

**POLICY: 323. CORRESPONDENCE COURSES**

HOMEBASED STUDENTS TO ARROWHEAD

To earn an Arrowhead Diploma for a student who has been homeschooled, the student must be in full-time attendance their final two semesters, senior year, at Arrowhead prior to the diploma. To receive the diploma, students must pass the classes needed senior year as well as meet the Arrowhead Graduation Requirements.

TRANSFER STUDENTS TO ARROWHEAD

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

FOREIGN EXCHANGE STUDENTS TO ARROWHEAD

Foreign Exchange students, who are here for one year, take a full-time schedule that includes United States History and English. If they meet the 50-credit requirement, an Arrowhead Diploma shall be awarded. Otherwise, a student may request a certificate of attendance.

ARROWHEAD STUDENTS REQUESTING EXTERNAL CREDIT TRANSFER

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

**POLICY: 328. PART-TIME OPEN ENROLLMENT**

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

**A. Definitions**

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

1. **District** means the Arrowhead Union High School District.
2. **Resident School District** means the school district in which the student who is taking a course or making a course application resides, or is enrolled full-time through Wisconsin's Open Enrollment program, for purposes of determining school attendance.
3. **District Student** means a student whose primary school enrollment and attendance is within the public schools of the District (including, for example, all full-time students of the District and all students who are attending school in the District under full-time open enrollment).
4. **Resident Student** means a public school student for whom the District is required to fulfill the requirements of the resident school district under the Part-time Open Enrollment program when the student is seeking to take a course outside of the District.
5. **Nonresident Student** means a public school student who does not reside in the District and who is permitted by law to apply to take a course in the District under the Part-time Open Enrollment program.
6. **Part-time Open Enrollment:** Students enrolled in a Wisconsin public school district may apply to take up to two courses at the same time at another public high school with no tuition cost to the student. Participating students remain enrolled in their resident school districts for the majority of their classes, and the resident school district is responsible for the cost. (Students in private schools or who are home-schooled may take up to two courses, but are covered under a different statute.)
7. **Class Size:** The District shall determine, for purposes of this policy only and not for use for any other purpose, the maximum number of students who can be enrolled in a particular classroom without jeopardizing the quality of the instructional program.
8. **Program Size:** The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.
9. **Course Criteria:** Criteria, such as prerequisites, that are required for course enrollment.
10. **Graduation Requirements:** Course and other programmatic requirements in order to earn a high school diploma from the District.

## **B. Application Procedures**

### **District student wishes to take one or two courses in another public high school**

1. The parent/guardian of a public high school student who wishes to attend a nonresident public school district for the purpose of taking one or two courses at a time under the Part-time Open Enrollment program shall use the DPI-approved application form. The application shall be submitted to the nonresident school board/district in which the student wishes to attend a course no later than six weeks before the scheduled start of the course. The application must specify the course that the student wishes to attend and may specify the school or schools at which the student wishes to attend the course.
2. The nonresident school district shall send a copy of the application, which includes a release of records, to the student's resident school board/district. The District recommends that the applicant contact the district to confirm that the district has, in fact, received a copy of the application.
3. Upon receipt of a copy of a resident student's application to attend a course(s) in another public high school under the Part-time Open Enrollment program law, school office staff shall forward the application to the director of learning for review and action. For students with disabilities who have an individualized education program (IEP), a staff person with sufficient knowledge of the requirements of the student's IEP shall be involved in processing the course application(s).
4. No later than one week prior to the date the course is scheduled to commence, the resident and nonresident school boards/districts are required to provide notifications regarding action taken on the application. The nonresident school board/district is required to notify the applicant and the resident school board/district, in writing, whether the application has been accepted and of the school at which the student may attend the course. The acceptance applies only for the following semester, school year, or other session in which the course is offered.
5. If the nonresident school board/district rejects the application, it must include the reason(s) for the reflection in the notice.
6. The resident school district shall:
  - a. Notify the applicant and the nonresident school board/district, in writing, if the application has been rejected and the reason(s) for the rejection.
  - b. Notify the application if the resident school board/district determines that a course to be taken at a nonresident school district does not satisfy the high school graduation requirements of the resident district. However, this is not a basis for rejection of a course application.
7. If the application is denied, the applicant's parent or guardian and nonresident high school to which the application was made shall be notified, in writing, that the application has been denied. This notification shall be made no later than one week prior to the date the course is scheduled to commence and shall include the reason(s) for the denial and notify the parent or guardian of the applicant's right to appeal the denial to DPI.
8. If the District notifies the applicant that his/her application has been accepted, then the applicant's parent or guardian must provide timely written notice to the District confirming the student's intent to attend the specific course(s). If this confirming notice is not received by the District prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under the Part-time Open Enrollment program.

## Nonresident student wishes to take one or two courses in the District

1. The parent/guardian of a public high school student who wishes to attend the District for the purpose of taking one or two courses at a time under the Part-time Open Enrollment program shall use the DPI-approved application form. The application must specify the course that the student wishes to attend. The District will deny the application if it is submitted less than six weeks prior to the date the course is scheduled to commence.
2. The District shall promptly send a copy of the application to the student's resident school district, along with a request that the resident school district immediately send the District a copy of the student's relevant education records, including applicable disciplinary records.
3. Upon receipt of the application, it will also be forwarded internally to the director of learning, who will be responsible for reviewing and acting on the course application. All applications shall be reviewed and acted upon using the criteria outlined in Board policy. If the District receives more registrations/applications for a course from students who are otherwise eligible to attend the course than there are spaces available, the District shall give preference in attending the course to students in the following priority order:

**First Priority:** District students, who shall be approved to attend the course on a rolling basis pursuant to the District's regular course registration procedures.

**Second Priority:** Students who, although not District students, are residents of the District and are otherwise entitled to apply to take the course under state law or under any applicable Board policy, including resident private school students and District residents attending home-based private education programs who apply to attend the course under any part-time public school attendance option if/as established by state law, provided that the District has received the student's application or registration request at least 30 days prior to the date the course is scheduled to begin.

If there is still space in the course for additional students, but there are more pending course applications that have been submitted by students who do not reside in the District than there are spaces available, the determination of which remaining students to accept under a **Third Priority** grouping shall be made on a random basis. Such random selection process shall be the same as that used under Board Policy 623 for Open Enrollment.

4. No later than one week before the start of the course, the resident school district is required to notify the student and the other district, in writing, if the application is denied and the reason. All applications received shall be reviewed using the criteria outlined in Board policy.
  - a. If the student's application was not submitted in the manner and within the time limits established by state law, it shall be denied.
  - b. If the course application is from a student with a disability who has an IEP, the application shall be reviewed with the IEP to determine whether the student's attendance in the course would result in a denial of a free appropriate public education (FAPE) as defined with reference to the IEP, or otherwise conflict with the goals, placement, or other material provisions within IEP. The course application shall be denied if it conflicts with the student's IEP.
  - c. If the student has not successfully completed any prerequisites for the course, the application shall be denied.

- d. If the student has been expelled from school by any school district during the current or two (2) preceding school years for any of the following reasons or a disciplinary proceeding involving the student, based on any of the following reasons, is pending, the application shall be denied:
- (1) conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
  - (2) engaging in conduct while at school or while under supervision of a school authority that endangered the health, safety, or property of others;
  - (3) engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any employee of the School District or member of the School Board;
  - (4) possessing a dangerous weapon, as defined in Wisconsin state statutes, while at school or while under the supervision of a school authority.

The superintendent or designee shall make the decision based on the circumstances involved.

5. If accepted, the acceptance shall identify the school at which the student may attend the course. The acceptance applies only for the following semester, school year, or other session in which the course is offered. If the application is denied, the notice shall include the reason for the denial and notify the parent or guardian of the applicant's right to appeal the denial to the DPI.

If the District notifies the applicant that his/her application has been accepted, then the applicant's parent or guardian must provide timely written notice to the District confirming the student's intent to attend the specific course(s). If this confirming notice is not received by the District prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under the Part-time Open Enrollment program.

### **C. Appeals of Course Denial Decisions**

If the resident or nonresident school board/district rejects an application for part-time open enrollment, the student's parent or guardian may appeal the decision to the DPI within 30 days after the decision. The appeal may be in the form of a letter or legal brief, and shall state (1) the decision being appealed, (2) the specific reasons for the appeal, including why the appellant believes the school district's decision was arbitrary or unreasonable, and (3) any other facts relevant to the appeal. State law requires the DPI to affirm the school board's/district's decision unless it finds the decision is arbitrary or unreasonable.

### **D. Administrative Guidelines**

The superintendent shall be responsible for developing and promulgating administrative guidelines to implement this policy. DPI guidelines for processing Part-time Open Enrollment program applications shall be the responsibility of the superintendent or designee. Such guidelines shall address at least the following matters:

1. participation in interscholastic athletics;
2. District transportation services;
3. prerequisites and other eligibility standards associated with courses of study;
4. transfer of academic credit;
5. assignment within the District;
6. admission of special education students based on the IEP and the continuance of programs at Arrowhead;
7. payment of fees and other charges.

**POLICY: 332. SELECTION OF MATERIALS**

**ARROWHEAD UNION HIGH SCHOOL  
LIBRARY MATERIALS SELECTION GUIDELINES, POLICIES, AND PROCEDURES**

**Objectives**

The mission of the Arrowhead Union High School libraries is to advance the educational development of students by supporting the curricula and instruction of the classroom teachers, providing up-to-date quality resources for students, teaching library usage/research skills, and promoting students' love of literature and learning. The objectives of the libraries' selection guidelines and policies reflect this mission and specifically seek to:

- A. Provide school library media that shall enrich and support the curriculum, taking into consideration individual needs, and the varied interests, abilities, socioeconomic backgrounds and maturity levels of the students served;
- B. Provide school library media that stimulate the growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- C. Provide a background of information enabling students to make educated choices in their daily lives;
- D. Provide materials on opposing sides of controversial issues so that students may develop, under guidance, the practice of critical thinking and critical analysis of all media;
- E. Provide materials representative of the many religious, ethnic, and cultural groups in our nation and the contribution of these groups to our American heritage;
- F. Place principle above personal opinion and reason above prejudice in selecting school library media of the highest quality in order to assure a comprehensive collection appropriate for the uses of the library.

The Arrowhead School District shall not discriminate in the selection and evaluation of instructional and library materials on the basis of sex, race, religion, national origin (including Limited English Proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

**Procedures for Selection of Curriculum Materials**

The following criteria shall be used as they apply:

- A. Materials shall support and be consistent with the general education goals of the District and the objectives of specific courses. Documentation shall be provided at the time of purchase request.
- B. Materials shall meet high standards of quality in factual content and presentation.
- C. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
- D. Materials shall have aesthetic, literary, or social value.
- E. Materials chosen shall be by competent and qualified authors and producers.

- F. Materials shall be chosen to foster respect for all persons and shall realistically represent our pluralistic society, along with the roles and life styles open to both men and women in today's world. Materials shall be designed to help students gain an awareness and understanding of the many important contributions made to our civilization by minority groups, and ethnic groups.
- G. All students shall have access to media that depicts, in an accurate and unbiased way, the cultural diversity and pluralistic nature of American society. It shall be the responsibility of the library media personnel to maintain a purchasing record which illustrates that the libraries/media centers are providing materials that shall be representative of the many religious, ethnic and cultural groups and other contributions to our American heritage. These materials shall show opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media.
- H. It shall be the responsibility of the relevant department chair or administrative liaison to approve the content of curricular materials chosen. They shall also maintain a written history of the rationale and purchasing activity on file in the District office.
- I. Each item should be approached from a broad perspective, looking at the work as whole and judging controversial elements in context rather than as isolated parts. Periodicals, for example, should be selected and purchased for their overall reputation, and should not be rejected because of an occasional article which may be offensive. The community expectations should be highly respected in the selection process.
- J. Physical format and appearance of materials shall be suitable for their intended use.
- K. Reviews in professional journals shall include, but not be limited to, journals such as the SCHOOL LIBRARY JOURNAL, BOOKLIST, SCIENCE BOOKS AND FILMS, ENGLISH JOURNAL, VOYA, KIRKUS REVIEWS, WILSON SENIOR HIGH LIBRARY CATALOG, and other professional journals.
- L. Recommendations from nationally recognized educational groups, such as the National Council of Teachers of English, National Council of Teachers of Math, National Council of Teachers of Social Studies, American Association of Teachers of Spanish and Portuguese, etc.
- M. Recommendations from nationally recognized educational web sites, to include, but not limited to: Wisconsin Department of Public Instruction's WINSS site and the American Library of Congress.
- N. Materials that may require parental approval shall be clearly identified during the selection rationale process.

### **Procedures for Selection of School Media Center Materials (Both Print and Non-Print)**

The school librarians, in consultation with teachers, administrators, and students, shall be responsible for the selection of materials. In coordinating this process, the librarians shall:

- A. Gather requests, documentation, suggestions, and reactions for the purchase of library materials from teachers to the greatest extent possible, and from students when appropriate.
- B. Seek reviews of potential and proposed acquisitions in the literature of reputable professional organizations and other reviewing sources recognized for their objectivity and wide experience.
- C. Arrange, when possible, for firsthand examination of items to be purchased.

- D. Judge gift items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those meeting these specified criteria.
- E. Purchase duplicates of extensively used materials.
- F. Weed continuously from the collection worn, obsolete, and inoperable items.
- G. Purchase replacements for worn, damaged, or missing material basic to the collection.

### **Maintaining a Current Collection**

The purpose of the school libraries' collections is to meet the needs of its current users, not maintain an archival record of the past. Thus, weeding out materials that are no longer useful is as important as the initial selection of materials, and should be carried out in accordance with an eye to the same criteria and procedures that govern the selection process.

Library items that contain outdated and/or inaccurate information or are in poor physical condition should be weeded out of the collection. Also materials that no longer serve the curricular and/or student interest needs should be considered for weeding. Worn out items should be replaced, except when they no longer measure up to the selection criteria. Weeding should be done on a systematic and ongoing basis, with special attention given to those areas of the collection that are being developed/reinforced to meet emerging curricular needs.

### **Reconsideration of Materials**

Arrowhead High School subscribes in principle to the statements of policy philosophy as expressed in the American Library Association Library Bill of Rights.

However, occasional objections to some materials may be expressed despite the quality of the selection process. If a complaint is made, the following procedures should be observed.

#### **A. Initial Objection:**

1. Any resident of the School District may raise objections to instructional materials used in the District's educational program.
2. The school official or staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally.
3. The school official or staff member initially receiving a complaint shall explain to the complainant the school's selection procedure, criteria, and qualifications of those persons selecting the material.
4. The school official or staff member initially receiving a complaint shall explain to the best of his or her ability the particular place the objected to material occupies in the educational program, its intended educational usefulness, and additional information regarding its use, or refer the complaining party to someone who can identify and explain the use of the material.
5. In the event that the person making an objection to material is not satisfied with the initial explanation, the person raising the question should be referred to the building media specialist. If, after discussion, the complainant desires to file a formal complaint, the person to whom the complainant has been referred shall assist in filling out a Citizen Request for Reconsideration Form in full.



6. The individual receiving the initial complaint shall advise the principal in charge of the building where the challenged material is being used of the initial contact no later than the end of the following school day, whether or not the complainant has apparently been satisfied by the initial contact. The principal in charge of the building shall maintain a written record of the contact.
7. Staff shall be reminded that the right to object to materials is one granted by policies enacted by the Board and firmly entrenched in law. They shall also be reminded of ethical and practical considerations in attempting to handle resident complaints with professionalism.

B. Request for Reconsideration:

1. Any resident or employee of the School District may formally challenge instructional materials used in the District's educational program on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the schools and the community who are not directly involved in the selection process.
2. Each building office and the School District's central office shall keep on hand and make available Citizen Request for Reconsideration Forms. All formal objections to instructional materials must be made on this form.
3. The Citizen Request for Reconsideration Form shall be signed by the complainant and filed with the superintendent.
4. Within 10-15 business days of the filing of the form, the superintendent shall convene the Ad Hoc Reconsideration Committee and file the material in question with the Ad Hoc Reconsideration Committee for reevaluation.
5. Generally, access to challenged material shall not be restricted during the reconsideration process. However, in unusual circumstances, the material may be removed temporarily by following the provision of Section C. 5. of this rule.
6. A request to remove a book from both the school libraries and from the curriculum requires two separate hearings.

C. The Ad Hoc Reconsideration Committee:

1. Once a formal complaint is filed, the superintendent shall call a meeting of the Ad Hoc Reconsideration Committee.
2. The Ad Hoc Reconsideration Committee shall be comprised of the building principal, one library media specialist (from the non-involved building), two teachers (one from each building), one community member chosen by the superintendent who shall act as chairperson of the committee, two parents of current or former Arrowhead High School students chosen by the superintendent, and two students (one from each building, chosen by the building principals and with written parental permission).
3. The objectives of the committee include the following:
  - a. Reexamine the challenged material.
  - b. Survey appraisals of the material in professional reviewing sources.
  - c. Evaluate the extent to which the material supports the curriculum.

- d. Weigh merits against alleged faults to form a judgment based on the material as a whole and not on passages isolated from context.
  - e. Prepare a written report with recommendations and communicate this to the office of the superintendent to be distributed to all members of the Board and the complainant.
4. The procedure for the first meeting following receipt of a Citizen Request for Reconsideration Form is as follows:
    - a. Elect a secretary who shall be an employee of the District. The chairperson of the committee shall not be an employee or officer of the District.
    - b. Distribute copies of the written Citizen Request for Reconsideration Form.
    - c. Give complainant or a group spokesperson an opportunity to talk about and expand on the request form.
    - d. Distribute reputable, professionally prepared reviews of the material and the teaching rationale for its inclusion within the curriculum.
    - e. Distribute copies of challenged material as available.
    - f. The complainant shall be kept informed by the secretary concerning the status of his or her complaint throughout the committee reconsideration process. The secretary shall give the complainant and known interested parties appropriate notice of all meetings.
  5. Special meetings may be called by the superintendent to consider temporary removal of materials in unusual circumstances. Temporary removal shall require a three-fourths vote of the committee.
  6. At a subsequent meeting, interested persons, including the complainant, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.
- D. Instructions to the Ad Hoc Reconsideration Committee:
1. The policy of this School District related to selection of learning materials states that any resident of the District may formally challenge instructional materials used in the District's educational program. This policy allows those persons in the school and the community who are not directly involved in the selection of materials to make their opinions known. The task of the Ad Hoc Reconsideration Committee is to provide an open forum for discussion of challenged materials and to make an informed decision on the challenge.
  2. The presence on the committee of one of the school media specialists and the administrative staff member shall assure continuity from year to year as well as lend professional knowledge of the selection process. Student members are essential since they are the closest to the student body and shall be immediately affected by the decision of the committee.
  3. The reconsideration process, the task of this committee, is just one part of the selection continuum. Material is purchased to meet a need. It is reviewed and examined, if possible, prior to purchase; it is periodically reevaluated through updating, discarding, or reexamination. The committee must be ready to acknowledge that an error in selection may have been made despite this process. Librarians and school personnel regularly read great numbers of reviews in the selection process, and occasional errors are possible.
  4. In reconsidering challenged materials, the role of the committee, and particularly the chairperson, is to produce a climate for disagreement. However, the committee should begin by finding items of agreement, keeping in mind that the larger the group participating, the greater the amount of information available and, therefore, the greater the number of possible approaches to the problem.

5. If the complainant chooses, she/he may make an oral presentation to the committee to expand and elaborate on the complaint. The committee shall listen to the complainant and any other interested persons. In these discussions, the committee should be aware of relevant social pressures that are affecting the situation. Individuals who may try to dominate or impose a decision must not be allowed to do so. Minority viewpoints expressed by groups or individuals shall be heard. It is important that the committee create a calm, nonvolatile environment in which to deal with a potentially volatile situation. To this end, the complainant shall be kept continuously informed of the progress of his or her complaint.
  6. The committee shall listen to the views of all interested persons before reaching a decision. In deliberating its decision, the committee should remember that the school system must be responsive to the needs, tastes, and opinions of the community it serves. Therefore, the committee must distinguish between broad community sentiment and attempts to impose personal standards. The deliberations should concentrate on the appropriateness of the materials. The question to be answered by the committee is, “is the material appropriate for its designated audience at this time?”
- E. The procedure for the second meeting shall be as follows:
1. Each side of the issue has 30 minutes to present its case. A written document handed to the committee will count as 3 minutes of time.
  2. After each side has presented their case, there will be a 5-minute break.
  3. After the break, each side has 15 minutes of rebuttal.
  4. Committee members shall have the opportunity to ask relevant questions.
  5. The committee's final decision shall be (1) to take no removal action, (2) to remove the challenged material from the classroom or library, or (3) to agree on a modification of the educational use of the materials. Each step of this final decision process shall be voted on by a written ballot.
  6. The committee chairperson shall instruct the secretary to convey the committee's decision to the office of the superintendent. The decision, in writing, should detail the rationale on which it was based. The letter shall be sent to the complainant outlining the committee's final decision within 10 business days by the superintendent.
- F. A decision to challenge materials shall not be interpreted as a judgment of irresponsibility on the part of the professionals involved who followed the original selection process. (Policy 332. Selection of Materials)
- G. Requests to reconsider materials that have previously been before the committee must receive approval of a majority of the committee members before the materials shall again be reconsidered. The committee shall act upon every Citizen Request for Reconsideration Form. The second request for reconsideration can occur no sooner than two years after the original reconsideration event.
- H. In the event of a severe overload of challenges, the committee may appoint a subcommittee of members or nonmembers to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee shall approximate the representation of the full committee.

- I. A committee member directly associated with the selection, use, or challenge of the challenged material shall not be a member of the committee during the deliberation on such materials. The superintendent may appoint a temporary replacement for the excused committee member, but such replacement shall be of the same general qualifications of that person excused.
- J. If the complainant is not satisfied with the decision, she/he may request that the matter be placed on the agenda of the next regularly scheduled meeting of the Board.

ARROWHEAD UNION HIGH SCHOOL DISTRICT  
CITIZEN REQUEST FOR RECONSIDERATION

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher (*if known*): \_\_\_\_\_

Paperback: \_\_\_\_\_ Hardcover: \_\_\_\_\_

Request initiated by (*please print*): \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Complainant represents:

\_\_\_\_\_ Himself/Herself

\_\_\_\_\_ Organization (*name*): \_\_\_\_\_

\_\_\_\_\_ Other Group (*identify*): \_\_\_\_\_

1. Have you been able to discuss this work with the teacher or librarian who ordered it or who used it?

\_\_\_\_\_ Yes \_\_\_\_\_ No

2. What do you understand to be the general purpose of using this work?

- a. Provide a support for a unit in the curriculum?

\_\_\_\_\_ Yes \_\_\_\_\_ No

- b. Provide a learning experience for the reader in one kind of literature?

\_\_\_\_\_ Yes \_\_\_\_\_ No

- c. Other: \_\_\_\_\_

- d. Did the general purpose for the use of each work, as described by the teacher or librarian, seem a suitable one for you?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If not, please explain: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

# PROCEDURE

4. In what ways do you think a work of this nature is not suitable for the use the teacher or the librarian intends to carry out?

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5. Have you been able to learn what is the students' response to this work?

Yes  No

6. What response did the students make?

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7. Have you been able to learn from your school library what book reviewers or other students of literature have written about this work?

Yes  No

8. Would you like the teacher or librarian to give you a written summary of what book reviewers and other students of literature have written about this book or film?

Yes  No

9. Do you have negative reviews of the book?

Yes  No

10. Where were they published?

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11. Would you be willing to provide summaries of the reviews you have collected?

Yes  No

12. What would you like the school/library to do about this work?

Do not assign it/lend it to my child

Return it to the staff selection committee/department for reevaluation

Other: *(please explain)* \_\_\_\_\_

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13. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

2-23-05

**POLICY: 342. GRADE POINT AVERAGE (GPA)**

The high school grading system is unweighted and is based on a 4.0 grade point scale. Semester grades shall be used to calculate grade point average (GPA). Only high school level academic subjects approved by the Board, or its designee, shall be included in computing semester grades.

**POLICY: 351. GRADUATION REQUIREMENTS**

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

The District considers four major components in determining whether or not a student shall receive a diploma. Components include credits earned, academic performance criteria, passing the state-required civics test, and other academic criteria.

In order to graduate from the school district, a student must successfully complete 50 credits of study. These credits must include 8 English credits, 6 social studies credits, 6 science credits, 6 mathematics credits, 2 career education credits, 3 physical education credits, 1 health credit, and 2 fine arts credits.

The State of Wisconsin {118.33(1m)(a)} mandates all graduating students to pass a required civics test, with at least a 65/100 score, in order to earn a high school diploma. The test shall be comprised of 100 questions that are identical to those that may be asked of an individual applying for United States Citizenship. Students are allowed to retake the exam an unlimited number of times in order to achieve a passing score. Students with disabilities who have an Individualized Education Plan (IEP) must complete the test but are not required to pass the test in order to graduate.



ARROWHEAD UNION HIGH SCHOOL DISTRICT  
BOARD OF EDUCATION DIPLOMA POLICY

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

1. **Diploma** – The student has met the above stated requirements established by Board policy. In addition, the Board recognizes students who successfully complete requirements based on alternative paths to skill development and accept successful completion in:
  - A. Arrowhead Alternative Education services
  - B. Second Chance Partners for Education
  - C. Wisconsin National Guard Challenge Academy Program as a means to earn a regular Arrowhead Union High School Diploma
2. **External Diploma** – This diploma is for adults who are 22 years or older that have met the requirements established by the State of Wisconsin.
3. **Certificate of Attendance** – Upon request, this certificate is awarded to those students who attended Arrowhead for four years and did not meet the requirements for graduation. Visiting students in the foreign exchange program are also eligible for this certificate.

We, the undersigned, understand the Board Policy that pertains to graduation requirements and have been informed of the various types of diplomas/certificates that are awarded to eligible students at Arrowhead High School.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

**POLICY: 352. GRADUATION EXERCISES**

**ARROWHEAD HIGH SCHOOL  
GRADUATION CEREMONY COMMITMENT AGREEMENT**

Parents/guardians and students should understand the graduation ceremony is strictly voluntary. Because graduation is a very special event, we, the School Board, Administration, and Staff, believe it should be formal and appropriate. Therefore, we are providing some essential guidelines regarding behavior and dress for graduation.

1. The ceremony is, and shall be, voluntary.
2. It shall be a formal ceremony.
3. We shall have a dress code so that no one individual causes a distraction or disruption.
  - a. Dress clothes should be worn under the graduation gown. For example, non-denim slacks, collared shirt and tie, or dress, blouse/skirt, etc.
  - b. Dress shoes should be worn with the dress clothes and graduation gown. No gym shoes or casual flip-flops.
  - c. The gown shall not be tampered with nor shall any writing on mortarboards be accepted.
  - d. If the graduate is an active member of any U.S. military branch and would like to wear their dress uniform for the graduation ceremony, the student must request permission from the principal and follow the protocols found in School Board Policy 352.1 GRADUATION ATTIRE.
4. Students shall remain silent throughout the ceremony and shall show proper respect and dignity to all speakers and programs during the graduation ceremony.
5. No noisemakers, liquid string, beach balls, or any inappropriate or disruptive items shall be allowed. Anyone not adhering to these rules shall not be allowed to go through the ceremony. Anyone not behaving during the ceremony shall be asked to leave.
6. Any senior pranks will result in no participation in the graduation ceremony or attendance at the senior party. No refunds will be given.

If you wish to go through the ceremony, both you and your parent/guardian must sign this commitment before being allowed to take part in this year's graduation ceremony.

# PROCEDURE

**RETURN TO JOSTENS AT NORTH CAMPUS WHEN PICKING UP YOUR  
CAP & GOWN ON *[insert date]***

We, (parent/guardian and student) understand this graduation commitment and wish to participate in the ceremony. I understand by not signing this form, this individual shall not be allowed to go through the graduation ceremony. I also understand that by signing this commitment, the student shall go through the ceremony following the above guidelines.

\_\_\_\_\_  
Student's Name *(please print)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Signature of Parent/Guardian

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

Procedures used for the testing of students under the District achievement testing program, including state-required tests, should be consistent with procedures that are already in place to serve these students. The purposes and procedures for testing should be appropriate and well understood by parents, administrators, support staff, and teachers. This shall require careful development of policies and procedures, as well as clear communication and inservice training for all people involved.

The Individual Educational Program (IEP) process must serve as the vehicle for making decisions about the inclusion or exclusion of a student in the District achievement testing program (including state-required tests) and on any modifications that need to be made in test administration. The IEP shall serve as the basis for specifying the child's educational program, including the student's present level of performance or competence, long and short-term objectives, and the means of evaluating mastery of objectives. It also requires parent involvement, if at all possible. The IEP meeting shall be used not only to address the EEN child's educational program, but also to develop a plan for each child's participation in the District's achievement testing program, including state-required tests. Participants at the IEP meeting determine whether the child's educational program is reflected in the various tests, that is, whether the material taught is the material covered by the tests, and whether any modifications in testing, such as large print editions, answers recorded by an aide, or small group or individual administration, need to be made. Any modifications in the administration of the tests should be such that what is measured by the tests remains the same.

**POLICY: 363. PROGRAMS AND SERVICES FOR ENGLISH LANGUAGE LEARNERS**

Each school board is required by Section 115.96(1) of the State Statutes to conduct a count of the LEP students in the public schools of the District, assess the language proficiency of such students, and classify such students by language group, grade level, age, and English language proficiency. This count must be done annually on or before March 1.

English proficiency assessment records are to be maintained by the District and reported to the DPI in accordance with legal requirements.

LEP students shall be assessed to determine their English language proficiency using the Department of Public Instruction-approved English proficiency assessment instrument. The assessment shall be administered by the Special Education program or the superintendent's designee. The District may also use information such as the following when assessing a student's English proficiency: prior academic records from within or outside the United States, information on everyday classroom performance, and course grades which, in relation to the student's grade level, indicate that lack of progress is due to limited English language skills.

**POLICY: 364. SERVICE ANIMALS ON SCHOOL PREMISES**

A service animal is an animal (primarily a dog) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. In order to be considered a service animal, the work or task the animal has been trained to provide must be directly related to the individual's disability. The District shall permit students with disabilities who require the assistance of a service animal to use that animal in District facilities and at school events where members of the public, participants in services, program, or activities or guests are allowed to go under conditions outlined in this policy and procedure. All service animals used in District facilities and at school events must be in compliance with legal requirements (e.g., be licensed and have required vaccinations) and be maintained under proper control.

The District shall comply with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and any other applicable laws in implementing this policy. For any student who qualifies for service under the IDEA and/or Section 504, the student's individualized education program (IEP)/Section 504 team should meet and discuss whether the animal is a related service necessary for the student to effectively participate in the educational program of the District. A medical excuse/rationale from a physician may be helpful with this determination. If the use of a service animal is determined to be necessary, the animal shall be incorporated into the student's IEP/504 Plan.

The individual to be accompanied by a service animal is responsible for the following:

1. The animal shall be under the control of its handler at all times. An animal shall have a harness, leash or other tether, unless either the handler is unable because of a disability to use the harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the animal's safe, effective performance of the required work or tasks, in which case the animal must be otherwise under the handler's control (e.g. voice control, signals, or other effective means).
2. The animal must have proper Wisconsin licensure and be immunized against diseases common to that type of animal. All vaccinations must be current and verification will be required. Dogs must wear a rabies vaccination tag, as required by Wisconsin Statute.
3. The care and supervision of the animal is solely the responsibility of the owner/keeper.
4. The animal must be housebroken. Should an accident occur indoors, the owner/keeper of the animal must clean up after the animal defecates. The owner/keeper of the animal is also responsible for clean-up of defecation outdoors on school property.
5. The animal must be spayed or neutered.
6. The animal must be treated for and kept free from fleas and ticks.
7. The animal must be kept clean and groomed to reduce shedding and dander.
8. Any liability for any harm or injury caused by the animal to other students, staff, visitors, and/or property is the responsibility of the individual. The District strongly recommends that the individual obtain liability insurance coverage for any harm or injury caused by the animal.
9. The District shall make reasonable accommodations if the presence of an animal results in health concerns for other individuals. The accommodations may include assignment of the student(s) to a different classroom in the District. Any person dissatisfied with a decision concerning a service animal can appeal that decision to the Director of Special Services and/or contact the Office of Civil Rights or Department of Justice for more information regarding the established laws and guidelines.

Animal Separation/Removal

If the animal must be separated from the individual whom the animal is accompanying, it is the responsibility of that person or student's family to arrange for the care and supervision of that animal during the period of separation.

An individual with a disability may be asked to remove a service animal from the premises if:

1. The animal is out of control and the animal's handler does not take effective action to control it; or
2. The animal is not housebroken; or
3. The animal's presence would fundamentally alter the nature of the service, program, or activity; or
4. The animal provides a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications of policies, procedures, or practices. Under the ADA regulations, allergies and fear of dogs are not valid reasons for denying access to individuals using service animals. As noted above, if another individual's allergies qualify as a legal disability, then school officials have an obligation to accommodate both individuals.

\*If the animal is properly excluded, the individual with a disability shall be given the opportunity to participate in the program, service, or activity without having the animal on the premises.

Legal References:        342.4 Section 504 of the Rehabilitation Act of 1973  
                                 Section 504, Rehabilitation Act of 1973  
                                 Individuals with Disabilities Education Act (IDEA)  
                                 Americans with Disabilities Act (ADA)  
                                 WI Stats ADA Regulations (28 C.F.R. Part 35)  
                                 WI Stats 174.02(1)(a) Owner's liability for damage caused by dog;  
                                                    penalties; court order to kill a dog  
                                 WI Stats 118.13 Pupil discrimination prohibited  
                                 WI Stats 106.52 Public places of accommodations or amusement  
                                 WI Stats 95.21(2)(a) Rabies control program

**POLICY: 366. CHILDREN AT RISK**

Children at risk at the high school level are defined as children who are dropouts, or two or more of the following (ref. WI Stat. 118.153, PI 25.02, PI 25.03):

1. Two or more years behind his or her age group in mathematics or reading instructional levels
2. Six or more credits behind the typical pace in progress toward graduation in the number of credits attained (high school)
3. Pupils who have been absent for 20 school days or more during the school year without acceptable excuse under Wisconsin Statutes
4. Pupils who are parents
5. Pupils who have been adjudicated delinquent

The intention of the Arrowhead High School program for children at risk shall be to reduce the problems that seriously interfere with their learning, school attendance, preparation for employment, or satisfactory progress toward graduation. Needs of children at risk may be met through curriculum modifications and alternative programs, remedial instruction, parental involvement, pupil support services, community support service programs, Technical College, preparation for work programs, and other appropriate approaches. Arrowhead High School support services shall supplement the at risk program through guidance and counseling, alcohol and other drug abuse prevention, education for employment, and vocational education programs.



**POLICY: 371. STUDENT RECORDS**

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

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

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

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

Part of the statutes regulating directory data provides a 14-day period for a parent/guardian to advise the school that any or all of the information contained in the above list should be withheld from distribution as directory information. Additionally, a student or parent may request that the student's name, address, and telephone number not be released to military recruiters or institutions of higher education without prior written parental consent.

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

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

Sincerely,

Laura Myrah  
Superintendent

**POLICY: 373. CHILDREN OF DIVORCED OR SEPARATED PARENTS**

The Arrowhead District shall maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by a court order, parenting plan, or other court document.

Either parent may view their student's school records, receive school progress reports and school mailings, attend parent/teacher conferences and visit their student at school unless the parent has been denied periods of physical placement with the child or a court order, parenting plan, or other court document provides otherwise.

The school principal shall not allow a parent to remove a student from school if the school has been notified that the parent has been denied periods of physical placement with the child by court order, parenting plan, or other court documents.

**POLICY: 380. COMMUNICATIONS/DATA SYSTEMS**

The superintendent or his or her designee shall cause to be developed a method to inform users of District networks of: (1) why the networks and equipment are being made available for use in the District; (2) District limitation regarding control of information contained online and on the District network (e.g., access to inappropriate material); (3) what is expected of persons provided access to the District network and equipment; and, (4) what shall happen to persons who violate established rules. The superintendent shall assure that parent/guardians of District students receive this information.

The superintendent shall appoint the director of technology to be responsible for supervising the proper care and management of District network and equipment and compliance with established policies, laws, and rules.

Violations of the Communications/Data Systems Policy at AHS shall result in disciplinary procedures and extend beyond the revocation of system privileges (i.e., suspensions, fines, prosecution, and/or dismissal). Violations may also be referred to appropriate law enforcement agencies.

**PROCEDURES:**

**General Statement of Policy**

The School District of Arrowhead High School shall make communications/data systems, including our information technology network, available to students and staff as necessary to support the District's educational mission. The school district expects that staff will blend thoughtful use of the school district network and resources throughout the curriculum and will provide guidance and instructions in line with the acceptable use policy.

**Limited Purpose Network**

The School District is providing students and employees with access to the School District's information technology network and resources, which includes access to computers and mobile devices, printers, programs, storage, communication systems, and general Internet access. The School District information technology network is limited to educational purposes. Users are expected to use Internet access through the District system to further educational and personal goals consistent with the Mission of the School District and school policies.

**Personal Device Guidelines**

Arrowhead Union High School recognizes the value of technology in fostering engaging, relevant, and personalized learning for students. Therefore, the use of personally-owned electronic devices, including laptops, Chromebooks, cell phones, and other appropriate technology (hereinafter "device(s)") are permitted for students. Such possession or use of the personal device may not, in any way:

1. Disrupt the educational process in the school district
2. Endanger the health or safety of the student or anyone else
3. Invade the rights of others at school
4. Involve in illegal or prohibited conduct of any kind

## Use of Network is a Responsibility

The use of the Arrowhead network is a responsibility, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the Arrowhead network may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payment for damages and repairs; discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws. Discipline involving loss of Arrowhead network privileges should be a last resort, but if enforced, it is the responsibility of the student to complete class work with limited or loss of access.

Loss of access to personal device can occur if the District becomes concerned about its appropriate use. Examples of District concerns include safety, potential for disruption to educational processes, and security issues related to connecting a personal computer to the District network.

When the devices are used on school property, they will be treated as school property. The District may confiscate the personal devices if there is reason to believe that school policies, rules, or regulations have been violated. The building administration may involve law enforcement if the device is used for an illegal purpose or for a purpose that causes harm to others.

## Unacceptable Uses

- A. The following uses of the Arrowhead information technology network and resources are considered unacceptable:
1. Using the Arrowhead network to access, review, upload, download, store, print, post, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
  2. Using the Arrowhead network to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
  3. Using the Arrowhead network to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process.
  4. Using the Arrowhead network to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute bullying, harassment, or discrimination.
  5. Using the Arrowhead network to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  6. Using the Arrowhead network to engage in any illegal act or violate any local, state or federal statute or law.
  7. Using the Arrowhead network to vandalize, damage, or disable the property of another person or organization; make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means; will not tamper with, modify, or change the Arrowhead software or wiring, or take any action to violate the Arrowhead network's security; and will not use the Arrowhead network in such way as to disrupt the use of the system by other users.
  8. Using the Arrowhead network to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

9. Employees creating or posting school-related web pages or other publically accessible sites may include personal contact information about themselves. However, employees may not post personal contact information or other personally identifiable information about students unless such information is classified as Directory Information and verification is made that the district has not received notice from a parent/guardian or eligible students that such information is not to be designated as Directory Information; or such information is not classified as Directory Information but written consent for the release of the information to be posted has been obtained from a parent/guardians or eligible student. In addition, prior to posting any personal contact or personally identifiable information on school-related webpage, employees shall obtain written approval of the content of the postings from the building
  10. Attempting to gain unauthorized access to the Arrowhead network or any other system through the Arrowhead network, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
  11. Connecting non-Arrowhead devices to the Arrowhead internal network.
  12. Using the Arrowhead network to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging or pirated software or copying software to or from any school computer.
  13. Using the Arrowhead network for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the Mission of the School District. Users will not use the Arrowhead network to offer or provide goods or services or for product advertisement.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off School District premises, but using District network resources and/or equipment, also may be in violation of this policy as well as other District policies. If the District receives a report of an unacceptable use originating from a non-school computer or resource, the District may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including, but not limited to, restricted District network or equipment access and discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate School District official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

### **Hardware/Software Issues**

The District has invested a large amount of capital funds to purchase network equipment and resources for use by students and staff. The following software/hardware limitations apply to the use of District technology and communications/ data systems to protect the integrity of the network:

1. All computer hardware and software is to be treated with care at all times.
2. Staff wishing to purchase, download, or install software must contact the director of technology regarding network compatibility and integrity. Department chairs/coordinators are responsible for requesting new software and equipment during the budgeting process.
3. Only data files should be stored in user directories.
4. All users share a limited storage space. Users will delete unneeded files on a regular basis and limit storage for educational purposes only.

5. The District shall retain ownership and possessory control of its computers, hardware, and software at all times. Checkout of school-owned equipment, hardware, software, etc., is through the District Library and IT staff. Replacement costs of the equipment or software which is lost or stolen will be the responsibility of the person who has checked the materials out.

### **District Web Page and Web-Based Resources**

Materials published to the Arrowhead website and other Arrowhead web-based resources are considered official District materials and will be created by appropriate District employees. The website allows for a community and international audience to visit the District. Therefore, the construction and ongoing maintenance of webpages that represent the District are to be viewed as public information vehicles and the Arrowhead School Board has set the following guideline for District webpages and other Arrowhead web-based resources (collectively described as District webpages):

1. Pages and data contained thereon belong to the District and should reflect quality work and accurate information.
2. The District website shall be developed and maintained under the direction of District employees. These employees are responsible for the additions, changes, or alterations of District web pages. The director of technology shall serve as site coordinator and may edit or delete content when the supervisor of technology deems necessary to comply with these guidelines.
3. District web pages shall meet the same criteria established under the District's Internet Responsible Use Policies for content. District web pages shall not be linked to sites that do not meet the same criteria.
4. All content should adhere to this policy, applicable privacy policies, and laws (including, but not limited to, privacy and copyright).
5. District web pages shall be maintained and updated on a regular basis.
6. Information posted or published in online spaces should be educationally-related, non-confidential, and professional.
7. The District shall communicate this web policy to all staff and to interested students, parents, and community members.
8. Disclaimer: AHS makes no warranties of any kind, neither expressed nor implied, for the web site and Internet links it is providing. The District shall not be responsible for any damages users suffer, and the District shall not be responsible for the accuracy, nature, or quality of information gathered through the District-provided web site.

The District reserves the right to modify, add to, or delete these guidelines at any time.

### **Filter**

- A. All School District computers and student-owned devices using Arrowhead Internet access will restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography, or harmful to minors under state or federal law.
- B. All School District computers and student-owned devices using Arrowhead Internet access will restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Exceptions to this policy may be made when authorized by the director of technology and are limited to school safety issues (the Sheriff's liaison, principals in charge of discipline) to check requested sites to see if they are appropriate for District use.

## Consistency With Other School Policies

Use of the Arrowhead network, resources, and equipment shall be consistent with School District policies and the Mission of the School District.

## Limited Expectation of Privacy

- A. Users should expect only limited privacy of information created, transmitted, or stored while using the District network, resources, or equipment.
- B. Routine maintenance and monitoring of the School District network and resources may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- C. An individual investigation will be conducted if school authorities have a reasonable suspicion that the investigation will uncover a violation of law or School District policy.
- D. School District employees should be aware that data and other materials in files maintained on the School District system may be subject to review, disclosure, or discovery under state or federal law.
- E. The School District will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with School District policies conducted through the School District system.

## Limitation on School District Liability

Use of the School District network and resources is at the user's own risk. The system is provided on an as is, as available basis. The School District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on the District network or resources, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District network or resources. The School District will not be responsible for financial obligations arising through unauthorized use of the School District system or the Internet.

## Parent Responsibility: ~~Notification of Student Internet Use~~

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources. Parents are responsible for monitoring their student's use of the District network and resources from home or a remote location.
- B. Parents who provide students with a separate data plan for devices do so with the understanding that student usage will not be filtered.

## Internet Use Agreement

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the School District. Use of the District network and resources requires the proper conduct of end users.
- B. A Responsible Use Agreement form must be read and signed by the user and stored by the District.
- C. Strict guidelines are provided here so that you are aware of the responsibilities you are about to acquire when you access the District network and resources.
- D. In general, this requires efficient, ethical, and legal utilization of the District network and resources.

## Arrowhead – Terms and Conditions

### A. Arrowhead Network Responsible Use Agreement

All District staff, students, and approved members of the community must sign this contract agreeing to abide by the following District network and resources rules.

Access to the District network and resources are offered in support of Arrowhead’s educational mission to all Arrowhead school faculty and staff, enrolled students, and other members of our school community, as determined by the administration and educational technology committee(s). The network is to be used for **educational purposes**. Every Arrowhead network user is expected to act in a responsible, ethical, and legal manner, in accordance with the Arrowhead Network Responsible Use Agreement. Arrowhead High School enforces this policy at all times.

All students at AHS participate in an Internet Safety program during their freshman year of school. AHS utilizes the curriculum and videos developed by national educational safety organizations.

In accordance with state and federal laws, the District uses an Internet content filter. Further, Arrowhead High School staff provides supervision of students. However, no amount of staff supervision and external filtering of Internet resources can guarantee that objectionable material **cannot** be accessed. Ultimately, we hold the end user responsible for appropriate use.

We hold the parent(s) and guardian(s) of minors responsible for setting and conveying the standards their child(ren) should follow. Parents are responsible for monitoring their student’s use of District network and resources if the student is accessing the Arrowhead network from home or a remote location.

In cases where goods and services have been purchased over the Internet that could potentially result in unwanted financial obligations, any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student’s parents/guardians.

Before District network and resources are accessed by staff/students, we ask that parents review the policy, its privileges, and responsibilities with their children. The employee/student must sign the following Agreement indicating a commitment to adhere to the responsibilities described in the-Responsible Use Agreement.

Arrowhead High School provides all parents and students with information regarding the District network and its Responsible Use Agreement during registration. Further, Arrowhead network privileges shall be made available only to those students and staff who agree to the User Responsibilities described herein. Violation of the Responsible Use Agreement may result in restricted network or equipment access or loss of network privileges, at the discretion of the educational staff and school administration. If necessary, dismissal, disciplinary, and/or legal action shall be enforced.

### B. Arrowhead – Terms and Conditions for Arrowhead Network and Personal Device Usage

Students/staff/community members will agree to the following in order to use the District network and personal devices on campus or during school activities. (The following is a brief summary of important School District beliefs/guidelines.

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 instructional time. 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 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 Arrowhead 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 or play games 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. Phones should be in backpacks or lockers during class time.

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 the Student and Parent Information Guide
- 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

## DISTRICT NETWORK AND PERSONAL DEVICE RESPONSIBLE USE AGREEMENT

The following statements are a brief summary and not inclusive. The entire Communications Policy #380 is found on our website.

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 instructional time. 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. Phones should be in lockers or backpacks during class time.

# PROCEDURE

After reading the rules and conditions, please do the following:

1. Sign on the line below that you have read, understand, and agree to the conditions listed.
2. Print your first and last name clearly.
3. Students received network logins and passwords in the registration mailing.

I have read and agree to the attached Terms and Conditions in the District Network and Personal Device Responsible Use Agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Print your name (student):**

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Parent/guardian Signature

\_\_\_\_\_  
Date

**Print your name (parent/guardian):**

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

DATE OF BOARD APPROVAL: APRIL 4, 2012  
DATE OF BOARD APPROVAL: MAY 14, 2014  
DATE OF BOARD APPROVAL: AUGUST 9, 2017

**POLICY: 390.1 EARLY COLLEGE CREDIT PROGRAM (ECCP)**

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

Under the Early College Credit Program (ECCP), any public high school pupil (9<sup>th</sup>-12<sup>th</sup> grade) may enroll in an institution of higher education (IHE) as defined to include a UW System institution, a tribal college, or a private, nonprofit institution of higher education located in this state, for the purpose of taking one or more nonsectarian courses during a fall, spring, or summer semester, or summer session. Students may not be concurrently enrolled in more than one dual enrollment/postsecondary-earning credit program.

**The course(s) attended under the ECCP must:**

1. Be through an accredited post-secondary institution of higher education within the State of Wisconsin.
2. Not be comparable to another course offered within the district.
3. Understand the District will pay a lifetime maximum of 18 postsecondary credits per qualifying high school students.

**Qualifications to apply for the ECCP – The student must:**

1. Be in good academic standing as determined by the District and be on track for on-time high school graduation; and
2. Meet the requirements and prerequisites of the course; and
3. Submit the application to the IHE in the manner and within the time limits established by state law and District policy; and
4. Notify the District of the intention to enroll in a course through the ECCP in the manner and within the time limits established by state law and District policy; and
5. The student is not ineligible to participate in the program for failure to reimburse the district for a technical college or Technical College Credit Program course they failed to complete or in which they received a failing grades; and
6. Follow and complete the application and all other provisions outlined below.

**Application procedures – The student must:**

1. Research courses aligned to his/her Academic and Career Plan; and
2. Discuss the ECCP option with his/her high school counselor; and
3. Submit the required application, working with the high school counselor or District director of learning, to the Institution of Higher Education including:
  - a. The title(s) of the course(s); and
  - b. The number of credits of each course; and
  - c. Specify that, if admitted to the course(s), the Institution of Higher Education may disclose the grade earned, the courses taken, and the attendance record to the District; and
  - d. Apply by the established due date.
4. Notify the District of the intention to enroll in the Institution of Higher Education to take a course(s) through the ECCP, including:
  - a. The title(s) of the course(s); and
  - b. The number of credits of each course; and
  - c. Specification if the course(s) will be taken for high school credit or postsecondary credit; and
  - d. Be submitted by March 1 if the student intends to enroll in the fall semester, and by October 1 for the spring semester, and February 1 for the summer semester or session.

5. Immediately notify the District director of instruction if not admitted to the course(s) specified in the notice and if admitted to attend a different course, by the Institution of Higher Education, so that the District may evaluate that course for qualification of acceptance.

The District is required by state statute to make the following decisions and provide notices regarding such decisions regarding the student's application for the ECCP:

1. Determine if the course(s) selected is comparable to a course offered in the District. If the course(s) is deemed comparable by the District, the student/parent is responsible for the tuition and fees for each course.
2. Determine whether each course satisfies any of the District's graduation requirements.
3. Determine the number of high school credits to be awarded for each course, if any.
4. Notify the student of the determination made under items 1 – 3 above, in writing, before the beginning of the semester in which the student will be enrolled in the course. If the District has been notified by the student that he/she has not been admitted to the course for which he/she originally applied, and gave notice of, but has been admitted to a different course, the District must inform the student of its determinations made under items 1 – 3 above as soon as practical.
5. If a student disagrees with the district's decision regarding comparability of courses, satisfaction of high school graduation credits, or the number of high school credits to be awarded for the course, the student may appeal the District's decision to the State Superintendent of Public Instruction (DPI). The State Superintendent's decision is final and is not subject to review.

**Provisions while taking the course(s) – The student/parent must:**

1. Provide all transportation, and related expenses, to and from the Institution of Higher Education for the course(s), except as may be required by a student's special education individualized education program (IEP).
2. Understand taking a course(s) through the ECCP starts the student's official college transcript.
3. Adhere to the provisions in the ECCP cost sharing model:
  - a. When the course is approved for high school credit only, or for both high school credit and postsecondary credit, the District will pay the state-determined allowable tuition cost directly to the Institution of Higher Education. The District will obtain state aid reimbursement, of approximately 25%, through an itemized report to the DPI, in accordance with the cost-sharing mechanism in the law.
  - b. When the course is approved for only postsecondary credit and the course is not comparable to a course in the District, the student/parent will be responsible for paying 25% of the state-determined allowable tuition charge for the course. This payment is due to the District after approval of the course from the District and the Institution of Higher Education, and on or after the first day of the course at the Institution of Higher Education. If this payment by the student/parent would cause undue financial burden to the family, as determined by the DPI and/or federal poverty/free lunch rates, the 25% tuition rate shall be waived.
  - c. Reimburse the District for the costs of each course taken at an Institution of Higher Education if the student receives a failing grade or fails to complete the course. If such reimbursement is not made to the District, that student may be ineligible, during the course of that student's high school years, for any further participation in courses under the Early College Credit Program, the Technical College Course Program/Start College Now, or any other dual enrollment program where postsecondary credit is earned.

**POLICY: 390.2 TECHNICAL COLLEGE CREDIT PROGRAM (TCCP)/START COLLEGE NOW PROGRAM**

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

Under the Technical College Credit Program (TCCP), also referred to as the “Start College Now” program, a student who has completed 10<sup>th</sup> grade and who is eligible and wishes to attend courses at a technical college must use the required application form from the technical college. Students may not be concurrently enrolled in more than one dual enrollment/ postsecondary-earning credit program.

**The course(s) attended under the TCCP must:**

1. Be through a school in the Wisconsin College Technical System; and
2. Not be comparable to another course offered within the District; and
3. Understand the District will pay a lifetime maximum of 18 postsecondary credits per qualifying high school student.

**Qualifications to apply for the TCCP – The student must:**

1. Have completed 10<sup>th</sup> grade; and
2. Be in good academic standing as determined by the District and be on track for on-time high school graduation (not at risk of not graduating from high school as defined in section 118.153 of state statutes); and
3. Meet the requirements and prerequisites of the course; and
4. Not have disciplinary records in high school unacceptable to the technical college; and
5. Submit the application to the technical college in the manner and within the time limits established by state law and District policy; and
6. Notify the District of the intention to enroll in a course through the TCCP in the manner and within the time limits established by state law and District policy; and
7. The student is ineligible to participate in the program for failure to reimburse the district for a technical college or Early College Credit Program course they failed to complete or in which they received a failing grades; and
8. Follow and complete the application and all other provisions outlined below.

**Application procedures – The student must:**

1. Research courses aligned to his/her Academic and Career Plan; and
2. Discuss the TCCP option with his/her high school counselor; and
3. Submit the required TCCP/Start College Now application, working with the high school counselor or District director of learning, to the technical college by March 1 if the student intends to enroll in the fall semester, and by October 1 for the spring semester; and
4. Notify the District if the intention to enroll in the technical college to take a course(s) through the TCCP, including:
  - a. The title(s) of the course(s); and
  - b. The number of credits of each course; and
  - c. Specification if the course(s) will be taken for high school credit or postsecondary credit; and
  - d. Be submitted by March 1 if the student intends to enroll in the fall semester, and by October 1 for the spring semester; and

- e. Immediately notify the District director of instruction if not admitted to the course(s) specified in the notice and if admitted to attend a different course, by the technical college, so that the District may evaluate that course for qualification of acceptance.

The District is required by state statute to make the following decisions and provide notices regarding such decisions regarding the student's application for the TCCP:

1. Determine if the course(s) selected is comparable to a course offered in the District. If the course(s) is deemed comparable by the District, the student/parent is responsible for the tuition and fees for each course.
2. Determine whether each course satisfies any of the District's graduation requirements.
3. Determine the number of high school credits to be awarded for each course, if any.
4. Notify the student of the determination made under items 1 – 3 above, in writing, before the beginning of the semester in which the student will be enrolled in the course. If the District has been notified by the student that he/she has not been admitted to the course for which he/she originally applied, and gave notice of, but has been admitted to a different course, the District must inform the student of its determinations made under items 1 – 3 above as soon as practical.
5. If a student disagrees with the District's decision regarding comparability of courses, or the course(s) will not meet a high school graduation requirement, the student may appeal the District's decision to the State Superintendent of Public Instruction (DPI). The State Superintendent's decision is final and is not subject to review.
6. The District is required by state statute to pay the cost of tuition and books for eligible technical college courses taken by the student for high school or dual credit, except for:
  - a. Any course(s) that are comparable to courses offered in the District.
  - b. Any postsecondary credits at technical colleges or institutions of higher education that exceed the limit of 18 postsecondary credits per student.
  - c. A student with a disability, as defined by state statute 115.76(5), who has been refused attendance at a technical college because the District determines that the cost would impose undue financial burden to the District.

**Provisions while taking the course(s) – The student/parent must:**

1. Provide all transportation, and related expenses, to and from the technical college for the course(s), except as may be required by a student's special education individualized education program (IEP).
2. Understand taking a course(s) through the TCCP starts the student's official college transcript.
3. Reimburse the District for the costs of each course taken at a technical college if the student receives a failing grade or fails to complete the course. If such reimbursement is not made to the District, that student may be ineligible, during the course of that student's high school years, for any further participation in courses under the Early College Credit Program, the Technical College Course Program/Start College Now, or any other dual enrollment program where postsecondary credit is earned.