

PARENT AND STUDENT
HANDBOOK
2019 - 2020
ARCADIA PUBLIC SCHOOLS
302 West Owens
Arcadia, NE 68815
(308) 789-6522 – Phone
(308) 789-6214 - Fax

Arcadia Parent Student Handbook

Foreword

The Arcadia Public School is an equal opportunity education institution and will not discriminate on the basis of race, color, natural origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact Mr. Mike Williams, Arcadia Public School, (308) 789-6522.

Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about the Arcadia Public School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Members of the Board of Education

Name	Contact Information
Jess Trotter, President	789-6371
Andy Meyer, Vice President	202-0024
Jolene Greenland, Secretary	935-1630
Amber Veskerna, Treasurer	789-6679
Erin Dorsey	750-4792
Justin Hurlburt	202-1517

Administrative Staff

Name	Position
Mike Williams	Superintendent
Craig Trampe	Elementary/ Secondary Principal

Teaching Staff

Name	Department
Asche, Trysta	English
Becker, Kelsi	Pre-school Teacher
Conner, Mindy	Family Consumer Science/Counselor
Ekberg, Michele	Speech Language Pathologist
Habe, Aaron	Physical Education
Houdek, Brandon	Social Science
Hurlburt, Bobby	3 rd /4 th Grade
Hunter, Megan	Art
Kaps, Wilma	Kindergarten
Kuszak, Jennifer	Spanish Teacher
Lange, Lindsay	1 st /2 nd Grade
Lueck, Rebecca	Reading Specialist
Meyer, Brian	Math Specialist
Ritz, Harry	Mathematics
Roy, DeeAnn	5 th /6 th Grade
Scheideler, Chrisinda	Ag/FFA
Scott, Mike	Math/Industrial Tech
Scott, Sarah	SPED/Resource
Tonniges, Jerilyn	Music/Band
Wadas, Marie	Science

Support Staff

Name	Position
Bauer, Vicki	Administrative Assistant/Receptionist
Berry, Ray	Bus Driver
Blaha, Shelly	Food Service
Charles, Barb	Para Educator
Chelewski, Diane	Receptionist/Route Driver
Dorsey, Julie	Para/Route Driver
Habe, Deb	Computers, Technology
Lewandowski, Nicci	Head Food Service
Ohme, BJ	Para Educator
Pierson, Lori	Custodian
Teply, Rod	Bus Driver
Thompson, Rob	Para Educator
VanSlyke, Caryl	Para Educator
Weaver, Crystal	Para Educator

Sponsors and Activities

Sport/Activity	Name	Title
MUSIC		
Instrumental	Jerilyn Tonniges	
Vocal	Jerilyn Tonniges	
PLAY PRODUCTION		
	Becky Lueck	Head Coach
	Delta Sears	Assistant Coach
CHEERLEADERS	Kristi Dorsey	
SPEECH		
	Becky Lueck	Head Coach
	Megan Hunter	Assistant Coach
NATIONAL HONOR SOCIETY		
High School	Trysta Asche & Becky Lueck	
Elementary	DeeAnn Roy	
QUIZ BOWL		
High School	Jennifer Kuszak	
Elementary	DeeAnn Roy	
SCIENCE OLYMPIAD	Marie Wadas	
STUDENT COUNCIL	Megan Hunter	
ANNUAL	Trysta Asche & Megan Hunter	
CLASS SPONSORS:		
Class of 2019	Mindy Conner	
Class of 2020	Sarah Scott	
Class of 2021	Marie Wadas	
Class of 2022	Megan Hunter	
Class of 2023	Julie Dorsey	
Class of 2024	Brian Meyer	

Welcome to Arcadia Public School

Philosophy

All progressive nations recognize that if the economic, social and political structure of a nation is to be healthy, its citizens must be trained in many fields of endeavor. Hence they have all set up systems of public education supported by governmental treasuries.

In addition, our nation recognizes the rights of equal opportunities for all citizens. The schools must consider the needs of every person, adults as well as children. The public schools cannot tolerate discrimination of any kind.

Since the schools exist for and are paid for by the citizens, the programs offered should be those desired by the people served and not necessarily those an employee of the district thinks are of greatest importance. In the public schools, the freedom to teach must never abridge the freedom of the majority of the parents to choose through their elected representatives what they want for their children.

It is the duty of educators to provide the leadership necessary to establish curriculums that develop all citizens to their greatest potential for a world community service and fulfillment of desires for personal happiness and security.

School Mission Statement

Create Inspire Learn

Vision Statement

It is the vision of Arcadia Public Schools, in partnership with parents and community, to work together in a positive environment to inspire students to become critical thinkers, problem solvers and lifelong learners

School Improvement Goal

1. Students will increase reading comprehension across all curricular areas.

DISCLAIMER

The School District of Arcadia, #21, of Valley County presents notice that this handbook is not a contract and may be changed at any time by majority vote of the Board as circumstances may require. Changes will be posted.

This handbook presents notice of expected behavior and consequences, as well as guidelines of programs, activities and information. It shall be reviewed annually by the Board of Education.

Privacy Act

Parents and eligible students (over age 15) may have the right to:

1. Review student records, to request amendments and to challenge denial of amendments.
2. Prevent disclosure of records not of a routine nature, by written request.

Release of information required by Nebraska Law will not be affected, however, parents may request information of any law enforcement request.

Confidentiality Disclaimer

Notice is given that release of family or student information, will be done as described in the Family Educational Rights and Privacy Act (FERPA). Students' rights will be protected until released to parent or student. The school holds no responsibility if information, once released, is not protected.

Notice of Non-Discrimination – Under Title IX – Title VI, Section 504

The Arcadia Public School does not discriminate on the basis of race, color, national origin, gender,

marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Title: Superintendent

Address: PO Box 248, Arcadia, NE 68815

Phone #: 308-789-6522

If parents, employees and students do not feel that their complaints regarding Title IX, Title VI, and Section 504 have met with resolution at the local level, they can appeal their grievances to the regional Dept. of Education, Office for Civil Rights. This would be their final opportunity for resolution.

Contact: Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; TDD- 816-437-0833; fax- 816-823-1404

Notice of Harassment/Bullying Policy

Students will be free of harassment by students, groups of students, or sponsors. “Deliberate indifference” will not be tolerated. Students reporting incidents will be free from reprisal. Hearsay may be used. All reports will be followed up by the sponsor; Principal; or Board of Education; as claim might dictate, toward resolution in a prompt and equitable manner

Sexual Harassment Policy

Policy: GBCDE

It shall be the policy of the Arcadia School District #21 to provide an environment free from sexual harassment as defined by the U.S. Equal Employment Opportunity Commission, Section 703 of Title VII. Sexual harassment may include, but is not limited to the following:

1. Verbal harassment or abuse
2. Request for sexual activity
3. Remarks to a person with sexual or demeaning implications
4. Unwelcome touching, inferences or photos
5. Suggestions with offensive inference, in regards to gender
6. Conduct by an employee or employees directed against a student of the opposite sex which has the effect of interfering with the academic performance of the student, or creating an intimidating, hostile, offensive or unsafe learning environment

Any person who alleges sexual harassment by a staff member or student is to report the incident to his immediate supervisor, Principal or Superintendent. The grievance procedure shall be followed to resolve the allegation. The initiation of a complaint of sexual harassment will not cause any reflection on the reporter, pending full investigation.

Federal - Every Student Succeeds Act (ESSA)

Notice is given to parents of the District that ESSA shall be the policy of the District and parents may inquire about the qualifications of their child’s teachers and/or para-educators. Parents have a right to not allow military recruiters access to their child’s information. Parents have a right to opt out of allowing their child to participate in student surveys. Parents have a right to withdraw their child from the program of Safe & Drug Free Schools. Notice is also given that the school has a Parent Involvement Policy.

Every Student Succeeds Act Notices to Parents

1. Teacher qualifications & Para-educators
2. Notice if substitute teaches over 4 weeks and qualifications of highly qualified.

3. Must report progress of all teachers highly qualified and teaching core subjects.
4. If child receives services by para-educator and qualifications
5. Administration must “assure” in writing that the school is in compliance and available upon request in office.
6. Student records – (FERPA) Notice of claim for adoption
7. Military recruiters may be given student information unless parents request it not be
8. Student Privacy – parents must have notice of student participation in any survey. Also any health screenings other than State Law requires, with the school nurse.
9. Safe & Drug Free School Policy – Notice of content of program – Parents may withdraw upon request.
10. Homeless Students: The school will designate a coordinator to act with student and their rights.
11. Title I – Parental Involvement Policy must give notice to parents of policy.
12. If classified as school “Need for Improvement” notices must also be given to parents.
13. Schools must report annual “report card” concerning student achievement and progress of meeting goals of ESSA.
14. Special Ed IDEA and Rule 51 notices – Child Find statement and contact person to receive information.

No Child Left Behind

Section 1119(i) of NCLB

The Arcadia Public Schools hereby attest that the District is complying with the “highly qualified” provision of No Child Left Behind, Title 1 Federal Law.

Superintendent of Schools
Mike Williams

Unsafe School Choice Option

Notice is given to parents of this district that a statewide policy has been adopted by the Federal government which states that a student attending a public elementary or secondary school which has been determined to be persistently dangerous, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense while in or on the grounds of the school that the student attends, shall be allowed to attend a safe public elementary or secondary school within the local educational agency, including a public charter school.

Asbestos Notice

Current Federal Regulations require all schools inventory asbestos containing materials (ACM) and develop a management plan to identify and control ACM in their buildings. The presence of asbestos in a building does not necessarily endanger occupants. As long as asbestos-containing material (ACM) remains in good condition and is not disrupted, exposure is unlikely. When building maintenance, repair, renovation or other activities disturb ACM, or if it is damaged, asbestos fibers are released creating a potential hazard to building occupants. The plan for the Arcadia Public Schools was submitted to the Governor of Nebraska October 12, 1988, and available for inspection (without cost) to the general public, teachers, and other school personnel. The plan will be made available within 5 working days after receiving your request. For further

information contact Mike Williams, Superintendent, phone 308-789-6522. The school may charge for copies of the plan.

IDEA – Special Education Notice

The Individuals with Disabilities Education Act (IDEA), contained in Title 20 of the United States Code, Sections 1401 to 1461, is intended to insure that all children with disabilities have available to them a free appropriate public education that includes special education and related services designed to meet their unique needs. In order for a student to be eligible for special education services, he /she must be evaluated by a MDT team and the team must determine that the student fits within one of the categories of disabilities contained in the Act, including Section 504. Students who are eligible for special education services receive those services pursuant to an Individualized Education Plan (IEP). The IEP, which is developed by a team including a school district representative, the child's teacher and the child's parents, contains all of the special education services the student will be receiving and is designed to provide the child with a free appropriate education.

Child Find Policy

If patrons know of a youth in the district that might qualify, they should contact the Superintendent of Schools at 308-789-6522

Nebraska's Child Health Insurance Program and Reaching For A Healthy Future - L.B. 1063 (Kids Connection)

Availability of health insurance to children within Nebraska Medicaid Program provides health care coverage for children whose family income qualifies them. The program is designed to provide coverage for routine health care and pregnancy. For more info, call the school office or Nebraska Health and Human Services at 402-471-0541.

Drug Testing

The District may in some instances require random drug testing prior to admission to school activities. It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including: short-term suspension, long term suspension; expulsion; or referral to appropriate authorities for criminal prosecution. The Supreme Court has ruled that random drug sampling of athletes is legal.

Mutual Respect

The Arcadia Public School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated. We shall honor each other's space, physical or verbal.

Multicultural Policy

The United States of America is a nation of individuals who have roots throughout the world. It is also a society of many racial, ethnic, language, and cultural groups. An appropriate

acknowledgement and appreciation of these facts, along with a development of a sense of self-esteem and respect for the dignity and worth of all people are among the goals of education in a free society. The school should prepare its students to appreciate, support, and function in a pluralistic society. Through the perspective of multicultural education, educators can recognize and provide for the diversity within the curriculum, instruction, guidance, and staff development components of the school program.

1. Arcadia Schools will utilize the resources of curriculum, instruction, in service, counseling and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern-day United States of America by observing the following objectives:
 - a. To select materials and methods that will eliminate bias and stereotype in our schools.
 - b. To encourage all students to grow in self-esteem and to understand and develop their academic and human potential.
 - c. To guard against the grouping of students that reflects racial, ethnic, language, or cultural bias. From this basis, the staff will assess their particular academic program using the following indicators:
 1. Cooperative learning and teaching are taking place.
 2. Teachers and other staff are provided in-service and training teaching techniques and strategies for a diverse society.
 3. Teachers maintain high expectations for all students.
 4. Prejudice, discrimination and bias are absent or at a minimum.
 5. Students have an awareness of the world outside their own community.
 6. Teachers support and recognize the individual abilities of all students.
 7. Classroom teachings, cafeteria offerings, newsletters, assemblies, bulletin boards, extracurricular offerings all serve as indicators that a multicultural integration is taking place.

School Day Daily Schedule

(Monday-Thursday)

Period 1 8:05 – 8:55
 Period 2 8:57 – 9:47
 Period 3 9:49 – 10:39
 Period 4 10:41 – 11:31
 Period 5 11:33 – 12:23
 Elementary Lunch 11:33 – 12:23
 Secondary Lunch 12:23 – 12:54
 Period 6 12:56 – 1:46
 Period 7 1:48 – 2:38
 Period 8 2:40 – 3:30

Elementary (Grades K-6)
 Start 8:05am Dismissal 3:30pm

Late Start (10:00)

Period 1 10:00 – 10:36
 Period 2 10:38 – 11:06
 Period 3 11:08 – 11:46
 Period 4 11:48 – 12:26
 Elementary Lunch 11:48 – 12:26

(Friday)

Period 1 8:05 – 8:46
 Period 2 8:48 – 9:29
 Period 3 9:31 – 10:12
 Period 4 10:14 – 10:55
 Period 5 10:57 – 11:38
 Period 6 11:40 – 12:21
 Elementary Lunch 11:40 – 12:15
 Secondary Lunch 12:21 – 12:51
 Period 7 12:53 – 1:34
 Period 8 1:36 – 2:17

Early Dismissal (2:00)

Period 1 8:05 – 8:45
 Period 2 8:47 – 9:27
 Period 3 9:29 – 10:09
 Period 4 10:11 – 10:51
 Period 5 10:53 – 11:33

Secondary Lunch 12:26 – 12:58

Period 5 1:00 – 1:36

Period 6 1:38 – 2:14

Period 7 2:16 – 2:52

Period 8 2:54 – 3:30

Period 6 11:35 – 12:05

Elementary Lunch 11:30 – 12:00

Secondary Lunch 12:05 – 12:35

Period 7 12:37 – 1:17

Period 8 1:19 – 2:00

Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Local news media will be notified when inclement weather warrants such action. Our messaging service will again be used via the telephone to each family and the radio and television stations broadcast this information regularly. School closing will be announced on TV stations KOLN – Grand Island and NTV – Kearney. Radio stations KRVN – Lexington, KCNI – Broken Bow, KBBN – Broken Bow, and KNLV – Ord.

Decision to Close Schools

A decision to close school is made when forecasts by the weather service and current weather conditions indicate that it would be unwise for students to go to school. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be canceled (bus transportation or student activities).

After School Starts

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the media, if possible, will broadcast the notice and parents should have a plan in place to accommodate these circumstances.

Parental Decisions

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day.

What Not To Do

Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning when the local sirens are sounding. Students and staff members practice tornado safety procedures regularly. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the news media.

NOTE:

- If school is dismissed early because of poor driving conditions, bus drivers will be asked to report in once the route is completed and they are safely home.
- If school is dismissed early because of poor driving conditions, students who drive to and from school in personal vehicles will be asked to leave their name in the school office before they leave and to call the school when they arrive at their destination.

Emergency Procedures

Arcadia Public School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Incident Response.

Fire Drills

An average of one fire drill will be held per month during the school year. Students shall walk from the building in an orderly file according to the following arrangements:

Band Room	Rear of Band Room
Library/Media	West Stairs-South Exit
CR Room	West Stairs-South Exit
English	West Stairs-South Exit
Math	West Stairs-South Exit
Foreign Language	East Stairs-South Exit
Social Science	East Stairs-South Exit
Science	East Stairs-South Exit
Kindergarten	South Exit
1 st & 2 nd Grade	East Door Classroom
3 rd & 4 th Grade	East Door Classroom
5 th & 6 th Grade	South Exit
Resource Room	South Exit Main Lobby
Old Gym	South Exit Tech End
New Gym	West Exit in Gym
Art	South Exit
Family Consumer Science	South Exit
Industrial Tech	East Exit in Shop
Cafeteria	South Exit

- On hearing the fire bell, move quietly to the assigned exit in single file.
- Once outside the building, continue to move away from the building so that all students will have room to exit.
- In extreme emergency, when exits may be blocked, pull the lower windows open and exit through the windows.
- Be prepared for an alternate route.

Tornado Drill Procedures

Tornado drill will be signaled by short blasts of the bell or information on intercom. Teachers are to take their classes to the area designated below. Everyone is to sit on the floor, cover his or her head and wait for the all clear.

Secondary Boys
Secondary Girls
Preschool
Kindergarten
1st & 2nd Grade
3rd & 4th Grade
5th & 6th Grade

Boys Shower in New Gym
Girls Shower in New Gym
Girls Restroom New Addition
Girls Restroom New Addition
Girls Restroom New Addition
Boys Restroom New Addition
Boys Restroom New Addition

Go immediately to your designated area; disregard windows and property.

Incident Report

An Incident Report is for the reporting of accidents or assaults. Sponsors will fill out an Incident Report when a student is injured while under their supervision.

Open Campus/Lunch

All students are required to remain on campus during the school day. Arcadia Public School operates as an open campus during lunch period. This is a privilege that can be taken away from one or from all. If a student is late for school you must tell the cooks if you are eating or wait until the end of the line and hope there is enough for you to eat. If a student must leave before lunch and has signed up to eat, let the cooks know that you won't be eating. During bad weather, K-6 will use both the new and old gym for recess. Gym shoes must be worn in both gyms. Students are not to be in the hallways or in any classrooms without supervision by a teacher. Teachers who give passes for students to see them over noon hour are urged to let the noon supervisor know. Students are not allowed to bring food into the school during the lunch period without prior administrative approval. However, personal lunches brought from home are allowed.

Cafeteria Rules:

1. Deposit all lunch litter in wastebaskets. Return all trays and utensils to the designated area.
2. No food may be taken from the cafeteria.
3. Students who are just buying milk will go through the regular lunch line.
4. Students are limited to the following areas during the lunch period:
 - a. The cafeteria
 - b. The restrooms nearest the cafeteria
5. All pop is prohibited during the lunch period from 10:30am-1:30pm, as per federal law.
6. As long as breakfast items are being served within the school, students that bring edible items must consume the item(s) before they enter the school building. Breakfast will be served beginning at 7:40 a.m. through 8:00 a.m.

Parents are requested to keep lunch accounts current.

LUNCH : K- 6th grade \$1.90 - 5 meals = \$ 9.50
 7th – 12th grades \$2.10 - 5 meals = \$ 10.50

BREAKFAST – K-12 1 meal = \$1.05

MILK or JUICE - \$.40 per carton (without meal)

ADULT PRICES – Lunch - \$2.80 – Breakfast - \$1.40 - Milk - \$.40

Our lunch program, in accordance with Federal law and U.S. Department of Agriculture policy, is prohibited from discrimination on the basis of race, color, national origin, gender, age, disability, or dress.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Emergency Contacts and Change of Address

Parents/guardians are asked to fill out emergency contact forms at the beginning of each school year. This information is entered into a database and used when parents/guardians need to be reached. It is important to your children that we have your current address and telephone number. Please inform the school office when you are planning to move within or from our school district or if any contact information changes.

Weekly Schedules

The office publishes a weekly schedule, which is distributed on the last school day of each week. It contains information such as classroom activities, seasonal reminders and activities that pertain to our K-12 schools. Students, parents, faculty and staff should refer to this schedule when making plans.

Entering and Leaving the Building

Beginning of School

When students arrive at school on a normal school day: grades 7-12 should report to the Lobby Area. Students in Pre K-6th should report to the old gym. The first bell will ring at 8:00am. The 8:05am bell will signal the start of classes. Students are to stay in their designated area and are not to go to any other part of the building without permission.

During the School Day

Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

End of School

Our regular school day ends at 3:30 p.m. Make-up work, special help, assignments after school, club meetings, and other school activities may begin at 3:30 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students should clear the building as soon as possible.

Visitors

All visitors must report to the office upon entering the west entrance, to sign in, in order to receive a visitor's pass. A visitor from another school district may only visit the school twice for the whole year. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the west front entrance to the school.

Classroom Visitation

We encourage you to visit your child's classroom. As a courtesy, please notify the office/or classroom teacher ahead of time when you plan to visit. We ask you to be knowledgeable of these visitation rules:

1. Please try to limit your visit to the time that it takes the teacher to instruct approximately two subjects.
2. If you wish to visit during a specific lesson or subject, you will need to discuss the daily schedule with the teacher or principal.
3. No preschoolers please. They will distract other pupils. We want you to be able to focus your attention on your child's participation in the class.

Pets/Animals

Animals should not be brought to school without prior approval from the principal.

Smoke-Free Environment

Arcadia Public School declares all of our school's building to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children.

Care and Use of School Property

1. Students are responsible for the proper care of all books, computers, Laptops, equipment, supplies and furniture supplied by the school.

LIBRARY RULES

1. NO food, candy, drinks, etc. in library
2. If other students are reading or studying, please use quiet voices if you need to talk.
3. Reference books may only be checked out with permission of librarian.
4. Encyclopedias may only leave the library with permission to make a copy.
5. Check out magazines, newspapers, and vertical files by signing the sheet at the checkout desk.
 - a. Newspapers need to be checked out one period at a time.
 - b. Magazines and vertical files may be checked out for two weeks.
 - c. Even if they are to only be read for one period, they must be checked out.
 - d. To check these in, place them on the checkout desk and mark the sign-out sheet at desk.
6. Books may be checked out for two weeks.
 - a. Sign your name on the book card, stamp it, and place it in the check out box.
 - b. Stamp your book also, that way you know when your book is due.
 - c. Please sign both of your names if there is another student with the same first name.
 - a. To return a book, just place it in the return box beside the checkout desk.
 - d. If books are not renewed on their due date, the computer will put student on the overdue list.
 - e. To find your card in the checkout box, locate your due date, then locate the number _____ of your book.
 - f. If your book is overdue, you will find it behind the overdue tab in the checkout box.

- g. An overdue list is posted on the library window every morning for 7-12 students and a list is given to every elementary teacher.
 - a. It is the student's responsibility to check these lists.
- h. After being on the overdue list for two days, the student will be assessed a fine for every day until the book is renewed or checked in.
 - a. If a student is sick for several days and is unable to renew their book, special consideration is given to remove the fines when they return.
 - b. Fines are as follows: (excludes weekends)
 - i. Grades 7-12: 20 cents a day
 - ii. Grades 5-6: 15 cents a day
 - iii. Grades 3-4: 10 cents a day
 - iv. Grades 1-2: 5 cents a day
 - v. Kindergarten: No monetary fine
 - c. If a book is lost; the student must pay to replace the book.
- d. All fines are used to purchase needed items for the library, and to replace old & battered books.

Overdue – Lost Material Policy

Elementary Level

1. When items are not returned by the due date, they are placed on an overdue list, and students are notified at least weekly through their classroom teachers.
2. The Library Media Specialist may contact a student's parents or guardians and/or restrict a student's library media center privileges when the student continually has overdue items, or has items overdue for an excessive length of time.
3. If a student reports an item lost, parents or guardians will be notified. The original purchase price is charged for books plus a replacement fee of \$3.00 for books or \$2.00 (plus the \$3.00 replacement fee) for a periodical. The replacement fee is charged to help offset the additional costs that are incurred when items need to be reordered (i.e. shipping and handling, item price increases).
4. If a student damages an item, a charge for repair or rebinding may be made at the discretion of the Library Media Specialist.

Secondary Level (7-12)

1. When items are kept beyond the checkout period, a fine of \$.10 is charged for each school day the item is late.
2. Fines cannot total more than the purchase price of the item.
3. When items are lost, students are charged the original purchase plus a replacement fee of \$3.00 for books or \$2.00 (plus the \$3.00 replacement fee) for periodicals. The replacement fee is charged to help offset the additional costs that are incurred when items need to be reordered (i.e. shipping and handling, item price increases). Students are expected to pay for lost items promptly.
4. The Library Media Specialist orders books for the upcoming year in April. All lost books must be returned by April 1st to receive a refund.
5. If a student damages an item, a charge for repair or rebinding may be made at the discretion of the Library Media Specialist.

6. Students are notified of overdue items and/or fines weekly at school. Parents or guardians are notified by mail when appropriate.
7. Students with an excessive number of overdue items, with items are overdue for an excessive length of time, or fines that haven't been paid may have their library media center privileges restricted or revoked.

Personal Property

Students are asked not to bring personal property to school. The school and school personnel are not held responsible for any item brought from the home should any damage occur, or should that item be lost or stolen. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary keeping. The school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage. Any items brought to school need to be small enough to fit in the student's school bag.

Lockers (7-12th grades)

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Searches of Lockers and Other Types of Searches

The school owns student lockers, desks, computer equipment, and other such property. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable cause to believe that the search will uncover evidence of a crime or a school rule violation.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items, which have been or are reasonably expected to be used to disrupt or interfere with the educational process, may be removed from student possession.

Use of School Telephone

USE OF THE SCHOOL TELEPHONES WILL ONLY BE ALLOWED WITH PERMISSION OF SCHOOL PERSONNEL.

Use of Cell Phones & Personal Music Players

1. No cell phone use by students between 8:05am and 3:30 pm. Phones may be used during the lunch period in the main entrance area of the school or outside.
2. Students who bring a cell phone to school are consenting to have the cell phone searched by administration, law enforcement, and or any other authority the district deems necessary
3. If a student is observed using or displaying a phone in the classroom or hallway the phone will be confiscated and given to the principal.
4. No I-Pods, or other personal music players, will be allowed at any time. Students observed using such device will have it confiscated and given to the principal.

First Offense - the student will have to get the electronic device back from the principal at the end of the day.

Second Offense – the student will have to get the electronic device back from the principal and will be given one (1) detention.

Third Offense – the student will have to get the electronic device back from the principal and will be given two (2) detentions and parents/guardians called.

Fourth and all other offenses – Parents/Guardians will have to come to get the electronic device from the principal.

Lost and Found

Students who find lost articles are asked to take them to the office, where the owner can claim the articles. If articles are lost at school, report that loss to office personnel. Unclaimed articles will periodically be placed in the cafeteria for reclaiming. Articles further unclaimed will be donated to charity.

Incidents

Every incident/assault in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal. The sponsor who witnessed the incident should fill out a “Student Incident Form” and turn it in to the Principal within 24 hours of the incident.

Laboratory Safety Glasses

As required by law and depending on the learning activity, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, and science classes. All visitors to these areas must check out and wear a pair of safety glasses.

Insurance

Under Nebraska law, the School District may not use school funds to provide general student accident or athletic insurance. The School District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. Information about student insurance providers will be made available to students.

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal or Superintendent. Posters are to be displayed in approved areas only.

Invitations

Invitations for home parties can be distributed at school only if the ENTIRE group of boys and/or girls is invited in a given class.

Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice. The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Gym Shoes

During Physical Education Classes/Recess in the gym all students are required to have a separate pair of clean gym or court shoes.

Bus Rules

The school bus is to be used for school activities and to transport students to and from school. The bus will leave for each activity from the school. The following rules will be observed during activity and regular bus routes:

1. The bus driver has authority over the students on his/her bus. He/she has the same authority as a teacher has in the classroom.
2. The student may select a bus seat subject to the approval of the bus driver. The driver may, at any time, request a student to move or exchange seats. The bus driver may assign seats for the entire bus.

3. The student will be on time to meet the bus. If the student is late, the bus will leave without the student.
4. All students are to remain seated while the bus is in motion. Students should not put arms, hands, etc. out the windows.
5. Students may play portable music devices with headphones with driver approval.
6. Students are not to scream, shout, use profanities, push, shove, or in any way act disrespectful to other passengers or the driver.
7. Any jars or containers brought onto the bus should be carried in a case or heavy cardboard box.
8. The same conduct will be expected on the bus as is expected in the classroom. While riding the bus, all students will be considered attending school with all the rules and regulations. FAILURE TO OBSERVE THE RULES COULD ENDANGER THE SAFETY OF THE BUS PASSENGERS AND MAY RESULT IN LOSS OF PRIVILEGE TO RIDE THE BUS. Bus drivers are instructed to report severe discipline problems to the Superintendent or Principal.
9. FOOD OR DRINK WILL NOT BE ALLOWED ON THE BUS DURING THE MORNING AND AFTERNOON ROUTES UNLESS APPROVED BY THE BUS DRIVER IN ADVANCE.
10. At the end of a school sponsored activity, students and sponsors will check the school transportation for damages or untidiness after it is unloaded and make sure that someone cleans up the school transportation should such a condition exist.
11. If a student is not riding the bus home or going to their regular drop-off, a written note or phone call must be received. Students will be sent home each day in the normal manner unless instructed otherwise.

Attendance Policy

Nebraska State Statute 79-201 states, in part, that every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than seven nor more than sixteen years of age shall cause such child to attend regularly the public, private, denominational, or parochial day schools each day that such schools are open and in session except when excused by school authorities, unless such child has been graduated from high school.

Procedure for a planned absence

1. Parents should notify the school of an impending known absence by a note or email the day before or early in the morning the day of the absence.
2. Students must fill out a Student Absence Form for each period or day they will miss.
3. The note and Student Absence Form must be turned in at the office.
4. When proper paperwork is done the absence will be considered excused. If the student is leaving in the middle of the day the office will issue a pass to the student so they can be dismissed from class at the time they need to leave.
5. The pass should then be presented at the office so the student may leave the building.

Emergency absences

There are times when a student may need to leave during the day when the absence is not planned. These might include doctor's appointment, dentist appointment, family emergency, illness, etc. During these times the office will confer with the parent/guardian and reach a determination about allowing the student to leave the building. Students are still encouraged to turn in any completed homework and to complete a Student Absence Form when possible.

Student Absence Form

Students will sign-out with each of their classroom teachers any time they know they will be absent. This includes but is not limited to appointments, funerals, and vacations. Once you are completely signed-out for the day(s) and time(s) you know you are missing, the Student Absence Form needs to be turned in at the Principal/Office; the form will be noted and returned to the student so they may see their assignments. Failure to do this on a known absence could result in a detention or being denied the privilege.

Return Procedure

A student will not be allowed to enter class after an absence until a pass, based upon a written or verbal parental excuse is issued by the office.

Absenteeism

When students are absent from school, the interactive instructional experience of the classroom is lost. Absences create additional hardships for teachers as well as students, which can cause the loss of academic achievement not to be regained. Thus, excessive absences have a negative effect on the student's grades resulting from the lost opportunity for practicing verbal skills, future skills, and school morale.

Reporting and Responding to Truant Behavior

Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child age 7 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the school administration. The school administration shall immediately cause an investigation into any such report to be made. The school administration shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the school administration believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Habitual Truancy" policies.

A student will be truant if their parents and/or school authorities do not know and/or give their permission for the student to be absent or if the student has not attended class or school.

Absences From School - Definitions. An absence from school will be reported as an excused absence or an unexcused absence.

Excused Absences

Absences should be cleared through the principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. Excused absences may be defined but not limited to the following: illness of the student, death of an immediate family member, relative or close friend, family emergency that requires the assistance of the student, subpoenaed court appearance, college visitations, driver examinations, medical appointments, verified vehicle trouble en route to school, parent or legal guardian activity approved in advance with the Principal or designee. The parent or guardian must accompany any student to the requested activity. The Principal has the discretion to deny approval for family trips or personal absences, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip,

whether the trip could be taken during non-school time and the educational nature of the trip. For excused absences, two school days will be allowed to make up the work. If parents and/or students request assignment sheets the school will extend the greatest sensitivity to comply with the request.

Unexcused Absences

An absence, which is not excused, is unexcused. If a student's absence is unexcused the student will receive a failing mark for each class period missed. A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. §79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant. Unexcused absences may be defined but not limited to the following: oversleeping, working, hair appointments, photographer appointments, senior pictures, babysitting, job interviews, truancy, skip day or any resemblance of it, or anything that could be done outside of the school day. To avoid unexcused and/or truancy status that would create make-up time, an absence must be cleared with the office with a note from the parent or legal guardian stating that the parent is aware of the absence. A telephone call from the parent or legal guardian can suffice for the written note. The Principal may request further justification on an absence at any time. All absences not cleared by a note or telephone call from the parent or legal guardian will be considered an unexcused absence or truancy. Students that have an unexcused absence and/or truancy will make up an hour for each hour of absence for the first offense. On the second offense, he/she will serve in-school suspension for three (3) days and return to classes only after a conference with the school Principal and the student's parents. On the third offense, the matter will be referred to the Superintendent of Schools with the recommendation for expulsion from school. In the case of an expulsion, all credits are lost for the semester(s) encompassing the expulsion.

Minimum Attendance Requirements for 9th–12th Grade Students

The high school attendance requirement states, in part, that to be granted academic credit for any course, a student must earn a passing grade in the course and attend each class a minimum of 89% of the time.

A student accumulating 10 absences in any given semester will lose credit for that semester.

In each course, when a student exceeds the maximum number of absences, this student's work will no longer be evaluated. A notation of "no grade" for all subsequent reporting periods and exams will be entered on the report card. Students who have failed to meet the attendance requirements will be denied academic credit.

Applicability

- a. This policy shall apply to students in grades 9-12.
- b. This policy shall apply to each course independently.
- c. This policy shall apply to students with a handicapping condition unless otherwise noted in their Individualized Educational Program or 504 Plan.

d. New students to the high school, who enroll after the first semester, shall be entitled to half the number of allowable absences for each scheduled course.

Absences

- a. All absences from class will be covered by this policy, except school activities. No distinction will be made between the classifications of excused or unexcused when determining the total number of days absent from each course.
- b. Students who are absent from class for more than 20 minutes shall be considered absent.
- c. Students shall not be considered absent when they are authorized by school officials to be somewhere other than in their regularly scheduled class. For example, if school personnel expect a student to report elsewhere during their regularly scheduled class time for such activities as meetings, conferences with school personnel, testing, physical exams, music lessons, or field trips, the student shall not be considered absent. It is the responsibility of the student and/or the designated staff member to provide the teacher with written documentation to attend these sessions before they are permitted to leave the class.

Notification Sequence

The following refers to the notification process pertaining to the number of absences in a single course. A student may be notified several different times if excessive absences exist in more than one class.

As soon as possible after the 5th, 10th, 15th, and 20th absence from a course, the high school administration shall send written notification to the student's parent(s) and guidance counselor.

The letters shall notify the parent(s) as follows:

After the 5th absence: The student has been absent half the number of maximum absences for a semester and may lose credit if absences continue.

After the 10th absence: The student may not receive credit due to excessive absenteeism. In every letter to a student's parent(s), a request will be made for the parent to meet with the child's counselor. The impact of excessive absences on the student's education, possible intervention strategies to eliminate the problem, and the consequences associated with the student's absenteeism will be discussed. If contact between the parent(s) and the school is not made, the school may contact outside agencies for additional support in addressing the attendance problem. The parent(s) will have an opportunity to confer with the school staff; however, a conference with the parent(s) is not a prerequisite to denying academic credit to a student who has failed to meet the attendance requirements. The prime responsibility for the student's attendance in class rests with the student. For seniors, loss of credit in a course may result in failure to meet graduation requirements.

Final decision on credit will be made after review by a committee consisting of two (2) faculty members, guidance counselor, and principal.

After the 15th absence: The student has only five absences remaining for the year.

After the 20th absence: The student has exceeded the allowed absences for the year and the county attorney will also be receiving notification of the absenteeism.

Appeals Process

For catastrophic or extenuating circumstances only, a parent has the right to file a written appeal for review by the appeals committee. The appeals committee will consist of one administrator, one guidance counselor, and two teachers. The written appeal, including all supporting documentation, must be received by the building principal within ten days of the date of the loss

of credit letter. The committee will then rule on whether the student will continue as a regular student in the class. Any further absence during the appeals process may result in dismissal of appeal and loss of credit.

Minimum Attendance Requirements for 7th-8th Grade Students

The attendance requirement is consistent with the District's Attendance Policy. All students must attend each class a minimum of 89% of the time. This shall apply to all students in grades 7-8, unless otherwise stated on a classified student's individual educational plan or 504 plan. The High School definition of absences applies for all Middle School students. Exceeding the maximum absences may result in retention of student to that grade.

Notification Sequence and Consequences

After 5th absence: Notification letter sent home.

After 10th absence: Letter and phone call requesting parental meeting with guidance counselor.

After 15th absence: Letter and phone call requiring parental meeting with Principal. Require medical documentation.

After 20th absence: Principal's decision on retention regardless of academic standing.

Minimum Attendance Requirement for K-6th Grade Students

The Elementary Schools' attendance requirement is consistent with the District's Attendance Policy. All students must attend class a minimum of 89% of the time. This shall apply to all students in grades K-6. The school staff will discuss the importance of school attendance and offer assistance to parents and guardians of students who are excessively absent.

Notification Sequence

After 7th absence: Administration shall send written notification of the number of absences to the student's parent(s) or guardian(s) reminding them of the importance of regular attendance.

After 10th absence: Administration shall send written notification of the number of absences to the student's parent(s) or guardian(s) and requesting parental meeting with guidance counselor.

After 15th absence: Require meeting with principal. Require medical documentation.

Administration shall arrange for a conference with the parent(s) or guardian(s) and shall consider contacting outside agencies to protect the interest of the child.

After 20th absence: Principal's decision on retention regardless of academic standing with the use of classroom (teacher) evaluations and District's standardized tests.

Absences that may be considered excused

- Approved medical or dental appointments
- Approved educational travel
- Religious holidays
- School authorized field trips, athletics, or activities
- Suspension from school
- Approved emergency
- School related athletic/activity events
- Personal bereavement

Tardy to Class

Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. **After a third tardy and all subsequent tardies in the same class, a 30-minute after school detention will be issued (3:30-4:00pm) on the day it is issued or the following day.**

Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. Students who leave without permission and without signing out in the proper manner will be considered truant.

Attendance is Required to Participate in Activities

Students must be in school by 11:30 am the day of an activity, practice, or performance in which they are involved. If these conditions are not met with prior administrative approval, participation in the activity will not be permitted. (Afternoon driver's license examinations, medical appointments, court appearances, funerals, or emergencies, etc. may be exceptions to the arrival time with prior administrative approval.)

Eligibility

The Board of Education has adopted the following policy for students involved in school activities and competitions. Teachers need to understand and follow the rules set forth in the policy, as concerns grades and class involvement.

Students will be expected to be passing all classes to be eligible to participate in **ANY** school-related activity. A failing/down list will be posted on Friday of each week. If a student is listed on the down list their parents will be notified. If a student is on the failing list, and failing **ANY** class, they are ineligible to participate in **ANY** competition from Monday through Saturday of the following week.

A 9th period will be available to students if their grade in **ANY** class slips below passing. The 9th period will be held Monday through Thursday until 3:50. Teachers are to be available for instruction. It is strongly recommended for students who are failing to attend the 9th period to help them improve their class standing. Coaches are encouraged to have any athlete attend the 9th period, if they are failing to allow them the opportunity to receive help. There will be no repercussions to student who attends 9th hour.

Any student who misses more than half (1/2) day due to illness will not be able to participate in any school activities that evening.

No student who is a student manager for high school activities will be allowed to travel with the team during the school if a teacher wishes for them to stay due to a failing grade in any of their classes.

Arcadia/Loup City

Student Activity Eligibility and Extracurricular Activity

This policy will be used in all sports and activities that Arcadia and Loup City have cooperative together for the 2019-2020 school year.

Eligibility

The schools will follow all NSAA rules that are posted on their website.

If a student is failing one class they will not participate in the next week activities ex. Football game, speech contest, volleyball game. As far as practice that will be determined by the coach or sponsor for that activity.

We will run our failing list off of power school Friday morning before 10:00 or during 1st period. The letters to the parents from the school saying their child is failing will be mailed out Friday, and the coaches/sponsors will be aware Friday morning.

Extracurricular activities:

The following drug, alcohol, and criminal conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the incident occurs on school grounds the student may be punished more by the student code of conduct. These rules will be in effect from the first date of fall sports practice or the first day of school, whichever occurs first to the last day of the state golf meet or the last day of school, whichever occurs last.

The penalties for the drug, alcohol, and criminal conduct rules are as follows:

First time-student shall be declared ineligible for six week/30 days, with commencement of the ineligibility to be determined at the discretion of school administration.

Second time-the student shall be declared ineligible for the remainder of the school year.

**the six week period will commence with the first scheduled contest/performance of the activity and shall continue from one activity to the next in which the student participates, if necessary.

**the six week ineligibility will be carried over to the following school year in the case where the school year ends before the penalty or the full term of the penalty can be served.

Any student:

1. Witnessed by an administrator, coach, law officer, or teacher consuming, in possession of, or under the influence of alcohol, tobacco in any form, or illicit drugs
2. Admitting to any administrator, coach, law officer, or teacher consuming, in possession of, or under the influence of alcohol, tobacco in any form, or illicit drugs.
3. Convicted of any criminal charge involving the consumption or possession of alcohol, tobacco in any form, or illicit drugs, or any offense which is a felony.
4. Placed in a pretrial diversion program for consuming, in possession of, or under the influence of alcohol, tobacco in any form, or illicit drugs.
5. Stealing or vandalizing school property.

Arcadia Public Schools

Scholastic Achievement Grading System

Report cards will be distributed after each quarter or grading period. The following percentage system will be used in grading the work of students in grades 3-12 during the grading period:

93 - 100	A
86 - 92	B
78 - 85	C
70 - 77	D
Below 70	F
S	Satisfactory
U	Unsatisfactory
Inc.*	Incomplete
P	Pass
F	Fail

*A student should complete any incomplete work in two weeks time after the conclusion of the grading period. The teacher who assigned the incomplete may request the work in less time. An incomplete grade will keep the student off the honor roll.

* For dual credit classes, a student's percentage grade will be applied to the Arcadia Public Schools grading scale.

Grades K-1 will follow the following grading system:

E	Excellent
G	Very Good
S	Satisfactory
I	Improving
N	Needs to Improve
+	Strength
-	Weakness

Honor Roll

An Honor roll will be published after each grading period for students in grades 4-12. Our Honor roll will have two levels.

A Honor Roll - All A's with a numerical grade between 93-100 or a letter grade of an A

B Honor Roll - All A's or B's with no numerical grade below an 86 and no letter grade below a B.

Graduation Requirements

To be eligible for graduation from the Arcadia Public School, a student must have earned 250 semester credit hours. A class that meets each day of the year is considered a 10-credit course (or 5 credits per semester). A class that meets on alternate days (or half time) would be considered a 5-credit course (or 2 1/2 credits per semester).

<u>*Subject Area</u>	<u>Hours</u>	<u>Subject Area</u>	<u>Hours</u>
<u>English/Speech</u>	<u>50</u>	<u>Mathematics</u>	<u>30</u>
English 9	10	Algebra I	10
English 10	10	Algebra II	10
English 11	10	Geometry	10
English 12	10	Pre-Calculus	10
Seminar English (12 Grade)	10	Trigonometry	10
Speech	10	Calculus	10
Must have four (4) years plus Speech		Must have Algebra I and two (2) years of elective math	
<u>Social Studies</u>	<u>30</u>	<u>Business Education</u>	<u>10</u>
World History	10	Personal Finance	10
American History	10		
Government	10	<u>Computer Education</u>	<u>10</u>
Must include American History and Government		Digital Media	10
		<u>Physical Education/Health</u>	<u>20</u>
		Physical Education/Health I	<u>10</u>
<u>Science</u>	<u>30</u>	Physical Education/Health II	10
General Science (9 th Grade)	10	Weights	10
Biology (10 th Grade)	10	<u>Vocational Education</u>	<u>10</u>
Chemistry	10		
Physics	10	<u>Fine Arts</u>	<u>10</u>
Anatomy & Physiology	10		

Eligibility for graduation is based upon completion of the mentioned classes in the required time and the satisfactory clearing of all students' records. The Board, upon the recommendation of the Superintendent, may make exceptions to the requirements. Senior students not fulfilling requirements will not be given a diploma until all conditions are met, through continued assignments or correspondence classes. Students who have not attended Arcadia all four years of high school must meet Arcadia standards for total credits.

Schedule Changes

Course changes are handled through the counselor's office. An approval slip signed by the teacher(s), the counselor, a parent, and Principal is needed to drop or add a course. Courses may not be dropped or added after one week into the semester unless the student is registered for more classes than required.

Homework

If a student in grades 5-12 shows up to class with an incomplete homework assignment they will be given a 'homework ticket' from that teacher. If a student receives a 'homework ticket' they will be required to come to the teacher's room after school to complete that assignment. The homework period will run from 3:30 – 3:50 pm Monday through Thursday. Students going to sports practice will not leave until after the homework period ends.

Parent-Teacher Conferences

Parent-teacher conferences will be scheduled this year during the first quarter and third quarter grading period. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Postsecondary Education Cost

A student must have the approval of the superintendent of schools prior to registering for any course offered by a college or university to be used to meet local graduation requirements, or may be considered as an accelerated course, or for a course that may further challenge an exemplary student. A student shall be responsible for all postsecondary education costs including books, and tuition.

Guidance Services

These services are available at the Guidance Office: college information, vocational information, academic concerns, personal concerns, and registration. Several tests will be administered during the year for the benefit of both students and teachers. Any test scores and all of your permanent records are accessible to you.

Health Services

Student Illnesses

School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, communicable disease, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Students should be temperature and symptom free without the use of medicine for 24 hours before returning to school. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform the school office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school.

Physical Examination

The Board of Education shall require evidence of a physical examination by a qualified physician within six months prior to the entrance of a child into the kindergarten and the seventh grade or, in the case of a transfer student from out of state, to any other grade of the local school, except that no such physical examination shall be required of any child whose parent or legal guardian objects in writing. The cost of such physical examination shall be borne by the parent or legal guardian of each child examined. Health examinations for an athlete must be submitted

to the superintendent or principal once each year prior to permitting an athlete to practice or compete in any athletic activity sponsored by the Nebraska School Activities Association certifying that the athlete has been examined and is physically fit for athletic participation for the current school year. The requirement that a physical must be taken once a year means the examination must be given during the school year in which the student participates or during the summer vacation, which precedes the school year in which the student participates. A physical examination given May 1 or after will be considered a part of the summer vacation. The individual giving the physical must certify that he/she is qualified to conduct all phases of the required examination and complete all portions of the Health Examination Form.

Asthma/ Anaphylaxis Protocol – Emergency Response

It is the policy of the Arcadia Public Schools, to adopt the Emergency to Life Threatening Asthma or Allergic Reactions protocol listed in the Nebraska Department of Education's Title 92, Rule 59, 006. The school shall procure and maintain the equipment and medication necessary to implement the protocol in the case of any student and/or staff emergency. The protocol shall be available for an emergency during regular school hours. Regular school hours shall be defined as the beginning of the first class to the end of the last class in each day. The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications.

The protocol is a standing medical order that has been signed by a physician. This protocol does not replace students who have an identified risk for a severe anaphylactic reaction from having their own Epi-Pen, as their medication should travel with them wherever they go.

For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that a student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If medical documentation and instructions are not on file we will defer to the regulatory protocol described above. To be excluded from this protocol, families must provide a statement signed by the parent and their family doctor to this effect for each individual student.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Arcadia Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065.

There is a fee per certificate. Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the State of Nebraska on it and is signed by the Director of Vital Statistics. If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a head lice condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (Eggs).
2. Office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than one school day and should return after proper treatment.
4. A child who has been sent home from school due to head lice must come to the office for inspection before returning to class.
5. A child who returns to school with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school office.
7. Arcadia Public School will perform classroom-wide or school-wide head checks as needed in order to control the condition at school. *Nit removal will be emphasized for effective management of the condition.

Drug-Free Schools

The School District implements regulations and practices that will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The School District's safe and drug-free school program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention

This School District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this School District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention

By this handbook, each student of the School District is hereby provided a copy of the standards of conduct for student behavior in the School District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the School District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the School District to encourage the use

of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the School District. It shall further be the policy of the School District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the School District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the School District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the School District upon request by the Guidance Counselor. In the event of disciplinary proceedings against any student for any School District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School District Premises or as a Part of Any of the School's Activities

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the School District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the School District that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited. The possession, selling, dispensing, use or being under the

influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited. The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, White Out, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited. The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited. Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Disciplinary Sanctions

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention

The Arcadia Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the

procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the Every Student Succeeds Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Student Conduct and Discipline Policies

The common goal of students, parents, faculty and administration of Arcadia Public School is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Arcadia Public Schools will continue to review and distribute a set of reasonable and fair rules and policies.

Office Detention

Office detention period will be scheduled at 7:30 a.m. for secondary students and at 7:45 a.m. for elementary students or 3:45 p.m. for all students, there will also be a lunch detention.

Assignment to detention times will be at the discretion of the administration. Those students who ride the bus will be allowed a day's notice. Detention period is 30 minutes in length. Failure to show up for detention period will require a make-up.

Regular Classroom Detention: A regular detention is when any teacher assigns his or her own detention time after school, before school, or during lunch on any day for any rule infraction or misbehavior. This can be any length of time up to 60 minutes.

Written Detention: A written detention is when any teacher assigns a detention to be served and a disciplinary report is filed with the office. See office detention.

Office Visitation: An office visitation is when a student is removed from class. Any student who is referred to the Office may fall into either the major or minor infraction category.

Discipline Policy - L.B. 1250

A copy of the discipline policy, procedures, due process and regulations is available in the office of the Superintendent as regards to expulsion or suspensions from class.

Discipline

The discipline of the school shall be administered to assure the best learning atmosphere of all involved. Should at any time, a student be continuously disturbing to the teacher and learning atmosphere of the classroom or school, and who disregards the word of the teacher or staff, he/she will be submitted to the administrator for action. If a student's willful action causes disgrace to the school, injures some, or violates school, state or Federal rules, discipline will be administered that could result in a detention, suspension, expulsion, or ineligibility. The school wishes to instill in students good values and behavior. A respect for rules and conduct, as well as a measure of modesty, will be preserved, both at home and away.

Rule infractions will fall into two categories and the penalties for each are listed below. Rule infractions will carry automatic consequences:

The following is a list of rule infractions and their consequences. A complete list of every rule infraction or misbehavior cannot be made, so the Principal will have the final decision as to which category each unlisted event falls into. A student's past behavior will be considered in any assessment or discipline.

MINOR INFRACTION

1. Leaving school without permission or failure to sign out
2. Disrespect for authority or peers
3. Foul Language --- Any slip of the tongue with rude or vulgar language
4. Written Language --- Connotation determined to be offensive
5. Forging a pass or note from home
6. Skipping class--- unexcused absence or skipping 9th hour
7. Failure to turn in make-up slips
8. Inappropriate dress ---as determined by regulations
9. Lying
10. Littering
11. Misuse or waste of school property
11. Insubordination – refusing to obey any official/school employee, at any time
12. Other action, written or implied, determined to be detrimental to school and/or school operations or class functioning
13. Excessive tardiness (3)

Minor Infraction Consequences

- | | |
|-------------------------|---|
| 1 st OFFENSE | 1 written detention period (7:30 a.m.) |
| 2 nd OFFENSE | 2 written detention period (7:30 a.m.) |
| 3 rd OFFENSE | 3 written detention period (7:30 a.m.) |
| 4 th OFFENSE | In-School Suspension-with extra report satisfactorily done at end of suspension period and work made up or 80% for class credit. No activity participation until suspension satisfactorily fulfilled. |
| 5 th OFFENSE | Moves to step 1 of major infraction category |

Major Infraction Phases

Section I

1. Foul Language: outbursts of unacceptable words
2. Fighting: Physical altercation or battery toward or to another
3. Obscene Gestures: Communication of a derogatory nature by expression, or physical
4. Excessive Tardiness: 4 or more in class, with written consent
5. Threat: Meant to intimidate or a course of action
6. Other behavior not of Section II severity – i.e.: minor damage to property; inappropriate behavior
7. Second offense of any item 1-6 moves action to Section II phase of infractions.

Section II

1. Vandalism: Deliberate damage to property to destroy – ruin causing monetary damage
2. Physical/Sexual Harassment: Any unwanted or disturbing action or expression through pictures, written and verbal or physical expression
3. Theft: Knowingly taking property with intent to keep
4. False Fire Alarm – or any other action causing disruption of school

5. Drug or Alcohol Possession: at any school activity or on school property
6. Actions meant to disturb or intimidate persons or class

Section III

1. Threat of Violence/Safety or destruction of property
2. Possession of firearms/weapons on school property
3. Participation in threat or planning of destructive action
4. Any speech-gesture or visual action written or expressed directed toward a school employee
5. Any deliberate violence or battery of a person without regard for safety and health
6. Use of alcohol, drugs, or other substance in any illegal way or possession of such on school property
7. The sale or distribution of any illegal substance

CONSEQUENCES FOR MAJOR INFRACTION OF RULES

Section I - All suspensions are unexcused – In-School suspension work made up for grade

- 1st Offense: 1 day In-School suspension
- 2nd Offense: 2 days In-School suspension
- 3rd Offense: Moves to Section II category 1st offense

Section II - All suspensions are unexcused – In-School suspension work made up for grade

- 1st Offense: 3 days in school suspension
- 2nd Offense: 3 days out of school suspension
- 3rd Offense: 5 days out of school suspension
- 4th Offense: Go to Section III 1st offense

Section III - Parents & Authorities contacted – possible expulsion

- 1st Offense: 5 days to long-term suspension and/or expulsion from school – Parent conference to return
- 2nd Offense: Automatic out of school suspension for semester and/or expulsion – Authorities contacted

Suspensions

Suspensions will be of two kinds: In-School Suspensions and Out of School. These may be for as long as five days, if considered appropriate discipline. This will be the Principal’s choice. Students may make up all class work missed on their own time. All work missed during In-School suspensions will be graded by the teacher on a scale of 0% to 80% of full credit for those days missed. All Out-of-School suspensions will result in 0% for all classes missed, as well as make-up work due. If a suspension is for longer than five days, all due process of the Student Discipline Act of 1994 will be followed. While serving any type of suspension, no student will be allowed to participate in any extra-curricular activities, they may participate in practices.

Public Displays of Affection

Public Displays of affection will not be tolerated on School District Property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents notified
- c. 3rd and continued offenses: Student will be confronted, detention assigned, and parents notified

Other Forms of Student Discipline

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Student Conduct

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Arcadia Public Schools, all students are expected to refrain from the following conduct.

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment

The failure to refrain from the following conduct may constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. §79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
13. Willfully violating the behavioral expectations for those students riding Arcadia Public School buses.
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.
16. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
17. It is the policy of the Arcadia Public School, Valley County District 21, to ban all weapons as is consistent with the passage of LB 1250 - Student Discipline Bill (Nebraska Legislature - April, 1994) and with the passage of LB 988 - Weapons Bill, often referred to as the "Gun Rack Rule" (Nebraska Legislature - April, 1994).

At all times, for all students and visitors under the age of 18, it is unlawful on school grounds or at any school activity or event off school grounds, to knowingly possess, handle, or transmit any

firearm (any object used to fire any projectile), or object or material that is ordinarily or generally considered a weapon (including any object that has a "frame"). The penalties for violation of this policy shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment. The only exception to this policy is when an object generally considered to be a weapon is brought on school grounds for some educational purpose, and when such a request has received prior approval of both the classroom instructor and the building Principal, and when all arrangements have been agreed to and carried out regarding the safe use and storage of the weapon while it is on school premises. For all students and/or adults 18 years or older, it is unlawful to bring onto school grounds at any time, any firearm (any object used to fire any projectile), or any other object or material that is ordinarily or generally considered a weapon (including any object that has a "frame"), unless the weapon is locked in a case or rack carrying the weapon. This policy refers specifically to the case or rack carrying the weapon. A locked vehicle, or a locked cabinet or locker (within the school), will not substitute for the requirement of a locked case or locked rack. An only exception to this policy is when an object generally considered to be a weapon is brought on school grounds for some educational purpose and when such a request has received prior approval of both a classroom instructor and the building Principal, and when all arrangements have been agreed to and carried out regarding the safe use and storage of the weapon while it is on school premises. Violation of this policy is classified as a felony, the violation is to be reported to law enforcement authorities without prior warning to the violator, and all weapons deemed to have been brought on school property illegally, knowingly or unknowingly, are to be seized by law enforcement authorities and destroyed. LB 988 further requires all school personnel to immediately report to law enforcement authorities' any and all violations of the weapons law. Failure to do so may result in charges of being an accessory to a felony. Federal law requires that a student who brings a firearm onto school grounds be expelled from school for a year. As per Nebraska State Legislative action in 1995, state law supports the federal law providing that any student who violates this policy shall be expelled for two semesters.

Additional Student Conduct Rules:

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

Student Appearance Policy

Students at Arcadia Public Schools are expected to dress & groom in a way that is appropriate for a school setting. Students should not dress or groom in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire/hair that will not be considered appropriate, such list is not exclusive and other forms of attire/hair styles deemed inappropriate by the administration may be deemed inappropriate for the school setting:

1. Clothing or jewelry that is gang related;
2. Clothing that shows an inappropriate amount of bare skin or underwear (cleavage, midriffs, spaghetti straps, sagging pants);
3. Clothing or jewelry that advertises alcohol, tobacco, or illegal drugs;

4. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play”;
5. Head wear including hats, caps, bandannas, and scarves;
6. Clothing or jewelry that exhibits nudity makes sexual references or carries double meanings;
7. No Pajama pants or overcoats.
8. Shorts, dresses and skirts must be hemmed and of an acceptable length.
9. Students wearing pants made of non-denim material that are form fitting (ex: leggings, yoga pants, dance pants, etc) must have a shirt/sweatshirt/dress that extends below the seat of their pants.
10. Sleeveless shirts must have the seam still intact. The sides of the shirt must come up to the armpit as they would on a normal shirt.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The Principal or Superintendent will make the final decision regarding attire and grooming. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel or may wear alternative provided apparel. If clothes cannot be brought to school or the student refuses provided clothing, the student will be assigned to in-school suspension for the remainder of the day. Continual violations of the dress code will result in disciplinary action under the Student Code of Conduct above. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

Harassment and Bullying Policy

It is the policy of the Arcadia Public School that “bullying” type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.). Included is e-bullying – this includes any harassment through the use of internet, technology infrastructure.

(i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school’s opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions that may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

(ii) Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

(iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.

(iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels

Purpose: All students have the right to attend Arcadia Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

1. Level I: The guidelines for a Level I placement are listed below.

- a. The length of the assignment will be for a minimum of two school weeks or ten school days.
- b. The student will report to the office at the beginning of the school day.
- c. The student will eat on campus at an assigned table.
- d. The student will report to the Principal's Office at the end of the day, and remain until other students have departed.

2. Level II: The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two school weeks or ten school days.
- b. The student will report to the office at the beginning of the school day.
- c. The student will eat on campus at an assigned table.
- d. The student will report to the principal's office at the end of the day, and remain until other students have departed.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period.

The student will then have two minutes to get to his/her next class.

3. Level III: This is a long-term assignment. The guidelines are listed below.

- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- b. The length of the assignment will be no less than six school weeks or thirty school days, and may remain in effect until the end of the school year.

Dating Violence

Arcadia Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of or actually uses physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration.

The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program.

Dating violence education shall include, but not limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such policy. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Restraint and Seclusion

The board prohibits the use of seclusion and restraint by school personnel except as implemented consistent with this policy. Restraint or seclusion of students will not be used solely as disciplinary consequences or when a known medical or psychological condition makes its use inadvisable. The superintendent will ensure that district guidelines relating to restraint and seclusion are communicated to school personnel and parents/guardians at the beginning of each school year.

Except in the case of an emergency, only school personnel who have received systematic training in the use of restraint and seclusion in accordance with the district’s policy will implement physical restraint and seclusion with a student. In an emergency, a district employee may use physical restraint and seclusion as necessary to maintain order or to prevent a student from causing physical harm to self, other students, and school staff or property. School personnel will continuously monitor a student’s status during any physical restraint and seclusion.

Physical Restraint

Physical restraint means the use of physical force to restrict the free movement of all or a part of a student’s body.

Physical restraint will be considered to be a reasonable use of force when used in the following circumstances:

1. As reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
2. As reasonably needed to maintain order or to prevent or break-up a fight;
3. As reasonably needed for self-defense;
4. As reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;

5. As reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
6. As reasonably needed to escort a student safely from one area to another;
7. If use to provided for in and IEP, Section 504, or behavior intervention plan, or
8. As reasonably needed to prevent imminent destruction to school or another person's property.

Mechanical Restraint

Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Mechanical restraint includes the tying down, taping, or strapping down of a student.

Mechanical restraint of a student by school personnel is permissible only in the following circumstances:

1. When properly used as an assistive technology device included in the student's IEP, Section 504, or behavior intervention plan or as otherwise prescribed by a medical or related service provider;
2. When using seat belts or other safety restraints to secure a student during transportation;
3. As reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
4. As reasonably needed for self-defense; or
5. As reasonably needed to ensure the safety of any student, employee, volunteer, or other person.

Seclusion

Seclusion means the confinement of a student alone in any enclosed space from which the student is (a) physically prevented from leaving or (b) incapable of leaving due to physical or intellectual capacity. Seclusion is different than in-school suspension in which other students or adults may be present but in which students are not physically prevented from leaving.

Seclusion of a student by school personnel may be used in the following circumstances:

1. As reasonably needed to respond to a person in control of a weapon or other dangerous object;
2. As reasonably needed to maintain order or prevent or break up a fight;
3. As reasonably needed for self-defense;
4. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property; or
5. When used as specified in the student's IEP, Section 504, or behavior intervention plan; and
 - a. the student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times;
 - b. the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP, Section 504, or behavior intervention plan;
 - c. the confining space has been approved for such use by the local education agency;
 - d. the space is appropriately lighted, ventilated, and heated or cooled, and
 - e. the space is free from objects that unreasonably expose the student or others to harm.

Isolation

Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. Isolation is different than seclusion.

Isolation is permitted as a behavior management technique provided that:

1. The isolation space is appropriately lighted, ventilated and heated or cooled;
2. The duration of the isolation is reasonable in light of the purpose for the isolation;
3. The student is reasonably monitored; and
4. The isolation space is free from objects that unreasonably expose the student or others to harm.

Time-Out

Time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers are authorized to use time-out to regulate behavior within their classrooms.

Notice, Reporting and Documentation

A district Restraint or Seclusion Report must be completed for each incident of restraint or seclusion other than normal use of mechanical restraint for transportation safety. Each record shall include:

1. Name of the student;
2. Name of the staff member(s) administering the physical restraint or seclusion;
3. Date of the incident and the time the restraint or seclusion began and ended;
4. Location of the restraint or seclusion;
5. A description of the restraint or seclusion;
6. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
7. A description of the behavior that prompted the use of restraint or seclusion;
8. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted; and
9. Information documenting parent contact and notification

Notice to Administrators

The principal or designee shall be notified of the incident as soon as possible, but no later than the end of the same school day.

Notice to Parents

When a principal or designee has personal or actual knowledge of any of the events listed above, he or she shall promptly notify the student's parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact regarding the incident.

Written Report to Parents

Within a reasonable period of time, not to exceed 30 days after the incident, the principal or designee shall also provide the parent or guardian with a written incident report. This report must include the following:

1. The date, time of day, location, duration, and description of the incident and interventions;
2. The event or events that led up to the incident;
3. The nature and extent of any injury to the student; and

4. The name of a school employee the parent or guardian can contact regarding the incident.

Specific Rule Items

The following conduct may result in disciplinary action that, in the repeated violations, may result in discipline up to expulsion.

- a. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
- b. Students in the hallway during class time must have a pass with them.
- c. Students are expected to bring all books and necessary materials to class. This includes study halls.
- d. Assignments for all classes are due as assigned by the teacher.
- e. Students are not to operate the mini-blinds, windows or air conditioners.
- f. Classes are ended by the teacher. Students are not to leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- g. Students are to be in their seats and ready for class at the tardy bell.
- h. Many classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained by the teacher which must be followed.
- i. Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom.
- j. The throwing of any snow is prohibited.

Network, E-Mail, Internet and Other Computer Use Rules

Please see Arcadia 1:1 Computer Policy book.

Staff, Student and Parent Agreements: By signing the Statement of Receiving the Handbook students and parents agree to the computer and network procedures as a condition of the student being permitted to use such equipment.

Reporting Student Law Violations

1. Cases of law violations or suspected law violations by students will be reported to law enforcement and to the student's parents or guardian as soon as possible.
2. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Arcadia Public School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - a. Knowingly possessing illegal drugs or alcohol.
 - b. Assault.
 - c. Vandalism resulting in significant property damage.
 - d. Theft of school or personal property of a significant nature.
 - e. Automobile accident.
 - f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Due Process Procedure

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment are available upon request.

Student Fee/Activities

L.B.79-2134 requires each school board to annually hold a public hearing on a proposed or adopted student fee policy.

Student Fee Notice

The Board of Education acknowledges that the Public Elementary and Secondary Student Fee Authorization Act authorizes school districts to charge student fees for certain student activities and requires the district to adopt a policy addressing student fees. Further, the Board recognizes the fact that there are expenses relating to educational and extracurricular programs and activities that may require financial participation by students and their parents or guardians with guidance regarding the district's position on student fees, the Board of Education enacts the following Student Fee Policy. It is the intent of the Board to provide equal access for students to all programs while complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.

Definitions

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program pursuant to Neb. Rev. Stat. § 79-1106 to 79-1108.03, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

Fees Authorized

Except as provided otherwise herein, the district may require and collect fees or other funds from or on behalf of students or require students to provide specialized equipment or specialized attire for any of the following purposes.

1. Participation in extracurricular activities;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Post secondary education costs;
4. Transportation pursuant to Neb. Rev. Stat. § 79-241, 79-605, and 79-611;
5. Copies of student files or records pursuant to Neb. Rev. Stat. § 79-2, 104;
6. Reimbursement to the district for school district property lost or damaged by the student;
7. Before-and-after school or pre-kindergarten services offered pursuant to Neb. Rev. Stat. § 79-1104;

Public Hearing

On or before August 1, 2002, and annually each year thereafter, the school board shall hold a public hearing at a regular or special meeting of the Board on a proposed student fee policy, following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the School Board and shall be published in the student handbook. The Board shall provide a copy of the student handbook to every student at no cost to the student. The student fee policy shall include specific details regarding those items required by law. In the event that the District would like to consider offering a service or materials for a fee which is not offered at the time that this policy is adopted or if the district would like to consider charging a fee for services or materials currently provided at no charge to the students or their parents or if any other change is desired, a public hearing shall be held at a regular or special meeting of the Board on the proposed changes to the student fee policy before any changes to the policy are adopted. If changes are made to the policy after the public hearing, written notice shall be provided to the students and their parents as soon as is practicable.

Student Fee Fund

The district hereby establishes a student fee fund. The student fee fund shall be comprised of all money collected from students from: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school. No other money shall be deposited in the student fee fund, whether from other student fees or taxes, and the money shall be expended for the purposes for which it was collected from the students.

Fee Waiver

Any fees to be charged or materials required to be provided for the following shall be waived for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs:

1. Participation in extracurricular activities;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Specialized equipment or specialized attire for participation in extracurricular activities;
4. "Course Project Materials" as provided;
5. Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities.

Student Fees Policy Notice

STUDENT FEES POLICY NOTICE

Each family of the District may purchase an **activity pass** for individual students or for the family in grades 7-12 which is in lieu of admission to all home activities, with exception of tournaments or those events sponsored by classes or other organizations. Waivers for the fee are available at the office for those families that participate in the Free or Reduced Lunch Program. Specific Guidelines will include:

1. Uniforms will be provided for activities or courses by the school. The Board retains the right to discontinue a program upon notice. Shoes will not be provided other than a very standard make, if requested. Underclothing, socks and other gear of personal choice will not be provided. Students will provide standard clothing that a group may wear for a

performance such as choir unless the parent would ask for a waiver. In some instances clothing may be provided, if available or donated.

2. Students will be requested to provide consumable items such as pencils, papers, colors, notebooks, etc. Specific items required for a class beyond those listed, such as aprons, gloves, eye protection, etc. will be provided by the District.
3. Material for class projects will be provided by the school. Materials for projects chosen by the student that are over and beyond the required projects will be the parents' financial responsibility, with parental permission required before starting the project. Charges will not be waived for materials, property or other items that are lost, damaged or unfinished, due to student negligence or attitudes that might cause interference with the District carrying out its educational function.
4. Students will not be required to provide any fees to participate in an educational activity either extracurricular or curricular, this would include class fees or organizational fees or fees for class sponsored field trips. Students would provide "spending money", lunches, and proper attire to wear.
5. Students will provide all costs, including phone usage and transportation costs to arrange visits or conferences with postsecondary representatives. This would include fees for tests, unless a waiver is requested and fees for files or records.
6. Transportation costs will generally be provided for all activities sponsored by the school. Students choosing not to use school provided transportation will be responsible for all costs accrued and liability.
7. A catastrophic insurance policy for a school-sponsored activity will be carried by the school.
8. Fees for those students requiring services for a portion of the summer or before or after school participation.
9. Students will be required to provide fees and insurance for special band instruments, if other than that available at the school and students claim ownership. Repair fees may be paid by the school if determined to be due to normal use and wear.
10. Accelerated Reading – Students will be charged a fee for late-returned or lost books, per schedule.
11. Library – Fines will be levied for books/items not returned on time, damaged, or lost. Misuse of computers will be cause for costs of damage.
12. Penalties – Students who fail to pay obligated fees will be subject to administrative review. Penalties may include exclusions to many school-sponsored events and delay of report card.

*A Waiver application is available in the office for those determined to be eligible in lieu of fees or due to circumstances of a current situation.

Fees charged by the Arcadia Public School District

Guidelines for Clothing Required for Specific Courses and/or Activities

Students are responsible for complying with the Arcadia Public School grooming, attire, and dress code guidelines. They are also responsible for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, sponsor or director will provide students with written guidelines that will detail any special clothing requirements for the courses or activities.

Safety Equipment and Attire

The School will provide students with all safety equipment and attire that is required by law. Arcadia Public School administration will assure that such equipment is available in appropriate classes and areas of the school buildings and teachers are directed to instruct students in the usage of such equipment, and students are required to use such equipment. The students are responsible for using such equipment as instructed.

Personal or Consumable Items

Students are encouraged to furnish their own consumable items for participation in courses and activities including, but not limited to, pencils and/or pens, paper, erasers, and notebooks. The Arcadia Public School District will provide students with facilities, equipment, instructional materials and supplies, including books. The students are responsible for the careful and appropriate use of such property. Students will be charged for damage or excessive wear to school property or property items. The students will be held responsible for the reasonable replacement cost of any school property or item that was lost by the student.

Materials Required for Course Projects

Students in some courses may produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay the reasonable cost of any material required for the course project.

Post Secondary Education Costs

Some students may enroll in post secondary courses while still enrolled in Arcadia Public School. Students must pay all costs associated with such post secondary courses.

Charges for Food Consumed by Students

The Arcadia Public School will charge for items that students purchase from the breakfast and/or lunch program offerings. The fees charged for these items will be set according to applicable federal and state statutes. The Arcadia Public School will charge students for the cost of food, beverages, and like items that students purchase from vending machines, concessions, fund raisers, or similar sources.

Waiver Policy

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) materials for course projects, and (2) the use of a musical instrument in optional music courses that are not extracurricular activities. The Arcadia Public School is not obligated to provide any particular type or quality of equipment or other materials to eligible students. Actual participation in the free or reduced price lunch program is not required to qualify for the waivers provided in this section. Applications for allowable fee waivers must be received in the Superintendent's Office prior to each activity or project in question to qualify for a fee waiver.

Annual Hearing

The Arcadia Public School Board of Education shall hold a public hearing at a regular or special meeting of the board on the student fee policy following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year.

Anti-discrimination & Harassment Policy

Elimination of Discrimination

The Arcadia Public School hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students

Purpose: Arcadia Public School is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Arcadia Public School will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment. For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
2. Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
3. Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.
4. Sexual harassment may exist when:
 - a. Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
 - b. Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
 - c. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
 - d. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as illicit patting, pinching or brushing against another's body.

Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or

teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Arcadia Public School. If a satisfactory arrangement cannot be obtained through the Superintendent of Arcadia Public School, the complaint may be processed to the Board of Education. The supervisor, teacher or the Superintendent of Arcadia Public School will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities that are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Notification of Rights Under FERPA

Student records are maintained to provide pupil personnel administration as required by law and within The Family Rights of Privacy Act (FERPA). Any student currently registered in school, his or her parents, guardians, teachers, counselors, or school administrators shall have access to

the student's records unless such student has attained the age of eighteen whereas the parent or guardian must obtain the student's documented consent or written permission to access the records. No other person(s) shall have access to the student's records except as prescribed by law. School personnel shall keep in confidence personally identifiable information that has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law. Authorized representatives of the United States, State, or Local agencies auditing personnel may require access to student records in accordance with the enforcement of legal requirements that relate to specific programs and the collection of data. Upon request, student file information shall be sent to another primary or secondary school in the case of student transfer at no cost to the student. Student files and records shall be retained in a protective facility within the school building.

Disclosure

Certain student directory information may be disclosed without written consent. Directory information is not generally considered harmful or an invasion of privacy, if released. The primary purpose of directory information is to allow the school district to include information from the student's educational records in publications such as but not limited to activity programs, yearbook, academics honors, awards, and presentations, news media reports of the same, class ring representatives, graduation programs and announcements or any other lawful disclosure. Military recruiters, upon request, shall be provided with three categories of student directory information, i.e., names, addresses, and telephone numbers unless the parents of the student have advised the local school district that they do not want their student's information disclosed to military personnel without prior written consent.

Disclosure-Written Consent

Requests for former student record information must be in written form other than a transfer to another primary or secondary school. A former student may personally request a copy of their record or personally request that it be sent to another agency. An agency or educational institution may submit a request signed by the student whose record is being requested.

Notice Concerning Disclosure of Student Recruiting Information

Two laws; No Child Left Behind Act of 2001 and The National Defense Authorization Act of 2002, require local education agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories i.e. names, addresses, and telephone numbers unless the parents of the student have advised the local school district that they do not want their student's information disclosed to military personnel without prior written consent.

There is a form at the back of this handbook for parents to make their wishes known to the Arcadia Public School district concerning release of their student(s) information.

Notice Concerning Staff Qualifications

ESSA gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Arcadia Public School gives parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.

3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Arcadia Public School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

ARCADIA PUBLIC SCHOOLS STUDENT/PARENT/TEACHER COMPACT

As part of Arcadia Public School Parent Involvement Policy, we are required to provide this parent/student compact to all students and their parents.

PARENT/GUARDIAN: (check 3 or more)

To assist in the learning process and success of my son/daughter, I will:

- 1. Attend parent/teacher conferences
- 2. Volunteer in the classroom
- 3. Make sure my child gets adequate sleep
- 4. Make sure my child attends school regularly
- 5. Spend at least 15 minutes per day with my child on homework/reading
- 6. Turn the Screen Time off for 1 hour per day
- 7. Provide a separate area away from distractions for my child to do homework
- 8. Read to or listen to my child read

SCHOOL STAFF:

We agree to carry out the following responsibilities:

- 1. Try to be aware of every child's needs
- 2. Communicate with home on student progress
- 3. Schedule regular conferences with parents.

- 4. Provide a healthy learning environment for your child
- 5. Respect all children and their families.
- 6. Provide high quality curriculum and instruction that enables students to meet State academic achievement standards.

STUDENTS:

I agree to do the following: (check 3 or more)

- 1. Return completed schoolwork on time
- 2. Attend school as outlined by handbook
- 3. Be responsible for myself and to others
- 4. Be attentive to school and class rules
- 5. Work with my parents and teachers to achieve my potential

- 6. Have a positive attitude towards school
- 7. Be respectful to others

Please keep this contract as a reminder of what you and your student can do at home to benefit your child's education.

Please fill out and return to school.

STUDENT/PARENT/TEACHER COMPACT

We have checked at least three tasks on the Parent/Student compact that we will fulfill this school year.

Parent: _____	Student(s): _____
Teacher(s): _____	_____
_____	_____
_____	Date: _____
_____	_____

ACKNOWLEDGMENT OF RECEIPT

Dear Parents:

Please sign and return this portion to the school office, as soon as possible.

Thank You!

I have received a copy of the 2019-2020 Arcadia Public School Parent-Student Handbook and acknowledge the Standards of Conduct; use or possession of firearms and instruments that can be used as weapons; all policies relating to school-parent-student involvement in all classes and activities; and the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities, as regulation.

This notice is being provided to you pursuant to PL. 101-226 and 34 C.F.R. Part 86, both Federal legal requirements for the District to obtain any Federal financial assistance. Non-compliance with these standards can and will result in punitive measures being taken against any such student.

Parent's Signature _____

Date: _____