

# Arcadia High School/Middle School

19033 State Route 12  
Arcadia, OH 44804  
419-894-6431



## 2017-2018

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## WELCOME

The faculty and staff at Arcadia High School are committed to helping you face the challenges of today and prepare you for your world of tomorrow. High school provides you with a proving ground for the adult world, but it is up to you to make the best use of this time in your life. We have many excellent curricular and extra-curricular programs. Over the years many Arcadia graduates who have taken advantage of the services and opportunities at Arcadia have gone on to find enormous personal and professional success in the adult world. Now it is your turn. Whether your high school career is just beginning or nearing completion, it is never too late to get involved and take advantage of each and every opportunity. We are committed to offering you outstanding educational opportunities at Arcadia. If you extend the effort, you will find success. The student and a parent/guardian are encouraged to become familiar with the school handbook. It includes helpful information, school policies, and study hints. We hope that your student/parent handbook will help you stay focused and organized. Have a great year and welcome to Arcadia.

## ARCADIA LOCAL SCHOOLS MISSION STATEMENT

The mission of the Arcadia Local Schools is to guarantee all graduates the knowledge and skills to succeed in an ever-changing world. This will be accomplished by providing an enriched curriculum through innovative and individualized instruction delivered in an outstanding learning environment by a highly qualified staff in partnership with families and community.

## INVITATION TO PARENT/GUARDIAN

We are proud of the education that is offered to students daily. Therefore, we would like to invite you to visit Arcadia High School/Middle School. **We ask that you report to the office when you enter the building. You will be given a visitor pass to wear. You will also need to sign out when leaving the building.**

## 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.

## 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.

## SCHOOL CALENDAR 2017-2018

August 15	Tuesday	Teacher Workday
August 16	Wednesday	First Day of School
August 30-Sept. 4	Wednesday-Monday	Fair Break – No School
October 20	Friday	End of 1st Qtr. (44 Days)
October 31	Tuesday	Parent/Teacher Conferences (3:20–7:20 PM)
November 2	Thursday	2 Hour Early Dismissal
November 2	Thursday	Parent/Teacher Conferences (3:20–7:20 PM)
November 20	Monday	Teacher In-service – No School
November 21-24	Tuesday – Friday	Thanksgiving Break – No School
December 21-Jan. 3	Thursday-Wednesday	Winter Break – No School
January 4	Thursday	Classes Resume
January 12	Friday	End of 2nd 9-weeks (45 days)
		End of 1st Semester (89 days)
January 15	Monday	Martin Luther King, Jr. Day – No School
February 15	Thursday	Parent/Teacher Conferences (3:20–7:20 PM)
February 19	Monday	President’s Day – No School
March 16	Friday	End of 3rd Qtr. (43 Days)
March 29-April 2	Thursday - Monday	Spring Break – No School
May 24	Thursday	Last Day of School for Students
		End of 4th 9-weeks (46 days)
		End of 2nd Semester (89 days)
May 25	Friday	Teacher Workday

## ACADEMIC STAFF ROSTER

<u>Name</u>	<u>Room</u>	<u>Position</u>	<u>Subject</u>	<u>Email</u>
Dobbins, Bill.....	Office.....	Principal		<a href="mailto:dobbinsb@arcadia.noacsc.org">dobbinsb@arcadia.noacsc.org</a>
York, Tammy .....	Office.....	Secretary		<a href="mailto:yorkt@arcadia.noacsc.org">yorkt@arcadia.noacsc.org</a>
Althaus, Dan .....	211 .....	Teacher .....	Social Studies	<a href="mailto:althausd@arcadia.noacsc.org">althausd@arcadia.noacsc.org</a>
Barr, Tayler.....	217 .....	Teacher .....	Math	<a href="mailto:barrt@arcadia.noacsc.org">barrt@arcadia.noacsc.org</a>
Boes, Jerry .....	443 .....	Teacher .....	Agriculture	<a href="mailto:boesj@arcadia.noacsc.org">boesj@arcadia.noacsc.org</a>
Brake, James.....	433 .....	Teacher .....	Vocal Music	<a href="mailto:brakej@arcadia.noacsc.org">brakej@arcadia.noacsc.org</a>
Breitgam, Jeff .....	433 .....	Teacher .....	Music	<a href="mailto:breitgamj@arcadia.noacsc.org">breitgamj@arcadia.noacsc.org</a>
Brown, Dan.....	431 .....	Teacher .....	Art	<a href="mailto:brownd@arcadia.noacsc.org">brownd@arcadia.noacsc.org</a>
Burke, Olivia .....	106.....	Teacher .....	English	<a href="mailto:burkeo@arcadia.noacsc.org">burkeo@arcadia.noacsc.org</a>
Ebersole, Aaron .....	219.....	Teacher .....	English	<a href="mailto:ebersolea@arcadia.noacsc.org">ebersolea@arcadia.noacsc.org</a>
Flugga, Adam .....	101.....	Teacher .....	English	<a href="mailto:fluggaa@arcadia.noacsc.org">fluggaa@arcadia.noacsc.org</a>
Holtberry, Keisha .....	320.....	Teacher .....	Math	<a href="mailto:holtberryk@arcadia.noacsc.org">holtberryk@arcadia.noacsc.org</a>
Jordan, Kim .....	328.....	Teacher .....	Science/Gifted	<a href="mailto:jordank@arcadia.noacsc.org">jordank@arcadia.noacsc.org</a>
Lobb, Tiffany.....	000.....	Teacher .....	Intervention	<a href="mailto:lobbt@arcadia.noacsc.org">lobbt@arcadia.noacsc.org</a>
Ludwig, Ryan .....	209.....	Teacher .....	History	<a href="mailto:ludwigr@arcadia.noacsc.org">ludwigr@arcadia.noacsc.org</a>
McKee, Brooke.....	Gym/437 .....	Teacher .....	PE/Health	<a href="mailto:mckeeb@arcadia.noacsc.org">mckeeb@arcadia.noacsc.org</a>
McKee, Gregg .....	103.....	Tech. Coord. ....	Computer	<a href="mailto:mckeeeg@arcadia.noacsc.org">mckeeeg@arcadia.noacsc.org</a>
Marquart, Angie.....	105.....	Teacher .....	Computer	<a href="mailto:marquarta@arcadia.noacsc.org">marquarta@arcadia.noacsc.org</a>
Ramsey, Patrick.....	102.....	Counselor .....	Guidance	<a href="mailto:ramseyp@arcadia.noacsc.org">ramseyp@arcadia.noacsc.org</a>
Ritter, Paula .....	322.....	Teacher .....	Science	<a href="mailto:ritterp@arcadia.noacsc.org">ritterp@arcadia.noacsc.org</a>
Seery, Carly .....	107.....	Teacher .....	Math	<a href="mailto:seeryc@arcadia.noacsc.org">seeryc@arcadia.noacsc.org</a>
Sponsler, Ned .....	208.....	Teacher .....	Spanish	<a href="mailto:sponslern@arcadia.noacsc.org">sponslern@arcadia.noacsc.org</a>
Spridgeon, David.....	Gym.....	Teacher .....	PE	<a href="mailto:spridgeond2@arcadia.noacsc.org">spridgeond2@arcadia.noacsc.org</a>
Stone, Jerry .....	218.....	Teacher .....	Intervention	<a href="mailto:stonej@arcadia.noacsc.org">stonej@arcadia.noacsc.org</a>
Tawney, Katie.....	545.....	Teacher .....	Family Cons. Sci.	<a href="mailto:tawneyk@arcadia.noacsc.org">tawneyk@arcadia.noacsc.org</a>
Tidd, Barb.....	326.....	Teacher .....	Science	<a href="mailto:tiddb@arcadia.noacsc.org">tiddb@arcadia.noacsc.org</a>
Trusty, Anjie.....	Library.....	Librarian .....	Library	<a href="mailto:trustya@arcadia.noacsc.org">trustya@arcadia.noacsc.org</a>

### DAILY BELL SCHEDULE

Warning Bell	7:50	
1 <sup>st</sup> Period	7:55 - 8:37	42 minutes
2 <sup>nd</sup> Period	8:40 - 9:22	42 minutes
3 <sup>rd</sup> Period	9:25 - 10:07	42 minutes
4 <sup>th</sup> Period	10:10 - 10:52	42 minutes
5 <sup>th</sup> Period	10:55 - 11:37	42 minutes
6A	11:40 - 12:00	20 minutes
6B Lunch	12:03 - 12:33	30 minutes
6B Class	12:36 - 1:18	42 minutes
6C Class	12:03 - 12:45	42 minutes
6C Lunch	12:48 - 1:18	30 minutes
7 <sup>th</sup> Period	1:21 - 2:05	44 minutes
8 <sup>th</sup> Period	2:08 - 2:52	44 minutes

### TWO HOUR DELAY SCHEDULE

Warning Bell	9:50	
1 <sup>st</sup> Period	9:55 - 10:18	23 minutes
2 <sup>nd</sup> Period	10:21 - 10:44	23 minutes
3 <sup>rd</sup> Period	10:47 - 11:10	23 minutes
4 <sup>th</sup> Period	11:13 - 11:35	22 minutes
5 <sup>th</sup> Period	11:38 - 12:00	22 minutes
6B Lunch	12:03 - 12:33	30 minutes
6B Class	12:36 - 1:18	42 minutes
6C Class	12:03 - 12:45	42 minutes
6C Lunch	12:48 - 1:18	30 minutes
7 <sup>th</sup> Period	1:21 - 2:05	44 minutes
8 <sup>th</sup> Period	2:08 - 2:52	44 minutes

### ASSEMBLY SCHEDULE

Warning Bell	7:50	
1 <sup>st</sup> Period	7:55 - 8:37	42 minutes
2 <sup>nd</sup> Period	8:40 - 9:22	42 minutes
3 <sup>rd</sup> Period	9:25 - 10:07	42 minutes
4 <sup>th</sup> Period	10:10 - 10:52	42 minutes
5 <sup>th</sup> Period	10:55 - 11:37	42 minutes
6A	11:40 - 12:00	20 minutes
6B Lunch	12:03 - 12:33	30 minutes
6B Class	12:36 - 1:18	42 minutes
6C Class	12:03 - 12:45	42 minutes
6C Lunch	12:48 - 1:18	30 minutes
7 <sup>th</sup> Period	1:21 - 1:56	35 minutes
8 <sup>th</sup> Period	1:59 - 2:33	34 minutes
Assembly	2:36 - 2:53	

### 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 2:53 p.m. Students riding busses are expected to report directly to their assigned bus. Busses 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.

### DELAY INFORMATION

For 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.

For students attending Millstream in the morning and Arcadia in the afternoon:

- A. If Arcadia delays, these students should report to Arcadia for afternoon classes as scheduled only.
- B. If Millstream delays, the bus to Millstream will delay also.

For Millstream students:

- A. If Arcadia cancels school for weather related reasons, the parent/guardian should use their own discretion about sending their student to Millstream. Their absence will be excused if you choose not to send them. The school will not provide transportation to Millstream on these days.
- B. If Millstream cancels and Arcadia is in session, students should report to Arcadia for classes as scheduled only.

### 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 (419) 421-8888 and then enter 7235.**

### LEAVING SCHOOL GROUNDS

No student will be allowed to check out of school without the secretary having received prior permission from the student's parent/guardian. **All students leaving school must check out through the high school office.** Students signing out must list the reason and record the time they leave.

**Should they return the same day, they should come to the high school office immediately and record the time of return.** Those who fail to follow this procedure are considered truant. School administrators are the only school personnel who have the authority to release students to leave school grounds.

### WORK PERMITS APPLICATION

Forms are available to students from the high school secretary.

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

### **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 valid work permit.
- E. Must file an age and schooling report at the County Superintendent's Office.

Appropriate forms and explanation 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 be in attendance at 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 requirements for any student who is excessively absent from school.
2. Provide counseling for a habitual truant.
3. Request or require a parent having control of a habitual truant to attend parental involvement programs.
4. Request or require a parent of a habitual truant to attend truancy prevention mediation programs.
5. Notification made to the registrar of motor vehicles.
6. Take appropriate legal action.

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

### **PROCEDURES TO BE USED IN CASE OF ABSENCE**

1. *A parent/guardian must call 894-6431 each day by 8:00 a.m. to explain a student absence. In order for the absence to be excused, 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 must be in attendance the last six periods the day of the activity. 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. Quarantine of the home.
  - G. Other legitimate reasons which receive approval from a school administrator. (i.e. Needed at home to perform work directly and exclusively for parent/guardian.)

### **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.

Excessive absence is defined as missing more than Eight (8) days from a class per semester. 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. Excessive absences (**excused or unexcused**) of more than Eight (8) days from a class may constitute the loss of credit toward graduation. A student who exceeds the Eight (8) absences requires an administrative review before the student can have the opportunity to receive credit for the class. Parents will be invited to the review. An administrative review will be conducted upon the request of the building principal and/or counselor. The administrative review panel will consist of the guidance counselor, student, parent and the building principal. The building principal will be responsible for the final decision.

### **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.

### **ASSIGNMENTS WHEN ABSENT**

Students who have been absent for two or more days can obtain assignments by contacting the secretary. A parent/guardian should call before 8:30 a.m. 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.**

### **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. 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.

### **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: the 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. Inform the secretary **one week prior** of the planned vacation and obtain a "Pre-Planned Absence" form.
2. Arrange when the make-up assignments will be due with teachers.

Failure to follow the above procedure could result in the days absent to be considered unexcused.

### **WITHDRAWAL FROM A CLASS**

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

### **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.

### **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

Class	Eng.	Social Studies	Math	Science	Health PE	Fine Arts	Electives	Total
2018	4	3	4	3	1	1*	5	21#
2019	4	3	4	3	1	1*	5	21#
2018 2019	<b>All students take end-of-course exams:</b> Algebra I and geometry or integrated math I and II Physical science American history and American government English I and English II  Students studying Advanced Placement (AP), International Baccalaureate (IB) or taking dual enrollment courses in physical science, American history or American government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing.			<b>And meet one of the following three:</b>  Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education.  Earn a "remediation-free" score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th-grade students in the Class of 2018 and beyond to take the exam free of charge.  Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.				

\*Includes one unit (or two ½ units) of Business/Technology, Fine Arts, or Foreign Language  
#Financial Literacy is incorporated in 10<sup>th</sup> grade History

### HONORS DIPLOMA REQUIREMENTS FOR GRADUATING CLASSES

In order to earn an honors diploma, a student must meet the above requirements and also meet seven of the eight criteria listed below:

1. 4 units of English
2. 4 units of Math (at least Alg. I, Alg. II, Geom. or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content)
3. 4 units of Science (including physics and chemistry)
4. 4 units of Social Studies
5. 3 units of a Foreign Language or 2 units of 2 foreign languages
6. 1 unit of Fine Arts
7. At least a 3.5 grade point average on a 4 point scale after 7 semesters
8. Obtain a composite score of 27 on the American College Test (ACT) or 1210 on the Scholastic Achievement Test (SAT)

### COMMENCEMENT CEREMONY

The opportunity to participate in the graduation ceremony is a privilege for seniors and not a right. In order for qualified students to participate in 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.

### 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.

### COLLEGE VISITATION

Students may make a request to be absent from school in order to visit a college. While the school supports college visits, we also encourage minimal absence from school. If the college cannot be visited at a time when Arcadia High School is not in session and if the student's academic standing and general school attendance so warrants, a student may be granted **two** visitation during his/her junior year and **two** visitations during his/her senior year.

**Arrangements must be made with the high school office one-week prior to the visitation.** Students will not be excused for a college visit after May 1, unless unique circumstances exist.

### **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 four core courses (Math, Reading, Social Studies, Science, or Language Arts) according to Arcadia Board of Education policy. If the student fails two or three core courses, a conference will be arranged with the principal, guidance counselor, and a parent/guardian. A determination will be made as to whether or not the student should be retained. Arcadia students may also enroll in make-up course work through the Virtual Learning Academy at their own expense. See the guidance counselor for more information on this program.

### **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%.

### **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

### **HONOR ROLL**

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

- A. A-B Honor Roll--students who received no grade lower than a B- in any course
- B. All A Honor Roll--students who received no grade lower than an A- in any course

### **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 3.2 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 3.2 and 3.49 will receive a certificate.
- D. Seniors whose cumulative grade point average is above 3.49 will receive an engraved plaque. Any senior whose cumulative grade point average is 4.0 will receive a plaque recognizing their achievement.

### **INTERIM REPORTS**

Interim Reports will be distributed to the students at the mid-point of each 9 week grading period.

### **EXAMS/ASSESSMENTS**

Semester and final exams/assessments 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. Any student who carries an A or A- average in a subject for the school year may waive the final exam in that subject unless it is an Ohio Department of Ed mandated (End of Year Exam, End of Course Exam, Student Learning Objectives).

Students in grades 7 & 8 will participate in unit tests that will occur during the exam week. The grade for the unit test will be averaged into the preceding nine week grading period and not as a final exam. The purpose of the unit administered during exams is to prepare 7 & 8 grades students for final examinations in high school.

### **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.

### **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 other 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:

<b><u>Sport</u></b>	<b><u>Grade</u></b>	<b><u>Season</u></b>
Golf	9-12	Fall
Football	7-12	Fall
Volleyball	7-12	Fall
Cheerleading	7-12	Fall/Winter
Boys' Basketball	7-12	Winter
Girls' Basketball	7-12	Winter
Wrestling	7-12	Winter
Track & Field (Boys & Girls)	7-12	Spring
Softball (Girls)	9-12	Spring
Baseball (Boys)	9-12	Spring

### **STUDENT CONDUCT**

#### **STATEMENT OF POLICY**

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.

#### **STUDENTS' RESPONSIBILITIES**

Admission to the Arcadia Schools assumes that the student conduct himself/herself as a responsible member of the school community. Each student is required to accept responsibility for his/her own conduct and in doing so, accept the responsibility for the consequences of his/her choice.

The student must recognize that to maintain an atmosphere conducive to learning, the reasonable exercise of authority by school officials is necessary. Some specific student responsibilities include regular school attendance, conscientious effort in classroom work, maintenance of school property, and obedience to school rules and regulations. Most of all, students share with administrators and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living.

#### **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.

### 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.

### CLASSROOM DISCIPLINE

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

### 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 OR SUSPENSION FROM CLASS

By law, a teacher may remove a student from class for a period of time not to exceed 24 hours. If a student's conduct in the classroom seriously disrupts the educational process, the teacher can complete a Discipline Referral Form and send the student to the office.

## **SUSPENSION AND EXPULSION**

In accordance with Ohio law, Section 3313.66 R.C., the superintendent or the principal of a school may suspend a pupil from school for not more than ten (10) days. In addition, the superintendent may expel a student from school for as long as one calendar year in the case of a weapons violation, or bomb threat or an offense which would be a crime if committed by an adult and results in serious physical harm to persons or property.

Suspensions and/or expulsions can extend into the next school year. In some cases, the superintendent may seek to permanently exclude a student. All students that are suspended, out of school, will be recorded for attendance purposes as an unexcused absence. Students who are suspended out of school will **NOT** be permitted to make up their assignments.

## **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.

## **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.

Sexual harassment is defined as unwanted sexual advances, or unwanted verbal, visual or physical conduct of a sexual nature. A student who feels he/she have been a victim of sexual harassment should file a sexual harassment complaint with the principal. Conduct constituting harassment may take different forms, including but not limited to the following:

**SEXUAL HARASSMENT**

- A. Verbal: The making of written or oral sexual innuendoes, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- B. Non-Verbal: Causing the placement of sexually suggestive pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

**GENDER, ETHNIC, RELIGIOUS, DISABILITY, HEIGHT, WEIGHT HARASSMENT**

- A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district. (Hate speech). Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
- B. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

**DATING VIOLENCE**

- A. Dating Violence: A pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person's dating partner.
- B. Dating Partner: Any person, regardless of gender, involved in an intimate relationship with another [person] primarily characterized by the expectation of affection involvement whether casual, serious, or long-term.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should promptly take the following steps:

- 1. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal. Teachers or staff members whom an incident has been reported to must report the incident to the principal.
- 2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the principal.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost

candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district.

This guideline does not negate the requirements for reporting suspected child abuse to the proper authorities in compliance with AG 8462. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to proper authorities in compliance with State law.

**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 other 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 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 Saturday School or discipline procedure 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, 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, 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.** Students are not permitted to smoke in any building or on school property at any time under any conditions. A student may not possess or use tobacco, tobacco products, alternative nicotine products (electronic cigarettes), matches, lighters or other smoking related items (including cigarette-wrapping paper) on school property.

**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 Hazing/Bullying.** It is the policy of the Arcadia Local Board of Education and School District that hazing/bullying activities of any type is inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing/bullying activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing/bullying. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any persons. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes mental and/or 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.

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

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

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

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

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

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

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

### **HOMEWORK**

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

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

### **CHEATING**

***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. 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. 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.

2. The administration must be notified before a student may be questioned in school or taken from a classroom.
3. To avoid possible criticism, a school official will be present when an interrogation takes place within the school, unless special circumstances exist.
4. When the police remove a child from the school, the administration will make an attempt to notify the parent/guardian.
5. 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.

### **CHANGING OF CLASSES**

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.

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

### **LUNCH ROOM**

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 insure 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), bandanas and sweatshirt hoodies.
3. Shorts may be worn during the school year. The length of shorts must fall below the fingertips when a student stands at rest. Shorts, skirts, dress, etc. with a slit above the knee are unacceptable. Biker shorts and cutoffs will not be permitted.
4. Sandals are permitted as long as feet are clean and the sandals remain on the student's feet.
5. Jeans with holes or distressed marks above the knee are not permitted, unless another article of clothing is worn underneath them that cover the leg above the knee. Pajama pants are not permissible attire during the school day.
6. 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.
7. Clothing which exposes the midriff and backless attire are violations of the dress code.
8. Any item containing offensive language or suggestive statements or symbols are prohibited.
9. Pants, shorts and skirts must be worn at the natural waist line; undergarments are not to be exposed.
10. The administration may waive specific areas of the dress code for spirit days and special events.

**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.**

### **CELLULAR PHONES/ ELECTRONIC DEVICES**

**According to Section 3313.66 O.R.C., schools may ban cell phones.**

Students may use Cellular Phones/Electronic Devices before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) at school-related functions.

Use of Cellular Phones/Electronic Devices, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

An "electronic device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of Cellular Phones/Electronic Devices : pagers/beepers, personal digital assistants PDAs, Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Students may not use Cellular Phones/Electronic Devices 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 Cellular Phones/Electronic Devices while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver,

classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. When necessary an administrator or sponsor has the right to direct students to completely power off Cellular Phones/Electronic Devices and store them out of sight.

Technology including, but not limited to, Cellular Phones/Electronic Devices intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. However, the use of a cellular phones/electronic device to engage in non-education-related communications is expressly prohibited.

Students are prohibited from using Cellular Phones/Electronic Devices to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a Cellular Phone/Electronic Device to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. The use of Cellular Phones/Electronic Devices in locker rooms, classrooms, bathrooms and/or any school situation where a reasonable expectation of personal privacy exists is prohibited.

No expectation of confidentiality will exist in the use of Cellular Phones/Electronic Devices on school premises/property. Students are prohibited from using a Cellular Phone/Electronic Device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Students are also prohibited from using a Cellular Phone/Electronic Device to capture 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 their Cellular Phones/Electronic Devices to receive such information. Possession of a Cellular Phone/Electronic Device by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the Cellular Phone/Electronic Device. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography.) Any search will be conducted in accordance with School Board Policy. If multiple offenses occur, a student may lose his/her privilege to bring a Cellular Phone/Electronic Device to school for a designated length of time or on a permanent basis.

Sexting is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission and possession of child pornography. A person who discovers a student in possession of or using a Cellular Phone/Electronic Device in violation of this policy is required to report the violation to the building principal. Students are personally and solely responsible for the care and security of their Cellular Phones/Electronic Devices. The Board assumes no responsibility for theft, loss, damage, or vandalism to Cellular Phones/Electronic Devices brought onto its property, or the unauthorized use of such devices.

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 office phones to contact parents/guardians during the school day with permission of office personnel.

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

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

- Any device brought in by a student is the exclusive property of the owner. Arcadia Local School accepts no liability or responsibility for the loss, damage, vandalism, theft, etc. of any device brought into a school building. It is strongly recommended insurance be obtained for any device brought to school.

- The device, as well as data and information gathered, must be shared as directed by the teacher whenever the device owner is part of the activity or assignment.
- Devices are strictly prohibited in restrooms and locker rooms at all times.
- Devices are only to be used as specified by teachers/administration.
- Devices brought in that are wi-fi capable are to use the school network when accessing the internet. The firewalls and filters will insure the content is appropriate. Arcadia Local School is **NOT** liable for content, text or data usage charges in the event they access a network other than the schools.
- The purpose and use of the device needs to be related to schoolwork or academic progress. They are not to be brought for the purpose of playing games or listening to music.
- Devices cannot be charged at school.
- Individual teachers will have guidelines specific to their subjects and classrooms as to when and how these devices may or may not be used.

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

#### **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.

#### **VISITORS**

Any adult who resides in the district or past graduate wishing to visit the school can do so by notifying the principal and receiving proper authorization. Failure to receive proper authorization can be construed as due cause for instituting 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 cleared through the administration. Prior permission to visit must be granted by an administrator at least 24 hours prior to the visitation. The visitor will be issued a visitor's pass.

#### **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.

### **ANNOUNCEMENTS**

Daily announcements will be read at the beginning of first period and at the end of 8<sup>th</sup> period. They are posted outside the office, in the senior hallway and in the cafeteria. Announcements are also posted on the school website [www.arcadia.noacsc.org/arcadiaHS\\_MS.aspx](http://www.arcadia.noacsc.org/arcadiaHS_MS.aspx). 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.

### **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.

### **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.**

### **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. The high school does not have an area where students may rest until they feel better. A parent/guardian picking up an ill child must sign the student "out" in the office.

### **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. 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.
4. **Over-the-counter medication must be in a new container with an unbroken seal.** Students are not allowed to take medication on their own. Please help support this policy by not sending medication with your children.

5. The county school nurse will be the consultant and will be contacted when there are any questions about the type of drug, its administration or possible side effects. At no time will medication be administered or taken at school when there are unanswered questions.
6. **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.**
7. 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.arcadia.noacsc.org](http://www.arcadia.noacsc.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.

#### **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 departures.

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 do not follow the above rules.

Students must fill out a parking permit form. The form must be returned to the office within the first week of school or within ONE week of obtaining their license. Students will be issued a parking permit which must be visible on the rearview mirror of their car. Students will use issued permit through their senior year.

#### **BUS TRANSPORTATION**

Bus riding is regarded as a privilege; for this reason and for purposes of safety, all students are expected to obey the rules 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 student 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 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.