Arcadia Elementary School Handbook

2025-2026

Cornerstone of Our Community
Preparing All Students for Life

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

This Student Planner belongs to:

Name _____

Phone _____

Address _____

Grade _____

Homeroom _____

Arcadia Redskins are READY to LEARN and GROW!

Volume Level

0 - Voices Off
1- Whisper
2- Table Talk
3- Recess Voice

REDSKINS ARE	Safe	Respectful	Responsible
School Bus	• Enter and exit calmly • Seat on seat, back on back • Stay out of the aisle • Report any problems to driver	• Know and follow the expectations • Listen to the driver • Kindly share your seat • Use kind words • Volume Level - 1	• Stay seated • Pick up anything you drop • Keep items inside the bus
Hallway	• Hands & feet to yourself • Respect others space • Walking feet • Face forward	• Stay on right side of hall • Use teacher directed Volume Level - 0/1	• Know your destination • Stay in a single file line • Pick up anything you drop
Classroom	• Enter and exit calmly • Hands & feet to yourself	• Know and follow the expectations • Use kind words • Use a nice tone • Use teacher directed Volume Level	• Listen • Participate • Ask questions
Virtual Learning	• Be aware of your surroundings	• Know and follow the expectations • Use kind words • Use a nice tone • Use teacher directed Volume Level	• Have a quiet place to learn • Listen • Participate • Ask question
Restroom	• Enter and exit calmly • Wait your turn • Stay off of stall doors • Report any incidents or messes	• Know and follow the expectations • Respect privacy of other students • Volume Level - 1	• Quick and clean • Flush toilet • Trash in trash can • Wash your hands
Cafeteria	• Enter and exit calmly • Wait your turn • Hands and feet to yourself • Respect others space • Walking feet	• Know and follow the expectations • Listen to the monitor • Use table manners • Keep food on your plate • Keep food in your mouth • Volume Level -2	• Sit in assigned area • Stay seated • Clean your area when done eating
Playground	• Enter and exit calmly • Ask permission to leave playground • Wait your turn • Respect others space • Report any problems to monitor • Play nicely • Leave nature be	• Know and follow the expectations • Listen to the monitors • Use kind words • Volume Level - 3	• Include all students • Quickly line up when whistle blows • Use equipment appropriately • Help those in need • Pick up left out equipment & return • Keep the playground clean

Arcadia Elementary School: Problem Behavior
Classroom Managed (MINOR) vs. Office Managed (MAJOR)

Observe Problem Behavior

1. **Pre-Correct**
2. **Re-Teach**
3. **Redirect**
4. **Reinforce Expected Behavior**

Classroom Managed (MINOR)	Office Managed (MAJOR)
• Defiance: not following directions, refusal to work. • Disrespect: eye rolling, shrugging, not talking, refusal to work. • Inappropriate Language: cursing in conversation, inappropriate jokes, etc. • Horseplay: pushing, tripping, messing around together. • Sleeping • Talking out of turn or making distracting noises. • Throwing objects: pencils, paper, etc. • Cutting in line. • No materials/Unprepared for class. • Lying/Cheating • Bathroom misuse • Minor Destruction of Property: breaking pencils/crayons, ripping up paper, etc. • Stealing: general school supplies	• Bullying: Repeated, unwanted, aggressive behavior that is a real or perceived power imbalance. • Harassment: sexual or racial • Physical Aggression towards another student or staff member. • Abusive Language: cursing directed towards another student or staff member. • Major Destruction of Property: Breaking school furniture, permanently damaging the building, ripping/tearing clothing of another student. • Weapons: knife, gun, or any life threatening item. • Stealing: cell-phones, computer, charger, cases, teacher belongings, etc.
Intervention 1: re-teach, redirect, reinforce, complete a BIR	Conference with student
Intervention 2: re-teach, redirect, reinforce, complete a BIR	Communicate with parents
Intervention 3: re-teach, redirect, reinforce, complete a BIR	Administrator determines intervention/consequences
Complete Major Referral - Review by PBIS Team	Administrator provides feedback to staff

ARCADIA LOCAL SCHOOLS

419.894.6431

2025-2026 CALENDAR HIGHLIGHTS

FIRST DAY OF SCHOOL — SEPT 2

LAST DAY OF SCHOOL — MAY 29

FALL BREAK

Nov 26—Nov 28

WINTER BREAK

Dec 22—Jan 2

SPRING BREAK

April 3—April 6

END OF GRADING PERIODS

OCT 31 — JAN 16 — MARCH 20 — MAY 29

GRADUATION

May 31

Other Scheduled Closings:

Oct. 13—Teacher PD Day
Jan. 16—Teacher PD Day
Jan. 19—Martin Luther King, Jr. Day
March 20—Teacher PD Day
May 25—Memorial Day
June 27 - July 10—No Arcadia Activities

Parent-Teacher Conferences: [3:20—8:00]

Oct. 9—MS/HS ONLY
Nov. 6—EL ONLY
Nov. 20—EL/MS/HS
Feb. 12—EL/MS/HS

SCHOOL NOTIFICATIONS: To receive school notifications, delays and closings, please keep your contact information updated in FinalForms.

Structured Literacy Plan K-5

Vision: Cornerstone of our Community - Preparing all Students for life

Mission: To provide student centered education and opportunities for continuous growth through the collaboration of students, staff, families, and community.

Heggerty Phonemic Awareness Program (Kindergarten and 2nd Grade)

The Heggerty Phonemic Awareness Curriculum is used with early childhood and primary grades. The curriculum follows an intentional and systematic progression covering a range of phonological and phonemic awareness skills. Each whole-group lesson articulates a skill focus, provides detailed teacher language for the lesson, and includes associated hand motions developed to support students' learning of the focal skill. The curriculum's weeks of content vary by grade level and cover specific skills students are expected to learn in that grade. The program is 35 weeks long and designed to last 10-12 minutes per day. Core components of the program are:

Phoneme Isolation

- Identifying individual sounds in words.

Phoneme Blending

- Combining individual sounds to form words.

Phoneme Segmentation

- Breaking words into individual sounds.

Phoneme Substitution

- Replacing one sound with another to create new words.

Phoneme Deletion

- Removing a sound from a word to form a new word.

Rhyming

- Recognizing and producing rhyming words.

Syllable Blending and Segmenting

- Combine syllables to form new words and break words into syllables.

IMSE Orton-Gillingham Comprehensive Program (Grades K-3)

The IMSE Orton-Gillingham Comprehensive Program is a structured, multisensory approach to teaching reading, writing, and spelling that is grounded in the science of how children learn to read. Designed for all learners, this program helps build strong foundational literacy skills through explicit, step-by-step instruction. Students engage in hands-on learning using sight, sound, movement, and touch to make connections between letters and sounds. Daily lessons focus on phonics, spelling patterns, vocabulary, and reading comprehension, and are tailored to meet students' individual needs. With this research-based method, we aim to support every child in becoming a confident, capable reader and writer. It's not a set "X-week" program with a fixed end but rather a cumulative, skill-building approach that progresses as students master each concept. Many schools use it year after year, adapting the scope based on grade level or intervention tier. It takes 30-60 minutes per day to cover all the concepts of this material. Core components of the program are:

Phonological Awareness

- Rhyming, syllables, onset-rime, phoneme isolation, blending and segmenting.

Phonics & Decoding

- Letter-sound correspondence, blends, digraphs, vowel teams and multisyllabic words.

Encoding (Spelling)

- Dictation activities, spelling rules and word patterns.

Fluency

- Repeated reading, red-word practice.

Vocabulary

- Morphology (prefixes, suffixes, roots) and word meaning strategies.

Comprehension

- Questioning, summarizing, retelling and visualization techniques.

Grammar & Writing

- Sentence structure, parts of speech and writing conventions.

Wonders 2023 Reading Program (Grades K-5)

Wonders 2023 is a comprehensive English Language Arts (ELA) program designed to help all students become strong readers, writers, and thinkers. Grounded in the science of reading, it provides a research-based, structured approach to building key literacy skills from kindergarten through grade 5. The curriculum focuses on phonics, vocabulary, comprehension, grammar, and writing — all taught in a consistent, clear sequence.

Each week, students read both fiction and nonfiction texts that are connected by a theme. These stories are used to build reading skills, spark meaningful discussions, and help students grow their vocabulary. Writing is taught step-by-step, and students get regular practice with sentence building, grammar, and different writing styles like opinion, narrative, and informational writing.

Wonders also includes digital tools and engaging activities to support learning at school and at home. Most importantly, it provides support for all types of learners — including advanced learners, English language learners, and those needing extra help — to ensure every child has the opportunity to succeed in literacy. This takes 40-70 minutes per day to cover all concepts (K-3) and 90-120 minutes per day (4-5). Core components of the program are:

Vocabulary Development

- Focuses on direct teaching of tiered vocabulary (everyday, academic, and domain-specific).
- Encourages word-learning strategies like using context clues and word parts (morphology).

Reading Fluency Practice

- Provides regular opportunities for repeated reading, phrasing, and expression.
- Includes modeled fluent reading and guided oral reading for feedback.

Reading Comprehension Strategies

- Teaches students to ask and answer questions, summarize, make inferences, and visualize.
- Uses gradual release of responsibility (I Do, We Do, You Do) for comprehension instruction.

Text-Dependent Questions

- Encourages close reading and citing evidence from the text.
- Builds higher-order thinking by focusing on the author's purpose, structure, and content.

Structured Writing Instruction

- Supports opinion, narrative, and informative writing across all grade levels.
- Provides graphic organizers, sentence frames, and modeled writing.

Scaffolded Support for Diverse Learners

- Includes specific support for English Learners, students with disabilities, and students below/above grade level.
- Differentiation built into lessons and small-group time.

Integrated Grammar and Conventions

- Grammar is taught in context and reinforced through writing activities.

Assessment and Progress Monitoring

- Includes formative and summative assessments, exit tickets, and performance tasks to guide instruction.
- Offers data-driven grouping and reteaching options.

Monitoring of the Plan

Monitoring of the literacy plan will be completed through the analysis of data and tracking of adult implementation through: walk-throughs, TBT's, vertical alignment meetings and ongoing professional development.

1. Analysis of data will occur at TBT's and Vertical Alignment meetings.
2. Professional development for teachers and administrators to support the use of these tools and data collection and analysis will be ongoing.
3. RIMPS will continue to be monitored and updated as required by district and ODE regulations.

4. Data will be collected from various sources such as: OG Assessments, Heggerty Assessment, Wonders Assessments, STAR Early Literacy, STAR Reading, STAR CBM, STAR Alternative Assessment and Ohio State Tests (3rd Grade).
5. Adjustments will be made based on individual class performance, grade level performance or cohorts of students.

Welcome Message

Dear Parents/Guardians and Students:

I am excited to welcome you to a new school year at Arcadia Elementary School. The faculty and staff are committed to supporting each student's learning experience through quality instruction and guidance that will address the whole child.

We acknowledge that parents/guardians are children's first and best teachers. Because nobody knows a child better than the parent/guardian, we strongly encourage regular communication with the teacher. Information such as understanding the child's unique needs, talents and interests can be provided to teachers to increase success in the classroom. A working partnership between parents, students and teachers is crucial to create an encouraging and rewarding environment. The handbook will serve as a helpful reference for parents as they seek to provide academic support at home. Arcadia's parents/guardians are our partners in educating children of this community.

The pages within the handbook are filled with important information regarding school policy and procedures. Please take time to review the contents together with your child. Being Safe, Respectful and Responsible Redskins at all times is expected as a student at Arcadia Elementary. If you have questions unanswered after reading the handbook, please contact the school office.

We have made a strong commitment to create a positive and safe environment for learning, so all students are provided the best opportunity to succeed in school. We look forward to working with you and your child. For more information, please check our school website **www.arcadiaschools.org.**

Yours in Education,

Mr. Jerome (J.R.) Haupert
Elementary Principal
(419) 894-6431 Ext: 301

NOTE:	This Student/Parent handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this handbook. The Policies and Administrative Guidelines are periodically updated in response to chances in the law and other circumstances. Therefore, there may be changes to the documents reviewed in this handbook after it is published. If you have questions or would like more information about a specific issue or document, please contact your building principal.

Notice of Nondiscrimination

The Arcadia Local School Board of Education and its staff are dedicated to providing equal education and employment opportunities without regard to military status, sex, race, color, creed, national origin, religion, genetic information, age or handicap. The regulations of Title II, VI, VII (Civil Rights Act of 1964), equal pay act of 1963, Title IX and Section 504 are followed. The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and is required by Title IX (po2266) and its implementing regulations not to discriminate in such a manner. Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both. The District's Policy and Procedures can be found at:
https://go.boarddocs.com/oh/arcadia/Board.nsf/Public?open&id=policies

Office Hours

The elementary office is open from 7:15 AM to 3:15 PM every school day. The phone number is (419) 894-6431 Ext: 300.

Elementary Teachers

Name	Extension	Position	Email
Jerome Haupert	301	Principal	haupertj@arcadiaschools.org
Jolene Baughman	300	Secretary	baughmanj@arcadiaschools.org
Kelsey Harmon	315	Counselor	harmonk@arcadiaschools.org
Lynn Vera	316	Preschool	veral@arcadiaschools.org
Darlie DeVaul	323	Kindergarten	devauld@arcadiaschools.org
Trista Frankart	305	Kindergarten	frankartt@arcadiaschools.org
Melissa Borkosky	324	1st Grade	borkoskym@arcadiaschools.org
Katie Kuhn	312	1st Grade	kuhnk@arcadiaschools.org
Michelle Gutman	303	2nd Grade	gutmanm@arcadiaschools.org
Angie Stoner	310	2nd Grade	stonera@arcadiaschools.org
Alissa Farmer	308	3rd Grade	farmera@arcadiaschools.org
Megan Schindler	313	3rd Grade	schindlerm@arcadiaschools.org
Katie Saltzman	309	K-3 Intervention	saltzmank@arcadiaschools.org
Tiffany Lobb	304	Title 1	lobbt@arcadiaschools.org
Clay Baker	321	4th Grade	bakerc@arcadiaschools.org
Ben Clark	311	4th Grade	clarkb@arcadiaschools.org
Dereck Uitto	306	5th Grade	uittod@arcadiaschools.org
Katie Mankin	317	5th Grade	mankink@arcadiaschools.org
Kristan Prater	307	6th Grade	praterk@arcadiaschools.org
Haley Roberts	319	6th Grade	robertsh@arcadiaschools.org
Courtney Risner	318	4-6 Intervention	risnerc@arcadiaschools.org
Tonya Thorbahn	221	Gifted	thorbahnt@arcadiaschools.org
Jen Abell Amy Beckley	218	School Psych	abellj@arcadiaschools.org beckleya@arcadiaschools.org
Kim Williams	322	Speech	williamsk@arcadiaschools.org
David Spridgeon	216	PE	spridgeond@arcadiaschools.org
Brooke McKee	208	PE	mckeeb@arcadiaschools.org
James Brake	314	Music	brakej@arcadiaschools.org
Janis Griffin	206	Music	griffinj@arcadiaschools.org
Victoria Baney	320	Art	baneyv@arcadiaschools.org
Ashley Siravo		4-6 Aide	siravoa@arcadiaschools.org
Kara Johnson		K-1 Aide	johnsonk@arcadiaschools.org
Mindy Rank		2-3 Aide	rankm@arcadiaschools.org
Sheri Moyer		Recess Monitor	moyers@arcadiaschools.org
Wendi Nash		Recess Monitor	nashw@arcadiaschools.org

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 7:30 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 7:30 a.m. or after 3:00 p.m. each day.

School Hours

Pre-School A.M. 7:35 a.m. – 10:35 a.m.
P.M. 11:35 a.m. – 2:35 p.m.

Elementary doors open at 7:30 a.m.

Elementary Students start at 7:55 a.m.

Kindergarten, 1st dismissal - 2:45 p.m.

2nd, 3rd, 4th, 5th, 6th dismissal - 2:48 p.m.

Delay Information

Students who attend Van Buren, Cory Rawson, Riverdale and Findlay:

A. If Arcadia delays, these students will delay also.
B. If ANY of the above schools delay and Arcadia does not delay, these students will delay also.

Attendance Policy

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 up to 3 - with a note provided by parent
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 3 days prior to the absence. It is the responsibility of the student/parent 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 or voice message 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 student.
3. Request or require a parent having control of a habitual truant student to attend parental involvement programs.
4. Request or require a parent of a habitual truant student 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
5. Personal business, i.e.-shopping, haircuts, etc.

Medical and Dental 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.

Parents/guardians 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 the classroom to get the student. Please provide the office with a doctor’s excuse when your child returns to school.

Makeup Work

Requests for homework should be made by 9 a.m. and picked up after 2:30 p.m. These times are necessary so teachers can use planning time rather than instructional time to gather assignments. Any work submitted for students who had an excused absence will receive 100% credit. In Fourth through Sixth Grade any student who has an unexcused absence will only receive 50% credit for any work that is submitted.

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.

Vacation Policy

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 three (3) days before leaving. Remember, in regards to vacation, if a student is considered to be excessively absent, they will be considered unexcused.

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.

Grading

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 2nd, 3rd, and 4th grading periods. Second through Sixth Grade students will receive grade cards each nine week grading period.

Kindergarten & First Grade teachers will be using: "+" satisfactory, "✓" showing improvement, " - " needs to improve to show academic progress.

Second through Sixth Grade classroom teachers will be using: 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) to show academic progress.

Kindergarten through Second Grade special teachers will be using: "+" satisfactory, "✓" showing improvement, " - " needs to improve to show academic progress.

Third through Sixth Grade special teachers will be using: 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) to show academic progress.

In Fourth through Sixth Grade any student who has an unexcused absence will only receive 50% credit for any work that is submitted.

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.
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.

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

School Closing & Delays

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).

2 HR. DELAYS:

K-6 9:55 A.M.- 2:49 P.M.

PS A.M. Session 9:35 A.M.-11:35 A.M.

PS P.M. Session 12:35 P.M.- 2:35 P.M.

3 HR. DELAYS:

K-6 10:55A.M. – 3:49 P.M.

PS A.M. Session 10:35 A.M. – 12:35 P.M.

PS P.M. Session 1:35 P.M. – 3:35 P.M.

Fees

Due to the amount of consumable supplies used in some grades, the payment of fees ($50) 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 Schools. 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 secretary. You can also register your student on payschools to pay their school fees.

Lunch

Grade K - 1:	10:40 - 11:05	11:00 - 11:25
Grade 4 - 6:	11:05 - 11:30	11:25 - 11:50
Grade 2 - 3:	11:30 - 11:55	11:50 - 12:15

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 as long as the student has money on their payschool account.

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 can be 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. You can also register your student on payschools to load money on their account.

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.

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 (including windchill). 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. Please label your students items with initials, last name, etc.

Medication Administration

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, students 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. Parents/guardians 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 Conferences

Please reference the school calendar above for dates.

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. The school cannot be held responsible for loss or damages and cannot ensure them against theft.

Safe Schools 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 to know what is happening in your school. We also use class dojo to communicate directly to parents. Please be sure to sign up when the teacher gives you the access code.

Anti-Harassment

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying the investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

Teasing, Threats, Intimidation, Stalking, Cyberstalking, Cyberbullying, Physical violence. Theft, Sexual, religious, or racial harassment, Public humiliation, Destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;

B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or

C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.

C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

B. Unwanted physical and/or sexual contact.

C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.

F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charges and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or

activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers". Superintendent & Elementary Counselor 19033 SR 12 Arcadia, OH 44804 Tele. 419-894-6431

The names, titles, and contact information of these individuals will be published annually on the School District's website.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either

an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to investigate following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below.

Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to

support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.

B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.

C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the

Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

A. interviews with the Complainant;
B. interviews with the Respondent;
C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment.

The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board’s legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty- one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

C. any documentation that memorializes the actions taken by District personnel related to the investigation and/or the District's response to the alleged violation of this policy;

D. written witness statements;

E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;

F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);

G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;

H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;

J. documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct);

M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school- approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when

prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding.

In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

SEXUAL VIOLENCE

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its education programs and activities. The Board is committed to maintaining an education and work environment that is free from all forms of unlawful harassment, including sexual harassment.

Sexual harassment, including sexual violence, interferes with students' rights to receive an education free from discrimination, and, in the case of sexual violence, is a crime. Pursuant to its Title IX obligations, the Board is committed to eliminating sexual violence in all forms and will take appropriate action against any individual found responsible for violating this policy. To further its commitment against sexual violence, the Board provides reporting options, an investigative and disciplinary process, and other related services as appropriate. This policy applies to all student complaints, whether filed by a student, his/her parent, an employee, or third party on the student's behalf. It applies to all District operations, programs, and activities, as well as to unlawful conduct occurring on school property or during a Board-sponsored activity.

All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

Sexual Harassment

As detailed further in Policy 5517, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Examples include, but are not limited to:

A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
B. unwanted physical and/or sexual contact;
C. threats or insinuations implying that a person's conditions of education may be adversely affected by not submitting to sexual advances;
D. unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
E. sexually suggestive objects, pictures, videotapes, audio recordings or literature;
F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
H. speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
I. inappropriate boundary invasions into a student's personal space and personal life; and
J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual Violence

Sexual violence, as used in this policy, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age, intellectual or other disability, or use of drugs or alcohol).

Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sexual harassment and, in turn, sex discrimination prohibited by Title IX.

Harassing conduct creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program.

A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. For example, a single instance of rape is sufficiently severe to create a hostile environment.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."

Superintendent & Elementary Guidance Counselor 19033 SR 12, Arcadia, OH 44804 Tele. 419-894-6431

The names, titles, and contact information of these individuals will be published annually in the student and staff handbooks and on the School District's website.

The Compliance Officers are available during regular school/work hours to discuss Title IX questions, sexual violence concerns, and to assist students, other members of the School District community, and third parties. Compliance Officers shall accept sexual violence complaints directly from any members of the School District community or a visitor to the District, as well as those initially filed within a school building administrator. Upon receiving a complaint, the Compliance Officer or designee will discuss confidentiality issues with the complainant (and his/her parent, if the complainant is a minor), and open an investigation as described below.

COMPLAINT PROCEDURES

Reporting

Students and Board employees are required, and parents, community members, and third parties are encouraged, to report sexual violence promptly to a teacher, administrator, supervisor, or other school official. Reports can be made orally or in writing and should be as specific as possible. The person making the report shall identify the alleged victim, perpetrator(s), and witness (es), and describe in detail what occurred, including date(s), time(s), and location(s). The District, however, will investigate and address all reports to the extent possible.

A student has a right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to sexual violence or any other Title IX concerns may also be filed with the U.S. Department of Education’s Office for Civil Rights.

Any teacher, administrator, supervisor, or other school employee or official who receives such a complaint shall file it with the District’s Compliance Officer within two (2) school days, and shall comply with his/her mandatory reporting responsibilities pursuant to R.C. 2151.412. The Compliance Officer will oversee the District’s investigation and response to any Title IX-related complaints, but s/he may delegate the investigative process to another individual ("Designee"). The Board reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy.

Confidentiality

The District respects students’ privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school’s response, the student’s parents (if the student is a minor or is considered a dependent under Section 152 of the Internal Revenue Code), or as otherwise required by law. During the course of a formal investigation, the Compliance Officer/designee will instruct all interviewees about the importance of maintaining confidentiality. Interviewees will be directed not to disclose any information that s/he learns or that s/he provides during the course of the investigation to third parties.

Students or their parents sometimes ask that the students’ names not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence. Upon such a request, the Compliance Officer/designee will inform the student and his/her parent that honoring the request may limit the District’s ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. The official will also explain that Title IX includes protections against retaliation and that school officials will not only take steps to prevent retaliation but also take strong responsive action if it occurs.

Should the student or his/her parents continue to request complete confidentiality, the Compliance Officer/designee will balance the student’s privacy request with the District’s obligation to provide a safe and non-discriminatory environment

for all students. Should the official determine that the District can honor the student's or parent's request and remain in compliance with its Federal and State obligations, the District may limit its investigation and/or formal action against the alleged perpetrator. The District will, however, take other action to address the sexual violence. This may include increased monitoring and security, offering schedule changes, and conducting climate surveys.

If the Compliance Officer/designee determines that the District must disclose the student's identity to an alleged perpetrator, s/he will inform the student and his/her parents prior to disclosure. The District will then afford interim protection measures to the student as appropriate.

Investigation

The District is committed to investigating all sexual violence complaints in an adequate, reliable, impartial, and prompt manner. The investigation will seek to determine whether the conduct occurred, and if so, what actions the school will take to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

The investigation may include:

A. interviewing the complainant, perpetrator, and any witnesses;
B. reviewing law enforcement investigation documents;
C. reviewing student and personnel files;
D. gathering and examining other relevant documents or evidence; and
E. providing a disciplinary hearing as needed.

The District affords both parties a balanced and fair process. Specifically, the complainant has the same rights throughout the proceeding as the alleged perpetrator. Both parties, for example, will have an equal opportunity to present relevant witnesses and other evidence at a disciplinary hearing. Likewise, the District's appeal process is available to both parties. The District, however, does not require complainants to be present for the hearing or appeal.

Further, the District will not permit parties to personally question or cross-examine each other directly. In resolving a complaint, the District uses a preponderance of the evidence standard, determining whether it is more likely than not that sexual violence occurred.

Timeline

The Compliance Officer/designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days after receipt of a report of sexual violence to advise s/he/them of the Board's intent to investigate the alleged misconduct. The Compliance Officer/designee will also inform the alleged perpetrator of the opportunity to submit a written response to the complaint within five (5) business days. The District's investigation, including a disciplinary hearing process (but not appeal), may take up to sixty (60) calendar days to complete. This timeframe may be extended on a case-by-case basis, depending on the complexity and severity of the matter, criminal investigation requirements, and school breaks. During this period, the District will provide the complainant with periodic updates on the status of the investigation.

Interim Measures

During the investigation, the District will take interim steps to facilitate the complainant's equal access to its education programs. These steps may include, but are not limited to: (1) notifying the complainant of his/her options to avoid contact with the alleged perpetrator; (2) allowing the complainant to change his/her academic, extracurricular, transportation, dining, and working situation as appropriate; and (3) informing complainant of other available resources, such as counseling, legal assistance, and victim advocacy. Specific interim measures will be considered and offered on a case-by-case basis.

Notice

Upon completing its investigation, the District will notify both parties in writing about the outcome of the complaint and any appeal. Specifically, the District will notify the complainant: (1) as to whether the investigation substantiated the allegations; (2) of individual remedies offered to the complainant; (3) of sanctions imposed on the perpetrator that directly relate to the complainant; and (4) other steps the District has taken to eliminate the hostile environment and prevent recurrence. The alleged perpetrator will be notified of the investigation's result and disciplinary consequence to him/her, if any. The District will not notify the alleged perpetrator about the individual remedies afforded to the complainant. All aforementioned notifications will comply with Federal and State privacy laws, including the Family Education Rights and Privacy Act (FERPA).

Remedies

The District will provide a prompt and equitable resolution. If the investigation substantiates the complaint, the District will take steps to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and remedy its effects. In addition to imposing disciplinary consequences on the perpetrator, the District will consider the following individual and global remedies, on a case-by-case basis.

A. providing medical, counseling, and academic support services to the complainant and/or perpetrator;
B. re-arranging schedules at the complainant's request;
C. affording the complainant extra time to complete or retake classes without academic penalty;
D. reviewing any disciplinary proceedings against the complainant;
E. training or retraining employees;
F. developing materials on sexual violence;
G. conducting sexual violence prevention programs; and conducting climate checks.

The District will not offer mediation in cases involving sexual violence. Disciplinary consequences against offenders may include suspension, expulsion, termination, and any other sanctions the Board deems appropriate. Any discipline meted out to offenders will comply with special education and Section 504 laws and regulations.

Appeals Process

Both complainants and perpetrators may appeal the outcome of the investigation. Any appeal opportunities afforded to the alleged perpetrator are also afforded to the complainant. Any party wishing to appeal the outcome of the investigation must submit a written appeal to the Board within ten (10) school days after receipt of the written notice of the outcome of the investigation.

The Board shall, within twenty (20) work days, conduct a hearing concerning the appeal. The Board shall provide a written decision to the appealing individual within ten (10) work days following completion of the hearing.

Retaliation

Federal law strictly prohibits retaliation against a complainant or witness. The District will inform the complainant of this prohibition and direct him/her to report retaliation, whether by students or school officials, to the Compliance Officer. Upon learning of retaliation, school officials will take strong responsive action as appropriate.

Training

All staff will be trained so they know to report harassment to appropriate school officials. This training will include practical information about how to identify and report sexual harassment, including sexual violence. The training will be provided to any employees likely to witness or receive complaints involving sexual harassment and/or sexual violence, including teachers, school law enforcement unit employees or school resource officers, school administrators, school counselors, and health personnel. Further, school administrators responsible for investigating allegations of sexual harassment and sexual violence will be trained on how to conduct such investigations and respond properly to such charges.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

C. any documentation that memorializes the actions taken by District personnel related to the investigation and/or the District's response to the alleged violation of this policy;

D. written witness statements;

E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;

F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);

G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;

H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;

J. documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct);

M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

STUDENT CONDUCT

It shall be the policy of the Arcadia Local Schools to encourage student conduct that will promote good health, reasonable standards of behavior, effective citizenship, and a favorable atmosphere for learning. Students on school grounds or in places under school jurisdiction are required to abide by the rules, which are established to achieve these objectives. In accord with this policy, The Board has approved and the administration shall implement the rules, regulations, and procedures contained in this document. When a violation of these rules occurs, the school officials are authorized and obligated to take appropriate action designed to insure more responsible behavior on the part of the student.

CLASSROOM RULES & DISCIPLINE

The teacher has the right to determine classroom rules in each class and to determine the organization and discipline that is most conducive to personal methods of teaching. All students should respect the authority of teachers. Students should learn what each teacher expects in the classroom and adjust according to the varying methods and techniques. Both teachers and students should work toward establishing a mutual respect for each other's abilities so that maximum educational benefits will be realized. Every student is under the jurisdiction of all teachers, regardless of whether or not the teacher has the student in class.

STUDENTS' RIGHTS AND BEHAVIOR STATEMENT OF POLICY

This policy is to comply with Sections 3313.66 and 3313.661 of the Ohio Revised Code as amended by Amended Substitute House Bill 421 passed by the Ohio Legislature and effective September 1, 1976.

A. Freedom of Expression and Assembly

Included expression in written, verbal and symbolic forms as long as such expression does not (1) endanger health or safety, (2) damage property, (3) disrupt the activities of others, (4) is obscene, or (5) interfere with the rights of others.

B. Student Records

Student records shall remain confidential in accordance with the Family Rights and Privacy Act of 1974 which requires that: (1) the parent/guardian or student who has attained the age of 18 has the right to review their records and challenge any items they deem inaccurate; (2) the parent/guardian or student who has attained the age of 18 shall give consent before records are made available to non-school agencies; (3) such records are available to the parent/guardian or student over 18 no later than 30 days after the request for review has been made; and (4) such review is made on school property and in the presence of the principal or guidance counselor.

C. Protection from Unreasonable Search and Seizure

Such search and seizure of individuals shall be conducted for specific items. General searches and seizures may be conducted if there is reasonable cause to believe that possession of any article(s) constitute: (1) a threat to the safety of others, (2) a violation of law, or (3) a disruption or interference with the educational process.

BEHAVIOR REFERRAL PROCESS

If a student commits an infraction of school rules, a teacher will fill out a Behavior Incident Report and send it (not necessarily the student) to the office as soon as possible. Upon receipt of a Behavior Referral Form, any of the following actions or combinations of actions can be taken by an administrator:

Conference with student	**Loss of Privileges**	**Suspension from bus**	**Permanent exclusion**
Conference with teacher, student and parent	**Detention**	**Suspension from school**	
Warning	**Work Detail**	**Expulsion**	

This list is not to be considered exhaustive. The administrative actions can be taken in any order. The principal will notify the teacher concerning the action taken. **The administration has the right to use discretion in interpreting and implementing rules of the handbook in compliance with School Board Policy**.

This also means that the administration can develop appropriate rules and regulations as called for by various situations. **It also means that the administration may, in severe or unusual cases discipline students in ways other than stated in the handbook**.

DETENTION

A detention is to be served when assigned by the teachers or administrators. Detention is to be served either with the classroom teacher or administrator. **A student may be assigned a Saturday School for each failure to serve a detention.** Detention takes precedence over all other school activities. An accumulation of detentions may lead to Saturday School or suspension.

SATURDAY SCHOOL

Saturday School is an attempt to keep students in school and to provide a supervised study setting. Students assigned to Saturday School will report to the high school at 8:00 a.m. and be there until 12:00 (noon). Students are required to bring appropriate study materials.

Removal from Saturday School for disruption will result in suspension. **Not serving an assigned Saturday School will**

result in suspension and the student will be considered as truant. Saturday School assignments cannot be appealed because the student is not being denied any form of educational opportunity. Parental questions regarding Saturday School assignments can be addressed to the principal. Transportation to and from Saturday School are the responsibility of the parent/guardian.

REMOVAL FROM CLASS

A teacher may remove a student from class for a period of time not to exceed 24 hours if the student's conduct seriously disrupts the educational process. The teacher can complete a Behavior Incident Report and request the student be removed from the classroom.

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. A student who is suspended from school may have the opportunity to make up for 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.

DUE PROCESS

Due process for suspensions, expulsions and removals will be in accordance with Section 3313 of the Ohio Revised Code.

APPEAL PROCESS

Should a student or a student's parent(s) choose to appeal a suspension, he/she must do so in writing within three days of receipt of the notice of the impending suspension. The appeal must be made in writing to the superintendent. The procedure for an appeal is provided in regulations approved by the Board of Education.

While the suspension is under appeal the student may be excluded from school until the final decision is during the appeal process.

RULES AND REGULATIONS

The following rules, regulations, and procedures are based upon official policy of the Board of Education of the Arcadia Local Schools. Certain types of student conduct are prohibited. These rules and regulations shall be enforced, unless otherwise specifically stated therein, on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off the school grounds at a school activity, function or event; job station where units of credits are given towards graduation, or when under the supervision of a school employee. These rules may also be enforced when an action is directed at a district employee, anytime on or off school grounds. A student found to be in violation of any of these rules or a portion thereof may be subject to disciplinary action.

This shall consist of either a disciplinary notice, denial of participation in privileges, detention, Saturday School assignment, In-school assignment, suspension for a set number of days, expulsion, and/or permanent exclusion. (The examples listed in the rules below are not meant to be exhaustive.)

In addition to or in lieu of this disciplinary action, the disciplining authority can impose disciplinary measures in the nature of after school work, repair of or payment for physical damage caused by the student, cleanup, painting, and revocation of the privilege of participation in school activities.

STUDENT DISCIPLINE CODE

It is the intent of Arcadia Local School to maintain an appropriate educational atmosphere conducive to a positive educational experience for all students and staff. The administration reserves the right to exercise flexibility in the administration of all disciplinary action. Individuality of the student infractions and other considerations may necessitate disciplinary action other than that specifically listed. The administration reserves the right to incorporate such actions. Arcadia Local School operates on the assumption that all disciplinary action functions on the philosophy of progression. Therefore, as referrals to the office mount, more severe penalties will be progressively implemented. The intent of this philosophy is to modify, perhaps eliminate undesirable student behavior. Unless otherwise indicated, the penalty for the violation of any of the following rules may include Detention, Saturday School, Alternative School assignment, suspension, expulsion, and/or permanent exclusion from school pursuant to O.R.C. Sections 3313.66 and 3313.661. Furthermore, it should be noted that the consequences of the violations of these rules could result in not only school-related discipline, but also in criminal and/or civil actions.

Rule 1 Disruption of School. A student may not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct cause the disruption or obstruction of any lawful mission, process, or function of the school, including all curricular and extracurricular activities.

Rule 2 Damage to School or Private Property. A student may not intentionally cause or attempt to cause damage to school property or private property, or steal or attempt to steal school property or private property, either on the school grounds or during a school activity function or event off school grounds. Damage or theft involving private property or any school property may be a basis for long-term suspension or expulsion from school.

A student who accidentally defaces or damages school property or the property of another is obliged to notify the office of this damage and is liable to pay expenses. Failure to report such damage may entail serious disciplinary action.

Rule 3 Physical Abuse/Threatening Harassment/Threatening Behavior/Sexual Harassment/Hate Speech/Dating Violence. A student may not cause physical injury, verbally harass, taunt, or behave in such a way which threatens or causes physical injury to school personnel, students, or visitors while under the jurisdiction of the school and/or on school property. An individual, whose deliberate behavior directly leads to a fight between other parties, shall be considered a participant.

Rule 4 Fighting and/or assault of another student or any school employee.

Rule 5 Weapons and Dangerous Instruments. A student shall not possess, handle, or transmit a knife, razor, ice pick, electronic stunning devices, explosive, sword cane, machete, firearms, fireworks, pellet or air rifle, pistol or another object that reasonably can be considered a weapon. Included in this prohibition is the use of chemicals and gasses, such as mace or stink bombs. A student shall not fire, display, or threaten the use of firearms, explosives or other weapons on school premises. This rule does not apply to normal school supplies such as pencils or compasses unless they are used as weapons. School supplies that may cause injury will be treated under Rule 3 and may result in suspension, expulsion, or permanent exclusion. State law requires a student to be expelled from school for a period of one year, if he/she possesses or uses a weapon on school property.

Rule 6 Insubordination, Inappropriate Behavior, and Repeated Misconduct.

A. *Insubordination.* A student shall comply with directives and the reasonable requests of teachers, student teachers, substitute teachers, educational aides, bus drivers, or other appropriate school personnel. Failing to serve assigned disciplinary action shall also constitute insubordination. Severe or repeated noncompliance may result in suspension, expulsion, or permanent exclusion.

B. *Inappropriate Behavior.* A student shall not behave in a disrespectful, belligerent, or in an otherwise inappropriate manner toward any individual mentioned in Part A.

C. *Repeated Acts of Misconduct.* A student shall comply with all school rules and regulations. Repeated acts of misconduct include but are not limited to, disruption of class, repeated violations of rules, and impudent behavior.

Rule 7 Narcotics, Alcohol, Drugs, Vapor Devices, Counterfeit Controlled Substances, Sale or Distribution and Drug Paraphernalia. To promote an alcohol and drug free school, Arcadia Local School enforces regulations which prohibit student contact with alcoholic beverages, intoxicants, vapor devices, and drugs-of-abuse prior to (same calendar day) and during times the student is subject to the authority of the school. A student may not possess, use, show evidence of use, transmit, sell, conceal or consume any alcoholic beverage or intoxicant or any drug-of-abuse. This provision shall be applicable to any conduct on school grounds, during and before or after school hours; on school grounds at any time when the school is being used by a group; off school grounds at a school sponsored activity, function, or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages or intoxicants or drugs-of-abuse at any time before the student's arrival at school or at a school sponsored or related event or activity or manifest evidence of such use, such as odor, reddened eyes, or other similar characteristics. Examples of drugs-of-abuse include, but are not limited to: narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, as well as lookalike substances, synthetics, or other substances that could modify behavior. Students shall not possess, use, transmit, sell or conceal any drug-of-abuse instrument or paraphernalia.

If there is, in the opinion of the administration, reasonable cause to believe that a student has consumed an alcoholic beverage in violation of the above rule, the student may be requested to submit to a chemical analysis of breath to determine the presence or absence of alcohol.

Use of drugs in accordance with a medical prescription from a licensed physician shall not be considered in violation of this rule. However, all such drugs must be maintained in their original container and submitted to the office.

Students found in violation of this rule may be suspended, expelled, and/or permanently excluded, may be referred to the Registrar of Motor Vehicles and to the Juvenile Court recommending a suspension of the student's driver's license/permit. Additionally, depending upon the nature of the offense, criminal charges may be filed.

Rule 8 Profanity and/or Obscene Language. A student may not use profanity or obscene language, either written or verbal, in communicating with any other person. Included in this prohibition is the use of obscene gestures, signs, pictures, or publications.

Rule 9 Theft/Extortion. A student may not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another person while under the jurisdiction of the school. No student shall obtain money, items of value, or special favors from anyone by implied force.

Rule 10 Tobacco/Tobacco Related Products/E Cigarettes 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.

Rule 11 Falsification. A student may not lie about, fabricate, distort or misrepresent in verbal or written form, information given to school employees. A student shall not forge the writing of another or falsely use the name of another person or falsify times, dates, or other data on school forms or school related correspondence.

Rule 12 Cafeteria. Throwing food, intentional abuse of the cafeteria, or other such inappropriate behavior is prohibited.

Rule 13 Violation of Anti-Harassment/Aggressive Behavior Policy

Rule 14 Hazing Hazing activities of any type are inconsistent with and disruptive to the educational process and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to

activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

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

Rule 15 Bus Conduct. According to Section 3319.41 O.R.C. The school bus driver has the authority and responsibility to maintain control over students on the school bus.

Rule 16 Public Display of Affection. Students are not to engage in kissing, embracing, or any sexual acts at school. Failure to comply can be due cause for a parent/student conference with administrators and/or appropriate disciplinary response.

Rule 17 Violation of the Cellular Phone/Electronic Device Policy.

Rule 18 Misconduct Off School Grounds. Students may be subject to the disciplinary code of conduct when actions of the student are related to activities or incidents that occurred on property owned or controlled by the District.

Rule 19 Other School Violations. It should be noted that other possible student conduct, not mentioned specifically in the previous rules, but reaching the gravity outlined by these rules, in terms of persistent disobedience or gross misconduct as elsewhere defined, may also serve as grounds for Saturday School assignments, suspension, expulsion, or permanent exclusion as provided by law.

COMPUTER HARDWARE, SOFTWARE,SCHOOL TECHNOLOGY, E-MAIL, THE INTERNET AND SCHOOL PHONES

A student shall not abuse the school district's hardware or software including, but not limited to; tampering with the computer programs (whether such programs are commercially prepared or belong to another student faculty/staff member); using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; using computer, phone, or computer mail facilities of the school district for purposes unrelated to the instructional program of the district unless written permission from the superintendent has been obtained; and misusing district telephones to place unauthorized phone calls.

HOMEWORK

The Arcadia Local Board of Education believes that homework, as long as it is properly designed, carefully planned, and geared to the development of the individual student, meets a real need and has a definite place in the educational program. Homework should be assigned to help the student become more self-reliant; learn to work independently; improve the skills that have been taught; and complete certain projects, such as, the reading of worthwhile books and the preparation of research papers. Homework assignments also provide a way for the parent/guardian to acquaint themselves with the school program and their children's educational progress.

The amount and type of homework given is to be decided by the classroom teacher, within the framework of overall instructional plans. Care should be taken that students are not unduly burdened by excessive homework assignments for any one school day.

PERSONAL COMMUNICATION DEVICES

Personal communication devices include: computers, tablets, cell phones, smart watches and/or other web-enabled devices with connectivity to the school network, other than the student's school-issued Chromebook are prohibited during regular school hours.

Students are permitted to bring (PCDs) to school and may use them before (7:30-7:55) and after school (2:52-3:05). During school operational hours (7:55am-2:52pm) PCDs must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored in student lockers. Students are prohibited from using (PCDs) during transitions or at lunch.

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 administrator or sponsor

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 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.

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.

SECURITY CAMERAS

This facility and buses 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, have 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 psychologists.

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.