

**Arcadia Elementary School Handbook  
2021-2022**



**Home of the Redskins**

19033 SR 12  
Arcadia, OH 44804  
Telephone: (419) 894-6431  
Fax: (419) 894-6970

**Mr. Dave Golden**  
**SUPERINTENDENT**

**Mr. J.R. Hauptert**  
**PRINCIPAL**

This Student Planner belongs to:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Grade \_\_\_\_\_

Homeroom \_\_\_\_\_

**BOARD OF EDUCATION**

Ryan George, President  
 Lindsey Boes, Vice President  
 Corey Boes  
 Eric Metcalfe  
 John Sparks

**ADMINISTRATION**

Superintendent	Dave Golden
High School Principal	Bill Dobbins
Elementary Principal	J.R. Haupt
Treasurer	Angie Spridgeon

**ELEMENTARY TEACHERS**

Kindergarten	Darlie DeVaul Megan Percer	Librarian	Anjie Trusty
First Grade	Katie Kuhn JoAnn Lauck	Phys. Ed.	Brooke McKee David Spridgeon Jr.
Second Grade	Michelle Gutman Angie Stoner	Preschool	Lynn Vera
Third Grade	Jaelyn Pessell Leah Morehart	Title I	Tiffany Lobb
Fourth Grade	Clay Baker Julie Schilling	Speech	Kim Williams (K-6)
Fifth Grade	Susan Barton Carrie Plesec	Secretary	Jenny Holman
Sixth Grade	Kristan Prater Dereck Uitto	Guidance	Kelsey Harmon
Intervention Specialist	Katie Saltzman Karla Stechschulte	Music	James Brake Brandon Fullenkamp
Art	Victoria Baney	Aides	Ashley Siravo Ashleigh Frey

***School Website: [www.arcadiaschools.org](http://www.arcadiaschools.org)  
 Telephone Number: (419) 894-6431 Ext. 300***

## **PRINCIPAL'S MESSAGE**

Dear Parents/Guardians and Students:

Welcome to Arcadia Elementary. The faculty and staff are looking forward to working with your child this school year.

The pages of the handbook are filled with important information regarding school policy and procedures. Please take time to review the contents together with your child and complete the form below. If you have questions unanswered after reading the handbook, please call the school office.

We feel the handbook will serve as a helpful reference for parents as they seek to provide academic support at home. Arcadia parents are our partners in educating children of this community.

We welcome your participation and support during the school year and encourage you to volunteer in the building. Working together, we will be able to help our students make the most of this school year.

Yours in Education,  
Mr. David Golden  
Elementary Principal

## **ARRIVAL AND DISMISSAL**

Students walking to school should plan to leave home so they will not arrive at the school building until approximately 7:35 a.m. Students will not be allowed in the building before 7:35 a.m. unless requested by a teacher for extra help in the morning. Students are not to loiter in the building after school or around the buses. The school will not be responsible for supervision of students before 7:35 a.m. or after 3:00 p.m. each day.

## **SCHOOL HOURS**

Pre-School	A.M.	7:55 a.m. – 10:45 a.m.
	P.M.	11:55 a.m. – 2:49 p.m.
Elementary Students		7:55 a.m. – 2:49 p.m.
Middle School Students		7:55 a.m. – 2:53 p.m.
High School Students		7:55 a.m. – 2:53 p.m.

## **ATTENDANCE**

Arcadia Local School will work cooperatively with parents, guardians and students to promote increased student attendance. Our policy is based on state attendance standards, clear and enforceable guidelines, and a positive motivation for good attendance. Furthermore, Ohio law entrusts us with accounting for the attendance of all students. Students and parents are both bound by Ohio attendance requirements. Such requirements state that students must be present at school unless excused for one of the reasons listed below:

1. Personal illness (doctor's excuse may be required)
2. Severe illness in the immediate family
3. Medical appointments
4. Emergency at home (validity determined by principal)
5. Death in the immediate family
6. Death outside the immediate family (depending upon the relationship to the student)
7. Religious observances
8. Family vacations or other planned absences. Parents/guardians of students who plan to be absent from school must notify the school in writing at least five days prior to the absence. It is the responsibility of the pupil to arrange to make up work with the teacher. It is up to the discretion of the teacher how this work is to be made up. Students who have excessive absences will not be excused for vacations.
9. Quarantine for contagious disease.
10. Reasons for absence from school other than the above must be approved by the principal.  
Remember an excused absence is still counted as an absence.

A parent/guardian must call 419-894-6431 each day by 8:00 a.m. to explain a student absence. The student must present an absentee note from a parent/guardian to the secretary on the day the student returns to school. (WITHIN 24 HOURS OF ABSENCE)

All excuses must have a stated reason for the student being absent. In order for the absences to be excused, it must comply with the excused absences as listed above from 1 through 10. A note that states "excused personal" is too vague and will not be accepted. Please follow these procedures so your child is not marked unexcused.

### TRUANCY

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

For the correction of the "habitually truant" unruly child, the courts may now order the Board to require the child to attend an alternative school if one has been established. Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy

The Board directs the administration to develop intervention strategies that may include the all of the following actions if applicable:

1. Provide a truancy intervention plan meeting State law requirements for any student who is excessively absent from school.
2. Provide counseling for a habitual truant.
3. Request or require a parent having control of a habitual truant to attend parental involvement programs.
4. Request or require a parent of a habitual truant to attend truancy prevention mediation programs.
5. Notification made to the registrar of motor vehicles.
6. Take appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

A student that has been absent or missed 65 hours (10 days) of school during the academic year is considered excessive. Absences (excused or unexcused) from classes beyond 65 hours (10 days) will require a written excuse from a physician to be considered an excused absence. If our office does not receive a medical note within 24 hours of the date when the student returns to school, the absence will be considered unexcused. Absences that accumulate past 65 hours are excessive and will require an attendance hearing. An attendance hearing includes the student, parent, school representative and the attendance officer from the Juvenile Court. Continued absences beyond 65 hours (10 days) from a class may constitute truancy charges being filed with the appropriate juvenile court.

### **TARDIES**

Tardy Bell rings at 7:55 A.M. If a child arrives after 7:55 a.m. they are tardy and the minutes will be counted toward the number of hours, per the Truancy policy.

### **UNEXCUSED ABSENCES**

Examples of unexcused absences or tardiness include, but are not limited to:

1. Oversleeping
2. Missing the bus or ride to school
3. Staying out of school an unnecessary length of time due to a doctor or other appointment
4. Babysitting in non-emergency situations
5. Personal business, i.e.-shopping, haircuts, etc.
6. Truancy or suspension from school

### **DENTAL/DOCTOR APPOINTMENTS**

Dental and doctor appointments should be scheduled for non-school hours whenever possible. If this is not possible, a note from the parent/guardian is needed in advance to inform the teacher and office of the impending absence. Information on the note should include:

Student's name and grade.  
Reason for requested absence.  
Time requested for student's dismissal.  
Parent/guardian's signature.

Parent/guardian should report to the office when coming to the school to sign the student in or out on the form provided. Office personnel will go to the classroom or call to the classroom to get the student. Please provide the office with a doctor's excuse when your child returns to school.

### **MAKE-UP WORK**

Request for homework should be made by 9 a.m. and picked up after 2:15 p.m. These times are necessary so teachers can use planning time rather than instructional time to gather assignments.

It is the pupil's responsibility to contact the teacher on the day of return and make arrangements to make up all assignments and tests.

The time limit for make-up work of absences is one day for each day of absence and may not exceed two (2) weeks after the re-entry to school unless an extension is granted.

When an absence is anticipated in advance, such as a vacation or medical procedure, the parents should arrange for make-up work with the teacher at the teacher's discretion, at least five (5) days before leaving. Remember,

in regard to vacation, previous absences may affect make-up work.

During extended absences due to illness or recovery, the parent/guardian should make arrangements with the teacher to pick up assignments and deliver homework on a regular basis so the student will remain up with the class.

### **STUDENT ACHIEVEMENT**

Student achievement is recognized in many different ways in the elementary school. Besides periodic teacher recognition in the classroom, we have an **Honor Roll, Perfect Attendance and Excellent Attendance**. Any student who does not have any minutes tardy or absent has achieved perfect attendance. Any student that has no more than six and a half (6.5) hours per nine weeks of tardy or absence will have achieved excellent attendance. These achievements will be rewarded after the completion of every nine week grading period. Students in grades 3-6 are eligible for the Elementary Honor Roll. Students must have A's and B's in all graded areas and at least a "3" in writing to achieve the Honor Roll.

### **ELEMENTARY GRADE CARDS**

Different scales are used to indicate academic progress. Kindergarten and First Grade students will receive a report card three (3) times per year at the end of 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grading periods. Academic progress will be indicated by a "+" satisfactory, "✓" showing improvement, "–" needs to improve. Second through Sixth Grade students will receive grade cards each nine week grading period. Second through Sixth grades will receive letter grades. Art grades will receive number grades, while P.E., Keyboarding and Music will receive +, ✓, -.

There are four (4) nine week grading periods for students in Grades 3 – 6. Interim reports are sent home 4 1/2 weeks into each grading period. The achievement scale for Grades 3 – 6 is:

A (92-100)	A- (90-91)	B+ ( 88-89)	B (82-87)	B- (80-81)
C+ (78-79)	C (72-77)	C- (70-71)	D+ ( 68-69)	D (62-67)
D- (60-61)	F (59-0)			

(4) Outstanding, (3) Satisfactory, (2) Needs to Improve, (1) Unsatisfactory

### **TRANSPORTATION**

Arrangements for changes in transportation must be made by 2:00 p.m. (Not including #10 from the list below). For example: Being picked up rather than riding the bus.

#### **Busing:**

Bus transportation is a shared responsibility of the school and students. The school provides the transportation service and the students are allowed to ride provided certain standards are maintained. All school rules apply on the school bus. Bus riding is a privilege, which may be revoked.

1. Students should be at the bus stop 5 minutes before pick-up.
  2. Passengers are under direct authority of the bus driver while on the bus.
  3. Use of profanity is not permitted,
  4. Eating or drinking shall not be permitted on any bus at any time.
  5. Stay in YOUR seat and remain there while the bus is moving.
  6. Arms, legs, hands, head; etc. shall not protrude from the windows.
  7. Marking, writing, cutting or otherwise defacing the interior of the bus is not permitted.
  8. NO FIGHTING, HARASSMENT OF OTHER STUDENTS OR ABUSIVE LANGUAGE AT ANY TIME.
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9. Students are subject to removal from the bus if they do not comply with the rules. Students are still required by law to attend school during periods of suspension from the bus.
  10. Students will not be allowed to ride another bus unless it is an emergency and authorized either

by the superintendent or bus supervisor.

- 11. Students are not permitted to use cell-phones on the bus.

Discipline procedures are subject to the discretion of administration. Discipline for infractions may involve, but are not limited to; warnings, suspension of bus riding privileges or other actions taken in attempt to modify behavior.

**SCHOOL CLOSING/DELAY NOTICES**

When it is necessary to close or delay school due to bad weather or other emergencies, the school has an information system in place that will call parents/guardians. In addition, announcements will be made over the local radio stations, WBVI, WFIN, WKXA (Findlay), and WFOB (Fostoria) the following television stations (WTVG, WNWO, and WTOL), and the Courier's Info Line (419-421-8888).

<b>2 HR. DELAYS:</b>	Gr. 1-6		9:55 A.M.- 2:49 P.M.
	PS	A.M. Session	9:55 A.M.-11:45 A.M.
		P.M. Session	12:55 P.M.- 2:49 P.M.

<b>3 HR. DELAYS:</b>	Gr. 1-6		10:55A.M. – 3:49 P.M.
	PS	A.M. Session	10:55 A.M. – 12:45 P.M.
		P.M. Session	1:55 P.M. – 3:49 P.M.

**FEES**

Due to the amount of consumable supplies used in some grades, the payment of fees is required. This schedule is revised annually to reflect the amount needed. These fees should be paid as soon as possible and definitely by the end of the first nine weeks of school. Please make checks payable to Arcadia Local School. Grade Cards, Mid-terms and access to Progress Book will be denied until payment is received. One check can be made out for all members of the same family. (Please note the grade(s) and teacher(s) on the check) Anyone having difficulty in this area should contact the building principal.

**LOST AND FOUND**

A lost and found is located outside the office. Students should check this area several times until lost articles are found.

**LUNCH TIMES**

	PLAYGROUND	CAFETERIA
Grade K - 2	10:15 - 10:35	10:40 - 11:05
Grade 3 - 4	10:35 - 11:00	11:05 - 11:30
Grade 5 - 6	11:00 - 11:25	11:30 - 11:55

**LUNCH ROOM PRICES:** As Posted

**ALA CARTE:** Students are permitted to purchase ala carte items after a regular lunch has been purchased or a lunch has been brought from home.

Arcadia Local Schools has a computerized debit system which replaces the traditional cash register. Students have been assigned a PIN number they need to memorize and use for all lunches. Parents may make payments

of any dollar amount to the cafeteria in advance. Payments are best made in the form of a check made out to **Arcadia Local School** and should have your **child's name, PIN number and grade** written on the envelope. Students should give their payments to their homeroom teacher.

When students run out of funds, they may charge up to two (2) lunches. Students with a negative balance may not purchase ala carte items until the deficit is resolved.

### **LUNCH ROOM RULES AND GUIDELINES**

Follow directions from the lunch monitor.

Students should be courteous and respectful at all times.

Talk in normal tones and avoid loud noises.

Please walk at all times.

Students should not throw food or touch other students' food.

Respect others by keeping your hands to yourself.

Students are to purchase only drinks available in the lunchroom.

Students must have adult permission to leave the room.

Students should be seated while eating and stay at their seat unless disposing of trash.

Students are responsible to place plates, utensils, and trash in their proper places.

Students are responsible to place chairs back up to the table.

All food must be eaten in the lunchroom.

Alert the monitor of any spills or problems.

### **MEDICATION ADMINISTRATION TO STUDENTS**

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medications should be given by the parent at home. If this is not possible, parents may come to school to administer medications to their children. School personnel will be permitted to administer medications only when no alternative is available. In this circumstance, if a student is required by a physician's order to take medication during the school day, the procedures listed below will be followed:

1. The principal or principal's designee will supervise the storage and dispensing of the medications in the absence of the school nurse. The medicines will be kept in a locked storage space.
2. The administering of prescription medication by school personnel requires a completed medication authorization form with signatures of the parent and attending physician. Over-the-counter medication requires the completion of the same form with only the parent's signature. Copies of the necessary medication authorization forms are available in the school office. Medication will not be administered by school personnel unless the required information is completed and on file at the school.
3. All medication must be brought to school by the parent or guardian. Prescription medication must be in the container in which it was originally dispensed. It should be appropriately labeled by the pharmacy or physician with the date, student's name, dosage and means of administration, time (s) to be administered, and duration of treatment, possible adverse side effects and any other special instructions. This information is included in the form to be completed by the physician. Students are not allowed to take medication on their own. Please help support this policy by not sending medication with your children.
4. Over-the-counter medication must be in a new container with an unbroken seal.
5. The county school nurse will be the consultant and will be contacted when there are any questions about the type of drug, its administration or possible side effects. At no time will medication be administered or taken at school when there are unanswered questions.

6. Parent/guardian must pick up medication at the end of the year, as it cannot be sent home with the student.



7. New request forms must be submitted for each school year and as necessary for any change in medication order.

### **ORGANIZATIONS**

Students have many opportunities to participate in a variety of community organizations before and after school. Volunteers help coordinate and lead these organizations for the benefit of children. Business for these organizations should be conducted before/after school so as to not interrupt the school day unless previously approved by the building principal.

### **PARENT-TEACHER CONFERENCE**

Parent/Teacher Conferences will be scheduled in the weeks prior to Thanksgiving Break and after the beginning of the Second Semester.

### **PARTIES**

Fall, Winter and Valentine's Day parties may be held during the school year. Special event parties will be at the discretion of the homeroom teachers.

### **PERSONAL VALUABLES**

Students should make certain all personal property is marked with their names, including gloves, boots, coats, notebooks, etc. Students are encouraged not to bring toys, electronic games, electronic music devices or trading cards to school. Personal reading devices may be brought to school for the purpose of reading only. The school cannot be held responsible for loss or damages and cannot insure them against theft.

### **PLAYGROUND GUIDELINES**

To insure safe and proper play on the elementary playground, the following rules will be enforced:

1. All students must show respect for the persons in charge of the playground. Disrespect, arguing and failure to follow directions given by an adult is not permitted.
2. Playground equipment is to be used safely and for its intended function. Students must be able to reach the glider and touch the ground to use this piece of equipment.
3. No tackle football, wrestling or contact games.
4. Students are not to throw snowballs, rocks and sticks, play or walk in mud puddles, play "King of the Mountain" or flinching games.
5. Candy, gum, and other food are not to be eaten or chewed during a noon inside or outside recess.
6. Swearing, pushing, spitting, and fighting are not permitted.

Failure to follow the guidelines set forth on the playground will result in action taken to improve student behavior.

ACTIONS TAKEN: Warnings, time at the fence, increased time at the fence with repeated behaviors, or a trip to see the principal.

### **RECESS REGULATIONS**

Recess is a necessary part of any school day. Our school attempts to provide many possible activities and allows a free choice for the children during this time. Certain regulations need to be enforced during recess time not only to insure safe conditions, but also to help manage a smooth transition to and from the playground.

All students must take recess outdoors when the weather permits. Children will be kept indoors when the weather warrants or temperatures fall below 20 degrees. If an illness warrants a child unable to participate in the normal school routine, including recess, consideration should be given to allowing an extra day of rest at home. **Students are not allowed to stay in for recess without a doctor's excuse.**

Many times in the fall and spring the weather is erratic. We suggest children keep a sweater or jacket at school in their locker to use if needed. During the winter children should have adequate clothing (hats, mittens, gloves, scarf, winter coat, etc.) to keep them protected for a short stay on the playground. Boots should be worn if they want to play in the snow. Under no circumstances will students be allowed to ignore the directions of the playground supervisor or argue with them.

### **SAFE SCHOOL HOTLINE**

Incidents that might negatively impact our schools, students, or staff may be reported anonymously. It is not intended for emergencies. The number to call is 419-421-8888 then enter 7235 and state your message.

### **SCHOOL NEWSPAPER AND COMMUNICATION**

The school provides continuing information to the community through The Update (a newspaper) which is published four times during the school year. Our staff and administration attempt to promote a positive sense of communication through this device. Please take the time to read your newspaper and stay abreast with what is happening in your school.

### **STUDENT CONDUCT**

Students in the school system have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the right to participate *in* school programs on or off school property, the student shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of this program.

When behavior problems occur, the following steps will be taken:

**STEP 1**-Teachers will handle the minor infractions that occur in the classroom, on the playground, and while to and from areas of the building.

**STEP 2**-When a student is sent to the office by a classroom teacher or supervisor, the principal shall:

1. Discuss the discipline referral with the student and/or others involved and record the events.
2. Apply the appropriate school – administered penalty, as deemed necessary by the principal

The principal or other certified personnel may use, but is not limited to, the following disciplinary measures to correct pupil behavior:

- A. Positive actions by teacher to inspire correct behavior each day.
- B. Conferences between teacher-student; teacher-parent; administrator-student; and among administrator-teacher-student; administrator-student-parent.
- C. Loss of recess
- D. Time Out
- E. Special Assignments
- F. Detention/Saturday Detention

- G. Behavior Contract
- H. School Service

- I. Administrative/Emergency Removal
- J. Guidance Referral
- K. Suspension
- L. Expulsion
- M. Notify proper authority

-A violation of any of the following may result in disciplinary action as mentioned in the previous paragraph. This includes the possibility of suspension and/or expulsion.

1. Disruption of school
2. Damage of school property
3. Insubordination/Disrespect
4. Fighting/Assault
5. Theft
6. Use of profanity
7. Possession and/or use of any form of tobacco, (see \*\*below).
8. Harassment
9. Sexual Harassment
10. Possession and use of narcotics, drugs, and alcoholic beverages
11. Possession of electronic devices
12. Possession of weapons or an object that can be reasonably considered a weapon
13. Bullying, (see \*\*below)

\*\* Students are not permitted to use any form of a tobacco product in any building or on school property at any time under any conditions. The "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

\*\*Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, psychological or a combination of all three. As with all the items listed above, Arcadia Local Schools does not tolerate bullying. If bullying is observed, staff members will take appropriate action to intervene. If these interventions do not resolve the matter or bullying continues, the bullying will be reported to the building principal.

**Safe Schools Ohio**, Compliance Officers, call 419-894-6431, Superintendent (Ext.101), Elementary Guidance (Ext. 315). The Anti-Harassment Policy, can be found at our school's website under Parent/Student Resources, at the bottom of the right hand column.

### **SUSPENSION and EXPULSION**

In accordance with Ohio law, Section 3313.66 R.C., the principal or assistant principal of a school may suspend a pupil from school for a period of up to ten (10) days for violations of the Student Code of Conduct. In addition, the superintendent may expel a student from school for up to eighty (80) days and in some cases one calendar year. While suspended from school or expelled the student may not be on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the district.

Suspension from school means the student may not be on school property and may not attend classes or activities during the inclusive times of the suspension. A student who is suspended from school may have the opportunity to make up missed work. It is the responsibility of the student or parent to obtain missed assignments. Within twenty four (24) hours of the return to school, a student may turn in the assignment(s) for Fifty (50) percent of the allowable credit, provided it is submitted to the teacher prior to the start of the school day at 7:55 am. Any make-up work not submitted to the teacher by 7:55 am, will receive no credit. All students who are in an in-school restriction will be allowed to complete assignments during the day.

Personal communication devices includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Students may use (PCDs) before and after school, during after school activities (e.g., extra-curricular activities), or at school-related functions, provided those supervising during these times do not find it distracting, disturbing and/or intimidating to others. This includes leading to opportunities for academic dishonesty and other disruptions of the educational process. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

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

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor. Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.

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

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

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Superintendent. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

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

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 –

Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

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

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

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

### **BRING YOUR OWN DEVICE (BYOD)**

Students will be allowed to bring certain electronic devices into the buildings. Devices such as laptops, iPods, iPads, tablets, Nooks, Kindles, etc. may be used by students to assist them with their academic progress. Key points of information to consider as you evaluate whether or not you are going to permit your student to bring in a device:

- Any device brought in by a student is the exclusive property of the owner. Arcadia Local School accepts no liability or responsibility for the loss, damage, vandalism, theft, etc. of any device brought into a school building. It is strongly recommended insurance be obtained for any device brought to school.
- The device, as well as data and information gathered, must be shared as directed by the teacher whenever the device owner is part of the activity or assignment.

- Devices are strictly prohibited in restrooms and locker rooms at all times.
- Devices are only to be used as specified by teachers/administration.

- Devices brought in that are wi-fi capable are to use the school network when accessing the internet. The firewalls and filters will insure the content is appropriate. Arcadia Local School is **NOT** liable for content, text or data usage charges in the event they access a network other than the schools.
- The purpose and use of the device needs to be related to schoolwork or academic progress. They are not to be brought for the purpose of playing games or listening to music.
- Devices cannot be charged at school.
- Individual teachers will have guidelines specific to their subjects and classrooms as to when and how these devices may or may not be used.

The Acceptable Use of Technology Policy for students applies to both school-owned and personal devices. The Acceptable Use Policy describes the appropriate use of technology in school. Any student violation of this policy on a school-owned or personal electronic device will result in disciplinary consequences. The Acceptable Use Policy is available for review online at the district's website.

The Arcadia Local School District is committed to preparing our students for the 21<sup>st</sup> century. Through appropriate use of technology, the educational experience will be enhanced and strengthened.

### **SECURITY CAMERAS**

This facility and busses are equipped with surveillance systems. These systems may be used to monitor student conduct and to assist in disciplinary action. The facility system also provides security to our facility, staff and students.

### **STUDENT DRESS CODE**

The quality of Arcadia Elementary is reflected in the personal appearance of its students. The school administration, faculty and most students feel appropriately dressed students contribute to the learning environment of the school. School is preparation for life and life's work: therefore, our policy is designed to form proper dress and appearance habits for one's future as well as creating a daily positive attitude.

The following list of specific items is a guideline for appropriate dress. It is not intended to be an exhaustive one. Faculty members are expected to be familiar with the dress code and refer violations to the building principal or other designated personnel. The principal will make final judgment on questions and violations that may occur. Students must change clothing or cover areas if deemed unacceptable.

Apparel that interferes with normal school activities or the safety of students should not be worn. This includes, but is not limited to:

1. Pajamas, apparel that can damage the property of others (riveted pants, cleats, chains, etc.)
2. Clothing which is excessively dirty, torn or ripped.
3. Shorts, skirts, or skorts that are less than mid-thigh length.
4. Shirts and blouses that expose the midriff and/or back. Tank tops, muscle shirts or halters and mesh/see through tops should only be worn with a shirt underneath and shoulders should be covered.
5. Clothing or other apparel accessories that promote hate, has profanity, vulgar or other negative messages that could be interpreted as promoting hate. Anything advertising or related to alcohol, tobacco, drugs or anything of a sexual nature.
6. Hats, sweatbands, and sunglasses.

7. Open toed shoes, flip flops, high heels, shoes without a strap in the back are not recommended. Shoes with rollers on the bottom should not be worn. THIS IS FOR THE SAFETY OF THE STUDENTS,

PARTICULARLY ON STAIRCASES AND ON THE PLAYGROUND WHERE THERE IS MULCH AND STONES.

8. At no time shall student undergarments be showing.

\*\* Any exceptions to the above list (spirit days, for example), require the approval of the building principal.

### **SUPPORTIVE SERVICES**

The school uses the services of the Hancock County Board of Education in helping meet the needs of the school system. These services include: county health nurse, speech and hearing therapist, preschool teachers, and curriculum personnel for teachers and school psychologist.

### **TEACHER REQUESTS**

On occasion there may be a reason to request a specific teacher. Whenever possible, we do try to honor those requests that are educationally sound; however, maintaining balanced classes will take precedence over requests. Please keep in mind that at this time students will have both teachers in grades 2-6. E-mail requests will also be accepted. We do ask any necessary requests be in writing and include the reason, date, and parent signature. These must be received in the Elementary Office by **May 2, 2022**.

### **TEXTBOOKS**

Textbooks are provided for certain subject areas at public expense for all students who are responsible for returning them upon completion or withdrawal with only normal wear. A fine will be assessed for damage or misuse of textbooks and a lost book will be charged at the replacement cost.

### **TRANSFERS**

When transferring to another school, please inform our school office to assure accurate recording of necessary information. Records will be forwarded to the new school at your request or upon request of your new school.

### **VISITORS/VOLUNTEERS**

In an effort to keep our building safe and secure and to provide documentation for who **is** in our building in a time of a crisis, please be sure you sign in each day at the office. Visitors and volunteers are always welcomed, but should not loiter in the building or cause disruption in the function of the school district. As a visitor, or volunteer in our building, we are asking for your support in keeping confidentiality for issues involving students and staff.

If you are picking up your child for an appointment or arriving late, please come to the office to sign them in or out. Office personnel will call the classroom to have your child meet you in the office. If you are dropping off needed items, please do so in the office and we will make sure your child receives it. If you would like to visit your child's classroom, please make arrangements with their classroom teacher and check into the office when you arrive. Your help in these matters will help minimize disruption of instructional time and again help us maintain the safety of our school.

### **YOUR SUPPORT**

Your interest and active participation helps bring home and school closer together. Through such efforts, concerns, programs and problems can be shared and a keener appreciation of one another's position established. We recommend that should an uncertainty arise about your child, direct contact with the teacher should be made. This can be done by calling the school and setting up an appointment (419-894-6431). The elementary principal is also available to discuss programs, procedures and policies that may be of interest to you.