



Board Approved - August 13th

ARROWHEAD HIGH SCHOOL

STUDENT HANDBOOK 2025-26





2025-26 CALENDAR

2025-26 Arrowhead Union HS District Calendar - Red & Blue Days

July 2025						July 4 - Independence Day	January 2026						Jan 1-2 - No school - Winter Break Jan 5 - Classes resume Jan 19 - No school - Inservice Jan 21-23 - Semester Exams Jan 26 - No school - Inservice Jan 27 - 2nd Semester Begins
M	Tu	W	Th	F	M		Tu	W	Th	F			
	1	2	3	4					1	2			
7	8	9	10	11		5	6	7	8	9			
14	15	16	17	18		R	B	R	B	R			
21	22	23	24	25		B	R	B	R	B			
28	29	30	31			12	13	14	15	16			
						R	B	R	B	R			
						19	20	21	22	23			
						B	R						
						26	27	28	29	30			
						R	B	R	B	R			

August 2025						Aug. 6 - New Staff/District On-Boarding Aug. 18-19 - New Teacher Orientation Aug. 20-22 - Freshman Orientation (WINGS) Aug. 25-28 - No school - Inservice	February 2026						Feb. 20 - No school - Inservice
M	Tu	W	Th	F	M		Tu	W	Th	F			
				1		2	3	4	5	6			
4	5	6	7	8		R	B	R	B	R			
11	12	13	14	15		9	10	11	12	13			
18	19	20	21	22		B	R	B	R	B			
25	26	27	28	29		16	17	18	19	20			
						R	B	R	B	R			
						23	24	25	26	27			
						R	B	R	B	R			

September 2025						Sept. 1 - No school - Labor Day Sept. 2 - First Day of School Sept. 26 - No school - Inservice	March 2026						Mar. 27 - 3rd Quarter Ends Mar. 30-31 - No school - Spring Break
M	Tu	W	Th	F	M		Tu	W	Th	F			
1	2	3	4	5		2	3	4	5	6			
	R	B	R	B		B	R	B	R	B			
8	9	10	11	12		9	10	11	12	13			
R	B	R	B	R		R	B	R	B	R			
15	16	17	18	19		16	17	18	19	20			
B	T	R	B	R		B	T	R	B	R			
22	23	24	25	26		23	24	25	26	27			
B	R	B	R			B	R	B	R	B			
29	30					30	31						
B	R												

October 2025						Oct. 16 - No school - Inservice Oct. 31 - 1st Quarter Ends	April 2026						April 1-3 - No school - Spring Break April 6 - 4th Quarter Begins April 24 - No school - Inservice
M	Tu	W	Th	F	M		Tu	W	Th	F			
			1	2	3				1	2	3		
			B	R	B								
6	7	8	9	10		6	7	8	9	10			
R	B	R	B	R		R	B	R	B	R			
13	14	15	16	17		13	14	15	16	17			
B	R	B	R	B		B	R	B	R	B			
20	21	22	23	24		20	21	22	23	24			
R	B	R	B			R	B	R	B				
27	28	29	30	31		27	28	29	30				
R	B	R	B	R		R	B	R	B				

November 2025						Nov. 24 - No school - Inservice Nov. 25-28 - No school - Thanksgiving	May 2026						May 25 - No school - Memorial Day
M	Tu	W	Th	F	M		Tu	W	Th	F			
3	4	5	6	7						1			
B	R	B	R			4	5	6	7	8			
10	11	12	13	14		B	R	B	R	B			
R	B	R	B	R		11	12	13	14	15			
17	18	19	20	21		B	R	B	R	B			
B	R	B	R	B		18	19	20	21	22			
24	25	26	27	28		B	R	B	R	B			
						25	26	27	28	29			
						R	B	R	B	R			

December 2025						Dec. 22-31 - No school - Winter Break	June 2026						June 6 - Graduation June 10-12 - HS Exams June 12 - Last Day of School
M	Tu	W	Th	F	M		Tu	W	Th	F			
1	2	3	4	5		1	2	3	4	5			
R	B	R	B	R		R	B	R	B	R			
8	9	10	11	12		8	9	10	11	12			
B	R	B	R	B		B	R						
15	16	17	18	19		15	16	17	18	19			
R	B	R	B	R		22	23	24	25	26			
22	23	24	25	26		29	30						
29	30	31											

Gray shading - No School

Purple shading - Semester Exams



Student Handbook

THE ARROWHEAD UNION HIGH SCHOOL DISTRICT

It is with great pleasure that we welcome you back to a new school year. As a staff, we look forward to meeting and getting to know both our students and families in the coming year. With the start of the new school year, it is an ideal time for all members of our school community to take a moment and review some of the expectations that support making AHS a quality learning environment. Each year the contents of the handbook are reviewed and adjusted to make sure the information accurately reflects the current policies and procedures of the school.

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

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

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

North Campus

Ms. Gordon - Associate Principal

North Campus Counselors

Mrs. Matthias, A-G

Mr. Reineking, H-O

Mrs. Rodenkirch, P-Z

Mr. Lewandowski - School Psychologist

South Campus

Ms. Vogel - Associate Principal

South Campus Counselors

Mr. Stuber, A-G

Mrs. Whyte, H-O

Mrs. Sroka, P-Z

Mr. Pflieger, School Psychologist

Mr. Mangan - Activities Director (North and South campuses)

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

Sincerely,

Adam Kurth
Principal, Arrowhead High School



Pending Board Approval: August 13, 2025

Student Handbook to be adopted on August 13, 2025 - Incidents occurring before Aug 13 fall under previous handbook.

TABLE OF CONTENTS

Foreword.....	7
Equal Education Opportunity/Anti-Harassment.....	8
Nondiscrimination on the Basis of Sex.....	10
Sexual Harassment.....	11
Bullying.....	13
Student Hazing.....	14
Section 504/ADA Complaint.....	15
School Day.....	16
Resource Period.....	16
Lunch.....	17
Student Rights and Responsibilities.....	17
Student Well-Being.....	18
Injury and Illness.....	18
Homebound Instruction.....	19

Section I - General Information

Enrolling in the School.....	20
Scheduling and Assignment.....	21
Schedule Corrections & Changing Student Schedules.....	21
Early Dismissal from School.....	21
Transfer Out of the School District.....	22
Open Enrollment.....	22
Foreign Exchange Students.....	22
Withdrawal from School.....	23
Immunizations.....	23
Student Accidents, Illness, Concussions, & Sudden Cardiac Arrest.....	23
Suicide Prevention.....	23
Emergency Medical Authorization.....	24
Emergency Nursing Services.....	24
Health Room.....	24
Use of Prescribed Medications.....	24
Asthma Inhalers and Epinephrine Auto-Injectors.....	25
Use of Nonprescribed Drug Products.....	26
CBD Products.....	27
Essential Oils.....	27
Control of Casual-Contact Communicable Diseases.....	27
Direct Contact Communicable Diseases.....	27



Students with Disabilities.....	28
Service Animals and Other Animals on District Property.....	28
Bilingual Students/English Learners.....	28
Student Records.....	29
Armed forces Recruiting.....	31
Student Fees, Fines, & Charges.....	32
Student Fund-Raising.....	32
Student Valuables.....	32
Review of Instructional Materials.....	33
Meal Service.....	33
Fire Drills / Tornado Drills / Lockdown Drills.....	35
Emergency Closings and Delays.....	36
Preparedness for Toxic and Asbestos Hazards.....	37
Visitors.....	37
Use of the Library/Media Center.....	38
Use of School Equipment and Facilities.....	38
Lost and Found.....	38
Student Sales.....	38
Use of School Telephones.....	38
Use of Cell Phones / Personal Communication Devices.....	38
Weapons.....	41
Advertising Outside Activities.....	42
Video and Audio Surveillance.....	43
Safety and Security.....	43
Student Intellectual Property Rights.....	44

Section II – Academics

Nondiscrimination.....	45
Arrowhead Course Guide Link.....	45
Academic and Career Planning.....	45
Program or Curriculum Modifications.....	45
Field Trips.....	45
Grades.....	46
Promotion / Placement / Retention.....	48
Graduation Requirements.....	48
Commencement Eligibility.....	49
Early Graduation.....	49
Students At-Risk of Not Graduating.....	50
Fifth Year Students.....	50
Early College Credit Program.....	50
Start College Now Program.....	51
Part-Time Open Enrollment.....	51



Awards.....	51
Homework.....	53
Academic Honesty.....	54
Student Technology Acceptable Use and Safety.....	57
Virtual Instruction.....	58
Student Assessment.....	59
Sincerely Held Religious Beliefs.....	59

Section III – Student Activities

School-Sponsored Athletics, Clubs, & Activities.....	60
Non School-Sponsored Clubs and Activities.....	60
School-Sponsored Publications and Productions.....	60
Student Employment / Work Permits.....	61

Section IV – Student Conduct

Attendance.....	62
Attendance at School Events.....	70
Student Behavior.....	70
Care of Property.....	71
Prohibited Use or Possession of Intoxicants, Drugs, or Paraphernalia.....	71
Use of Tobacco/Nicotine is Prohibited.....	72
Student Code of Classroom Conduct.....	72
Other Forms of Discipline.....	76
Suspension and Expulsion.....	77
Search and Seizure.....	81
Student Right of Expression.....	84
Student Dress and Appearance.....	84
Student Suggestions and Complaints.....	86
Student Due Process Rights.....	86

Section V – Transportation

Bus Transportation to School.....	87
Bus Conduct.....	87
Cameras on School Buses.....	89
Penalties for Infractions.....	89
Operation of Vehicles on District Property.....	89

This Student Handbook is based in significant part on policies adopted by the Board and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in



this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact the school principal.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parent/guardian may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board and the Arrowhead Union High School District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parent/guardian's' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the building principal who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board and the School District. If any of the policies or administrative guidelines referenced herein is revised after July 15, 2025 the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

STUDENT HANDBOOK UPDATES LOG

- 7.29.24 - Student Handbook Annual Update
- 7.23.25 - Student Handbook Annual Update



EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy (*Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity*) of the School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex, race, color, national origin, religion, creed, ancestry, marital or parent/guardians status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within School District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents/Guardians who have questions should contact the Director of Student Services at (262) 369-3612 Ext. 4112.

It is also the policy (*Board Policy 5517 – Student Anti-Harassment*) of the School District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the School District can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the School District.

The School District will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Any person who believes that Arrowhead High School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a School District Compliance Officer listed below:

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

Sue Casetta
Director of Learning
Arrowhead School District
700 North Avenue
Hartland, WI 53029
(262) 369-3611 Ext. 4204
casetta@arrowheadschoools.org



The complaint procedure is described in *Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity* and *Policy 5517 – Student Anti-Harassment*. The policies are available on the School District’s website.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed promptly. (What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.)

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under *Board Policy 5517.01 - Bullying*, and not harassment under *Board Policy 5517 – Student Anti-Harassment*, because the conduct at issue is not based on a student’s Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the School District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex, race, color, national origin, religion, creed, ancestry, marital or parent/guardians status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as “Protected Characteristics which substantially interferes with the student’s school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes “hate speech” directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples of conduct that may constitute harassment include, but are not limited to, the following:

- A. graffiti containing offensive language;
- B. name calling, jokes or rumors;
- C. threatening or intimidating conduct directed at another because of the other’s protected characteristic (e.g., sex, race, learning disability);



- D. notes or cartoons;
- E. obscene, profane, offensive or abusive language;
- F. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- G. written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- H. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- I. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

NONDISCRIMINATION ON THE BASIS OF SEX

The Board of the Arrowhead Union High School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The School District's Title IX Coordinator(s) is/are:

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

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

Sue Casetta,
Director of Learning
Arrowhead School District
700 North Avenue
Hartland, WI 53029
(262) 369-3611 Ext. 4204
casetta@arrowheadschoools.org

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

Office of Civil Rights
500 W Madison St
Chicago, IL 60661
(312) 886-8434

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in *Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities*. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the School District will respond.



It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The School District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities*, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities* that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parent/guardians, and their representatives are advised to review *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities* for more information and detail regarding the School District's commitment to nondiscrimination on the basis of sex.

SEXUAL HARASSMENT

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with *Board Policy 5517 – Student Anti-Harassment*. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to, the following:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;



- C. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment may include, but are not limited to:

- A. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. rating a person's sexuality or attractiveness;
- C. staring or leering at various parts of another person's body;
- D. spreading rumors about a person's sexuality;
- E. letters, notes, telephone calls or materials of a sexual nature;
- F. displaying pictures, calendars, cartoons or other materials with sexual content;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
or
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a School District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.



If you wish to report harassment, please contact either of the School District's Title IX Coordinators listed below:

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

Sue Casetta
Director of Learning
Arrowhead School District
700 North Avenue
Hartland, WI 53029
(262) 369-3611 Ext. 4204
casetta@arrowheadschoools.org

Any person may report sexual discrimination, including sexual harassment, to the School District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non business hours.

A copy of *Board Policy 2266 - Nondiscrimination of the Basis of Sex in Education Programs or Activities*, including the reporting, investigation, and resolution procedures, is available in the school office and on the School District's website. *Board Policy 5517 - Student Anti-Harassment*, as well as *Board Policy 2266*, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the School District.

BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying may include, but are not limited to,:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact;
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats;



- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation;
or
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, the student should report it and allow the administration to determine the appropriate course of action. (*Board Policy 5517.01 - Bullying*)

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any School District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. (*Policy 5516 – Student Hazing*)



SECTION 504/ADA COMPLAINT

Any person who believes that Arrowhead High School or any staff person has discriminated against them in violation of the *Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability* may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

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

Sue Casetta
Director of Learning
Arrowhead School District
700 North Avenue
Hartland, WI 53029
(262) 369-3611 Ext. 4204
casetta@arrowheadschoools.org

The complaint procedure is described in AG 2260.01A and AG 2260.01B and are available in the School office and on the School District's website.



SCHOOL DAY

Arrowhead courses run on an alternating day block (**Red Day**/**Blue Day** Block) schedule and include a daily resource period.

START	END	RED DAY	BLUE DAY
7:20 AM	7:50 AM	Resource	Resource
7:57 AM	9:22 AM	1st Block	5th Block
9:30 AM	10:58 AM	2nd Block	6th Block
10:58 AM	11:28 AM	A lunch	A lunch
11:32 AM	12:57 PM	3A Block Class	7A Block Class
OR			
11:06 AM	12:31 PM	3B Block Class	7B Block Class
12:31 PM	1:01 PM	B lunch	B lunch
1:05 PM	2:30 PM	4th Block	8th Block

Students are required to sign up for at least 7 classes (blocks) each semester to be considered a full time student. See [Course Guide](#) for exceptions.

On **Red Days**, students will attend their 1st-4th Block classes. On **Blue Days** they'll attend their 5th-8th Block classes.

RESOURCE PERIOD

Students are required to attend Resource every day unless they have Flexible Scheduling Option and their FSO is assigned during either 1st or 5th Block. *All* students are required to attend Resource when Homerooms meet.

Students are expected to sign up for their Resource period ahead of time. Students who are not requested by a faculty member or do not sign up for one of their teacher's classrooms will be automatically placed into an open District classroom. Students are required to attend their designated Resource location regardless of campus.

Absences from Resource are recorded in Skyward and count towards attendance / truancy.



LUNCH

Student lunches are determined by their 3rd / 7th Block class and may be different on **Red** and **Blue** days.

Arrowhead Union High School District is a closed campus. Therefore, no student shall be permitted to leave school premises during the lunch period.

The School has the obligation to protect the safety of all staff and students. Neither parent(s)/guardian(s) nor student(s) shall be allowed to order food delivery to AHS (this includes Summer School). Only the parent(s)/guardian(s) of the student may personally drop off food to the main office. Parent(s)/Guardian(s) or student(s) that do not follow delivery expectations may have their food confiscated by Administration, or their designee, and returned to the parent(s)/guardian(s)/student(s) at the end of the school day. Noncompliance may result in further consequences.

Students may not open any outside doors during the school day for any reason including, but not limited to, other AHS students, faculty, community members, school deliveries, etc. Any person who allows entrance not in accordance with *Board Policy 7440 – Facility Security* may be subject to disciplinary action.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Arrowhead High School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Student expression should not interfere with the educational program, present a health or safety hazard, or violate Board policy. Students may advocate through lawful means.

Students may not use obscenity, slanderous or libelous statements, or disruptive tactics, or advocate violation of the law or school policies or guidelines.

Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parent(s)/Guardian(s) have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, U.S. mail or hand delivery may be used to ensure contact. Parent(s)/Guardian(s) are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

No student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parent(s)/guardian(s), to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parent(s)/guardian(s); mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships;



legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parent(s)/guardian(s); or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). (*Board Policy 2416 – Student Privacy and parent/guardian Access to Information*)

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from AHS administration or their guidance counselor.

Adult students (age eighteen (18) years or older) are expected to follow all school rules. If residing in a home, adult students should include their parent(s)/guardian(s) in their educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. Fire, severe weather, and safety drills will be held in accordance with state law. A school crisis plan has been developed. Staff has access to the plan and is informed about all safety procedures. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify a staff person immediately.

All students must have emergency medical information completed, signed by a parent/guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school and/or contact the student's emergency contact(s) in order for the student to go home. No student will be released from school without proper parent/guardian permission. (*Board Policy 5340 – Student Accidents/Illness/Concussion & Sudden Cardiac Arrest*)

A student's attendance will be *excused*, not exempted, if/when parent(s)/guardian(s) give permission for their student to leave. Wis. Stat. § [118.15\(3\)\(C\)](#) states that parent(s)/guardian(s) may excuse their child from school for no more than ten (10) days in a school year. Arrowhead High School has five (5) class periods (resource period and four (4) classes) in our schedule, meaning five (5) period absences would equate to one (1) school day.

Once a student reaches ten (10) day absences or the equivalent of fifty (50) class absences, any/all future absences will be considered unexcused, regardless of parent(s)/guardian(s) permissions, unless a doctor's note is provided.



HOMEBOUND INSTRUCTION

The School District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents/guardians should contact the Director of Student Services regarding procedures for such instruction. (*Board Policy 2412 – Homebound Instruction*)



SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Wisconsin students generally enroll in the School District in which they live. However, the School District will release a resident student who is accepted as a student in another School District under that District's open enrollment program. Due to the fact that we are a union school district, all new to Arrowhead students, including freshman and early enrollees coming from residential feeder schools, are considered new students and must complete the new student online enrollment process.

Students who are new to Arrowhead High School are required to enroll with their parent(s)/guardian(s) or legal guardian(s) unless the student is eighteen (18) years old. When enrolling, the parent(s)/guardian(s) will need to provide:

- A. a birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. proof of residency; and
- D. proof of immunizations and/or an appropriate waiver.

In some cases, temporary enrollment may be permitted. If that is done, the parent(s)/guardian(s) will be told what records are needed to complete the enrollment process.

Students enrolling from another school will have their courses and grades evaluated by the school counseling department. The office staff will assist parents/guardians in obtaining the official records from the previous school.

During the enrollment process, a parent/guardian/adult student may present information to the School District certifying that the parent/guardian/adult student, their child, or a member of the parent's/guardian's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. In such cases the School District shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The School District shall place a copy of any certification provided by the parent/guardian in the enrollment files.

Students experiencing homelessness who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures. Students should contact the School Psychologist. (*Board Policy 5111.01 – Homeless Students*)

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures (*Board Policy 5111.03 – Children and Youth in Foster Care*).

Adult students (eighteen (18) years of age or older) may enroll themselves, but, if residing with their parent(s)/guardian(s), are encouraged to include their parent(s)/guardian(s) in the process. Adult



students do carry the responsibilities of both the student and parent(s)/guardian(s) and are expected to follow all School rules.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the School Counseling Office. It is important to note that some courses may be denied because of limited space or the need to complete prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

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

SCHEDULE CORRECTIONS & CHANGING STUDENT SCHEDULES

Once the courses for the next school year have been selected, there will be limited opportunities to make schedule corrections. Corrections to student schedules will be made through the first six (6) days of each semester. Changes to student schedules may be possible during posted times prior to the start of the next semester. All schedule change considerations after six (6) days must include a meeting with the counselor and parent approval prior to any schedule changes. Please see below for drop/add course considerations:

- A. 6 school days to make schedule changes if the student's schedule allows;
- B. 10 school days to drop a class to add a study hall (from 8 credits to 7 credits) or switch to the same content to maintain full-time status (E.g. Advanced Algebra to Algebra);
- C. 10 school days to drop an AP class and add a different class;
- D. 20 school days dropping a course results in a withdrawal on the transcript (W). Students may not add a class and may only drop to 7 credits;
and
- E. 21 days and beyond results in an F on the transcript.

EARLY DISMISSAL FROM SCHOOL

No student, including students eighteen (18) years of age, will be allowed to leave school prior to dismissal time without visiting the Attendance Office or Health Room and receiving or verifying permission to leave. Parent(s)/Guardian(s) may excuse their child from school by notifying the



Office in person, calling the Attendance Office, logging it in Skyward Parent Portal, or via email with an email associated with the child's Skyward Account. No student will be released to a person other than a custodial parent/guardian without a permission by the custodial parent/guardian via one of the previously mentioned modalities. (*Board Policy 5200 – Attendance and Policy 5230 – Release of Students to Authorized Persons*)

TRANSFER OUT OF THE SCHOOL DISTRICT

If a student plans to transfer to another school, a parent/guardian must notify their student's guidance counselor and the Guidance Secretary/Registrar. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parent(s)/Guardian(s) are encouraged to contact their child's school counselor for specific details.

OPEN ENROLLMENT

The School District participates in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the School District, all as amended from time-to-time. (*Board Policy 5113 – Open Enrollment and Policy 5113.01 – Part-Time Open Enrollment*)

Per Wis. Stat. § 118.51(11), any/all student(s) open enrolled at Arrowhead High School can have their status(es) terminated when meeting the State definition of habitual truancy and thus be prohibited from attending Arrowhead in the succeeding semester or school year.

All formal documentation, or extenuating circumstances, excusing or exempting student attendance needs to be submitted to, *and approved by*, the Attendance Office and/or the School Attendance Officer, or the School Attendance Officer's designee, prior to December 1 (first semester) or June 1 (second semester). If your student is in jeopardy of termination, it is recommended to provide formal documentation as soon as possible.

A student's open enrollment will be terminated due to expulsion from Arrowhead High School.

The parent(s)/guardian(s) of the open enrolled student are responsible for monitoring attendance to ensure they are maintaining eligibility status.

Additionally, parent(s)/guardian(s) of student(s) that move out of District mid-year are required to contact Kate McGraw, Administrative Assistant to the Superintendent, at Ext. 4110 or mcgraw@arrowheadschoools.org to request open enrollment.

FOREIGN EXCHANGE STUDENTS

Arrowhead High School welcomes foreign exchange students under the established Board policies and guidelines. (*Board Policy 5114 – Foreign Exchange, Nonimmigrant Students, AND Visitor Programs*)

The Arrowhead High School Principal must approve enrollment applications for all International Student Exchange participants. The exchange students that qualify are enrolled as full time students and a schedule that includes Social Studies and English. Exchange students will be eligible for an Arrowhead Certificate of Attendance at the end of their school year and are allowed to



participate in our graduation ceremony. Arrowhead High School students who study abroad in a pre-approved exchange program will earn credits as a pass/fail which will not impact their GPA.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) years old will be allowed to withdraw from school without the written consent of their parent/guardian and completion of any required forms.

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver. If a student does not have the necessary vaccinations or waivers, the student may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the school nurse. *(Board Policy 5320 - Immunization)*

STUDENT ACCIDENTS, ILLNESS, CONCUSSION, & SUDDEN CARDIAC ARREST

The School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parent/guardian, and the filing of accident reports. *(Board Policy 5340 – Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)*

SUICIDE PREVENTION

The School District values the mental health of every student and has counseling and prevention resources available for any student considering self-harm. Students may seek help from any staff member.

Students are able to submit tips through [Speak Up Speak Out Wisconsin](#) (SUSO). Students may choose to remain anonymous or identifiable when submitting tips for concerns, including but not limited to, the following categories:

- A. Child abuse;
- B. Concerns of suicide;
- C. Depression/anxiety;
and
- D. Self harm.

In addition, students are urged to approach the School Resource Officer or any other staff member of their choice if they know of another student who is talking about death by suicide. *(Board Policy 5350 – Suicide Prevention, Intervention, and Postvention)*



EMERGENCY MEDICAL AUTHORIZATION

The Board requires every student to have an Emergency Medical Authorization Form completed and signed by their parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. (*Board Policy 5330 – Administration of Medication/Emergency Care*)

The school has made the Emergency Medical Authorization Form available to every parent/guardian at the time of enrollment. A student's failure to submit the completed form may jeopardize the student's participation in school activities.

EMERGENCY NURSING SERVICES

To provide for the protection of the students, the School District shall make available emergency nursing services during the regular school day and during all school-sponsored student activities. (*Board Policy 5310.01 – Emergency Nursing Services*)

HEALTH ROOM

A health room is located in each campus building. All students reporting to the health room must have an ePass from the teacher of the class they will be missing (except for an emergency or prior to or after school). When a student is ill and would like to leave school early, they must first report to the health room to be assessed prior to calling or texting their parent(s)/guardian(s) to pick them up. Students are not allowed to leave school ill without permission from the health room. If the School Nurse, or their designee, is not available, the student should report to the Attendance Secretary at their respective campus.

When it is determined a student is too ill to remain in school, the School Nurse, or their designee, will call the parent/guardian or emergency contact and plans will be made for transportation home. A student's attendance will be *excused*, not exempted, if/when parent(s)/guardian(s) give permission for their student to leave.

USE OF PRESCRIBED MEDICATIONS

In circumstances where a student must take prescribed medication during the School day, the following guidelines of *Board Policy 5330 – Administration of Medication/Emergency Care* are to be observed.

- A. Parents/guardians should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the School Nurse before the student will be allowed to begin taking any medication during school hours. The forms are available in the main office and online.
- C. All medications to be administered during school hours must be registered with the School Nurse.



- D. Medication that is brought to the main office will be properly secured.
- E. Medication may be conveyed to school directly by the parent/guardian.
- F. For each prescribed medication, the container shall have a pharmacist's label with the following information:
 - 1. student's name;
 - 2. practitioner's name;
 - 3. date;
 - 4. pharmacy name and telephone;
 - 5. name of medication;
 - 6. prescribed dosage and frequency; and
 - 7. special handling and storage directions.
- G. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for school-approved emergency medications for allergies and/or reactions.
- H. Any unused medication unclaimed by the parent/guardian will be destroyed by Arrowhead High School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's/guardian's written release.

Given that the Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event, students carrying any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy, may have their property searched and belongings confiscated, in accordance with *Board Policy 5530 – Student Use or Possession of Drugs, Intoxicants, or Paraphernalia* and *5771 – Search and Seizure*.

ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS

Students, with appropriate written permission from the physician and parent/guardian, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (*Board Policy 5330 – Administration of Medication/Emergency Care*)

Students, who suffer from severe allergic reactions, may possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed parent/guardian Consent form have been submitted to the Administration.



Inhalers and epinephrine can be administered by school officials only in accordance with conditions confirmed by the Administration, consistent with the approved plan adopted by the School District and updated annually, as necessary.

USE OF NONPRESCRIBED DRUG PRODUCTS

Possession, administration, and use of nonprescription drug products shall be in accordance with *Board Policy 5330 – Administration of Medication/Emergency Care*.

Staff and volunteers will not be permitted to dispense non-prescribed drug products to any student without written parent/guardian consent.

The Nonprescription Drug Product Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parent/guardian request to administer a non-prescription drug product shall contain the following information:

- A. student's name;
- B. date;
- C. name of medication;
- D. dosage and frequency;
- J. special handling and storage directions;
- K. authorization for trained and authorized school staff to administer the medication;
and
- L. health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable.

Parents/Guardians may authorize the school to administer a non-prescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed drug product without parent/guardian authorization, the student will be brought to the school office and the parent/guardian will be contacted for authorization. The medication will be confiscated until written authorization is received for the School Nurse to be able to administer. The medication may not be returned to the student but can be claimed by a parent/guardian by coming to the building. Any unclaimed or unapproved drugs will be discarded at the end of each school year.



Any student who distributes a medication of *any* kind to another student or is found to possess a medication other than the one previously authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

CBD PRODUCTS

In accordance with *Board Policy 5330 – Administration of Medication/Emergency Care*, no CBD products will be permitted for use, possession and distribution at school, on School District property, or at any school sponsored events.

ESSENTIAL OILS

In accordance with *Board Policy 5330 – Administration of Medication/Emergency Care*, all students wishing to use essential oils in the school must seek prior approval from administrators.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Due to a school having a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In order to protect the health and safety of the students, School District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

In accordance with *Board Policy 8450 – Control of Casual-Contact Communicable Diseases*, a teacher, nurse, or Administration may send home a student who is suspected of having a communicable disease and will notify the parent/guardian of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a

covered communicable disease. School officials will comply with notification requirements of the Wisconsin Department of Health Services in addition to notifying the student's parent/guardian.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of direct contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (*Board Policy 8453 – Direct Contact Communicable Diseases*)



Direct contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services.

As required by Federal and State law, parents/guardians may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (*Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability*). This protection applies not just to the student, but to all individuals who have access to the School District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is generally required. More importantly, the school encourages parents/guardians to be active participants. To inquire about Special Education programs and services, a parent/guardian should contact the Director of Student Services at (262) 369-3611 Ext. 4112. (*Board Policy 2460 – Programs for Students with Disabilities*)

The School District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY

Students, parents/guardians, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and *Board Policy 8390 - Animals on District Property*.

Other animals permitted in schools and elsewhere on School District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the Principal.

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The School District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Therapy dogs which meet the certification and documentation requirements in *Board Policy 8390 – Animals on District Property* may be allowed limited access to the schools to perform their educational purpose as determined by the Principal.

BILINGUAL STUDENTS/ENGLISH LEARNERS

The School District recognizes that there may be students enrolled whose primary language is not English. The School District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language



skills that will enable the students to function successfully and complete the School District's required curriculum. (*Board Policy 2260.02 – Services for Bilingual Students/English Learners*)

Part-time staff are available with a variety of other supports in place based upon specific student needs. To inquire about programs and services for bilingual students and/or English Learners, a parent/guardian should contact the School Counseling Office for additional information.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the School District and meeting the educational interests of students. The rights and responsibilities of students, parents/guardians and the School District with respect to student records are governed by State and Federal law (*Board Policy 8330 – Student Records*). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records; directory data and confidential records.

Directory data can be given to any person or organization when requested, unless the parent(s)/guardian(s) of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data is specified in *Board Policy 8330 – Student Records* and includes:

- A. a student's name;
- B. photograph;
- C. participation in officially recognized activities and sports;
- D. height and/or weight, if a member of an athletic team;
- E. date of graduation;
and
- F. degrees and awards received.

Directory data also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a School District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parent(s)/guardian(s) and eligible students do not submit such written notification to the School District, directory data may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the School District's website. The directory data used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s)/guardian(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's/guardian's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please



contact the Principal or consult the *Board Policy 8330 - Student Records* and associated Administrative Guidelines.

Parent(s)/Guardian(s) and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parent/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parent/guardians;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parent/guardians; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parent/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the District Office to inspect such materials.

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parents/guardians will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.



The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). parent/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory data as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

In accordance with Federal and State law, the school shall release the names, addresses, School District assigned e-mail addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed who requests such information. A secondary school student, or parent/guardian of the student, may request in writing that the student's name, address, School District assigned e-mail address, and telephone listing not be released without prior consent of the parent/guardian/eligible student.

The Board shall ensure that students and parent/guardians are notified of the provisions of the opportunity to deny release of directory data. Public notice shall be given regarding the right to refuse disclosure to any or all directory data including in the armed forces of the United States and the service academies of the armed forces of the United States. (*Board Policy 8330 – Student Records*)

If parent(s)/guardian(s) and eligible students do not opt out during annual registration, directory data may be utilized by the District Administrator in School District-wide publications, on the cable television educational access channel, or on the School District’s website. The directory data used will be properly verified and approved by the District Administrator.

Annually the Board will notify male students aged eighteen (18) years or older that they are required to register for the selective service.



STUDENT FEES, FINES, & CHARGES

All checks are made payable to Arrowhead High School. Student fees are collected during summer registration and must be paid in full prior to graduation. Fees charged are identified in Skyward and on the website.

Fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property (*Board Policy 6152 – Student Fees, Fines, and Charges*). The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship. (*Board Policy 6152.01 – Waiver of School Fees or Fines*)

Students using or causing damage to school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Fines for Library Media Center materials can be avoided when students return checked-out materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies. (*Board Policy 5460 – Graduation Requirements*)

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. (*Board Policy 5830 – Student Fund-Raising, and associated Administrative Guidelines - AG 5830*)

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Students are additionally encouraged to lock all belongings that *are* brought to school in their assigned lockers.

REVIEW OF INSTRUCTIONAL MATERIALS

The Board values transparency between the school and parents/guardians with respect to course materials. Parent(s)/Guardian(s) shall have an opportunity to review materials utilized in the education of their students. To that end all course instructional materials used throughout each semester shall be posted to the District's learning management tool (i.e., Canvas). For the purposes of this policy, course materials do not refer to test, quiz, and other assessment materials, which if posted would jeopardize the integrity of the course and/or the accurate assessment of student



learning, except as required by law and noted in relevant administrative guidelines. (*Board Policy 2416.01 – Transparency in Curriculum*)

Any parent(s)/guardian(s) who wishes to review instructional materials or observe classroom instruction should contact the Director of Learning to make the appropriate arrangements.

Parent(s)/Guardian(s) also have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. (*Board Policy 2414 – Human Growth and Development*)

Parents'/Guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee. (*Board Policy 8500 – Food Services*) À la carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Arrowhead Union High School District is a closed campus. Therefore, no student shall be permitted to leave school premises during the lunch period.

The School has the obligation to protect the safety of all staff and students. Neither parent(s)/guardian(s) nor student(s) shall be allowed to order food delivery to AHS. Only the parent(s)/guardian(s) of the student may personally drop off food to the main office. Parent(s)/Guardian(s) or student(s) that do not follow delivery expectations may have their food confiscated by Administration, or their designee, and returned to the parent(s)/guardian(s)/ student(s) at the end of the school day. Noncompliance may result in further consequences.

Arrowhead High School offers healthy meals every school day. Your child(ren) may qualify for free meals or for reduced price meals. More information and the free and reduced price school meal application can be found on the [Wisconsin Department of Public Instruction's website](#) or the [Free & Reduced Application link](#) can be found on the Arrowhead website under Parent Resources. Applications are also available in the main offices. Applications for the school's Free and Reduced-Priced Meal program are accessible for all students. (*Board Policy 8531 – Free and Reduced-Price Meals*)

Bad Debt

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with *Board Policy 6152 - Student Fees, Fines, and Charges*.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred and after the Superintendent determines that sufficient reasonable effort and approaches to collecting the debt have been made. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The



funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

Negative Account Balances

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balances not to exceed \$10.00. Likewise, any student who has a negative account balance may not purchase à la carte items with cash unless the student is also able to bring their account current.

A student who has exceeded the permissible negative balance amount in their account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide the parent(s)/guardian(s) of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students so that the unpaid charges are not classified as bad debt at the end of the school year.

If a student has reached the permissible level of negative lunch account balance, they shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to a negative lunch account balance.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. The policy and guidelines will be posted on the District website.

The food-service program may participate in the Farm to School Program using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students à la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with *Board Policy 8550 - Competitive Food Sales*. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in *Board Policy 8540 - Vending Machines*.



The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

The following nondiscrimination statement applies to all programs administered by the School District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the responsible State or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

FIRE DRILLS / TORNADO DRILLS / LOCKDOWN DRILLS

The school has a comprehensive School Safety Plan (*Board Policy 8420 – School Safety*) that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires. The tornado alarm consists of language directing students and staff to report to their designated shelter areas, and the fire alarm consists of language directing students and staff to exit the building.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.



EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will use the following notification process:

School cancellations are communicated via the media listed below.

- Twitter: <https://twitter.com/Arrowheadschool>
- Phone call through the automated Skylert phone service
- Text message via Skylert messaging (for emergency purposes only and for families who opt in by texting YES to 67587)
- Facebook: <https://www.facebook.com/ArrowheadSchools/>
- District website: <http://www.arrowheadschoools.org>
- Television stations: TMJ4, WISN 12, CBS 58, and Fox 6

Social media postings and automated phone calls typically occur between 4:30-5:30 AM, but the nature of any given storm/front means the notification could take place at whatever time is most appropriate to ensure student and staff safety.

The phone number and email address you supplied during the online student registration process is the number/address pulled by the Skyward/Skylert system. Parent(s)/Guardian(s) can update any phone number/address by clicking on "account" in the upper right of the screen when in Skyward Family Access.

The decision to cancel school is based on the relevant factors associated with any given weather scenario. The condition of local streets, school district grounds, busing services, and the forecast/timing of potentially dangerous weather are all considered. A wind chill WARNING (a sustained wind chill of around -35° or colder) is a key decision-point for nearly all school districts.

The following organizations/sources contribute to the process:

- National Weather Service office in Sullivan;
- Waukesha County school districts;
- Dousman Transportation Company;
- Department of Transportation;
- and
- Local law enforcement agencies.

When school is canceled, normally all school-related activities (athletics, co-curricular clubs, performances, events, etc.) for that day and evening are also canceled. In the event conditions improve sufficiently by the late afternoon/evening and an activity is allowed, a faculty member or coach/advisor will notify students/families.

The safety of our students, parents and staff is our highest priority. If school is not canceled, parents/guardians may still use their discretion to determine the weather conditions are not safe and contact the AHS office to excuse their child(ren).



Parents/guardians and students are responsible for knowing about emergency closings and delays.
(Board Policy 8220 – School Day/School Closure)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the School District office upon request.
(Board Policy 8431 – Preparedness for Toxic Hazards and Policy 8431.01 – Asbestos Management)

VISITORS

In order to properly monitor the safety of students and staff, each visitor must report to the main office upon entering the school to check into Raptor. Visitors will be asked to provide a valid State ID which will scan their name, date of birth, and photo into Raptor. Only visitors who pass a background check and have an approved reason for their visit may obtain a pass. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Administration regarding these restrictions.

Passes must be worn at all times while in the building(s) or traveling between buildings. Any visitor found in the building(s) or traveling between buildings without a pass will be reported to the Administration and/or law enforcement.

If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Students may not bring visitors to school. Students from other schools are permitted to visit only with administration approval. AHS graduates may visit before or after school unless invited to attend during the day by a staff member and with approval from the Administration. (Board Policy 7440 – Facility Security and Policy 9150 – School Visitors)

In accordance with 120.13(35), Wis. Stats., the Superintendent has the authority to establish conditions for entering or remaining in an Arrowhead Union High School District building, prohibit the entry of any person to a school of this School District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

USE OF THE LIBRARY / MEDIA CENTERS

The Campus Library Media Centers are places to access resources including, but not limited to, traditional print and online resources. Students can go to the libraries to receive help from tutors and library staff and to print school work. Equipment (including laptops), and charging stations are available. Help with passwords and technology support are also available. Students are welcome to come to the library, during resource periods, from study halls, and before and after school.



Access to the library and its resources are a privilege. Inappropriate use of technology, such as printing noneducational materials, or disrupting the learning environment of others may result in students losing access to such resources.

Books on the shelves may be checked out for a period of 30 days. Chromebooks and laptops are available for daily checkout, but must be returned before the end of the school day or the student will accrue a \$5 fine for each day the equipment is checked out. Students who accrue a debt of \$5 may lose their privilege to checkout Chromebook(s) until fines are paid in full and/or the checked out Chromebook(s) are returned.

Requests for reconsideration of school library materials shall be processed in accordance with *Board Policy 2522 – Library Media Centers*.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Administration to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. Students may not use equipment or materials in a classroom without a staff member present.

LOST AND FOUND

The lost and found areas are located in the Activities Office and both North and South Campus Main Offices. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Administration. Violation of this rule may lead to disciplinary action. No student(s) may sell items for self-profit or for the profit of an outside group or agency.

USE OF SCHOOL TELEPHONES

School telephones are not to be used for personal calls. Except in cases of emergency, students may not operate classroom or hallway telephones.

Students are not to use classroom telephones to call parent(s)/guardian(s) to receive permission to leave school. Students should visit the office during the passing period or have an ePass created to go to the office. Students may not initiate calls from office phones. Office personnel will support communication on behalf of a student seeking permission to leave school.

Except in an emergency, students will not be called to the office to receive a telephone call.

USE OF CELL PHONES / PERSONAL COMMUNICATION DEVICES (PCD)

This policy includes cell phones, smart watches, headphones/earbuds, or other communication and media devices.



Students may use PCDs before and after school, during their lunch break, in between classes, and during study hall as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, a parent/guardian picks it up, and/or may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See *Board Policy 5517.01 – Bullying*. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.



Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The administration may also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity, in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's main office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with *Board Policy 5771 - Search and Seizure*. If multiple offenses occur, a student may lose their privilege to bring a PCD to school for a designated length of time or on a permanent basis.

The standard scale of progressive discipline includes the following:

First Offense: The teacher will confiscate the device(s) and the device(s) stay with the teacher until the end of the class period. The teacher will conference with the student to remind them of expectations, return the device(s) at the end of the period, and enter the incident into Skyward by the end of the day. The teacher will contact the student's guardian(s). The referral will be sent via Skyward by Administration.

Second Offense: The teacher will confiscate the device(s) and deliver them to the main office. The teacher will conference with the student to remind them of expectations and enter the incident in Skyward by the end of the day. The teacher will contact the student's guardian(s). Students can pick up device(s) at the end of the day from the main office. The referral will be sent via Skyward by Administration. Administration may meet with the student and the student may receive additional consequence(s).

Third Offense: The teacher will confiscate the device(s) and deliver them to the main office. The teacher will conference with the student to remind them of expectations and enter the incident in Skyward by the end of the day. At this point, only a parent/guardian can pick up the device(s) at the end of the school day. The teacher will contact the student's guardian(s). The referral will be sent via Skyward by Administration, administration will meet with the student, and the student will receive consequence(s).

Continued incidents may result in further disciplinary measures including, but not limited to, the following:



- A. Parent/Guardian meeting with Administration;
- B. The student is required to check in their device(s) to the main office at the beginning of the day and retrieve their device(s) at the end of the day for a set amount of time;
- C. The student loses the privilege to have PCDs in specific class(es);
- D. The student loses the privilege to have PCDs at AHS;
- E. The student is referred to the Activities Office for Conduct Unbecoming.

Per Board Policy, if a student is aware of a violation of this policy by another student and does not report the violation to a staff member, then that student with knowledge of the policy violation may face disciplinary and/or legal consequences. A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal or principal's designee.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. (*Board Policy 5136 – Personal Communication Devices*)

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct may be subject to discipline including, but not limited to, involving law enforcement, confiscation of the PCD, etc.

Board Policy 5136 – Personal Communication Devices

Board Policy 7540.03 – Student Technology Acceptable Use and Safety

Board Policy 7544 – Use of Social Media

WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in



941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The Superintendent will refer any student who violates this policy to the student's parents/guardians and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C. theatrical props used in appropriate settings;
and
- D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the Superintendent or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy. (*Board Policy 5772 – Weapons Prohibited for Students*)

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Legal

120.13(1), Wis. Stats.
939.22(10), Wis. Stats.
941.295, Wis. Stats.
943.13, Wis. Stats.
948.605, Wis. Stats.
948.61, Wis. Stats.
18 U.S.C. 921(a)(3)
18 U.S.C. 922
20 U.S.C. 7151

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the administration. A minimum of twenty-four (24) hours advance notice is required to ensure that the

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administration has the opportunity to review the announcement or posting. (*Board Policy 9700 – Relations with Non-School Affiliated Groups*)

The school has bulletin boards located outside the main offices which may be used for posting notices after receiving permission from the administration.

VIDEO AND AUDIO SURVEILLANCE

The Board has authorized the use of video and audio surveillance and electronic monitoring equipment at various school sites throughout the school, including school buses. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (*Board Policy 7440.01 – Video Surveillance and Electronic Monitoring*)

SAFETY AND SECURITY

The safety of our students requires the following precautions that are conducted in accordance with *Board Policy 7440 – Facility Security* and the School Safety Plan:

- A. All visitors must enter through the designated visitor entrance and report to the main office when they arrive at School.
- B. Approved visitors are given and required to wear a pass while they are in the building(s) or moving between buildings.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors, except the main entrance, are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. A person is stationed at the main entrance of each building to greet visitors, verify their identity, and assist as needed.
- H. Students are required to carry their student ID cards with them at all times in school or on school property. Students must identify themselves upon request of school personnel or duty-assigned and identified monitors (For example – library, school dances, and buses; students will be required to show their ID.) There is a \$10 replacement fee for lost, stolen, or damaged ID cards.



I. All School District employees are to have their photo-identification badges visible while on School District property.

Arrowhead Union High School District is a closed campus. Students may not open any outside doors during the school day for any reason including, but not limited to, other AHS students, faculty, community members, school deliveries, etc. Any person who allows entrance not in accordance with *Board Policy 7440 – Facility Security* may be subject to disciplinary action.

STUDENT INTELLECTUAL PROPERTY RIGHTS

Students who develop ideas, concepts, or materials which may carry with them intellectual property characteristics may pursue protection of those rights on their own. No School District staff may take steps to claim intellectual property rights relative to any work product created by student(s), except as expressly approved by the School District Administrator and agreed to by participating students prior to the commencement of any projects. The School District does not determine the protectable nature of any particular work. (*Board Policy 5870 – Student Production of Goods and Services*)



SECTION II - ACADEMICS

NONDISCRIMINATION

All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of student programs, activities, and employment ("Protected Classes").

ARROWHEAD COURSE GUIDE

ACADEMIC AND CAREER PLANNING

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (*Board Policy 2411 – School Counseling and Academic and Career Planning*)

PROGRAM OR CURRICULUM MODIFICATIONS

The Board recognizes that the regular school program may not be appropriate for all students. Student and parent/guardian requests for a program or curriculum modification may be submitted, in writing, in accordance with *Board Policy 2451 – Program or Curriculum Modifications*. School counselors are available with further information regarding program or curriculum modifications.

FIELD TRIPS

Field trips are academic activities that are held on and off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. Teachers arrange field trips as an extension of learning in the classroom. Work missed in class(es) by attending a field trip is the responsibility of the student. On occasion, participation on a field trip may be denied based on class performance, behavior, or attendance.

Students may be required to complete a field trip form which requires teacher signatures prior to going on a field trip or making presentations at other schools in the community. Students may need to have a field trip card signed for in-school field trips as well. No student may participate in any school-sponsored trip without parent/guardian consent. (*Board Policy 2340 – District-Sponsored Trips*)



Students may be charged fees for District-sponsored trips, including, but not limited to, transportation.

Students on all District-sponsored trips remain under the supervision of the Board and are subject to the District's policies, rules, and administrative guidelines; attendance rules, the Student Code of Conduct, the Athlete & Co-Curricular Code of Conduct, and the Search and Seizure policy apply to all field trips.

When school transportation is provided, all participating students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent/guardian, in writing or in person, to allow an exception. District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

No student is allowed to drive on any trip. An exception may be made by the Administration on an individual basis provided the student has written parental permission and does not transport any other student. Transportation by private vehicle shall be in accordance with Policy 8660 – Transportation by Private Vehicle for District-Sponsored Activities or Trips.

Field trips may include extended overnight travel or international travel where students travel outside of the State and participate in one or more overnight stays. Students participating in these specific trips may be held to additional guidelines including, but not limited to, searching student(s) or their belongings prior to departure, parent/guardian/student behavioral contracts developed by the staff member or sponsor of the trip, etc.

Administration reserves the right to review a student's ability to attend any/all field trips based on attendance, academic needs, behavioral concerns, etc.

GRADES

Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned course grades based upon assessment of learning. Each teacher may place a different emphasis on different areas of assessment (formative and summative) in determining a course grade and will inform the students at the beginning of the course work. If a student is not sure how their course grade will be determined, the student should ask the teacher.

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



The School uses the following grading system and weighted grading. Grades are not rounded.

GRADE	PERCENT	SCALE	AP
A	≥ 93.00	4.00	5.00
A-	90.00 - 92.99	3.67	4.67
B+	87.00 - 89.99	3.34	4.34
B	83.0 - 86.99	3.00	4.00
B-	80.00 - 82.99	2.67	3.67
C+	77.00 - 79.99	2.34	3.34
C	73.00 - 76.99	2.00	3.00
C-	70.00 - 72.99	1.67	2.67
D+	67.00 - 69.99	1.34	2.34
D	63.00 - 66.99	1.00	2.00
D-	60.00 - 62.99	0.67	1.67
F	≤ 59.99	0.00	0.00

5430 - CLASS RANK in accordance with Wisconsin Act 95:

The Board authorizes a system of class ranking, by grade point average, in accordance with State law. The Superintendent shall develop procedures for the computation of grade point averages and the assignment of class rank to implement this policy.

Grading Periods

Students shall receive access to a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term. Semester grades (two (2) terms) are cumulative of both quarters. Quarter grades are not directly averaged toward a semester grade and may include weighting of each quarter and/or the semester exams as indicated by individual departments and courses.

When a student appears to be at risk of failure, notification will be provided to the parent(s)/guardian(s) so they can talk with the teacher about what actions can be taken to improve the student's performance.

Final Exams



Semester exams fall on the last three days of each semester during the mornings. Students are required to be in school for all classes, except study hall. Students will not be allowed in the hallways during exam periods. If your student misses a scheduled exam, expect to get a phone call from the attendance office.

Senior semester two exams are taken early to accommodate culminating events and graduation.

All juniors, sophomores, and freshmen will take exams on the regular exam days unless otherwise arranged by the teacher in the best interest of the students. All classes are to conduct a cumulative test or activity on exam days and all students are expected to attend.

PROMOTION / PLACEMENT / RETENTION

Board Policy 5410 – Promotion, Placement, and Retention and related guidelines provide the framework for promotion, placement, and retention decisions.

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing appropriate tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP). It is the student's responsibility to keep in contact with their counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the school counseling office and a counselor will be pleased to answer any questions.

GRADUATION REQUIREMENTS

Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the School District's requirements for basic course work and earn the total number of required credits. (*Board Policy 5460 – Graduation Requirements*)

****Personal Finance (0.5 credit) will be required for the Class of 2028 and beyond; electives will be reduced to 7.5 with this requirement added***

Specific course requirements for graduations prior to 2025 are:

English	8 credits
Health	1 credit
Physical Ed.	3 credits
Mathematics	6 credits
Science	6 credits
Social Studies	6 credits
CTE	2 credit
Fine Arts	2 credit
Electives	16 credits
Total	50 credits

A complete explanation of the requirements for graduation are listed in the [Arrowhead Course Guide](#).

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In recognizing its responsibility to uphold the minimum educational standards of the State of Wisconsin, the Board has established a policy and criteria regarding the acceptance of credits for students transferring to the high school from nonpublic schools, whether they are private schools, as defined by law, or other types of schools. For credit or course-work to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided. Accepted credits from nonpublic schools will be entered on the student's transcript with a notation of the school at which the credits were earned.

The School District may grant a high school diploma to a student who has not satisfied the requirements under policy if the student was enrolled in an alternative education program and the School District determines that the student has demonstrated a level of proficiency in the subjects required under this policy.

Graduation must be earned by passing all mandated subjects and earning the total units required for the specific diploma sought.

Depending upon the disability profile, students in special education shall either receive a diploma **or** a certificate of completion if certified they have properly completed the requirements of their IEP, or received the recommendation of the IEP Team, as related to completion of credit requirements through regular, special, or alternative education. They may participate in all graduation activities.

A student may be denied participation in graduation activities for disciplinary reasons and/or for nonpayment of fees. (*Board Policy 5460 – Graduation Requirements*)

COMMENCEMENT ELIGIBILITY

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

Honor Cords for students with a 3.5 or higher cumulative grade point average after 7 semesters (following the first semester of senior year) will be provided by Arrowhead. The cords are issued the day of graduation before students commence to the stadium. Students do not pay for the cords and they are allowed to keep them following the ceremony. Students may not alter their graduation cap or gown in any way. Cords or sashes outside of our AHS Honor Cords are not allowed.

Administration reserves the right to remove student(s) from attending prior to or during the graduation ceremony due to disciplinary reasons.

EARLY GRADUATION

The Arrowhead School District believes that completing all four years of high school is in the best interest of the student. Should a student earn all required credits, and have a plan to pursue post-secondary options early, a student may request approval to graduate after 7 completed semesters. Students requesting early graduation must complete the following expectations:



- A. A meeting with the student, parent or guardian, and counselor is held to discuss credit and class requirements, identify post-secondary plans, and consider all drawbacks and benefits to graduating early. A permission form will be provided at this time;
- B. Have obtained age of majority or obtain parent/guardian approval;
- C. Meet with the principal no later than December 1st of the graduating year;
- D. Maintain all grades and credits necessary to graduate.

STUDENTS AT-RISK OF NOT GRADUATING

The Board shall establish programs to serve children in the School District who are identified as "children at-risk" in compliance with State statutes.

The School District shall annually identify all children at-risk enrolled in the School District and develop a plan describing how the Board will meet the needs of such students. All programs and services developed for "children at-risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the School District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed. (*Board Policy 5461 – Children At-Risk of Not Graduating from High School*)

FIFTH YEAR STUDENTS

A resident student may be permitted to return to Arrowhead to complete their graduation requirements if they can meet the following:

1. Return within one (1) year of when their class graduated.
2. Complete graduation requirements within two (2) semesters of returning to Arrowhead.
3. Follow all school rules.
4. Agree to additional relevant criteria established by administration.

EARLY COLLEGE CREDIT PROGRAM

Any student in 9th, 10th, 11th, or 12th grade may enroll in the Early College Credit Program providing the student meets the requirements established by law and by the School District and subject to the approval of the Board on an annual basis. A student or their parent/guardian must also complete and submit the Intent to Participate Form available from the Student Services Office or the Department of Public Instruction to the high school administration by February 1st if the



student intends to enroll in the summer session, by March 1st if the student intends to enroll in the next fall semester, and by October 1st if they intend to enroll in the spring semester. Any interested student should contact the School Counseling Office to obtain the necessary information. *(Board Policy 2271 – Early College Credit Program)*

START COLLEGE NOW PROGRAM

Any student in 11th or 12th grade may enroll in a course at a Wisconsin Technical College System campus through the Start College Now Program providing the student meets the requirements established by law and by the School District and subject to approval of the Board on an annual basis. A student or their parent/guardian must also complete the application form and submit it to the Director of Learning by March 1st if the student intends to enroll in the next fall semester or by October 1st if they intend to enroll in the spring semester. Any interested student should contact the School Counseling Office to obtain the necessary information. *(Board Policy 2271.01 – Start College Now Program)*

PART-TIME OPEN ENROLLMENT

The Board will provide students enrolled in the School District with the ability to take up to two (2) courses at any given time in a non-resident public school district. Any interested student should contact the Director of Learning to obtain the necessary information. *(Board Policy 5113.01 – Part-Time Open Enrollment)*

AWARDS

Athletic Awards

Athletic award requirements are established by head coaches and the athletic department. Athletes are nominated and voted on by Varsity Head Coaches with input from the Activities Director. All candidates are based on GPA, varsity letters, and athletic achievements and/or citizenship.

Senior Scholar/Athlete Award of Excellence

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

WIAA Scholar Athlete

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

Scholarship/Award Recognition

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

Special Awards

Students are encouraged to check the website on a regular basis for details on scholarships and awards.



Arrowhead Scholarship Fund

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

Balmer Scholarships

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

Kohl Fellowship

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

National Merit

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

Wisconsin Academic Excellence Higher Education Scholarship

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

Wisconsin Technical Excellence Scholarship

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

Scholarship/Award Recognition

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

Instrumental Music Awards

John Philip Sousa Award - Honors the top student in the high school band, recognizes superior musicianship and outstanding dedication.

Patrick S. Gilmore Band Award - Honors outstanding high school band students and their achievements and commitment to the band.

Leonard Bernstein Musicianship Award - Honors students whose musical contributions, dedication, and creativity set them apart as deserving of the highest recognition for their achievements.



Director's Award - Honors an outstanding member of the school band program who has shown commitment, dedication, musicianship, and leadership throughout their time at Arrowhead.

Gib Weigel Scholarship - Awarded to one graduating senior who plans to continue their music studies at the collegiate level.

Louis Armstrong Award - Honors an outstanding Jazz musician who displays superior musicianship and outstanding dedication.

Woody Herman Award - Honors an outstanding jazz musician.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation.

Homework will not be used for disciplinary reasons but only to enhance the student's learning.

Non-Summer School Homework

Staff members may assign homework during the summer. All non-summer school homework assignments require the prior approval of the administration. The student's parent(s)/guardian(s) are to be notified by the classroom teacher approved by the administration. Assignments may also be listed in the [Arrowhead Course Guide](#).

Incompletes

When the student is missing assignments or assessments due to an extended absence or extenuating circumstances at the end of a semester, the teacher has the option of issuing an incomplete grade. If the incomplete work is not finished within 10 days of the posting of grades, the incomplete work defaults to an "F" and the overall grade reverts to the grade earned. Administrative approval is required to issue an incomplete.

Make-up Work

If students are absent (excused or unexcused) for one (1) to three (3) days, students shall have three (3) school days to make up missed work. All other absences shall have five (5) school days available for making up work. Make-up timelines for absences exceeding ten (10) days, or extenuating circumstances, shall be determined through a teacher/student plan with administrative approval. Credit for make-up work may be reduced for those students that exceed the timelines.

All missed work is expected to be made up. Individual teachers shall provide information explaining their expectations/policies at the beginning of school year/semester. In the event that the absence is unexcused, credit for made-up work may be reduced (0-50%) at the discretion of the teacher. Students are responsible for making arrangements for all missed work.



Absences due to disciplinary consequences, such as out of school suspension, follow the same make-up work expectations listed above.

ACADEMIC HONESTY

In accordance with *Board Policy 5505 – Academic Honesty*, violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught, and is judged solely on their own merits, the Board prohibits any student from presenting someone else’s work as their own, using artificial intelligence (AI) platforms in place of one’s own work, providing unauthorized assistance to another student, and/or cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student’s original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty may include, but is not limited to, the following:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another’s work;
- C. presenting the results that are the product of an artificial intelligence (AI) platform as one’s own where the use of AI was not specifically allowed by the teacher as part of the assignment;
- D. downloading or copying information from other sources and presenting it as one’s own;
- E. using language translation work of else or using technology when the expectation is doing one’s own translation;
- F. copying another person’s work;
- G. allowing another person to copy one’s own work;
- H. stealing another person’s work;
- I. doing another person’s work for them;
- J. distributing copies of one’s work for use by others;



- K. distributing copies of someone else's work for use by others for academic gain or advantage;
- L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.;
- N. distributing or receiving questions from quizzes, tests, assessments, etc.;
or
- O. re-using your own work.

Ways to properly give credit for other people's research, words, or ideas include footnotes, endnotes, or APA citations, for example. Your student's Arrowhead teacher(s) may have a specific system of citation which they require. Faculty will outline citation expectations in their course syllabi or on specific assignments, if applicable. A student who needs to cite a source, or who suspects that they may need to cite, should consult the teacher who assigned the work or a librarian.

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (See Policy 7540.08 - Artificial Intelligence (AI))

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the uses listed below.

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.



- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

Standard Disciplinary Action

All teachers will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity. When academic dishonesty occurs, the teacher will notify the student in person and the student will be given the opportunity to respond to the allegation. The teacher's professional judgment will be used to determine whether an infraction has occurred.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Administrators are authorized, in consultation with the teacher, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation.

The following steps are taken as standard disciplinary action if it is determined that the student engaged in academic dishonesty:

First Offense – The classroom teacher will contact the student's parent(s)/guardian(s), administrator, and school counselor. At the teacher's discretion, the teacher may issue a zero. The teacher may also allow the student to redo the work. At the teacher's discretion the student may receive a reduction up to 50% off the original value for work that is redone. For instance, if the original value of the work is 100 points, the student may receive 50 points if done well. If the work is not completed or redone unsatisfactory, a zero may still be given.

Second Offense (in the same class) – The classroom teacher will contact the student's parent(s)/guardian(s), administrator, and school counselor. The cumulative grade for the semester of the respective course may be lowered one full letter grade. The student will also be referred to the activities office for conduct unbecoming of an athlete.

Second Offense (in a different class) – The classroom teacher will contact the student's parent(s)/guardian(s), administrator, and school counselor. A student who has two (2) or more offenses in separate courses will be referred to administration for disciplinary action. The student will be referred to the activities office for conduct unbecoming of an athlete.



Third Offense (in the same class) – The classroom teacher will contact the student's parent(s)/guardian(s), administrator, and school counselor. The student will be dropped from the respective course and fail the semester. The student will also be referred to the activities office for conduct unbecoming of an athlete.

Third Offense (in a different class) – The classroom teacher will contact the student's parent(s)/guardian(s), administrator, and school counselor. A student who has two (2) or more violations in separate courses will be referred to Administration for disciplinary action. The student will also be referred to the activities office for conduct unbecoming of an athlete.

Repeated violations of this policy will result in additional disciplinary consequences, up to and including suspension and expulsion.

Student and/or parent(s)/guardian(s) appeals of disciplinary consequences resulting from violation of this policy may be made within five (5) business days to the Administration whose decision shall be final. If Administration was the staff member responsible for the disciplinary consequence being appealed, then student and/or parent appeals should be directed within five (5) business days to the Director of Student Services whose decision shall be final. (*Board Policy 5505 – Academic Honesty*)

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like).

Arrowhead High School will distribute Chromebooks to all incoming students. Students graduating in the class of 2027 and younger may not use personal laptops while on campus.

The following steps are taken as standard disciplinary action if it is determined that a student continues to use a personal laptop:

First Offense – The faculty member will conference with the student and remind them of District technology expectations.

Second Offense – The faculty member will conference with the student and remind them of District technology expectations. Additionally, the faculty member will contact the student's parent(s)/guardian(s), administrator, and school counselor.

Third Offense – The faculty member will conference with the student and remind them of District technology expectations. Additionally, the faculty member will contact the student's parent(s)/guardian(s), administrator, and school counselor. The faculty member will enter the incident in Skyward by the end of the day. Administration will send the referral home via Skyward.



Further noncompliance of technology expectations may result in the personal laptop being confiscated and requiring a parent/guardian retrieve the device from the main office, the student being referred to the activities office for conduct unbecoming of an athlete, etc.

Unauthorized or inappropriate use, including any violation of the School District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the School's rules, and civil or criminal liability. Smooth operation of the School's network relies upon users adhering to the School District's policies and administrative guidelines. Prior to accessing the Internet at School, students are required to confirm their agreement to abide by the terms and conditions of the Student Technology Acceptable Use and Safety Agreement each year.

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the School District, civil liability and/or referral to law enforcement.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of School District technology resources to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others."

Cyberbullying includes, but is not limited to, the following: 1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog; 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; 3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff; 4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

Students shall not access social media for personal use from the School District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Board Policy 5136 – Personal Communication Devices

Board Policy 7540.03 – Student Technology Acceptable Use and Safety

Board Policy 7544 – Use of Social Media

VIRTUAL INSTRUCTION

Arrowhead does not offer virtual instruction for individual students or situations. During unique circumstances, the high school may employ whole-school virtual instruction or offer individual courses virtually. Students engaged in classes conducted in a virtual/online environment are



considered, for conduct purposes, to be in attendance at school. Policies, rules, and expectations for student conduct while at school, or under the supervision of school authorities while at a school-sponsored activity, also apply to students when engaged in online learning activities.

Conduct that is not permitted at school is also not permitted during online learning in a virtual classroom setting. *(Board Policy 5500.01 – Conduct in Virtual Classroom)*

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and School District policy. *(Board Policy 2623 – Student Assessment)*

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the school counseling staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance examinations (such as ACT and SAT) are offered several times during the year. Arrowhead is an ACT national test center. For a complete list of available dates please refer to ACT.org for details. All grade 9, 10, and 11 students will be involved in taking additional standardized tests. College entrance testing information can be obtained from the School Counseling office.

SINCERELY HELD RELIGIOUS BELIEFS

Our curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. It is expected that students will receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

If after careful personal review of the program's lessons and/or materials, a student, or parent of a minor student, indicates to the school that either the content or activities conflict with the student's or parent's religious beliefs or value system, the school will honor a written request for the parent's child to be excused from particular class periods for specified reasons.



The student will be provided with alternate learning activities during the times of such adult student or parent requested absence. (*Board Policy 2270 – Religion in the Curriculum and Board Policy 2240 – Controversial Issues in the Classroom*)



SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED ATHLETICS, CLUBS, & ACTIVITIES

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The Board encourages all eligible students to participate in such opportunities. Involvement in AHS activities, however, is a privilege and may be revoked due to violation of this Student Handbook and/or the Activities Code of Conduct.

The school has many student groups that are approved by the Administration. Extra-curricular and co-curricular activities may not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

For a list of athletics, clubs, and activities, and any eligibility requirements or forms, see the Arrowhead High School website. For further information, contact the Activities Office.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. *(Board Policy 2430 – District-Sponsored Clubs and Activities)*

Students participating in athletics, extra-curricular, and co-curricular activities may become part of the random drug testing program *(Board Policy 5530.01 - Random Drug Testing for Students)*

The school recognizes that the current extra-curricular and co-curricular activities may not reflect the interests of every Arrowhead student. If students are interested in creating a new activity or have questions regarding existing groups, they are encouraged to contact the Activities Office. All school-sponsored activities will have rules/regulations as outlined by the Activities Office.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Administration. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and nonschool persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the school or the school mascot or logo. *(Board Policy 5730 – Equal Access for Non district-Sponsored Clubs and Activities)*



SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. (*Board Policy 5722 – School-Sponsored Publications and Productions & Administrative Guideline 5722*)

STUDENT EMPLOYMENT / WORK PERMIT

Arrowhead High School believes that a student's education should be their priority. Students employed while enrolled in AHS courses are responsible for the completion of all academic requirements and adherence to the Student Handbook.

Students ages sixteen (16) years and younger are required by the state of Wisconsin to obtain a work permit before starting any job.

Unlike the previous process to get a permit through the main office, parent(s)/guardian(s) can now log on to the Department of Workforce Developments page and use their permit application tool. This new system will allow you to apply for a permit at any time from any computer, tablet, or phone. To obtain a work permit, a parent/guardian can access the site [using these instructions](#). Payment is made directly to the department through the application, using a credit or debit card, or by ACH direct withdrawal. Once the permit application process is complete, the Department mails a paper copy of the permit directly to the employer. (*Effective June 30, 2023*)



SECTION IV - STUDENT CONDUCT

ATTENDANCE

The School District requires all students to attend school regularly in accordance with the laws of Wisconsin (118.15, Wis. Stats.) and *Board Policy 5200 - Attendance*. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception. (*Board Policy 5200 - Attendance*)

Excuse for Absence

A parent/guardian of a student who is absent shall provide **either** a written (including the email used in a student's Skyward account or the Skyward Parent Portal) or oral notification stating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If unforeseeable, the statement must be provided as soon as possible. The statement shall be submitted to the school attendance office and filed in the student's school record. The School District reserves the right to verify statements and investigate absences from school.

Parents/Guardians should use the Skyward Parent Portal for absence reporting.

If parents/guardians want to call during school hours, South Campus absences can be reported by dialing (262) 369-3611, Ext. 4101, while North Campus absences can be reported by dialing (262) 369-3612, Ext. 4201.

Outside of the normal school day, absences can be reported by dialing (262) 369-3611 or (262) 369-3612 and press 8 for attendance.

Release of Students to Authorized Persons

If only one (1) parent/guardian is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent/guardian shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent/guardian.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student.

No student shall be released to anyone who is not authorized by a parent/guardian with authority to do so.



Excused Absences

A parent or guardian may only excuse a student for ten (10) days per Wis. Stat. § 118.15(3)(c).

A student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds five (5) consecutive days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty (30) days.

B. Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the Administration. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. See *Board Policy 5223 – Absences for Religious Instruction* for further details.

C. Permission of Parent/Guardian

The student may be excused by their parent/guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend a funeral
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

Parent(s)/Guardian(s) are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parent(s)/guardian(s) should discuss the matter with the attendance office and the student's teacher(s) to make necessary arrangements.



D. Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

A student may be excused from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail. The student and their parent/guardian must agree that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school, as provided under State law.

I. Election Day Official

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent/guardian to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

J. Virtual Access



The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent/guardian.

A student may be excused from school, as determined by the School Attendance Officer, or the School Attendance Officer's designee, for the following reasons:

A. Quarantine

Quarantine of the student's home by a public health officer.

B. Illness of an Immediate Family Member

The illness of an immediate family member.

C. Emergency

An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.

D. Olympic/National Athletic Team Training

Specialized training for an Olympic or National athletic team. (see Policy 2451 - Program or Curriculum Modifications)

E. Severe Weather Conditions

In the parent's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.

F. Sounding Taps

A student may be excused for the purpose of sounding "Taps" during military honors funeral for a deceased veteran.

Truancy

A student will be considered truant if they are absent part or all of one (1) or more days from school during which the Attendance Secretary, Administration, or a teacher has not been notified of the legal cause of such absence by a parent/guardian of the absent student. A student will also be considered truant if the student has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute. (118.15, Wis. Stats.)

Students who continue to arrive at school late and/or are in/between a District building but arriving to classes late may still be considered truant.

When a student is truant, the Administration, or their designee, shall ensure that all applicable provisions of the School District's Truancy Plan are carried out which may include, but are not limited to, the following:

- Communication with parent(s)/guardian(s) via letters, email, phone call, etc.
- Meeting with the student and/or parent(s)/guardian(s)
- Issuing punitive consequences, such as detention, to make up for time/learning lost
- Goal setting
- Loss of privileges, such as participation in extra-curricular activities or events

Appropriate changes will be discussed, and consequences of further truancy will be explained.

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



Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Administration or designee will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- A. Counseling the student;
- B. Requiring the student to make-up lost time;
- C. Creating an attendance plan with the student, and/or counselor, and/or parent(s)/guardian(s);
- D. Requiring the student to make-up course work and/or examinations, as permitted under this Handbook;
- E. Conferring with the student's parent(s)/guardian(s);
- F. Informing the student's parent(s)/guardian(s) through a truancy letter(s);
- G. Issuing truancy ticket(s) and subsequent court date(s);
- H. Referring the student to an appropriate agency for assistance;
- I. Pre-expulsion or expulsion;
or
- J. Revoking open enrollment status.

Administrative action to address unexcused absences shall be in accord with due process as defined in the Student Code of Conduct, and other applicable Board Policies.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As an agent for the education of the children of this School District, the Board shall require that the school be notified in advance of such absences by written (including email and the Skyward Parent Portal) or oral notification which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Administration.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student.

No student shall be released to anyone who is not authorized such custody by the parent(s)/guardian(s).

Flexible Scheduling Option

Flexible Scheduling Option (FSO) allows Juniors and Seniors to arrive late or leave early. FSO is now an every other day course, it no longer is scheduled every day. Students who want to add FSO



to an existing schedule must have a 1st, 5th, 4th or 8th period block open. Scheduled classes cannot be moved to add FSO. Students may only have one FSO release per semester.

Students may take one less course or replace their study hall each semester. Students with FSO during 1st or 4th period block must report to the Resource period if a teacher is requesting they attend and/or when there is a school-wide Resource period activity.

FSO may be revoked for behavior and/or attendance issues and will be determined at the discretion of Administration. Student's full time status may be affected if they become ineligible for FSO. This could impact WIAA athletics, Social Security benefits, automobile insurance, etc.

Transportation is the sole responsibility of the student and their parent(s)/guardian(s).

All students considering FSO must apply and you may apply and meet with your counselor.

Qualifications for FSO include:

- A. No outstanding fees (If the payment of student fees is a hardship, please notify your Counselor;
- B. Maintain a cumulative GPA of 3.0;
- C. Earned a 3.0 GPA in the most recent semester;
- D. Must not have any F's;
- E. Must not have 2 or more D's;
- F. Be on track to graduate;
- G. No pre-expulsion, expulsion, suspensions or school-related police citations (including a truancy referral);
- H. Must not exceed 4 tardies to the period following FSO.

Habitual Truancy

A student is considered a habitual truant if the student is absent from school without an acceptable excuse for *part or all* of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the Administration or designee shall ensure that all applicable provisions of the School District's Truancy Plan are carried out.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent/guardian to ensure that their child attends school regularly. Parent(s)/Guardian(s) are expected to provide an excuse for all pre-arranged absences and provide an excuse for all other absences as soon as possible.

Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

Adult Students (18 years of age or older)



Adult students (eighteen (18) years of age or older) will follow the same attendance policies as all other students. Parent(s)/Guardian(s) must call the attendance office for them each day they are absent. At the discretion of Administration, students eighteen (18) years of age who are truanting may be placed on an attendance contract with Arrowhead High School which may include the revocation of participating in the commencement ceremony and the senior party. In the event that absences are unexcused, credit for make-up work may be reduced (0-50%) at the discretion of the teacher. Students are responsible for making arrangements for all missed work.

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

Students Leaving School During the School Day

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Administration and with the knowledge and approval of the student's parent/guardians.

No student will be released to any government agency without proper warrant or written parent/guardian permission except in the event of an emergency as determined by the Administration.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student.

No student shall be released to anyone who is not authorized by a parent/guardian with authority to do so.

Make-Up Course Work and Examinations

Excused Absences

A student, whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester or grading period examinations missed during the absence when they return to school. Absences due to disciplinary consequences, such as out of school suspension, shall be permitted to make-up work as well.

It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the Administration based upon extenuating circumstances.



Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student whose absence from school was unexcused shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up. In the event that the absence is unexcused, credit for made-up work may be reduced (0-50%) at the discretion of the teacher. Students are responsible for making arrangements for all missed work.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the Administration and the respective teachers.

If make-up work is allowed, it is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the Administration based upon extenuating circumstances.

Tardiness

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (including e-mail) or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Administration.

A tardy is considered when a student arrives after the bell to their class. A student arriving after 10 minutes in a class will be treated as an absence.



Arrowhead High School's Resource class begins at 7:20 am. Students who are not in their Resource class when the bell rings are considered tardy to school. Students tardy to school should report to their class, not the office.

Each teacher will have an established classroom tardy policy. While there may be slight variation among teachers, the expectation is for them to follow the established classroom policy. Students who are not in class when the bell rings for any subsequent class thereafter are considered tardy.

Teachers may submit a referral to Administration for tardiness when a student reaches four (4) or more tardy periods to the same class. Upon receiving the referral, Administration will meet with the tardy student and may assign a 30-minute before school, after school, or lunch detention. An additional meeting and detention may be assigned for every four (4) tardies thereafter. Each additional detention may increase by increments of 30 minutes. Students having

Administration reserves the right to review consequences for tardies on a case by case basis.

If a teacher detains a student after class, the teacher shall create an ePass for the student's next class and may email the instructor/location notifying of the student's late arrival time.

ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, as long as such attendance does not interfere with the student's school work. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event. (*Board Policy 5855 – Student Attendance at School Events*)

The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

STUDENT BEHAVIOR

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:



- A. abide by Federal, State, and local laws as well as the rules of the school;
- B. respect the civil rights of others;
- C. act courteously to adults and fellow students;
- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;
- H. act at all times in a manner that reflects pride in self, family, and the school.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents/guardians.

The Board authorizes the imposition of fines for the loss, damage, or destruction of School District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to School District buildings or facilities. Therefore, if a student damages or loses school property, the student or their parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. (*Board Policy 5513 – Care of District Property*)

PROHIBITED USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean, but are not limited to:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e. inhalation, ingestion, injection, etc.);
- C. all chemicals which release toxic vapors;
- D. all alcoholic beverages;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. "look-alikes;"
- G. essential oils and oil like products that may be mistaken for a drug;
- H. anabolic steroids;
- I. misuse of over-the-counter drugs or medications;
- J. any other illegal substances so designated and prohibited by law.



The use, possession, concealment, or distribution of any drug, drug look-alike, and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (*Board Policy 5530 – Student Use or Possession of Intoxicants, Drugs, or Paraphernalia*)

USE OF TOBACCO / NICOTINE IS PROHIBITED

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

It shall be a violation of School District policy for any student of the School District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. Specifically, in policy the term “tobacco product” means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; pouches, snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. (*Board Policy 5512 – Use of Tobacco and Nicotine by Students*)

The use of other products containing nicotine, such as nicotine patches, nicotine pouches, or nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with *Board Policy 5330 - Administration of Medication/Emergency Care*.

STUDENT CODE OF CLASSROOM CONDUCT

The school is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers.

Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct.



To ensure adherence to these expectations and principles, the Board has adopted a Code of Classroom Conduct, which applies to all students. (*Board Policy 5500 – Student Code of Classroom Conduct*)

Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time at the discretion of the Administration. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations of the school;
- C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
 - 1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
 - 2. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;
 - 3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
 - 4. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
 - 5. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
 - 6. pushing, striking, or other inappropriate physical contact with a student or staff member;



7. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
 8. using dress or appearance in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
 9. restricting another person's freedom to properly utilize classroom facilities or equipment;
 10. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
 11. throwing objects in the classroom;
 12. repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
 13. behavior that causes the teacher or other students fear of physical or psychological harm;
 14. willful damage to or theft of school property or the property of others; or
 15. repeated use of profanity.
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
1. repeated reporting to class without bringing necessary materials to participate in class activities; or
 2. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.
- E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;
or
- F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Procedure for Student Removal from Class

When a student is removed from class, the teacher shall send or escort the student to the Administration and inform the Administration of the reason for the student's removal from class as soon as possible. The teacher shall provide the Administration with a written explanation of the reasons for the removal of the student by the end of that school day of the student's removal from class.



The Administration will generally give the student an opportunity to briefly explain the situation. The Administration shall then determine the appropriate educational placement for the student.

Student Placement

The Administration shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension, or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the Administration determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures

The Administration shall provide the parent/guardian of a student removed from class-with notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Administration. If the removal from class and change of educational placement involves a student with a disability, the parent/guardian notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and 115.758, Wis. Stats., may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

Definitions

"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

"Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that the teacher hold that license or permit.

"Class" or "classroom" means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the School District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes



regularly scheduled School District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, School District sponsored field trips, after-school clubs, and sporting activities.

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

All disciplinary actions are at the discretion of Administration within the scope provided by Wisconsin State Statutes and Board Policy. It is the Administration's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

The following provides a list of possible administrative responses that may be used relating to student violations:

- A. Conference with Student
- B. Parent Notification
- C. Parent Meeting
- D. Removal from school activities
- E. Detention
- F. Loss of Privileges
- G. In School Suspension
- H. Out of School Suspension
- I. Referral to School Resource Officer
- J. Referral to School Resource Officer for citation
- K. Referral to School Counselor
- L. Referral to outside support services
- M. Referral to Activities Director
- N. Limited use of electronic devices (cell phone, computer, etc)
- O. Removal from class
- P. Restitution
- Q. Restorative Justice
- R. Pre-expulsion
- S. Referral to the School Board for expulsion

Additional responses or consequences outside of this list may be administered as appropriate.

Detentions

A student may serve detention before school, after school, during lunch, or on a Saturday. The Administrator and/or teacher issuing the detention will communicate the pertinent information with the parent(s)/guardian(s). The student and/or their parent(s)/guardian(s) are responsible for transportation.

In-School Discipline



Students may be assigned various amounts of time to be served based on the infraction and at the discretion of Administration. Each student shall arrive on time and with sufficient educational materials to be busy during the suspension.

A student missing any portion of their assigned time will serve their discipline on the next available school day. Parent(s)/Guardian(s) removing their child from school does not absolve the consequence nor the time needed to be served, regardless of if the removal is an excused absence.

Students who purposely miss portions of their assigned time may increase disciplinary action.

The following rules shall apply to In-School Discipline:

- A. Students are required to have class assignments with them.
- B. Students are not to communicate with each other unless given special permission to do so.
- C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- D. Students shall not be allowed to put their heads down or sleep.
- E. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- F. No food or beverages, except for water, shall be consumed, unless approved by Administration. Students assigned in school suspension are allowed to eat lunch in the suspension room. Food and beverages are allowed if the student's detention is during the student's designated lunch hour.
- G. No personal communication devices of any kind, including but not limited to, cell phones, smart watches, or bluetooth headphones shall be allowed in the room.

Transportation to and from all forms of school discipline is the responsibility of the student and/or their parent(s)/guardian(s).

SUSPENSION AND EXPULSION

Board Policy 5610 – Suspension and Expulsion authorizes the use of suspension and/or expulsion as follows:

A. Suspension

1. Duration and Grounds for Suspension

The Administration or a person designated by the Administration may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct including, but not limited to, the following:



- a. Noncompliance with school or Board rules;
- b. Knowingly conveying 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;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or Board member of the School District in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The Administration shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

2. **Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain their conduct.

The Administration, within their discretion, may also inform the student’s parent/guardian of the reason for the proposed suspension prior to suspending the student.

3. **Notice of Suspension**

The parent/guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension. Oral notice may also be given to the student’s parent/guardian; however, it will be confirmed in writing.

4. **Sending a Student Home on the day of the Suspension**



Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Administration shall attempt to contact the student's parent/guardian to request that the parent/guardian pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. **Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

6. **Reference to the Suspension in the Student's Record**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records. (*Board Policy 5610 – Suspension and Expulsion & Board Policy 5611 - Due Process Rights*)

7. **Co-Curricular or Extra-Curricular Participation**

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

B. **Expulsion**

1. **Grounds for Expulsion**

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- A. Repeatedly refused or neglected to obey the rules established by the School District;
- B. Knowingly conveyed or caused 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;
- C. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- D. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority



or endangered the property, health or safety of any employee or Board member of the School District in which the student is enrolled; or

- E. Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. **Expulsion for Bringing a Firearm to School**

The Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. **Expulsion Hearing**

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and their parent/guardian/guardian if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent/guardian if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent/guardian may be represented at the hearing by counsel.

4. **Expulsion Order**

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. **Student Records**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records.

Discipline of Disabled Students



Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law. Administration reserves the right to conduct searches of student(s) and/or student belongings prior to/after field trips and overnight events. The Board directs that the searches may be conducted by the building principal, assistant principals, School Resource Officer, and/or designee.

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. Arrowhead Union High School District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

The student assumes all responsibility for the contents of the assigned lockers. Arrowhead Union High School District is not liable for any losses that the student may incur. Students should never leave lockers unlocked or share their combination with other students. Students are encouraged to lock up personal items in locker rooms as well. Administration or designee may take possession of items which are found illegally possessed or which are in violation of the Arrowhead Student Handbook.

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

All computers located in classrooms, labs, and offices of Arrowhead Union High School District are the School District's property and are to be used by students, where appropriate, for educational purposes. The School District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the School District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by Arrowhead Union High School District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the School District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

The School District also retains the right to reset or change any student's password if deemed necessary.

No strip searches will be conducted by any employee of Arrowhead Union High School District, but may be conducted by law enforcement officials, if deemed necessary.



The Board has authorized the Administration and/or SRO to use metal detectors/wanding devices for the search of persons under reasonable suspicion. Refusal of search is considered an admission of guilt.

The Administration may arrange for a breath test for blood-alcohol to be conducted on a student whenever a staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Administration will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Administration retains the right to arrange a breath test for blood-alcohol to be conducted on a student prior to participating in a school-sponsored activity, e.g. Homecoming.

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the Superintendent, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

Anything found in the course of a search which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and held or turned over to the police. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement. (*Board Policy 5771 - Search and Seizure*)

Random drug testing is considered a search. (*Board Policy 5530.01 – Random Drug Testing for Students*)

RANDOM DRUG TESTING FOR STUDENTS

Board Policy 5530.01

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

The District will test for the presence of certain substances which may include, but are not limited to, the following: alcohol, metabolites of nicotine, marijuana, opiates, cocaine, amphetamines, phencyclidine (PCP), or any other substance which is defined as a controlled substance by the



Uniform Controlled Substance Act, 961.001 et seq., Wis. Stats., and as subsequently amended, unless that substance has been taken pursuant to a legal prescription.

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

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

Students remain eligible for random drug testing throughout the remainder of their enrollment as a student in the District, whether or not the student has been previously tested or is currently participating in athletics, co-curricular activities, or parking on campus at the time the student might be selected for a drug test.

A positive test will be defined as the presence of any substance(s) listed above, the tampering with specimen(s) of test(s), or refusal to participate in testing.

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

The Board directs the Superintendent to ensure that random student drug testing procedures hold the highest regard for student privacy and confidentiality of test results.

The Superintendent will be responsible for submitting an anonymous, statistical status report to the Board on an annual basis.

Arrowhead UHS District 2024

Legal

961.001, Wis. Stats.

Supreme Court ruling, Board of Educ. of Ind. Sch. Dist. No. 92 of Pottawatomie Cnty. v. Earls et al., 536 U.S. 822 (2002)

PROHIBITED USE OR POSSESSION OF LEGAL BELONGINGS

Items that are prohibited personal property by school rules and/or otherwise disruptive to the teaching and learning of others include, but are not limited to:

- A. Latex (rubber) balloons because of students with latex sensitivity and latex allergies. Mylar balloons are allowed with the prior consent of administration;
- B. Laser or flashlights/pointers;
- C. Lighters, matches, or any other flammable materials;
- D. Food in classrooms without teacher permission;
- E. Toys, gags, fidgets, or gimmicks, etc. that are not conducive with the learning environment;



- F. Speakers;
- G. Noise-makers;
and
- H. Liquid or aerosol spray that produces strong or foul odor.

Such items may be confiscated permanently by school authorities and/or other disciplinary measures may also result.

STUDENT RIGHT OF EXPRESSION

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials with prior permission from administration. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, or vulgar;
 - 2. advertises any product or service not permitted to minors by law;
 - 3. intends to be insulting or harassing;
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event; or
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.
- C. Students may not use school resources to print displays or relevant materials.

Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

STUDENT DRESS AND APPEARANCE

The school recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference. The school will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Students may not go barefoot at any time. Hats, hair coverings, and other outer garments shall be stored in school lockers. Items of clothing of a suggestive nature are not allowed. This includes, but is not limited to, bandanas, bare midriffs, cleavage, and extremely short skirts and/or shorts.



Undergarments should not be visible. Items of clothing with inappropriate or harassing language, including alcohol and drug related phrases, logos, or pictures are prohibited.

The school has established appropriate dress and appearance guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or appearance practices that:

- A. present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
or
- D. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A uniform or specific dress requirement may be enforced for students when representing the school.

In enforcing the dress code, the following procedures shall be used:

- A. the Administration shall serve as the initial arbiter of student dress and grooming in their building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, Administration shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or form of hatred of others

Dress that is otherwise protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.



No protected speech may be prohibited on the basis of disagreement by school officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian. (*Board Policy 5511 – Dress and Appearance*)

STUDENT SUGGESTIONS AND COMPLAINTS

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the Administration.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Administration.

STUDENT DUE PROCESS RIGHTS

Board Policy 5611 - Due Process Rights recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The suspended student, and if a minor, the parent/guardian of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parent/guardian may within five (5) school days following the beginning of the suspension, have a conference with an Administrator. This conference will serve as the opportunity for the student to respond to the charges against the student. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged. (*Board Policy 5610 – Suspension and Expulsion*)

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and their parent(s)/guardian(s) must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent(s)/guardian(s) to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their parent/guardian may appeal the expulsion consistent with 120.13, Wis. Stats. (*Board Policy 5610 – Suspension and Expulsion*)



SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route is available on Skyward Parent Portal or by contacting the main office at South Campus.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Administration.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent/guardian is submitted to the Administration stating the reason for the request and the duration of the change, and the Administration approves. (*Board Policy 8600 - Transportation*)

BUS CONDUCT

It is a privilege to ride the bus to school. All expectations for student behavior and language identified also apply to the school bus. Students who are riding a bus to and from school or utilizing transportation services outside of the District provided by the District are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. Any inappropriate behavior will be reported to the Administration for disciplinary action.

The driver is responsible for student safety and may assign seating or direct the student(s) in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Prior to loading the bus (on the road and at school)

Each student shall engage in the following, which includes but is not limited to:

- A. Be on time at the designated loading zone;
- B. Board only at designated loading zones;
- C. Stay off the road at all times while walking to and waiting for the bus;
- D. Line up single file off the roadway to enter;
- E. Wait until the bus is completely stopped before moving forward to enter;
- F. Refrain from crossing a highway until the bus driver signals it is safe;
- G. Go immediately to a seat and be seated.

It is the parent/guardian's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall engage in the following, which includes but is not limited to:



- A. Remain seated while the bus is in motion;
- B. Keep all body parts inside the bus at all times;
- C. Not litter in the bus or throw anything from the bus;
- D. Keep all personal belongings out of the aisle and walkways;
- E. Be courteous to all bus drivers and riders;
- F. Not eat;
- G. Not play games, cards, etc.;
- H. Not play loud music or sound(s);
- I. Not distract or attempt to distract the bus driver or other driver(s) on the roadways;
and
- J. Not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall engage in the following, which includes, but is not limited to,:

- A. Remain seated until the bus has stopped;
- B. Take all personal belongings with them;
- C. Leave the bus only at designated zone;
- D. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
and
- E. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school, unless the driver has proper authorization from school officials. If a parent/guardian approves of their child exiting their bus at an alternate location, permission must be obtained by the attendance office no later than 2:00 PM on the day of the request via email address listed on the student's Skyward account or phone.

At all times

Each student shall not engage in the following, which includes but is not limited to:

- A. Possess or use CBD;
- B. Possess or use intoxicants, drugs, alcohol, or other paraphernalia;
- C. Possess or use tobacco or nicotine;
- D. Possess or use a weapon, look-alike, or other item that might cause bodily harm to persons on the bus;
- E. Possess or use lighters, matches, or any other flammable materials;
- F. Possess or use laser lights/pointers;
- G. Possess or use noise-makers;
- H. Posses toys, gags, or gimmicks;
- I. Possess snow or ice;
- J. Throw snowballs or any other objects in or at the bus or its persons.

Each student shall engage in the following, which includes but is not limited to:



- K. Keep all body parts to self;
- L. Obey directions given by the driver;
- M. Keep the bus clean, safe, and sanitary;
- N. Pay for any damage they caused.

CAMERAS ON SCHOOL BUSES

The Board has authorized the installation of cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and their actions were recorded on the bus camera, the recording will be submitted to the Administration and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (*Board Policy 8600 - Transportation*)

PENALTIES FOR INFRACTIONS

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding transportation provided by AHS. Students may be suspended from riding temporarily, (such as for the rest of the month), or permanently revoked. Some infractions may be referred to law enforcement which may result in a citation.

If a student is removed from the bus, parent(s)/guardian(s) are responsible for securing transportation to and from school as well as ensuring their student arrives at school on time.

OPERATION OF VEHICLES ON DISTRICT PROPERTY (Board Policy 5515)

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

If a student's parking permit is suspended or revoked, no fees will be refunded. Failure to comply with these administrative guidelines may result in loss of privileges and/or disciplinary actions for the student.

The following rules shall apply.

1. A regular or temporary permit must be displayed, at all times, on any vehicle parked on campus. Fraudulent reproduction or use of a parking permit may result in a police citation and/or loss of parking privileges. Motorcycles and scooters must display a sticker.
2. Replacement permits will be issued only with a signed note from a parent and a \$20 replacement fine.
3. Students without a regular permit are allowed 3 temporary permits a semester, available from the front office at the beginning of the school day.
4. Students shall park only in designated student lots. Student lots at North Campus are lots D, E, and F (student area only). If these lots are full, students must park at the Mullett Ice Center. South Campus students shall park in Lot B or in the tennis courts parking lot. Drivers are prohibited from driving or parking on any natural areas of District property.



5. Students enrolled in an automotive technology class need a special "auto class" tag as well as their student parking permit. These students shall park in spaces with an "A" marking on the pavement in lots G & H. Auto parking permits are issued by the automotive technology teacher.
6. Once in attendance at school, students are not permitted to enter the parking lot during the school day without permission from the office.
7. Parking permits must be placed on the rearview mirror facing the windshield. Motorcycles and scooters must display the sticker on the back of the mirror or windshield.
8. If a student's parking permit is suspended or revoked, no fees will be refunded. If a student has their parking privilege suspended, the student may not allow someone else with a parking permit to drive their vehicle to school.
9. All traffic must stop when school buses are leaving the grounds.
10. Use of automobiles will be governed by the laws of the State of Wisconsin.
11. The speed limit on campus is 15 miles per hour.
12. Any vehicle left on campus more than 72 hours, unless there are extenuating circumstances and authorized by the Administration, may be towed. If a vehicle is towed from the premises, the student is responsible for all towing costs.
13. Students who drive for the first semester only must turn in their permit to the office or be charged for the second semester.
14. Students may be issued a school parking violation fee for failure to follow any of the above parking rules, or those contained in the Student Handbook.

In an effort to provide a safe and secure area for student motor vehicles, and to effectively administer the flow of student traffic, the school has assigned a staff member to supervise and coordinate the motor vehicle program. In addition, police officers regularly patrol school grounds.

Motor Vehicle Parking and Operation Regulations

A. AHS is a closed campus. Failure to follow these rules and requirements will result in loss of parking privileges without refund.

1. I will not use my vehicle to drive between North and South Campus for any reason including inclement weather, or leave anytime during the school day, including lunch, without permission.
2. I will not leave without parent permission and an ePass from the office. If I do, I will lose my parking privileges.
3. I will not allow my vehicle to be used by other students during the school day.
4. I understand it is illegal to transport alcoholic beverages or any illegal substances in my vehicle.
5. I understand that my vehicle can be searched by the authorities and/or a canine unit.
6. I understand that my parking privileges can be revoked for excess tardies or unexcused absences (all or part of a day) in a semester, or at the discretion of administration.
7. I understand that I cannot hold the school responsible for damage or theft while my vehicle is parked on school property.
8. I will not drive to class events/field trips.
9. I will not drive unsafely. If I do, I will lose my parking privileges and/or receive a citation.
10. I understand that the purchase of my parking permit enrolls me in the candidate pool for Random Drug Testing (Board Policy 5530.01)
11. Multiple parking violations can result in loss of my parking privileges.



B. Arrowhead High School's Resource Officer will issue a \$20 school parking violation fee for any of the following violations:

1. Parking in the fire lane
2. Parking in the faculty lot
3. Parking in a visitor spot
4. Parking on the sidewalk or roadway
5. Parking on the grass
6. Parking in more than one space
7. Parking in the auto lot without an auto pass
8. Parking in handicap parking
9. Parking in unmarked space
10. Student permit not displayed

C. Parking violation payments can be made via exact cash or checks payable to Arrowhead High School and turned into the North Campus or South Campus offices. Violators will have 45 days to make payment. 30 days after the original violation, the registered owner of the vehicle will be contacted by the School Resource Officer in regards to the 45-day payment due date. If not paid within 45 days, an additional school parking violation fee (\$100) will be issued. Repeat offenders may also receive a parking violation fee of \$100. On the date of violation, a student and guardian will be notified that the \$100 violation fee will be added to the student's Skyward account. Each offense will be on a case by case basis. All contested violations may be reviewed by the School Resource Office, at the request of the student.



ARROWHEAD FIGHT SONG

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

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