ARCADIA MIDDLE/HIGH SCHOOL

19033 State Route 12

Arcadia, OH 44804

419-894-6431

2026 – 2027

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WELCOME

Welcome to Arcadia, home of Respectful, Responsible Redskins. Our Respectful, Responsible Redskin initiative is our PBIS program (Positive Behavior Intervention Support) for Arcadia students. The Respectful, Responsible Redskin initiative is a behavior and intervention teaching tool with a rewards component. A behavior matrix was created that you can review in our handbook by staff and students for multiple areas of the school (Classrooms, hallways, restrooms, bus, cafeteria etc.) At the beginning of each school year our staff and I spend time each day with groups of students teaching our behavior expectations and explaining the matrix. Throughout the year as students are observed following the behavior expectations they receive a Respectful, Responsible Redskin card from a staff member thanking them for following our expectations. Students turn their cards into the office for a weekly drawing to earn a chance to receive rewards.

ARCADIA LOCAL SCHOOLS MISSION STATEMENT

To provide student centered educational opportunities and continuous growth through the collaboration of staff, family and our community.

ABOUT THE STUDENT/PARENT HANDBOOK

This handbook contains information important to students, parents, and guardians of the Arcadia Local School District. Take time to carefully review this handbook. It is highly recommended you keep this handbook accessible during your school year as a reference manual. This handbook will serve as a valuable resource for answering questions pertaining to day-to-day operations as well as our expectations regarding student behavior. Good work, courtesy and appropriate behavior is expected at all times so that Arcadia's tradition of excellence continues to grow.

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 changes 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, contact your school principal

OFFICE HOURS

The high school office is open from 7:15 AM to 3:15 PM every school day. The phone number is 419-894-6431. If calling after hours, the extension for the high school office is 200. To reach the principal the extension is 201.

ARRIVAL AND DISMISSAL TIMES

School begins at 7:55 a.m. Students should not arrive at school prior to 7:40 a.m. unless transported by school busses. Students are to enter the building upon arriving at school; they are not to loiter in the parking lot at any time. School is dismissed at 2:52 p.m. Students riding buses are expected to report directly to their assigned bus. Buses depart by 3:00 p.m.

Students not staying after school for a practice, meeting, or detention are to leave the school premises by 3:05 p.m. Students remaining in the building for a meeting, practice, or detention should report directly to their assigned locations immediately after the dismissal bell.

Arcadia Local Schools 2026-2027 School Calendar

August 24	Monday	Teacher Workday
August 25	Tuesday	Teacher PD Day ~ No School
August 26	Wednesday	**FIRST DAY OF SCHOOL**
August 31	Monday	Teacher PD Day ~ No School
August 31 – Sept 4	Monday-Friday	**FAIR BREAK** ~ No School
September 7	Monday	Labor Day ~ No School
October 12	Monday	County Teacher PD Day ~ No School
October 15	Thursday	MS/HS Parent/Teacher Conferences (3:20-8:00)
November 5	Thursday	EL Parent/Teacher Conferences (3:20-8:00)
November 6	Friday	End of 1st Qtr. (46 Days)
November 19	Thursday	EL/MS/HS Parent/Teacher Conferences (3:20-8:00)
November 25 – 27	Wednesday—Friday	Thanksgiving Break ~ No School
Dec 23 – Jan 1	Wednesday—Friday	Winter Break ~ No School
January 4	Monday	Classes Resume
January 18	Monday	Martin Luther King, Jr. Day ~ No School
January 22	Friday	End of 2nd Qtr. (43 Days) End of 1st Semester (89 Days)
February 11	Thursday	EL/MS/HS Parent/Teacher Conferences (3:20-8:00)
February 12	Friday	Teacher PD Day ~ No School
February 15	Monday	President's Day ~ No School
March 24	Wednesday	End of 3rd Qtr. (41 Days)
March 25	Thursday	Teacher PD Day ~ No School
March 26 – 29	Friday—Monday	Spring Break ~ No School
May 23	Sunday	Graduation
May 28	Friday	**LAST DAY OF SCHOOL** End of 4th 9-weeks (44 days)
		End of 2nd Semester (85 days)
June 1	Tuesday	Teacher Workday

School Days with Students in Attendance = 174

Parent-Teacher Conference Days = 2

Teacher Workdays = 2

Teacher Professional Days = 5

TOTAL DAYS = 183

No Arcadia Activities June 21 – July 5, 2027

SCHOOL EVENTS AND CANCELLATIONS

When school or any school-sponsored event is in jeopardy of cancellation due to inclement weather or special circumstances, each student, parent and staff are advised to listen to the local radio stations (WFIN 1330 AM, WKXA 100.5 FM, WHMQ 107.7 FM, WBVI 96.7 FM, and/or WFOB 1430 AM) for announcements and any additional information. Since these stations are notified as soon as the decision is made, calling the school is unnecessary. The school also has an information system in place that will call you with important messages. All school events will be cancelled when Hancock County is under a Level II or III emergency.

DELAY INFORMATION

Students who attend Van Buren, Cory Rawson 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.

SCHOOL ALERT HELP KEEP SCHOOLS SAFE!

School Alert is to report any incidents that might negatively impact our schools, students, or staff. It is **not intended for emergencies. Dial (844) 723-3764.**

STAFF DIRECTORY

Name	Room	Position	Subject	Email
Adams, Jacob	303	Teacher	Science	adamsj@arcadischools.org
Albers, Alex	301	Teacher	Science	albersa@arcadiaschools.org
Althaus, Dan	207	Teacher	Social Studies	althausd@arcadiaschools.org
Brake, James	114	Teacher	Instrumental Music	brakej@arcadiaschools.org
Brown, Dan	111	Teacher	Art	brownd@arcadiaschools.org
Conner, Tayler	201	Teacher	Math	connert@arcadiaschools.org
Cook, Eric	105	Tech Coordinator.		cooke@arcadiaschools.org
Daring, Michael	Office	Principal		daringm@arcadiaschools.org
Ebersole, Aaron	302	Teacher	English	ebersolea@arcadiaschools.org
Flugga, Adam	202	Teacher	English	fluggaa@arcadiaschools.org
Gephart, Morgan	209	Teacher	History	gephartm@arcadiaschools.org
Griffin, Janis	129	Teacher	Vocal Music	griffinj@arcadiaschools.org
Holtsberry, Keisha	310	Teacher	Math	holtsberryk@arcadiaschools.org
Houck, Victoria	102	Teacher	Intervention	houckv@arcadiaschools.org
Johnson, Jolene	121	Teacher	Family Cons. Sci.	johnsonj@arcadiaschools.org
Kidwell, Derek	102	Teacher	Intervention	kidwelld@arcadiaschools.org
Lawrence, Matt	309	Teacher	Science	lawrencem@arcadiaschools.org
Loomis, Stephanie	106	Athletic Director		loomiss@arcadiaschools.org
McKee, Brooke	Gym/120	Teacher	PE/Health	mckeeb@arcadiaschools.org
Plesec, Carrie	109	Teacher	English	plesecc@arcadiaschools.org
Ramsey, Patrick	110	Counselor		ramseyp@arcadiaschools.org
Saltzman, Jim		Director of Security		saltzmanj@arcadiaschools.org
Seery, Carly	101	Teacher	Math	seeryc@arcadiaschools.org
Sponsler, Ned	210	Teacher	Spanish	sponslern@arcadiaschools.org
Spridgeon, David	Gym/120	Teacher	PE	spridgeond2@arcadiaschools.org
Stone, Jerry	205	Student/Parent Mentor		stonej@arcadiaschools.org
Thorbahn, Tonya	105	Teacher	Gifted	thorbahnt@arcadiaschools.org
Trout, Erin	Office	Adm. Asst.		troute@arcadiaschools.org
Trusty, Anjie	Library	Librarian	Library	trustya@arcadiaschools.org
Wagner, Lillian	116	Teacher	Agriculture	wagnerl@arcadiaschools.org

DAILY BELL SCHEDULE

Warning Bell	7:50	
1st Period	7:55 - 8:45	50 minutes
2nd Period	8:48 - 9:34	46 minutes
3rd Period	9:37 - 10:23	46 minutes
4th Period	10:26 - 11:12	46 minutes
5th Period	11:15 - 12:00	45 minutes
6A Lunch	12:03 - 12:33	30 minutes
6A Class	12:36 - 1:20	44 minutes
6B Class	12:03 - 12:47	44 minutes
6B Lunch	12:50 - 1:20	30 minutes
7th Period	1:23 - 2:06	43 minutes
8th Period	2:09 - 2:52	43 minutes

TWO HOUR DELAY SCHEDULE

Warning Bell	9:50	
1st Period	9:55 - 10:20	25 minutes
2nd Period	10:23 - 10:45	22 minutes
3rd Period	10:48 - 11:10	22 minutes
4th Period	11:13 - 11:35	22 minutes
5th Period	11:38 - 12:00	22 minutes
6A Lunch	12:03 - 12:33	30 minutes
6A Class	12:36 - 1:18	42 minutes
6B Class	12:03 - 12:45	42 minutes
6B Lunch	12:48 - 1:18	30 minutes
7th Period	1:21 - 2:05	44 minutes
8th Period	2:08 - 2:52	44 minutes

Each student has three minutes to get from one class to another. If students are not in their assigned room when the bell rings, they can be counted as "tardy". Teachers can require students to be in their seats when the bell rings.

COMPULSORY SCHOOL ATTENDANCE LAW

A student who is under the age of eighteen may be excused from Ohio's compulsory school attendance law by meeting the following criteria:

A. Must be sixteen years of age.
B. Must have parental consent.
C. Must secure full time employment (35 hours per week).
D. Must obtain a valid work permit.
E. Must file an age and schooling report at the County Superintendent's Office.

Appropriate forms and explanations of necessary procedures are available from the principal. Final approval rests with the County Superintendent. Eighteen-year-old students may withdraw voluntarily from school by formal withdrawal procedures or may be administratively withdrawn for excessive absenteeism or lack of academic achievement.

ATTENDANCE POLICY

The faculty and administration have a commitment to provide a high-quality education to its students. To achieve this goal, students must consistently attend school. All students are expected to be in all classes and study halls. Attendance and promptness to class are the responsibility of each student and his parent/guardian. Attending classes regularly and being on time allows the student to benefit from the instructional program, as well as to develop the necessary job habits of punctuality, self-discipline, and responsibility.

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 all of the following actions if applicable:

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

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

PROCEDURES TO BE USED IN CASE OF ABSENCE

1. ***A parent/guardian must call 419-894-6431, option #2 each day by 8:00 a.m****. to* explain a student absence. **In order for the absence to be <u>excused</u>, 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]**
2. ***All excuses must have a stated reason for the students being absent****.* In order for the absence to be excused, it must comply with the excused absences as listed in Section 5 below. A note that states "excused personal" is too vague and will not be accepted. Failure to follow attendance procedures will result in the student's absence being recorded as unexcused.
3. ***Correctable unexcused absences must be changed to excused within 24 hours after the student returns to school. The change must be approved by the administration****.*
4. In order to be eligible for participation in co-curricular and athletic activities, including practice, a student athlete must be in attendance six periods the day of the activity. If a contest or practice is scheduled on a weekend, the student athlete must be in attendance six periods on the Friday preceding the event. Only the principal can make exceptions to this rule.
5. Excused absences include:
   A. Personal illness and/or medical appointments. ***A physician's or dental excuse must be provided upon returning to school.*** Appointments should be scheduled after school if possible.
   B. Severe illness in the immediate family.
   C. Death in the family.
   D. Religious observances.
   E. Family vacation with prior approval of the principal.
   F. College Visit (2) Two per year as a Junior & Senior
   G. Job Shadowing with prior approval of the principal.
   H. Quarantine of the home.
   I. Other legitimate reasons which receive approval from a school administrator. (i.e. Needed at home to perform work directly and exclusively for parent/guardian.)

ASSIGNMENTS WHEN ABSENT

Students who have been absent for two or more days can obtain assignments by contacting the secretary. A parent/guardian must request **<u>before 8:30 a.m.</u>** to be able to pick up assignments by 2:30 p.m. in the office.

MEDICAL AND DENTAL APPOINTMENTS

Doctor, clinic, or dentist appointments should be made for after-school hours. Because this is not always possible, the student will be released from school. After the student/parent has provided the secretary with documentation from the physician/dentist regarding the appointment time and duration of the visit, the student will be "excused" from school. ***A Physician's or Dental excuse must be provided upon returning to school. Without this documentation, the student's absence will be considered unexcused.***

EXCESSIVE ABSENCES

Excessive absence causes a disruption in the learning process. Make-up work does not adequately substitute for classroom work. Students who display a good attendance record generally achieve higher grades, are more self-confident, enjoy school more, and are more employable after leaving school. Therefore, to insure the highest level of success for each student, Arcadia Local School will work cooperatively with each parent/guardian and student to promote increased student attendance.

A student that has been absent or missed 65 hours (10 days) of school during the academic year is considered excessive. A student will be considered absent from a class if he/she is not in attendance for at least one-half of the time a class is in session. 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 the loss of credit toward graduation and or truancy charges being filed with the appropriate juvenile court.

MAKE-UP WORK

If the student's absence is excused the work can be made up in a timely fashion. The first day a student returns from an excused absence is to be considered a "contact day" with teachers. Following the "contact day" the student has the same number of school days to make up work missed as the number of days absent. **It is the sole responsibility of the student to initiate contact with the teachers regarding work missed during an absence and to make the appropriate arrangements for the make-up work.** After an absence, a "0" will be given to the student for work that was not completed according to these guidelines.

TARDY TO SCHOOL

All students entering the school after 7:55 a.m. are to report to the office, sign in, and receive a class admission slip. If the student enters the building after 8:20 a.m., that absence will be considered as an excused or unexcused.
The principal or designated person will handle the discipline for excessive tardiness to school. When a student reaches (3) three tardies they will receive a detention.
For each tardy beyond (3) three, the student will receive additional disciplinary action including Saturday School, In-School Restriction, Out of School Suspension, and/or Expulsion. This will start over for the second semester.

TARDY TO CLASS

Individual teachers will address student discipline for unexcused tardiness to class, study hall, lunch, etc. throughout the school day. Teachers need to identify the assigned location (seat, doorway, etc.) in their classroom rules. Students have the responsibility to be familiar with the individual teacher expectations and to know the teacher-imposed penalties for a classroom tardy. For the purpose of consistency, classroom tardiness is defined as a student not being in his assigned location at the conclusion of the tardy bell. A student who is unexcused from class for more than five minutes will be considered truant.

LEAVING THE BUILDING DURING THE DAY

Students will only be allowed to check out of school with the permission of a parent/guardian. All students leaving school must check out through the office. Each student must list the reason for departure and record the time left. Should the student return the same day, the return time should be recorded in the office. Those who fail to follow this procedure are considered truant and subject to disciplinary action. No teacher has the authority to release a student to leave the school grounds. This includes personal errands for teachers. School administrators are the only school personnel who have the authority to release students to leave school grounds. When under the jurisdiction of

school authorities, a student cannot leave school premises to participate in any action which may disrupt the school setting, students, or to participate in activities in violation of school rules.

ILLNESS AT SCHOOL

A parent/guardian is ultimately responsible for their child who may become ill at school. Decisions are made by the office as to whether or not to allow a student to call home due to illness. If the parent/guardian cannot be contacted and the decision is made to send the student home, one of the emergency alternates will be selected from the Emergency Medical Authorization. A parent/guardian picking up an ill child must sign the student "out" in the office.

OFF-LIMITS

Except when students are under the supervision of a staff member, any place outside of the high school building is to be considered off-limits during the school day, which begins at 7:50 a.m. There are several places in the high school building that are off-limits. They are as follows: Records Room, all supply rooms and closets, all staff filing cabinets and desks, playground, and the faculty workroom. The only exception to this rule is when the student is accompanied by a faculty/staff member. Students who are off-limits will be subject to disciplinary action.

VACATION POLICY

A parent/guardian is requested to schedule vacations in conjunction with the Board-adopted school calendar. Although students have the opportunity to make up work missed, it is never possible to regain the information and learning experiences provided by the daily classroom instruction and activities. If a student needs to be excused for a family vacation, the parent/guardian should follow these steps:

1. Obtain a Pre-Planned Absence form from the HS/MS office
2. The student contacts each teacher to arrange a makeup work schedule.
3. The student brings the completed form to the office for final approval.

Failure to follow the above procedure could result in the days absent to be considered unexcused. Additionally, once a student has accumulated 65+ hours of missed school, no vacations will be approved.

COLLEGE VISITATION & JOB SHADOW EXPERIENCE

Students are encouraged to gain exposure and experience with various colleges/universities or career exposure opportunities to prepare for their future. Those planning for these experiences, should obtain a **pre-planned absence** form from the office. A student may be granted **(2) Two** college visitations during both the junior year and senior year and **(1) One** Job shadowing experience day during the junior and senior year. **Arrangements must be made with the high school office in accordance with the pre-planned absence form guidelines.** Students will not be excused for a college visit after May 1, unless unique circumstances exist.

EDUCATIONAL OPTIONS

Credit earned through summer school, correspondence courses, and/or tutorial situations may be applied toward graduation only if advanced approval is given by the building administration and such credit is in accordance with the requirements of the Arcadia Board of Education and the State Board of Education.

EMANCIPATED MINORS

An emancipated minor is a person under the age of eighteen who by reason of marital status and/or military service is no longer in the custody of his/her parent/guardian. Living apart from the parent/guardian and being an emancipated minor is not the same thing. An emancipated minor must provide the Arcadia Schools the following Items:

- A marriage license and/or proof of military status.
- Proof of residence in the Arcadia School district.
- A written statement from an employer verifying current employment.
- Pay stubs (not older than two weeks).

WORK PERMITS APPLICATION

Forms are available to students from the high school secretary.

COLLEGE CREDIT PLUS

This program allows qualifying high school students to earn college and high school graduation credit through the successful completion of college course work at eligible college credit plus institutions. Information regarding this opportunity is available in the high school guidance office.

TESTING

Students in grades seven through twelve will participate in state-mandated testing, required by law, the Ohio Department of Education, or the United States Department of Education.

GRADUATION REQUIREMENTS

To earn a high school diploma from Arcadia High School and the Ohio Department of Education, students must **FIRST** complete the following courses approved by the Ohio Department of Education and the Arcadia Local School Board of Education.

Required Courses

English Language Arts	4	Social Studies	3
Mathematics	4	Science	3
Fine Arts	1	Health	½
Electives	5	Physical Education	½
		Financial Literacy	½
Total	**21 ½**		

SECOND: Show competency by earning a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. If testing is not your strength, there are three additional options to show competency after you have taken the test:

Option #1 Demonstrate Two Career-Focused Activities:

Foundational

Proficient scores on WebXams

A 12-point industry credential

A pre-apprenticeship or acceptance into an approved apprenticeship program

Supporting

Work-based learning

Earn the required score on Work Keys

Earn the Ohio Means Jobs Readiness Seal

Option #2 Enlist in the Military:

Show evidence that you have signed a contract to enter a brand of the U.S. armed services upon graduation.

Option #3 Complete College Coursework:

Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

THIRD: Show Readiness by earning two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

At least one of the two must be Ohio-designed:

- □ Ohio Means Jobs Readiness Seal (Ohio)
- □ Industry-Recognized Credential Seal (Ohio)
- □ College-Ready Seal (Ohio)
- □ Military Enlistment Seal (Ohio)
- □ Citizenship Seal (Ohio)
- □ Science Seal (Ohio)
- □ Honors Diploma Seal (Ohio)
- □ Seal of Biliteracy (Ohio)
- □ Technology Seal (Ohio)
- □ Community Service Seal (Local)
- □ Fine and Performing Arts Seal (Local)
- □ Student Engagement Seal (Local)

As a guide to assist students planning to graduate within four years of entering high school, the following number of credits should be earned at the end of each academic year.

Freshmen 0-5.5 Sophomore 5.5-11 Junior 11-16.5 Senior 16.5-21

Students who would like to participate in Junior/Senior Prom and the Senior Class Trip must have earned the appropriate number of credits or be eligible within the academic year of the event to participate. If the credits have not been earned the student may be deemed in eligible to participate in either event.

DIPLOMA WITH HONORS

The District shall award the Diploma with Honors to any student who has fulfilled the following requirements:

1. met the course, credit, and other requirements established by the Board or completed the IEP developed for the student
2. attained at least the applicable score on the tests required by the State Board of Education for graduation
    a. completes the academic curriculum in the high school and has met at least seven (7) of the following eight (8) criteria:
    earn four (4) units of English
    b. earn at least four (4) units of Mathematics, which shall include Algebra I, Geometry, Algebra II or equivalent and another higher-level course or a four (4) year sequence of courses which contains equivalent content
    c. earn at least four (4) units of Science, including physics and chemistry
    d. earn four (4) units of Social Studies
    e. earn either three (3) units each of one (1) foreign language, or two (2) units each of two (2) foreign languages (must include no less than two (2) units for which credit is sought)
    f. earn one (1) unit of fine arts
    g. maintain an overall high school grade point average of at least 3.5 on a 4-point scale up to the last grading period of the senior year, or
    h. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests, or an equivalent composite score of 1210 on the Scholastic Assessment Test (SAT)

3a. completes an intensive career-technical education curriculum in the high school and has met at least seven (7) of the following eight (8) criteria:

a. earn four (4) units of English
b. earn at least four (4) units of Mathematics, which shall include Algebra I, Geometry, Algebra II or equivalent and another higher-level course or a four (4) year sequence of courses which contains equivalent content
c. earn at least four (4) units of Science, including physics and chemistry
d. earn four (4) units of Social Studies
e. earn four (4) units of Career-Technical education program that leads to an industry-recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit (Otherwise, the student must achieve the proficiency benchmark established for the applicable Ohio Career-Technical competency assessment of the equivalent.)
f. maintain an overall high school grade point average of at least 3.5- or 4-point scale up to the last grading period of the senior year
g. achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent assessment aligned with State-approved and industry validated technical standards
h. obtain a composite score of 27 on the American College Testing Program's (ACT) tests, or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT)

B. Students shall not be required to meet more than the specified number of criteria described in #3 or #3a above, nor shall any student be required to meet any one of such specified criteria.

C. Students shall not be required to make application or declare their intention to qualify for the Diploma with Honors.

D. Before the beginning of each school year, the high school principal shall notify all high school students and their parents of the criteria required for earning the Diploma with Honors.

COMMENCEMENT CEREMONY

The opportunity to participate in the graduation ceremony is a privilege for seniors and not a right. To participate in the ceremony, all graduation requirements as stipulated by the Ohio Department of Education and the Arcadia Board of Education must be met. Any outstanding financial obligations must be met prior to the ceremony. Proper attire is required, including the cap and gown representative of the school. Any student displaying inappropriate behavior or

possessing any disruptive objects at either the graduation rehearsal or graduation ceremony will be disciplined in an appropriate manner as determined by the administration.

VALEDICTORIAN/SALUTATORIAN

Students earning the highest and second highest cumulative grade point average after **seven** semesters will be honored as valedictorian and salutatorian, respectively.

NATIONAL JUNIOR HONOR SOCIETY

Students in grades 7 & 8 who meet the requirements for membership outlined by their school's chapter are eligible to be invited for membership. Each chapter is required to publish its qualifications for membership, which is based on the four pillars of NJHS: Scholarship, Service, Leadership, and Character.

NATIONAL HONOR SOCIETY

Students in grades 10–12 who meet the requirements for membership outlined by their school's chapter are eligible to be invited for membership. Each chapter is required to publish its qualifications for membership, which is based on the four pillars of NHS:

Scholarship: The Arcadia High School Chapter of NHS has established a minimum requirement of a 3.2 GPA on a 4.0 scale to be eligible for membership.

Students who meet the scholarship requirement will have an opportunity to complete a membership application detailing their accomplishments in and commitment to service, leadership, and character. The student application will be evaluated by the teacher committee for membership approval.

Service: This involves voluntary contributions made by a student to the school or community, done without compensation.

Leadership: Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally, maintains a clean disciplinary record.

GRADING SCALE

The following grade scale will be used:

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 = 0 – 59

ACADEMIC RECOGNITION

Since a primary obligation of a school system is to encourage and promote academic success, a comprehensive policy of scholastic awards has been established to accomplish this objective.

A. Honor Graduates. Seniors who are members of National Honor Society are named to this group. They are recognized at commencement.
B. Scholastic Letters. Students who maintain a grade point average of 3.0 or higher at the end of the third, fifth and seventh semester of their high school career receive a scholastic letter, the "Script A". These letters will be presented at the annual Awards Program in the spring.
C. Academic Awards. All students whose cumulative grade point average falls between 3.0 and 3.49 will receive a certificate.

HONOR ROLL

Arcadia High School utilizes three separate honor rolls to recognize students who attain high levels of academic achievement in all of their courses. The honor rolls are as follows:

4.0 Honor Roll	3.99-3.50 Honor Roll	3.49-3.00 Honor Roll

REPORT CARD & GRADES

There are four 9-week grading periods in each school year. The ending dates for each grading period are indicated on the annual calendar. Grade cards are mailed to students approximately one week after the end of the grading period. The parent/guardian or student may view grades online through Progress Book. Fees are required to be paid or you must have regular payment arrangements set up with the secretary to view Progress Book.

Teachers assign nine-week percentage grades. To determine final grades and semester averages, the percentages are averaged. In yearlong courses, each nine-week grade is weighted 20% and the exams/assessments are 10%. In a semester-long class, each nine-week grade is weighted 40% and the exam/assessment is worth 20%. Middle school students do not take exams.

INTERIM REPORTS

Interim Reports will be distributed to the students at the mid-point of each nine-week grading period.

EXAMS/ASSESSMENTS

Semester and final exams are given to students in grades 9-12 in order to assess academic progress and to encourage proper study habits. The results of these examinations are placed on the grade cards and they account for 20% of the grade each semester. All students are required to take an exam, except those given an exemption: There are only 2 ways a student can be exempt. This does not apply to semester courses, only year long classes. See below:

- Ohio State Tests/End of Course Exam Exemptions: Students in these classes who score a level of proficiency (700 or higher) may be exempted from that exam.
- Students in all other classes may be exempt from exams if they earned an A average (90%) for the course/year

Students who have excessive unexcused absences or disciplinary action during the school year may jeopardize the opportunity to be exempted from an exam regardless of grades. The administration will make the final determination of exam exemptions.

PROMOTION & RETENTION

The Arcadia School faculty desires to assure academic success and educational development of every student in the school. However, some students fail for any number of reasons. Teachers combat failure by conferences with the student, individual assistance, and referrals to the guidance counselor, parent/guardian conferences, and mid-term progress reports. A parent/guardian will be notified if their student is in danger of failing for the year. An accredited summer school may be used to make up failed courses for students in grades 9-12.

Students in grades 7 & 8 may be retained if they fail core courses (Math, Reading, Social Studies, Science, or Language Arts) according to Arcadia Board of Education policy. To be promoted the student must successfully complete at least three (3) of the core subjects.

STUDENT RECORDS

During the school year various types of information are mailed to the parent/guardian of each student. Also, the need sometimes arises to notify a parent/guardian in case of an emergency. Therefore, the school requests the filing of an Emergency Medical Form with the office within the first week of each new school year. **Changes in address or phone numbers during the school year be made as soon as possible to the high school office so that records may be updated.** Student records are confidential. Only the staff and student's parent/guardian have access to the records. Directory information such as name, address, phone number, age, weight, etc. is not confidential. A divorce or change of custody does not change the rights of a natural parent/guardian to his/her child's records. A non-custodial parent can request a copy of the child's grade card, permanent record, and the opportunity to hold a teacher conference. Only the custodial parent/guardian has the right to make educational decisions.

GUIDANCE SERVICES

Guidance and counseling services are an integral part of Arcadia Schools and are available for all students in grades 7-12. The counselor assists students with their academic planning, career planning, and personal and social development.

A financial aid seminar is offered to the parent/guardian of college bound juniors and seniors. A meeting to review information on the College Credit Plus will be held with the interested student and parent/guardian.

WITHDRAWAL FROM A CLASS

Students must receive administrative approval from the Guidance Office and Building Principal to withdraw from a class.

TRANSCRIPTS

Transcripts are available in the guidance office. At the request of a student or parent/guardian, transcripts will be mailed to colleges, scholarship committees, potential employers, etc.

TRANSFERS

A student transferring into Arcadia High School must legally reside in the district. The school administration will verify residency before enrolling the student. If the student is in legal custody of a guardian other than a parent, a copy of the legal documentation must be filed in the office at the time of enrollment. If a student is living with a divorced parent, the parent needs to provide guardianship documentation at the time of enrollment.

The parent must fill out the following forms: record release form (in order to receive records from previous school), registration form, emergency medical form, medication release form, new student form, computer data form. The student will then be enrolled and given relevant school-related information.

In order to officially transfer out of Arcadia High School, the parent/guardian of the student must contact the high school office to secure a formal withdrawal form. The parent/guardian must sign both a withdrawal form and a record release form. The withdrawal form is to be taken to each classroom teacher by the student. Books are returned to individual teachers at this time. The form is then returned to the high school office. **All student fees must be paid and books returned to individual teachers before records will be released**. If all student fees are paid and books returned, the student will be given a copy of the form and an unofficial school transcript of grades to take to the new school. Official copies of the transcript will be sent to the new school upon request from the new school.

Students entering the Arcadia Local Schools from home schooling, non-accredited schools, non-certified programs, etc. may be evaluated by grade level/subject area teachers or another employee designated by the principal. Placement will be in accordance with the student's demonstrated skill level. The tools used to evaluate may include written tests, oral discussions, portfolio, journal, or demonstration. Credit and/or grade placement will be made at the discretion of the principal on the basis of evidence and the recommendations of persons conducting the examinations.

CO-CURRICULAR ACTIVITIES

It is expected that high standards of conduct and attitude be a part of all co-curricular endeavors. The same standards that apply to in-school behavior are demanded for out-of-school activities (home or away) of co-curricular clubs, organizations, and teams. Participation in these activities is not a right, but a privilege that may be regulated. Therefore, all students who participate or attend co-curricular activities must follow the Student Discipline Code. Failure to comply with these regulations at these activities will result in disciplinary action.

Remember that students assume the same responsibility and legal liability in an "off-campus" activity as they do when on campus. Inappropriate behavior at a co-curricular event may result in denial from future attendance at activities, Saturday School, progressive school suspensions, expulsion, and/or permanent exclusion.

In addition to the regular academic program, a wide variety of opportunities are available to Arcadia High School students. Some of the co-curricular opportunities are yearbook, National Honor Society, FFA, band, choir, quiz bowl, and student council.

ATHLETICS

Athletics have a positive influence on athletes, the student body, and the community. A wide variety of sports are offered at Arcadia for boys and girls. To acquire information about the athletic program or specific sports, eligibility, schedules, tickets, etc. please contact the Athletic Director. Rules specific to Arcadia athletics can be found in the Athletic Policy Code of Conduct. **Participation in athletics is a privilege and may be revoked at**

any time. Random drug testing of athletes will be done weekly per the Athletic Code of Conduct. The following sports are offered at Arcadia Local Schools:

Sport	Grade	Sport	Grade
Football	7 & 8	Girls' Basketball	7 & 8
Volleyball	7 & 8	Wrestling (Boys & Girls)	7 & 8
Cheerleading	7 & 8	Track & Field (Boys & Girls)	7 & 8
Boys' Basketball	7 & 8		

Sport	Grade	Sport	Grade
Golf	9-12	Girls' Basketball	9-12
Football	9-12	Wrestling (Boys & Girls)	9-12
Volleyball	9-12	Track & Field (Boys & Girls)	9-12
Cheerleading	9-12	Softball (Girls)	9-12
Boys' Basketball	9-12	Baseball (Boys)	9-12

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 DISCIPLINE

Every student is under the jurisdiction of all teachers, regardless of whether or not the teacher has the student in class.

CLASSROOM RULES

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.

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.

SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

School-sponsored student media shall include both student publications and productions. Student publications shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by e-mail, wireless broadcast or other similar distribution/dissemination). Student productions shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorized the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.
Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

School-sponsored student media may not be published/performed outside the school community (i.e. publication/performance is limited to students, staff and parents/family members) except with prior approval of the building principal and/or Superintendent.

Advertising is permitted in all school-sponsored student publications/productions. Advertisements submitted for publication or inclusion in a production shall be reviewed by the class/activity advisor, the building principal, and school officials for a determination that they are appropriate for juveniles. The Superintendent retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

General Prohibitions

Regardless of their status as non-public or limited-purpose public *forums*, the Board prohibits publications, productions and advertisements that:

A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;
B. fail to identify the student or organization responsible for the publication/performance;
C. solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

SCHOOL ALERT HELP KEEP SCHOOLS SAFE!

School Alert is to report any incidents that might negatively impact our schools, students, or staff. It is **not intended for emergencies. Dial (844) 723-3764.**

ANTI-HARRASSMENT

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 reoccurrence, 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 individual.
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 charge 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 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 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 an 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 reoccurrence, 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 in route 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 assistance (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 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 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 web site (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
H. 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.

BEHAVIOR REFERRAL PROCESS

If a student commits an infraction of school rules, a teacher will fill out a Behavior Referral Form 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:

Discussion with student	**Warning**
Conference with teacher, student, parent, etc	**Loss of Privileges**
Work Detail	**Detention**
Saturday School assignment	**Suspension from the Bus**
Suspension from School	**Expulsion**
Permanent Exclusion	

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. It is the student's responsibility to inform the parent/guardian.

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 Discipline Referral Form 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 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.

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.

DUE PROCESS

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

PERMANENT EXCLUSION

A student may be permanently excluded from attending any Ohio public school if the student is convicted of, or adjudicated a delinquent child, for committing, when 16 years of age or older, one of several criminal offenses.

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 (AOC), 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.

The Millstream Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Arcadia High School and/or the Millstream Career Center. Consequently, conduct and/or involvement in any activity that may result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

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 extra-curricular 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 gases, 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 Truancy/Unexcused Absence/Tardiness to School. Students are not to be truant from or tardy to school. **A student who is absent from school without a telephone call and note from a parent/guardian is considered unexcused truant.** Students who bring in a note but the reason for the absence is not valid are considered "unexcused".
Disciplinary action will be administered for excessive tardiness. Detentions will be assigned to students after three tardies. Additional incidents will result in further disciplinary action including, Saturday School, In-School Suspension (ISS), and Out of School Suspension (OSS). See the attendance policy in this handbook for more information.

Rule 10 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 11 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 12 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 13 Cafeteria. Throwing food, intentional abuse of the cafeteria, or other such inappropriate behavior is prohibited.

Rule 14 Violation of Anti-Harassment/Aggressive Behavior Policy

Rule 15 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 16 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 17 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 18 Violation of the Cellular Phone/Electronic Device Policy. (See page 19)

Rule 19 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 20 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.

CHEATING & PLAGIARISM

Cheating - Generally this is seen or heard by the teacher. Examples might be peering onto someone else's paper or "obviously" permitting it, verbally telling or receiving the answers to questions during tests, quizzes, or other related exercises. Students may be given a zero for the assignment and the teacher will notify the parent/guardian. The incident will be discussed with the principal. Repeated incidents of cheating may result in disciplinary action including, but not limited to; detention, Saturday School or suspension.

Plagiarism **-** Plagiarism is to use someone else's words or ideas as your own. Students will be given a zero for the assignment and the teacher will notify the parent/guardian. The incident will be discussed with the principal and disciplinary action may be taken. Plagiarism can take several forms. The most obvious form is a word-for-word copying of someone else's work, in whole or in part, without acknowledgment, whether that work be a magazine article, portion of a book, newspaper piece, another student's essay, or any other composition not your own. Any such verbatim use of another's work must be acknowledged by (1) enclosing all such copied portions in quotation marks and by (2) giving the original source either in the body of your essay or in a footnote. As a general rule, use little quoted material in your themes.

A second form of plagiarism is the unacknowledged paraphrasing of the structure and language of another person's work. Changing a few words of another's composition, omitting a few sentences, or changing their order does not

constitute original composition and therefore can be given no credit. If such borrowing or paraphrasing is ever necessary, the source must be indicated by footnotes.

If you do not fully understand this statement on plagiarism, consult your teacher. ***If you have doubts about the originality of a paper you have written, see your teacher before you turn it in.***

PARENT/TEACHER CONFERENCES

Teachers are available for conferences with the parent/guardian during their conference time and immediately before or after normal school hours. Yearly conferences are scheduled to provide parents an opportunity to meet with teachers. Exact dates are listed on the annual calendar.

POLICE QUESTIONING

The school has legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore, the following steps will be taken:

1. Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities should bring the student to a private room and the contact should be made out of the sight of others as much as possible. The administration will attempt to notify the parent/guardian of the student to be interviewed by the police, if the police have not, before the student is questioned so that the parent/guardian may be present if they so desire.
2. If the administration is unable to notify the parent/guardian, the administration will make an independent determination that reasonable grounds exist for conducting an interrogation without parental notification.
3. The administration must be notified before a student may be questioned in school or taken from a classroom.
4. To avoid possible criticism, a school official will be present when an interrogation takes place within the school, unless special circumstances exist.
5. When the police remove a child from the school, the administration will try to notify the parent/guardian.
6. The police or sheriff's department should always be notified by the school whenever a student is involved in any type of criminal activity. When the school official learns of this involvement, he/she should notify the appropriate law enforcement official. The school should not attempt to handle matters which are properly in the realm of law enforcement officials.

STUDENT LOCKERS

All lockers made available for pupil use are the property of the Arcadia Local School District. All such lockers and the contents thereof are subject to random search at any time by appropriate school officials without regard to whether there is reasonable suspicion that any locker or the contents thereof contain evidence of a violation of a criminal statute or school rule. Students will be held responsible for the condition of their lockers. The school expects students to maintain their lockers in a manner befitting any school property. Only magnetic signage may be put on lockers.

Valuables are not to be stored in lockers. **The school cannot be held responsible for loss of valuables stored in lockers**. Valuables should be checked into the office. The school does not allow students to share locker combinations. Such action compromises the security of student's lockers and possessions. Locks are available from the secretary for students who wish to use them.

Padlocks for P.E. are available for rent from the secretary for a fee of $.50 per year. The lock must be returned to the high school office at the end of the school year. All lockers should remain locked at all times.

SEARCH AND SEIZURE

In order to insure the safety and wellbeing of all students, teachers, school employees and guests, it is the policy of this school district to authorize its administrators to search the clothing and personal effects of students where such a search is reasonably necessary under all the surrounding circumstances. In order to conduct such a search, it is not necessary that the administrator have probable cause to believe that a crime or violation of a school rule has occurred. It is necessary only for the administrator to have reasonable grounds to believe that a search will produce evidence that a student has violated or is violating a law or school rule. If such reasonable grounds exist, an administrator may conduct a search of a student's person or personal effects. The search shall be reasonably related

to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the possible infraction that may have or may be occurring.

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.

CAFETERIA USE

Once students have entered the cafeteria, they must remain in the cafeteria that entire period. No student is to be in the academic area of the school during his/her lunch period without written permission since other students are in class at this time. Students are not to loiter in the halls adjacent to the cafeteria during their respective lunch periods. Any food taken through a serving line must be paid for at that time.

Students may charge two (2) full lunches. No ala carte items may be charged. Trays, utensils, straws, and other cafeteria items are not to be taken from the cafeteria. Each student is responsible for proper disposal of all items used at lunchtime, including trays, cups, and napkins, etc. The cost of a complete lunch is posted. Ala carte items can be purchased. ***Students may have lunch delivered for special occasions (birthdays, etc.) with prior approval from the building administration.*** On all other days, students must either buy lunch in the cafeteria or pack their lunch. In order to ensure that all students have the opportunity to eat a well-balanced school lunch, free and reduced lunches are provided to families that qualify. Any parent/guardian who wishes to enroll in this government-supported program should file the required application anytime during the school year. All of the particular details of this program are available from the superintendent's office. This institution is an equal opportunity provider.

DRESS CODE

All students are expected to come to school looking neat, clean, and dressed in appropriate attire. Dress can be regulated when said attire is bizarre, offensive, disruptive, or is distracting to the educational process. The final decision on the appropriateness of attire shall rest with the school administration. In all cases of questionable attire, administrators reserve the right to make judgments and decisions regarding "appropriateness and acceptability" of such clothing. **NOTE: Shirts, etc., which display alcohol or drug-related lettering are not to be worn in school.** This conflicts with the anti-drug and alcohol position of the school. Shirts that display sexually suggestive comments are inappropriate. A student must change/cover clothing. **Any student who refuses to change/cover the offending clothing will be considered insubordinate.** The principal with the assistance of the faculty has the responsibility to uniformly administer the dress code. The decision of the principal is final.

1. All students must wear shoes or sandals.
2. Hats shall not be worn in the building. This prohibition includes athletic headbands (sweatbands) and bandanas.
3. Shorts may be worn during the school year. Shorts, skirts, dresses, etc., must be mid-thigh length
4. Shorts, skirts, dresses, etc. with a slit above the knee are unacceptable. Biker shorts and cutoffs will not be permitted.
5. Sandals are permitted as long as feet are clean and the sandals remain on the student's feet.
6. Clothing that has excessive rips, holes, slashes, tears, or are frayed are not permitted.
7. Tank tops may be worn only if covered by shirts containing sleeves. Shirts containing less than a **four-inch** band from collar to shoulder will be considered tank tops. Shirts with cut off sleeves or no sleeves will not be permitted. NO cleavage is to be seen.
8. Clothing which exposes the midriff and backless attire are violations of the dress code.
9. Any item containing offensive language, suggestive statements or symbols are prohibited.
10. Pants, shorts and skirts must be worn at the natural waist line; undergarments are not to be exposed.
11. The administration may waive specific areas of the dress code for spirit days and special events.
12. The administration will make the final decision regarding dress code violations.

Neatness is always in style. Remember that you are an ambassador for your school and family. Neat appearance shows respect for you and the community. **If a student has any doubts about their clothing being appropriate for school, the best idea is not to wear the clothes.**

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.

BAG POLICY

It is permissible to use backpacks/bags/satchels to carry school materials to and from school. However, backpacks/bags/satchels are not to be used for class-to-class purposes and must be a size which does not obstruct locker doors from closing properly. Students may carry a binder, trapper keeper, and/or small computer case to classes. Drawstring bags are permissible to carry gym clothes/shoes to PE.

HALL PASSES

If a student must leave the classroom, the teacher will issue a classroom pass to the student. The student will complete the teacher's sign-out log prior to leaving the classroom. It is the student's responsibility to obtain a pass prior to leaving the classroom. **Do not leave the room without a pass.** Privileges of hall pass usage can be restricted or denied at any time by teachers or administrators as a result of inappropriate behavior by students or as a result of abuse of the privilege. Violation of procedures may result in the student having hall pass privileges revoked for a semester.

ASSEMBLIES

Special assemblies may be held during the year. Students will be assigned specific seating areas. Students are expected to display proper courtesy at all times during an assembly.

FIELD TRIPS AND FIELD DAYS

Field trips are planned as an expansion of the educational program and experiences for students. A signed permission slip must be on file before the student can participate.

School policies and rules apply during the field trip. Students, who have persistently caused discipline problems at school, can be denied the opportunity to participate in a field trip/field day experience. Going on a field trip is a privilege that requires responsibility.

INVITATION TO PARENT/GUARDIAN & VISITORS

We are proud of the education that is offered to students daily. Therefore, we would like to invite Parents and Guardians to visit Arcadia High School/Middle School. **We ask that all Parents, Guardians and Visitors report to the office when entering the building. Parents/Guardians will be given a visitor pass to wear when entering the building and you will be asked to sign out when leaving the building.**

All other adults who do not have students currently enrolled in school or a past graduate wishing to visit the school can do so by notifying the principal and receiving proper authorization. Failure to receive proper authorization may result in charges of trespassing. Only students who are considering possible enrollment at Arcadia Local School will be granted permission to observe classes as a visitor. Their visit will be limited to one day. Visitors will not be permitted the last week of either semester, nor will they be permitted two days prior to any school vacation. Exceptions to any part of this policy must be approved by the building administration. Prior permission to visit must be granted by an administrator at least 24 hours prior to the visit.

VALUABLE ITEMS AND MONEY

Normally a student should never bring valuable or expensive items to school. However, if students bring valuable objects or articles to school for use in a classroom presentation or a display, they should leave the items in the office for safe storage. A parent/guardian should restrict the amount of money students have at school. Purses and wallets should never be left unattended.

TEXTBOOKS

Textbooks are the property of the Arcadia Board of Education. Textbooks are provided at public expense for all students. Teachers are to assign students textbooks as they are needed. The teacher should assess and record the condition of the textbook before it is issued to a student. Students are to sign the textbook adding the name of the teacher of the class. If a student loses a textbook, the student should contact the individual teacher to obtain another copy of the necessary textbook. If the original copy is not found, the student will pay for the lost copy.

FINES

Normal wear on textbooks is expected; book covers will help maintain the condition of the textbook. However, misuse or damage to textbooks will result in fines. The amount of which is to be determined by the respective teacher. In no case should a textbook fine exceed its current value. Student schedules and grades can be held for recovery of fines due.

LOST AND FOUND

All lost and found items, including books, should be turned in to the office. Any student who has lost articles should report the loss to the office and regularly check to see if these articles have been submitted. Articles not claimed within two weeks will be discarded.

TELEPHONES

The office phones are available to students for necessary or emergency calls. Phones are available to athletes after practices and contests and are located in the respective coaches' offices.

ANNOUNCEMENTS

Daily announcements will be read at the beginning of homeroom and at the end of 8th period. They are posted outside the office, in the senior hallway and in the cafeteria. Announcements are also posted on the school website www.arcadiaschools.org/arcadiaHS_MS.aspx. Contact the HS office if you would like to receive the announcements via your email. These announcements are intended to keep the entire student body informed of school activities. Cancellations of activities are posted on the website as the office is notified.

SCHOOL NURSE

There is no nurse available in the high school. In the event of a medical emergency, a First Aid Responder will be contacted. The parent/guardian will be notified as quickly as possible.

EMERGENCY MEDICAL AUTHORIZATION FORMS

A parent/guardian is responsible for completing the Emergency Medical Authorization forms each year. Included on this form must be the names and phone numbers of whom to contact in emergencies, names of doctors, and hospitals of preference. **Please notify the school of ANY changes throughout the year.**

MEDICATION ADMINISTRATION TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medications should be given by the parent/guardian at home. If this is not possible, a parent/guardian or designee (grandparent / step-parent) 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 or over-the-counter** medication by school personnel required a completed medication authorization form. 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/ guardian. Prescription medication must be in the container in which it was originally dispensed.
4. 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 other special instructions. This information is included in the form to be completed by the physician.
5. **Over-the-counter medication must be in a new container with an unbroken seal.** Students are not permitted to self-administer medications. Please help support this policy by not sending medication with your children.
6. 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.
7. **A parent/guardian must pick up medication at the end of the year, as it cannot be sent home with the student. All medication not picked up will be discarded.**
8. New request forms must be submitted for each school year and as necessary for any change in medication order.

ACCIDENTS

Even though all reasonable precautions are taken at all times, accidents involving students do sometimes occur during school hours. If a minor accident does happen, the teacher who is responsible for supervising this student will fill out an accident form and have the student report to the office so that the principal is aware of the situation. However, if the accident is deemed serious, the proper steps are immediately taken in accordance with the student's Medical Authorization form. Also, attempts will be made to contact a parent/guardian.

INSURANCE

At the beginning of each school year, students are offered basic accident insurance at a low cost. All insurance information can be found on the school website, www.arcadiaschools.org, under Parent/Student Resources. Participation in this program is voluntary, however, all athletes should remember that a parent/guardian must sign a waiver accepting responsibility or insurance is required before their participation is allowed in any recognized sport.

STUDENT DRIVING/PARKING

To aid students who drive to school, a parking area east of the school is provided for their automobiles. Since the school district provides bus transportation to all students, the responsibility for the motor vehicles driven to school rests solely with the students. There is to be no loitering in the parking lot. Students are to park in the parking lot and are **NOT** permitted to park in the spaces next to the building during school hours.

Students are asked to park in a reasonable manner in the parking lot so students can leave when necessary. Furthermore, students are not to go to the parking lot during the school day unless given permission by the office.

At the dismissal of school, student drivers should not leave the front parking lot until the school buses have left school. Students can drive out the back gates after school without waiting for the bus to depart.
It is hoped that by following these basic procedures, conflicts involving student drivers can be non-existent. The school reserves the right to deny students the privilege of using the parking facilities if a student's driving is considered unsafe, destructive and/or does not follow the above rules.

Students must fill out a parking application form. The form is located in Final Forms and must be completed prior to students bringing a vehicle on school grounds. Once the form is approved, students will be issued a parking permit which must be visible on the rearview mirror of their car. Students will use the issued permit through their senior year.

BUS TRANSPORTATION

Bus transportation to and from school is regarded as a privilege; therefore, students may be denied the privilege to use school transportation. All students are expected to follow all safety guidelines that are posted in the front of each bus.

BUS RIDING PASSES

Students will not be allowed on a different bus. For childcare purposes, students are permitted to change bus assignments if the Childcare Bus Service Request Form has been turned in each year. Forms are available in the office or through the transportation supervisor.

TRANSPORTATION OF STUDENTS

In accordance with O.R.C., Arcadia Local Schools provide transportation to those students who reside more than one (1) mile from their respective schools. Recognizing that conditions exist which hinder or preclude conventional methods for students getting to their schools, the Arcadia Local Board of Education will and does provide transportation of all grade levels where conditions warrant.

1. The school bus driver has the authority and/or responsibility to maintain control over the pupils (Section 3319.41 O.R.C.) on the school bus.
2. Pupil management regulations:
   A. Pupils must arrive at the bus stop before the bus is scheduled to arrive.
   B. Pupils must wait in a location clear of traffic and away from the bus stop.
   C. Behavior at school bus stops must not threaten life, limb, or property of any individual.
   D. Pupils must board the bus and go directly to an available or assigned seat.
   E. Pupils must remain seated, keeping aisles and exits clear.
   F. Pupils must exhibit classroom-like conduct and obey the driver promptly and respectfully.
   G. Pupils must not use profane language.
   H. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
   I. Pupils must not have tobacco on the bus.
   J. Pupils must not have alcohol or drugs in their possession on the bus (except for prescription medication.)
   K. Pupils must not throw or pass objects on, from, or into the bus.
   L. Pupils may carry on the bus only objects that can be held in their laps (see paragraph (1) or Rule 33091-83-20, of the Administrative Code.)
   M. Pupils must leave or board the bus at the location to which they have been assigned unless they have parental and administrative authorization to do otherwise.
   N. Pupils must not put heads or arms out of the bus windows.
   O. Pupils are NOT permitted to use cell phones on the bus.
3. Suspension, expulsion, or immediate removal from the bus.
   A. The provisions of Section 3313.66 of the Revised Code apply to suspension, expulsion, and immediate removal of a pupil from school bus riding privileges.
   B. School bus drivers will report in writing to the appropriate administrator all rule violations or conduct that justifies immediate removal, suspension, or expulsion from bus riding privileges.
   C. The superintendent or principal is authorized to suspend or remove pupils from school bus riding privileges. Students can be warned, suspended, or expelled from bus transportation. Field trips can be treated by both bus conduct and normal school discipline procedures.