward the ten.

It is the responsibility of the school attendance officer (i.e., school principal or associate principal) per state law 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. **Doctor's notes (dental and orthodontic) excusing an absence will also not count toward the ten days;**
- E. Religious holidays;
- F. College and Career Days, driver's examination, military examinations;
- G. Emergencies and extenuating circumstances as approved by the attendance officer or designee;
- H. Pre-arranged absences; (count towards the 10 days "all or part of" that a student may be excused).
- 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

## UNEXCUSED ABSENCES

An unexcused absence is absence from school for “all or part of” the day, but does NOT fall within the guidelines of excused absences. Below are possible disciplinary actions that may be taken at administration discretion for an unexcused absence.

### Disciplinary Action

1. First Offense – Office detention and parent contact
2. Second Offense – Saturday detention and parent contact
3. Third Offense – Saturday detention, referral to School Resource Officer, and parent contact
4. Fourth Offense – Saturday detention, parent contact, referral to student services, and administrative discretion on how to proceed, such as but not limited to; truancy citation, loss of parking, referral to county and/or outside agency, attendance contract

All missed work is expected to be made up. Credit for makeup work may be reduced up to 50% at the discretion of the teacher for students that miss more than the allotted 10 days of school (all or part of) or have unexcused absences.

## TARDIES TO CLASS INCLUDING FIRST PERIOD

Each teacher will have an established classroom tardy policy. While there may be slight variation among teachers, the expectation is for them to follow the established classroom policy. A tardy is considered less than 20 minutes late, whereas, more than 20 minutes late will be treated as an absence. Students tardy to school 1<sup>st</sup> hour should report to their class, not the office.

Below are possible disciplinary actions that may be taken at administrative discretion:

1. First, Second, and Third Offense - Teacher’s plan
2. Fourth Offense or more – Teacher referral, Office detention, Saturday detention, referral to School Resource Officer, referral to School Counseling Office, loss of parking permit, citation for loitering or any combination of.

## LEAVING SCHOOL DURING THE SCHOOL DAY

Students requesting to leave school need parental and administrative permission. Parent permission can be secured in the main office or health room. Students who leave school (with or without permission) will have their absence counted toward one of the 10 days permitted by Wisconsin Compulsory Attendance law.

## 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 signature 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.

## PRE-ARRANGED ABSENCES

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

Pre-arranged absences will count toward the 10 days allowed per state law in the school year:

1. Parents/guardians must notify the attendance office in writing at least three school 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. The student returns 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.

## UNSTRUCTURED TIME

1. At South Campus, students must report to the AP Room/Cafeteria. At North Campus, students must sign into the library or, with instructor permission, a student may sign in to work in a classroom or lab. All other AP Students report to the commons area outside the activity office.
2. Students must remain in the area selected for the entire period. Any students in the halls during a class period must have a pass signed by a teacher.
3. Students must bring study materials to whatever area they attend.
4. Students are not permitted outside during the school day without a pass.
5. Food is to be consumed in the cafeteria only.
6. Electronic and other games are permitted before and after school, and at lunch only.

## LIBRARY MEDIA CENTERS

The Campus Library Media Centers are a place to access resources including, but not limited to, traditional print and

online resources. Students can go to the libraries to receive help from tutors, student tech leaders, and library staff. Equipment (including laptops) and charging stations are available to students. Help with passwords and troubleshooting access to the wireless network is also available. Students are welcome to come to the library from study halls and before and after school.

### **STUDY HALLS**

Students not assigned to a class are assigned to a study hall. They are quiet study areas where students are expected to work. Study hall in the commons is designed for quiet study in a more casual atmosphere.

## **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 part or all of 5 or more days on which school is held during a school semester. Suspension from school is not considered truancy.

When a student is declared a habitual truant by the school's administration, in accordance with the State Statutes, the school will send a registered/certified letter to the parent/guardians, notifying them of this fact, and requesting a conference with the parent/guardian of the student. The conference will focus on assessing problems within areas of school, family, and community which might contribute to the student's truancy. Appropriate changes will be discussed, and consequences of further truancy will 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, not more than 30 days imprisonment, or both. The school's administration, working in conjunction with the Waukesha County District Attorney, will determine if the individual has indeed contributed to the truancy of the student. If grounds exist, then the Waukesha County District Attorney will prosecute the parent under State Statute 118.5(5)(a). The Wisconsin Act 239 increases the sanctions and dispositions of student truancy.

## **ADULT STUDENTS**

Adult students (18 years of age or older) will 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. At the discretion of Administration, students 18 years of age who are truanting may be placed on an attendance/withdrawal contract with Arrowhead High School which may include the revocation of participating in the commencement ceremony.

Adult students who decide not to have their parents informed of school notifications must put that request in writing to Administration. Administration will notify parents of this request.

## **STUDENT CONDUCT**

### **POLICY ON STUDENT CONDUCT**

The purpose for establishing this policy is to have all parents, students, and staff work together in order to create a positive learning environment through the development of democratic practices. Each student has a right to a public education. Disciplinary measures that will take this right away from a student will be used when necessary. This policy shall be carried out in full agreement with Due Process which is a series of legal actions.

Due Process means that the student:

1. Must have the opportunity to become informed of school regulations and procedures.
2. Must be informed of the provisions violated.
3. Must be given a sufficient opportunity to give his/her evidence.

## **CODE OF CLASSROOM CONDUCT**

### **CODE PHILOSOPHY/SCOPE**

The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the board, administration and their classroom teachers.

Student behavior that is dangerous, to themselves and others, disruptive or unruly or that interferes with the teacher's ability to teach effectively will 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.

As a result of State Statutes 120.13(1)(a), 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 (the list below may not include all reasons for removal):

- 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, making 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.
  - Inappropriate use of electronic devices.
  - 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**

- A. 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 (costs, space availability, location), 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), 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.

- B. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
- C. 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.

## **SUSPENSION AND EXPULSION**

The School Board, in accordance with procedural provisions of this handbook, may suspend a student or expel him or her whenever it finds the student guilty of repeated refusal or neglect to obey the rules, or finds that a student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt being made or to be made to destroy any school property by means of explosives; or finds that the student, while at

school or while under the supervision of school authority, engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority, or endangers the property, health, or safety of any employee or school board member of the school district in which the student is enrolled, and the School Board is satisfied that the interests of the school demands the student suspension or expulsion. Suspensions are defined as unexcused absences but do not apply to truancy.

A pre-expulsion meeting may be conducted dependent upon the behavior.

## **SPECIFIC RULES OF CONDUCT**

The following are expectations for specific rules of student conduct and consequences for non-compliance.

### **ACADEMIC DISHONESTY**

#### **CHEATING**

Cheating is the deliberate or attempted use of unauthorized materials, information, technology, study aides, or unauthorized group work on assignments, projects, tests, or other academic exercises.

A violation occurs when one represents or attempts to represent oneself as another in the taking of a test, quiz, and/or preparation of an assignment or anything graded, either given verbally or written, are passed along from student(s) to other students. **ALL** students involved are in violation.

Examples include, but are not limited to, the following:

- Creating and distributing copies of one's work so that credit may be dishonestly claimed by others
- Giving or receiving unauthorized assistance on something graded
- Using technology inappropriately (i.e. pre-programmed calculators, smart phones, mp3 players, cameras)

#### **PLAGIARISM**

Plagiarism is a form of academic dishonesty that can be done intentionally or unintentionally. Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own. Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgement because of inadequate practices or lack of preparation.

Plagiarism includes an exact copying of another's work, or a rewording, paraphrasing, partial quotation or summarization of another's work without properly giving credit to the creator of the original work.

Examples include, but are not limited to, the following:

- Finding an article or an essay in a book, a magazine, a website, or any similar source and handing it in as one's own work.
- Getting ideas from an outside source and rephrasing them for use in one's own work without citing the source.
- Copying phrases, sections, paragraphs, or graphics without citing the source.
- Turning in a paper from a previous class or a concurrent class without permission from both teachers.
- Having one person write an assignment and another put his/her name on it.
- Having someone rewrite portions of an assignment and handing it in as one's own.
- Revamping someone else's work and handing it in as one's original work.
- Paying an individual or a service for work.
- Not contributing to a group project, and not informing the teacher, in an attempt to receive credit for work not completed by the individual.

Examples that are not plagiarism include, but are not limited to, the following:

- Having someone look over one's work for grammatical or mathematical errors.
- Having someone suggest improvements without composing the improvements himself or herself.
- Asking a teacher or other staff member for help.
- Quoting or borrowing ideas and giving credit to the originators.
- Using information that is common enough to appear in dictionaries or textbooks without being cited.
- Getting together with class members to discuss an assignment.
- Using images that are not copyrighted.

### **Citing Sources**

The ways to give credit for other people's research, words, or ideas are footnotes, endnotes, or APA citations. Examples of how to cite are available in both libraries. Most teachers at Arrowhead have a specific system of citation which they require. A student who needs to cite a source, or who suspects that he or she might need to cite, should consult the teacher who assigned the work or a librarian.

When an incident occurs, the teacher will notify the student in person and the student will be given the opportunity to respond to the allegation. The teacher's professional judgment will be used to determine whether an infraction has occurred.

### **Disciplinary Action**

1. First Offense – The classroom teacher will contact the student's parent/guardian, administrator, and school counselor. At the teacher's discretion, the teacher may issue a zero. They may also allow the student to redo the work. At the teacher's discretion the student may receive a reduction up to 50% off the original value for the work redone. For instance, if the original value of the work is 100 points, the student may receive 50 points if done well. If the work is not completed or redone unsatisfactory, a zero may be given.
  - a. A student who has 2 or more offenses in separate courses will be referred to administration for disciplinary action. He/she will be referred to activities office for behavior unbecoming of an athlete.
2. Second Offense (in the same class) – The cumulative grade for the nine-week period for the respective course will be lowered one full letter grade. The parent, school counselor, and administrator will be informed by the teacher and the student will also be referred to the activities office for conduct unbecoming of an athlete.
  - a. If a violation occurs, the student's eligibility for honor societies, athletics and activities, and academic awards will be reviewed.
3. Third Offense (in the same class) – The student will be dropped from the respective course and fail the semester. The parent, school counselor, and administrator will be informed by the teacher and the student will also be referred to the activities office for conduct unbecoming of an athlete.
4. A student who has two or more violations in separate courses will be referred to Administration for disciplinary action. The parent and school counselor will be informed and the student will also be referred to the activities office for conduct unbecoming of an athlete.
  - a. If a violation occurs, the student's eligibility for honor societies, athletics and activities, and academic awards will be reviewed.

### **ALCOHOL AND DRUGS**

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, cannabidiol (CBD) oil, hemp oil, alcoholic beverage, or intoxicant or look alike of any kind:

1. on the school premises during, immediately before, and immediately after school hours;
2. on the school premises at any other time;
3. off the school premises at a school activity, function or event;
4. while riding on school provided transportation or

5. off the school premises while the student is in attendance at school or any school function, or is otherwise subject to the jurisdiction of school authorities. Use of a drug authorized by a medical prescription from a registered physician shall not be a violation of this rule. If a student is found in violation of the intoxicating liquor laws, he or she will be referred to police officials.

According to Wisconsin Statutes, a school board employee or agent, or law enforcement officer, authorized by a public school board may require a public school pupil to provide one or more samples of his or her breath for the purpose of determining the presence of alcohol in the pupil's breath whenever the authorized employee, agent or officer has reasonable suspicion that the pupil is under the influence of alcohol while the pupil is: on school premises; in a motor vehicle, if a pupil attending the school is in the motor vehicle; or while participating in a school-sponsored activity. The school may also seek the assistance of a Drug Recognition Expert whose testimony is recognized by the Courts.

Students in violation of the drug and alcohol policy will automatically be referred to the AODA school counselor.

#### **Disciplinary Action**

- Administrative action
- Suspension (5 days or less) and a pre-expulsion hearing with parents/guardians
- Referral to School Resource Officer
- Referral for alcohol and drug assessment
- Repeated violations will result in expulsion proceedings
- **Providing alcohol or drug to others will result in immediate expulsion proceedings**
- Being under the influence of alcohol or other drugs on school grounds or at school sponsored events during the senior year may result in no participation in the graduation ceremony or attendance at senior party. No refunds will be given.

#### **SMOKING AND USE OF TOBACCO, ELECTRONIC CIGARETTES, AND PERSONAL VAPORIZERS**

Wisconsin Statutes Section 120.12 prohibits the use of tobacco products, electronic cigarettes (e-cig or e-cigarette), and personal vaporizers (PV) on any premises owned, rented by, or under the control of a school district. These premises include school buildings as well as school grounds.

The use of all tobacco products, electronic cigarettes, and personal vaporizers are prohibited in the school buildings and on the property of all school buildings and on the property of all school districts in the Town of Merton. This prohibition is in effect at all times. Upon receipt of a report prepared by the school administration, the Town of Merton Police Department will issue a citation to any

individual, student or adult, who violates the ordinance. Individuals who violate this ordinance will be fined.

Possession of tobacco products, electronic cigarettes, and personal vaporizers is prohibited in all Arrowhead educational facilities. Any person in violation of this possession provision may also be fined.

Effective March 1, 2018 notice was sent to parents that all of the following below will take place each time a student is referred for use, possession, transfer of possession or sale of any tobacco/nicotine product or look alike:

1. Day of referral student is suspended in school until the end of the day (parent notified)
2. Next day the student is suspended out of school
3. Citation issued
4. Referral made to Activities Director (when applicable)

#### **POSSESSION OF DRUG PARAPHERNALIA**

It is expressly forbidden for students to possess drug paraphernalia (water pipes, pot pipes, roach clips, joint rollers, etc.) in school or on school grounds, or at school-sponsored events.

Students using or possessing such drug paraphernalia while under the responsibility and/or supervision of the school district will be subject to school suspension and/or expulsion, and the matter will automatically be referred to the appropriate law enforcement agency.

#### **RANDOM DRUG TESTING**

Arrowhead has a strong commitment to the health, safety and welfare of all students. The District's commitment to maintaining athletics and co-curricular programs in a healthy, safe, and secure educational environment requires a clear policy and supportive programs relating to the detection and prevention of substance use. Therefore, Arrowhead will conduct a program of random drug testing of student participants in athletics, co-curricular activities, and/or who obtain a parking permit to utilize campus parking lots at Arrowhead High School.

The District will test for the presence of certain substances which may include, but are not limited to, the following: alcohol, metabolites of nicotine, marijuana, opiates, cocaine, amphetamines, phencyclidine (PCP), 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.

Participation in athletics, co-curricular activities, and/or parking on campus is a privilege. Students, by virtue of their voluntary decision to participate in these activities, and because of their position as school leaders and role models in the school community, have a heightened responsibility to be drug and alcohol free.

Students become eligible for random drug testing on the day their parent permission card is submitted to participate in an athletic or co-curricular activity, or the day a parking permit is issued.

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 athletics, co-curricular activities, or parking on campus at the time he or she might be selected for a drug test.

No student shall be expelled or suspended from school as a sole result of any verified positive test conducted by the school under this program. However, students with a verified positive test under this program will be subject to the conditions set forth in the Athletics/Activities Code.

The Board of Education directs the superintendent to ensure that random student drug testing procedures hold the highest regard for student privacy and confidentiality of test results. The superintendent will be responsible for submitting an anonymous, statistical status report to the Board of Education on an annual basis.

#### **ANTISOCIAL BEHAVIOR AND THREATS**

No student shall engage in behavior which is disruptive, insubordinate, destructive, indecent, or dangerous to the welfare of the school and the people involved in its daily operations and activities. No student shall engage in any activity which harasses, intimidates, or bullies another person at any time for any reason or endangers a person or property including making a threat to the health or safety of a person or making a threat to damage property.

Students will refrain from "gang" or "look alike" gang activities which cause or may cause a disruption of school or school sponsored activities.

#### **Disciplinary Action**

- Administrative action
- Parent notification
- Parent conference
- Suspension (5 days or less)
- Referral to School Resource Officer
- Pre-expulsion or expulsion proceedings
- Combination of above

#### **BOMB OR OTHER VIOLENCE THREAT**

Threats of violence are prohibited. Each student should be aware that Wisconsin law provides that "whoever intentionally conveys or causes to be conveyed any threat or false information, knowing such to be false, concerning an attempt or alleged attempt being made or to be made to destroy any property by the means of explosives shall be fined not more than \$1,000 or imprisoned not more than one year in the county jail".

#### **Disciplinary Action**

- Pre-expulsion or expulsion proceedings
- Referral to School Resource Officer

#### **CLOSED CAMPUS REGULATIONS**

All students shall remain in the building from 7:30 a.m. (North Campus) and 7:20 a.m. (South Campus) until afternoon dismissal. Students who have reported to school are not to leave the building before regular dismissal without permission of the office. If a student must leave the building before regular dismissal, he or she should:

(1) bring a written statement from a parent to the office before school or during lunch stating the reason for leaving early or have the parent call the school prior to 8:30 a.m.;

(2) secure from the office a student pass authorizing early release from class;

#### **Disciplinary Action**

- Administrative action
- Parent conference
- Loss of parking privileges
- Suspension (5 days or less)
- Combination of above
- Pre-expulsion or expulsion proceedings

#### **DRESS AND APPEARANCE**

Dress and grooming which disrupts the educational process or which causes health or safety problems is prohibited. Students may not go barefoot at any time. Coats, hats, hair coverings, and other outer garments shall be stored in school lockers. Items of clothing of a suggestive nature are not allowed. This includes bandannas, bare midribs, cleavage, and extremely short skirts and shorts. Undergarments should not be visible. Items of clothing with inappropriate language, including alcohol and drug related phrases, logos, or pictures are prohibited.

#### **Disciplinary Action**

- Administrative action
- Student may be sent home to change or a parent asked to bring more appropriate attire if they don't have anything appropriate at school to change into.

#### **CANINE SEARCHES**

Arrowhead is a training site for drug sniffing dogs. Such training sessions periodically take place at both campuses. Dogs will sniff lockers, storage areas, hallways, and cars in the school parking lot for suspicion of drugs. The dogs may also work in classrooms once students have been removed from the classroom. If any drugs or drug paraphernalia are found administration will follow the Arrowhead drug policy.

## **FALSE ALARMS**

False alarms and discharging of fire extinguishers are prohibited. Wisconsin Statute 941.13 provides that "whoever intentionally gives a false alarm to any public officer or employee, whether by means of a fire alarm system or otherwise, or interferes with a proper functioning of a fire alarm system, or interferes with the lawful effort of firemen to extinguish a fire may be fined not more than \$500 or imprisoned not more than one year or both."

### **Disciplinary Action**

- Administrative action
- Restitution
- Suspension (5 days or less)
- Referral to School Resource Officer
- Combination of above
- Pre-expulsion or expulsion proceedings

## **FIRECRACKERS**

No student may possess or use any firecrackers, sparklers, smoke bombs, etc., or ignite (start) a fire within a school building or on school property without permission of school personnel.

### **Disciplinary Action**

- Administrative action
- Suspension (5 days or less)
- Referral to School Resource Officer
- Pre-expulsion or expulsion proceedings

## **IDENTIFICATION**

ID cards are required. Students must identify themselves upon request of school personnel or duty-assigned and identified monitors. (For example – library, school dances, and buses; students will be required to show their ID.) There is a \$10 replacement fee for lost, stolen, or damaged ID cards.

## **LANGUAGE**

Obscene, profane, offensive or abusive language is not permitted.

### **Disciplinary Action**

- Administrative action
- Suspension (5 days or less)
- Referral to School Resource Officer for disorderly conduct
- Pre-expulsion or expulsion proceedings

## **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.

## **Disciplinary Action**

- Confiscation of laser pointer, returned only to parent

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 will have to have written permission from the teacher.

## **LOITERING**

"No person in official attendance at any school and assigned to a specific class, classroom, room, study hall or any other designated place shall congregate, loiter, wander, stroll, stand or play in any school building or hallway other than in the areas to which he is assigned, or on any school premises or in or about any area adjacent thereto in the Town without having in his possession written permission from the administrative staff of that school or their designated representative." This also includes the parking lots before, during and after school.

### **Disciplinary Action**

- Administrative action
- Saturday detention and parent notification
- Referral to School Resource Officer for possible loitering citation

## **LUNCHROOM**

All users of the lunchroom facilities must follow the rules:

1. Serving trays are to be returned to designated area.
2. All refuse is to be disposed of in garbage and recycling containers.
3. Food and beverages are not permitted in classrooms, computer labs, or Library Media Centers.

### **Disciplinary Action**

- Assist in lunchroom clean-up, be assigned a seat, or eat in the office
- Parent contact
- Saturday detention
- Suspension (5 days or less)
- Combination of above

## **NONDISCRIMINATION/HARASSMENT/BULLYING**

Wisconsin's pupil nondiscrimination law prohibits discrimination against pupils because of sex, race, religion, national origin, ancestry, creed, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Discrimination includes harassment of pupils because of any protected class status or any student. Sexual harassment refers to acts of physical, verbal or psychological harassment which create intimidating, hostile or offensive learning or working atmosphere. Bullying refers to verbal, or non-verbal behavior that creates an intimidating, fearful or hostile environment for others.

Prohibited sexual harassment includes, but is not limited to, the following:

- A. Unwelcome or unwanted sexual advance.
- B. Requests or demands for sexual favors.
- C. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual.
- D. Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work or educational performance.

All forms of harassment over digital devices, often called cyberbullying, are unacceptable. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, or threatening another person by sending or posting inappropriate and hurtful email messages, instant messaging, text messages, digital pictures or images, or Website postings (including blogs, wikis, and social networking sites).

Students, school or community members who feel that they have been the victims of such misuses of technology should not erase the offending material. Instead, print a copy of the material and report the incident to administration for investigation and disciplinary action.

Complaints regarding the interpretation or application of this policy shall be referred to the principal and processed in accordance with established procedures.

#### **Disciplinary Action**

- Administrative action
- Parent conference
- Suspension (5 days or less)
- Referral to School Resource Officer
- Combination of above
- Pre-expulsion or expulsion proceedings

#### **POSSESSION OF PERSONAL WIRELESS ELECTRONIC DEVICES**

Arrowhead Union High School recognizes the value of technology in fostering engaging, relevant and personalized learning. Therefore, the use of personally-owned devices including laptops, Chromebooks, cellphones, and others are permitted to students. Because of the potential for increasing student learning, personally-owned laptops and Chromebooks will be used in the school. Students may have cellphones in school but should not have them out in classrooms unless students are given explicit permission by instructors. With teacher permission, these devices must be used for educational purposes only. Usage policies may vary from class to class, from teacher to teacher.

Students who possess such items do so at their own risk. Items lost, unlocked in a locker and/or stolen items will not be the responsibility of Arrowhead High School.

Students who use this equipment without specific teacher and/or administrative permission or who use the device in violation of Arrowhead's Responsible Use Policy will experience consequences in accordance with Procedure 380.

#### **DEVICE RECORDING CAPABILITIES**

Under no circumstances shall cell phones or any other devices with recording capabilities be used in locker rooms, bathrooms, or other areas where privacy is an issue.

Personal devices with recording capabilities shall not be used to photograph, or record audio or video of students and others (including, but not limited to, employees of Arrowhead Union High School) without their permission and shall not be used to record or capture any items that are confidential (e.g., testing materials).

A student who violates this policy shall be disciplined, which may include suspension and/or consideration for expulsion. The device shall be immediately surrendered to a school authority or other authority as may be appropriate. The device may later be returned to the student's parent or legal guardian.

#### **PHYSICAL THREATS OR VIOLENCE**

Physical threats or assault and battery (obvious willful attempt with force or violence to do harm to another person), conduct without regard to the health and safety of others, or severe verbal intimidation are prohibited on the school premises, at school activities or en route to and from school.

#### **Disciplinary Action**

- Administrative action
- Suspension (5 days or less)
- Referral to School Resource Officer
- Combination of above
- Pre-expulsion or expulsion proceedings

#### **SCHOOL-OWNED EQUIPMENT**

Students who use school-owned equipment such as cameras, laptops, Chromebooks, kindles, and tablets are responsible for damage or loss of the equipment.

#### **SEARCH AND SEIZURE**

Searches may be conducted of school lockers, backpacks or purses, storage areas, and cars parked on school premises when there is reasonable suspicion that an illegal substance or weapon may be present or suspected theft. In the event that something is found, the school may take action accordingly.

#### **STUDENT DISRUPTION**

According to board policy any student, citizen, individual or groups of students are prohibited to assemble or congregate in any school building or on the school

property if such assemblage: (1) does not have the approval of the Board or its designated administrative officer, (2) serves as a distraction or disruption to the operation of the school's program or activities, or (3) creates an apprehension of great bodily harm to any person or damage to any public property.

### **Disciplinary Action**

- Administrative action
- Parent conference
- Suspension (5 days or less)
- Referral to School Resource Officer for disorderly conduct
- Pre-expulsion or expulsion proceedings

### **TECHNOLOGY-RICH LEARNING ENVIRONMENTS**

In order to promote technology-rich learning environments, students will need to bring a laptop or Chromebook in working order every day. That does not mean, however, that devices will be used all day. Staff will determine when use of technology is appropriate for the curriculum and staff have the right to prohibit use of devices.

Students of families in financial need will be provided with a computer to use on a school year basis. An application must be filled out and need will be based on the free and reduced lunch program. Arrowhead will have a limited number of laptops available in the library for one-day checkout. Students may not check them out for more than five days in a row.

Arrowhead High School assumes no responsibility for personal devices that are lost, stolen, or damaged. Students are responsible for the maintenance of their own devices. Students should store their devices in their lockers. Charging lockers are available in each campus library.

Students are expected to use their devices for educational use only while at school regardless of the network used. In accordance with state and federal laws, Arrowhead High School subscribes to an internet filter. Furthermore, Arrowhead High School staff provides "on site" supervision of labs and server space. However, no amount of supervision and external filtering of internet resources can guarantee that objectionable material cannot be accessed. Any student may use the internet unless a parent/guardian informs the principal in writing otherwise.

If students use the systems for personal communication, they need to know that administrative monitoring is not an invasion of privacy. The administration or their designee may confiscate the personal electronic devices if there is reason to believe that school policies, rules, or regulations have been violated. The administration may involve law enforcement if the device is used for illegal purposes or for a purpose that causes harm to others.

Student/Community District Network and Personal Device Usage Agreement:

1. I agree to use the District network and resources and my device to support learning appropriate for school.
2. I will not use any device or the District network to annoy, hinder, or harass other users. I will not interact with others on non-educational social networking sites or chat rooms during the school day. I will not engage in cyberbullying activities and will report cyberbullying to school authorities.
3. I agree to use appropriate language on the network and in all communications that I may send over the network. I will not use obscene, abusive, or threatening language, nor will I access, store, or print obscene or pornographic text or images.
4. I will not give out my user name and password to others, nor will I use credentials of others.
5. I will always practice safe online behavior, including the following: I will protect my personally identifiable information and the personal information of others. I will not take pictures or recordings of anyone without their expressed consent.
6. I understand the District has the right to monitor the District network and devices as necessary to ensure smooth network operations and acceptable use. I understand that any information sent on the District network and devices used at Arrowhead are not private and that school administrators may confiscate devices.
7. I will not violate copyright law.
8. I will not use the Arrowhead network or equipment for commercial or financial gain.
9. I will not vandalize. I will not attempt to disable, disrupt, or adversely affect the use of network resources or network equipment in any way. I will not tamper with or alter the computers or other associated equipment or software, including the filtering software. I will not attempt to bypass the filtering system.
10. I understand that if I am using another network (i.e., data plan) within Arrowhead, I still must abide by Arrowhead policies and agreements.
11. I understand that if my Arrowhead network privileges are revoked, I will not be able to utilize District network or devices to complete assigned work.
12. I will not stream media unless assigned by an instructor or for educational reasons.
13. I will not have my phone out in a classroom unless the instructor has explicitly given me permission to do so.

### **Disciplinary Action**

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

Penalties for first offense violations may include:

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

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

Subsequent penalties may include:

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

### **THEFT AND VANDALISM**

A student shall not cause or attempt to cause damage to school or private property or steal or attempt to steal school or private property either on school premises or during a school function off the school premises. Parents are responsible for the cost of removing graffiti.

### **Disciplinary Action**

- Administrative action
- Parent conference
- Suspension (5 days or less)
- Students and parents will be liable for damage
- Referral to School Resource Officer
- Combination of above
- Pre-expulsion or expulsion proceedings

### **WEAPONS**

No one shall have any kind of weapon including chemical weapon or look-alike weapon on school grounds or at any school sponsored function. No one shall use any article as a weapon to threaten or to injure another person. This includes, but is not limited to, BB or pellet firing gun, knife, razor, karate stick, metal buckle or other object which, by the manner in which it is used or intended to be used, is capable to inflicting bodily harm.

Law enforcement agencies, upon request by a school district administrator, will need to provide information in its records related to illegal possession by a child of a dangerous weapon. The school district may disclose this information to district personnel who have legitimate educational interests.

### **Disciplinary Action**

- Administrative action
- Parent conference
- Suspension (5 days or less)
- Referral to School Resource Officer
- Pre-expulsion or expulsion proceedings
- Combination of above

## **ATHLETICS, CLUBS AND ORGANIZATIONS**

Please refer to the website for opportunities to get involved at Arrowhead High School.

[www.arrowheadschoools.org](http://www.arrowheadschoools.org)

Under **Activities, General Information**, you will find information to contact the Athletic Office, the trainers, parent groups, forms (code of conduct handbook, travel release form, etc.), aquatic programs, and the Athletic Hall of Fame.

Under the Activities other tabs you will find descriptions of the clubs/sports, coaches and advisors contact information, and individual calendars for each program besides the main calendar on the front page of the web (all inclusive). Please note that when clicking on a calendar event, a second window will appear which will have the details for that event and another button to click to get map directions to the event.

## **PARENT INVOLVEMENT**

### **BAND PARENTS**

B-BOP (Booster Band and Orchestra Parents) promotes and supports the instrumental music programs at Arrowhead High School by helping to recognize student accomplishments and to provide the directors with assistance as needed. Parents who have students in the instrumental music programs are considered members and are encouraged to become involved through a number of volunteer activities. For more information please refer to the [B-BOP](#) website.

### **BROADWAY COMPANY PARENTS**

The Broadway Company has a Parent Booster organization which is very active in support of activities. All parents of Broadway Company members are considered members. These parents may help with chaperoning events, driving, preparing costumes and/or equipment, fund raising and other things they feel beneficial to the group. For more information please refer to the [Broadway Company Parents](#) website.

### **SENIOR PARTY PARENTS**

Every spring the parents of the Arrowhead High School senior class honor their graduates with an all-night drug



and alcohol free party. It is school sponsored and gives the students an opportunity to celebrate their educational accomplishments in a safe and drug free environment. Join the fun in organizing the annual senior party. For more information please refer to the website.

### **PARENT VOLUNTEERS**

Parents volunteer in the high school in a variety of ways as tutors, support for special projects, telephone calls, registration, etc.

## **ATHLETIC AND CO-CURRICULAR ELIGIBILITY**

Please refer to the [Parent/Athlete & Co-Curricular Code of Conduct](#) for full details. This is given to new and incoming freshmen parents at the August meeting and can be picked up in the North Campus Activities Office or viewed through the link above.

In the event of a Code violation, the following steps will be taken:

**First Offense** – The athlete will be suspended from **30%** of the concurrent scheduled contests (games, meets, etc.) of the current season and, when necessary, into the next season the athlete participates in. The athlete must attend all practices and contests while serving his/her suspension.

**AODA Assessment** – If a student is found to be in violation of the Athletic/Co-Curricular code, and agrees to complete an AODA assessment and to follow the assessment recommendations, there shall be a 10% suspension reduction for the first violation only. If a student fails to complete the assessment or follows the recommendations of the assessment, then they shall serve the 30% first time suspension as outlined above.

For the **first violation only**, if the athlete comes in voluntarily, within three days of the incident, (or can verify an attempt to contact) and cooperates in resolving all aspects of the violation, the penalty **may** be reduced by **one** contest. If a student admits to a violation prior to the results of a random drug test he/she may also qualify for a one contest reduction. All aspects of this “honesty clause” will be at the discretion of the Activities Director and/or Administration.

## **CODE OF CONDUCT FOR CLUBS AND ORGANIZATIONS**

The co-curricular program of Arrowhead High School is an integral part of the total school program and is designed to help students become involved in a variety of activities. While the academic area of high school is of

paramount importance, participation in a well-directed co-curricular program affords definite opportunities, training, and experiences not ordinarily obtainable in the regular curriculum. Participation in the co-curricular program at Arrowhead High School is entirely voluntary and is a privilege which can be revoked. All students are invited and encouraged to take part.

Arrowhead requires parent permission in writing for students to participate in any non-athletic co-curricular clubs and other activities that are competitive. This card is called the “Blue Card”. All students who participate in co-curricular clubs and activities that perform or compete in representation of Arrowhead High School are also a part of the Random Drug Testing program. The Blue Card will have a location for parent and student signatures regarding the Random Drug Testing protocol.

The Blue Card is only needed if the student does not participate in interscholastic athletics, as student/athletes and their parents will have already signed off on the annual athletic permission form. Students only need to fill out the “Blue Card” one time during their four years.

Students will conduct themselves in such a manner as to be a credit to their school. These rules are in addition to the Arrowhead High School Code of Student Rights and Responsibilities.

The same code of conduct as followed by the athletic programs will be followed. The code of conduct and appeals process can be found in the [Parent/Athlete & Co-Curricular Code of Conduct](#). The Parent/Athlete & Co-Curricular Code of Conduct handbook can be obtained in the North Campus Activities Office or viewed through the link above.

Students participating in the following activities must maintain academic eligibility as described in athletics: All Athletic Teams, All Athletic Game Managers, DECA, World Language Competitions, eSports, Forensics, HOSA, Math Meets, Marching Band, Mock Trial, Robotics, Science Meets, and Special Education Olympics.

## **SCHOLARSHIPS, AWARDS, AND HONORS**

To be eligible for academic scholarships in the District, a student must have completed four cumulative semesters beginning with the second semester at Arrowhead High School of the sophomore year, and achieved senior status. Students are encouraged to check the website on a regular basis for details on scholarships and awards.

### **Arrowhead Scholarship Fund**

The community-based Arrowhead Scholarship Fund provides scholarships each spring for deserving seniors at a recognition ceremony in May.

### **Balmer Scholarships**

Senior boy(s) and girls(s) selected by a Booster Club sponsored committee based on characteristics exemplified by Dave Balmer, late Arrowhead High School Athletic Director.

### **Honors Recognition**

Students who achieve an accumulative 3.5 GPA are invited to an honors recognition.

### **Kohl Fellowship**

Students apply to the local committee for this scholarship based on academics, leadership, and citizenship. Three students advance to the state committee which makes the final selection. A plaque and picture are displayed in the Academic Recognition Showcase of recipients.

### **National Merit**

Levels of eligibility are established yearly by the College Board based on student performance on the PSAT. Semi-finalists must complete an application process to be considered as a finalist. Student names are included on a plaque and picture is in the Academic Recognition Showcase.

### **Scholar/Athlete Award of Excellence**

The certificate of excellence is awarded to any senior who has earned a final cumulative GPA of 3.5 or higher and has earned a varsity major letter in an interscholastic sport.

### **WIAA Scholar Athlete**

This is a WIAA nomination of a senior boy and girl chosen primarily on the basis of scholarship and athletic excellence.

### **Wisconsin Academic Excellence Higher Education Scholarship**

Eligible students apply in February for this scholarship. A GPA of 4.0 as well as the following criteria is considered: completed application, ACT score, AP/college courses, credits, transcript integrity, and leadership. The number of scholarships available is determined by a formula set by the State of Wisconsin. Students must attend college in Wisconsin. Names of the top five students will be included on a plaque and a picture is in the Academic Recognition Showcase.

### **Wisconsin Technical Excellence Scholarship**

Senior scholars selected for recognition based on criteria from the Higher Education Aids Board. These students may use this scholarship only at Wisconsin Technical Colleges and demonstrated high levels of proficiency in technical education subjects. Participation in career and technology coursework, related student organizations, and technical career plan are utilized in the selection.

### **SCHOLARSHIP/AWARD RECOGNITION**

There is an insert into the graduation program featuring students who received scholarships and awards. This information is submitted to the Counseling Office by the student in May.

## **INSTRUMENTAL MUSIC AWARDS**

### **Charles Bart String Scholarship**

Given to outstanding senior string player who has fulfilled the requirements.

### **Frederic Chopin**

Outstanding Pianist.

### **John Philip Sousa**

Concert Band Member who displays outstanding leadership and musicianship.

### **Louis Armstrong**

Jazz Student who displays outstanding leadership and musicianship.

### **Participation Plaques**

Seniors who have participated in the music program all four years. Accomplishments while a member of Arrowhead's performing groups listed.

## **ARROWHEAD FIGHT SONG**

To Arrowhead, we always will be loyal to you,  
To our colors, scarlet, white and blue.  
And we will fight for victory and honor  
And we will win this game.  
YOU-RAH-RAH-FIGHT!

We'll keep our spirits bright  
We'll never give up the fight  
Our school will go on for evermore.  
To Arrowhead we will be loyal.  
WARHAWKS. FIGHT, FIGHT, FIGHT!



## ***The Arrowhead Union High School District***

South Campus/District Office  
700 North Avenue  
Hartland, Wisconsin 53029  
(262) 369-3611

North Campus  
800 North Avenue  
Hartland, Wisconsin 53029  
(262) 369-3612

[www.arrowheadschoools.org](http://www.arrowheadschoools.org)

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Dear Parents:

The Parent Complaint Form contained in this handbook is available to you in order that you have an opportunity to register any concerns you might have about any school facility, program, employee, policy, or action. These forms are available in the offices at both South and North Campus.

In order to most effectively address any complaint that may arise, it should first be discussed directly with the staff member most directly involved so that there is an opportunity to resolve the problem brought to their attention. If discussion with this staff member does not result in a resolution of the problem, please complete the Parent Complaint Form. The following steps should be followed:

1. Any complaint that is not resolved with the person most directly involved should be next brought to the attention of either the South or North Campus principal. This should be brought to the attention of the appropriate principal as soon as possible after initial attempts to resolve the problem are completed by submitting the parent portion of the Complaint Form.
2. The principal will review the complaint, conduct an appropriate investigation to determine the facts in the case, and respond in writing on the Complaint Form and return it to the person completing the form within ten school days. Other staff members may be involved in addressing the complaint at the discretion of the principal.
3. If the complainant is satisfied with the principal's written response, the matter is considered to be resolved.
4. If the complainant is not satisfied, please contact the district superintendent at 262 369-3611.
5. The superintendent will arrange for a conference with the complainant and himself and/or another appropriate member of the staff.
6. If the results of this conference are satisfactory, the complaint will be considered resolved.
7. If the complainant is still not satisfied that the complaint has been resolved, the superintendent will make arrangements for him/her to meet with an appropriate committee of the School Board.
8. The designated committee will report to the School Board on the complaint.

Those associated with the Arrowhead School District believe the use of the Parent Complaint Form will provide an opportunity for parents' concerns to be dealt with quickly and responsibly, so that the educational need of students can be most effectively served.

Sincerely,

Laura Myrah  
Superintendent

District Office Fax (262) 367-7406  
South Campus Office Fax (262) 367-4693 • Office of Student and Staff Learning Fax (262) 367-2014  
North Campus Office Fax (262) 369-0996 • Activities Office Fax (262) 367-1870

**ARROWHEAD UNION HIGH SCHOOL DISTRICT  
SERIES 500 – COMPLAINTS**

**POLICY: 524. FORMAL COMPLAINT FORM\*\***

**ARROWHEAD UNION HIGH SCHOOL DISTRICT  
FORMAL COMPLAINT FORM**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Home/Mobile \_\_\_\_\_ Work \_\_\_\_\_

Email address \_\_\_\_\_

Status of person filing complaint:  Student  Employee  
 Parent  Other

To most effectively address any complaint that may arise, please follow these steps:

1. If the problem/concern involves your child/student, she/he should attempt to address the problem with the relevant party prior to involvement of a parent/guardian.
2. The problem/concern should first be discussed directly with the staff member involved so there is an opportunity to resolve the matter.
3. If discussion with this staff member does not result in a resolution of the concern, please complete this Formal Complaint Form and submit it to the superintendent or his/her respective administrative assistant.
4. The superintendent will conduct an investigation or will assign an appropriate administrator to conduct the investigation.
5. Within 10 business days, the complainant will receive a written response from either the superintendent or the assigned investigator.
6. If the results of this resolution are satisfactory, the complaint will be considered resolved.
7. If the complainant is still not satisfied that the complaint has been properly investigated and resolved, he/she may contact the superintendent to make arrangements for the complainant to meet with an appropriate committee of the School Board. That designated committee will report to the full School Board on the complaint, as appropriate.

Statement of complaint (include specific incident(s):  
*(Use additional pages as needed.)*

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**ARROWHEAD UNION HIGH SCHOOL DISTRICT  
SERIES 500 – COMPLAINTS**

Steps you have taken to address and resolve the concern:  
*(Use additional pages as needed.)*

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Desired resolution:

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Signature of complainant \_\_\_\_\_

Date complaint filed \_\_\_\_\_

Signature of person receiving complaint \_\_\_\_\_

Date received \_\_\_\_\_

DATE OF REVISION:   JULY 12, 2017

# STUDENT BUS ROUTES FOR 2020-2021

Arrowhead High School and Dousman Transport have been working in partnership over the last few months to identify ways to reduce transportation costs. We have completely overhauled the High School bus routes. These changes have allowed us to eliminate one bus and create more efficient routes to minimize fuel and transportation costs at a time when fuel prices are extremely volatile, and school budgets are under pressure.

## **New for the 2020/21 school year.**

Families/Students are now able to login and click on the Busing tab, located on the left menu in Skyward Family Access, to see your most current AM and PM Bus Number along with your most current pick-up and drop-off location and time.

Arrowhead High School is a participant in the cooperative bus plan implemented by all the school districts within the Arrowhead area. Routes have been adjusted to enable elementary and private, parochial schools to use the same buses for second and third runs daily. We thank you for your cooperation in this joint bussing plan. Thank you for your time to read the following bus information:

1. Review the bold print headings of each route to determine which bus will serve the area you reside in. Read the route to determine if the route serves your specific home. Note the starting time of the route and determine an approximate time the bus will be near your location. Route times as printed are **subject to change** throughout the year due to changes in student location and weather.

2. Students are expected to be at their pick up location 5 minutes earlier than printed tentative pick-up time.

3. Buses will not stop at every home. This year consolidation of pick-up points will take place during the first full week of school. Consolidation is necessary to reduce the amount of bus riding time.

4. **BUSES ARE NOT REQUIRED TO STOP AT A PICK-UP POINT IF NOBODY IS PRESENT.** Drivers are instructed to view the area and if nobody is present, proceed to the next point. Special consideration will be given on days of inclement weather.

5. Per AHS Board Policy, major subdivisions will be served by a route which will serve the majority of the residents. Cul-du-sacs will not be used in the route unless necessary for a turnaround. Walking distance is established as .3 of a mile for elementary students and .7 for high school students.

6. All buses are loaded to capacity as regulated by Wisconsin Statutes. We constantly check to see that buses are not overloaded. It is necessary for economic reasons to have 3 students in a seat for a short period of time on all bus routes. Each student's Official Arrowhead ID card will have an area indicating the bus route the student is normally expected to ride. Bus drivers will have roster lists for each bus route and when necessary will be authorized to request students to present their ID to verify if they are on the right bus or qualify for transportation. Students not qualifying for busing will be noted on their ID cards.

7. Requests to ride another bus must be in writing from the parent in **advance of the day of the actual need**. These passes to riders are granted when extreme necessity exists. Students are to bring in the parent note requesting the bus change in the A.M. of the school day to either high school office. Bus drivers will check the name on the bus pass with the picture ID cards that will be used this year as student's board.

8. **BUS RIDERSHIP IS A PRIVILEGE AND NOT A RIGHT.** Student bus behavior will be that of the normal classroom. Behavioral expectations are printed in the student handbook. Students will be expected to respect others on the bus, bus equipment, and the bus driver at all times. **DO NOT DISTRACT THE BUS DRIVER. THE SAFETY OF OTHERS IS OUR FOREMOST CONCERN.**

In the event that a student demonstrates misbehavior, the bus driver will immediately report the behavior problem to Administration for appropriate disciplinary action. The parents and bus company will be notified of any discipline. Video cameras are located in buses on a random basis. Students misbehaving will be recorded on video. Administration will handle each situation in an appropriate manner. The video camera is designed to be used as an intervention so that no major problems will exist during normal bus routes.

9. Bus loading and unloading at South Campus will be on the East side of the building.  
Bus loading and unloading at North Campus will be on the East side of the building.

Please look for the large number located to the left of the main entrance door to the bus. PLEASE KNOW YOUR BUS ROUTE NUMBER. BE PREPARED TO SHOW YOUR STUDENT ID CARD to the bus driver starting on the first day of school. Each student has been assigned to a specific bus route and is expected to ride only that route.

Buses leave SOUTH CAMPUS 2:32 P.M.

Buses leave NORTH CAMPUS 2:42 P.M.

All AHS buses are used for elementary school busing after they have completed their AHS runs. We operate on a very tight time schedule in order to accommodate the other schools we serve.

**10.** Please review the bus route which matches the area in the district you reside in. Remember the bus route number.

**11.** Inclement Weather Conditions. In the event of the inclement weather conditions please do one of the following: CALL 369-3611 to listen to the phone recording in the event that school is closed or if we plan to run on a delayed schedule; or listen to the following radio stations prior to 6:00 A.M. We normally try to make our decision to close by 5:15 A.M. WAUK, WOKY, WISN, Channel 4 TV, WEMP, WTMJ, WTTN, and WTKM.

**12.** Note: All bus routes are subject to immediate change if necessary. Routes are changed due to safety conditions, adding and dropping of students and for time adjustments in order to operate within our multiple bus use plan.

The Arrowhead District Transportation Cooperative will be utilizing the busing service of the Dousman Transport Bus Company for the 2020/21 school year. The Dousman Transport Bus Terminal serving the Arrowhead District is located in North Lake on Kilbourne Road. **THE TERMINAL PHONE NUMBER IS (262) 966-9691.** This number will be in operation from 6:00 a.m. to 5:00 p.m. on school days.