



**ENGAGING,
EXCELLING,
EMPOWERING,
EVERYONE**

**Arcadia Elementary School
Family Handbook
2017-2018**

(web version)

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WELCOME!

This Arcadia Elementary School Family Handbook has been designed as a yearlong reference guide for the students and their families. If you have any questions or concerns, please feel free to contact the school office at 323-3315. We welcome and encourage your feedback and suggestions.

Arcadia Elementary School offers exciting educational opportunities that provide our children with a solid foundation in the basic academic skills. Programs for students with unique learning needs are provided in addition to a variety of special programs. The community is always welcome in our school.



Arcadia Elementary School

358 East River Street

Arcadia, WI 54612

<http://www.arcadia.k12.wi.us>

ARCADIA SCHOOL DISTRICT PHILOSOPHY

It is the belief of the School District of Arcadia that:

- our students are entitled to the highest quality educational experience possible, within a responsible fiscal policy, in order that they be well-prepared for a successful life as a contributing member of society;
- the academic, social, physical, and emotional needs of students be provided for so as to adequately ready them to continue their education, enter the work force, establish meaningful relationships, and meet the ever-changing needs and challenges of the nation and world;
- the educational process is a shared process, with a necessary partnership between the student, family, school, and community, and that the learner shares responsibility with the family and instructional staff for his/her education; and
- access to equal educational opportunities is the right of all learners without regard to sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Equal educational opportunities do not necessarily mean identical educational experiences.

2017-2018 Arcadia Elementary School Staff

With Room Assignments

OFFICE PERSONNEL

Elementary (4K-4) Pricipal:
Paul Halverson..... 189A

Special Education Director
Jackie Schira 306

School Psychologist:
Kathleen Carson..... 189C

Nurse:
LuAnne Hoesley 193C

School Counselor:
Ryan Schmidt 230

CLASSROOM TEACHERS

4K:
Karen Ziegewied..... 101
Andrea Haines..... 105
Michelle Passehl..... 107

Kindergarten:
Linda Bjorge 177
Stacey Giemza 173
Paula Haines 172
Derek Newsom 175
Anne Reuter 171

1st Grade:
Cassie Hammond 146
Emily Marcou 147
Jody Ferguson 149
Jill Wiczorek 151
Stacey Boberg 153

2nd Grade:
Brenda Suchla 179
Kathy Nelson..... 181
Anne Martin 182
Madelyn Schotten 187
Jeff Wiseman..... 184

3rd Grade:
Ryan Sonnentag 305
Vanessa Deniz 303
Kendra Palkowski 312
Sarah Burmeister..... 307
Cathy Wozney 301
Max Ferguson..... 201

4th Grade:
Molly Fawcett..... 203
Lindsay Johnson 226
Amanda Matchey 204
Julie Duffrin 205

SPECIALISTS

Art:
Carol Janka 155

ELL:
Shelley Sorenson 150
Rachel Truax 150
Amanda Lettner 150
Erin Moreno 308
Maggie Hodges 302

Tech Integretion:
Sue McKay 148

Tech Support:
Kyle Korrison..... 208

Library Media Centers:
Katie Ferguson 161

Music-Vocal:
Jaclyn Coenen..... 195

Physical Ed./Health:
Jennifer Gray..... 144
Colleen Sobotta..... 141

Reading Specialists:
Allie Appel 129
Peggy Halverson..... 159
Suzanne Vazquez 170
Carmen Lee 189D

SPECIAL EDUCATION

Early Childhood:
Rachel Siegersma 101

Cross-Categorical
Carrie Taysom 185
Jeri Harper 202

Multi-Categorical:
Lucy Pronschinske 186
Emily Instenes..... 186

Speech Pathologist:
Cathy Leeson 208B
Kristine Fiedrichs..... 183

SUPPORT STAFF:

Cook:
Lynn Finner-Lead..... 135
Sharon Kotlarz..... 135
Mary Sobotta..... 135

Custodian:
Mary Brown-Lead..... 125
Terry Daffinson..... 125
Jay Duellman..... 125
John Connell 125
Diana Bork 125
Dale Herbenson 125
Carla Daffinson..... 125

Educational Assistant:
July Haines Data Entry
Lori Klink-4K..... 107
Cindy Miller-4K..... 101
Julie Severson-EC..... 101
Elizabeth Hestekin 202
Kim Pronschinske-ELL.. 308
Ruth Manley 161
Araceli CArreon 150
Manuela Garcia 101
Beth Weltzien..... 186
Armillia Lyga-SPED 186
Sara Vazquez 185

Secretary
Jacqueline Deniz..... 193
Summer Slaby..... 193
Monica Lopez 191

Bus Transportation
Scott Leonard 193
Belinda Johson..... 193

2017-2018

SCHOOL YEAR

Listed below are the days of vacation, in-service and early dismissal:

August 22	New Teacher In-service
August 23-34	Teacher & Staff In-service
August 29-31	Teacher & Staff In-service
August 31	OPEN HOUSE for Grades PreK-4 (4:30 pm – 7:00 pm)
September 1	First Day for Students Grades 5-12 OPEN HOUSE for Grades PreK-4 (9:30 am – 3:00 pm)
September 4	NO SCHOOL -Labor Day
September 5	First Day for Students Grades K-4
September 6	First Day for 4K Students
October 16	<i>Parent Teacher Conferences</i> 3:45-7:15 pm (Grades 5-12)
October 17	<i>Parent Teacher Conferences</i> 3:45-7:15 pm (Grades 4K-4)
October 19	<i>Parent-Teacher Conferences</i> 8:00 am -12:00 pm (Grades 4K-12)
October 19	NO SCHOOL
October 20	NO SCHOOL
November 3	End of 1 st Quarter
November 6	NO SCHOOL -Teacher In-service
November 22	Early Release
November 23 & 24	NO SCHOOL --Thanksgiving Vacation
December 25-30	NO SCHOOL –Christmas Vacation
January 1-2	NO SCHOOL -New Year/Christmas Break
January 3	Classes Resume
January 18	End of 2 nd Quarter
January 19	Teacher In-service- NO SCHOOL

February 19	<i>Parent Teacher Conferences</i> 3:45-7:15 pm (Grades 5-12)
February 20	<i>Parent Teacher Conferences</i> 3:45-7:15 pm (Grades 4K-4)
February 22	<i>Parent Teacher Conferences</i> 8:00-12:00 pm (Grades 4K-12)
February 22	NO SCHOOL
February 23	NO SCHOOL
March 27	End of 3 rd Qtr.
March 28	Teacher In-service NO SCHOOL
March 29-30	NO SCHOOL - Easter Break
April 2	NO SCHOOL - Easter Break
May 28	NO SCHOOL - Memorial Day
June 1	Last Student Day - K-12 Teacher In-service- Early Release End of 4 th Qtr.
June 4	Teacher Checkout Day

2017-2018 ARCADIA ELEMENTARY

Daily Schedule

(4K - 4th Grade)

7:30-7:55	Breakfast
7:50	AM Early Childhood & 4K Students are taken to rooms
7:50	Entry Bell
7:55	Classes Begin
11:00	4K Dismissal for ½ day students
11:00-11:30	LUNCH - 4K/Head Start
11:30-12:00	Recess – 4K
11:00-11:20	LUNCH – Grade 2
11:20-11:40	Recess –Grade 2
11:10-11:30	LUNCH –Kindergarten
11:30-11:50	Recess – Kindergarten
11:20-11:40	LUNCH – Grade 1
11:40-12:00	Recess – Grade 1
11:30-11:50	LUNCH – Grade 3
11:50-12:10	Recess – Grade 3
11:40 -12:00	LUNCH – Grade 4
12:00-12:00	Recess– Grade 4
2:05-2:20	Recess – Grade 1
2:15-2:30	Recess – Grade 4
2:20-2:35	Recess- Grade 3
2:50-3:05	Recess-Kindergarten & Grade 2
3:05 Dismissal	4K-Grade 4

OFFICE HOURS

Office hours during the school year are 7:30 a.m. to 4:15 p.m. Monday through Thursday and 7:30 a.m. to 3:30 p.m. on Friday.

ABSENCES/TARDIES

If your child will be absent, please remember to call the school office or leave a message before **9:00 a.m.** Please tell us your child's name, teacher name, and reason for the absence. When an absence is of a known duration, just one call is necessary. If the illness is of undetermined length, please call before the start of each school day.

Parents must request **homework** by **9:00 a.m.** and may pick up books and assignments in the elementary office from **3:00 to 4:00 p.m.** each day.

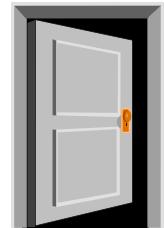
An absence is unexcused if no phone call or written excuse is received within two (2) days of the absence.

All tardy students must report to the elementary office, sign in, and receive a pass to be admitted to class.



The school PHONE number is **608-323-3315.**

The school FAX number is **608- 323-7015.**



BEFORE AND AFTER SCHOOL PROCEDURES

Student entrance doors are opened at 7:30 a.m. because supervision of children either in the building or on the playground cannot be guaranteed until after that time. **Students should not arrive at school prior to 7:30 a.m.** Also, Kindergarten – 4th grade students should enter the main entrance doors if they are not riding the bus. After students arrive, they may be in the cafeteria for breakfast or other assigned areas. **NOTE: Preschool students should be dropped off by the preschool doors, which are newly located off of Van Buren Street. The doors are near the school's greenhouse.**

We prefer not to interrupt classrooms. Please make sure your child is well aware of his/her after school arrangements. Supervision is not available for students after school dismissal times. Students need to go directly home or to their day care provider at the end of the day. If there is a change in plans for your child for the end the day procedure, **please call the office before 1:30 p.m.**

STUDENTS LEAVING SCHOOL DURING THE DAY

Students must have a written permission slip or phone call from a parent/guardian to leave school during the day. For the safety of your child, students will be called to the school office where parents will pick them up after they have completed the "Student Sign In/Out" form located on the front counter. If your child returns to school the same day, please report to the office to sign in before returning to class. Thanks for your cooperation!

Students are never to leave school without first obtaining permission from the elementary office and signing out, no matter what the reason. Students who fail to follow this policy will be considered unexcused.

VISITORS

During the school day, our concern is for the safety of our students and staff. All doors will be locked. Visitors, including parents and volunteers, will have to report to the main entrance office (door 1) to sign in, to receive a visitor's badge, and to sign out at the end of the visit.

Items to be delivered to students during the day should be brought to the school office. School staff will then deliver the items to the student's classroom.

Parents picking up their children at the end of the day are encouraged to wait for them outside of the school building. To ensure the safety of all students, we are asking parents to wait for your child outside the school building. The lobby area becomes way too congested, which impedes visibility.

BREAKFAST AND LUNCH PROGRAM

The lunch program requires a prepaid balance of \$10.00 per student. Accounts will be set up by family unit with each student receiving an individual lunch number. The number will be entered when a meal or milk is purchased. This will automatically debit the family account. Detailed statements may be requested from the elementary office.

Some students may qualify for free or reduced lunch based on guidelines for family income. Families whose income is below an established guideline are also entitled to apply for free milk. Contact the school or district office for these applications. All applications are treated confidentially.

Students may wish to bring bag lunches from home. If a student brings a lunch from home and wishes to purchase milk, the cost is \$.30 per carton.

Parents are welcome to join their children for lunch. (Hot lunch cost for adults is \$3.30 and can be deducted from the family account balance).

Breakfast

Breakfast is provided daily 7:30-7:50 AM.

Lunch

Price for lunch is: \$2.40 for grades 4K-4

One carton of milk is furnished with each meal.

Additional milk is available for \$.30 per carton for white or chocolate.

Milk

Morning and afternoon milk is available to all students at a cost of \$.30 per carton. Students have a choice of chocolate or white. Students in grades 4K-4 who qualify for free lunches are entitled to (1) one free milk in addition to milk supplied with the noon lunch.



REQUESTS FOR NON-PARTICIPATION IN OUTDOOR RECESS OR PHYSICAL EDUCATION FOR ILLNESS AND INJURY-RELATED REASONS

We frequently receive notes and phone calls from parents, requesting that their child be allowed to remain indoors during regular outdoor recess times due to illness. The school nurse will advise parents and staff about medical and health matters. In response to inquiries about when to recommend that children do not participate in outdoor recess, we provide the following guidelines:

- If a child is well enough to be in school, they are expected to participate in all regular school activities, including recess and PE.
- Children with chronic or acute illness or injury whose health and well-being would be compromised by going outdoors for recess/PE will be required to have a physician’s statement, including diagnosis and duration of exclusion from recess/PE.
- When children come to school with symptoms of illness or injury that would be cause for exclusion from school, parents will be contacted by school staff and asked to take the child home. At this time, children will not be expected to go outdoors for recess while they await parent’s response.

Questions and comments about your child’s health may be directed to the school nurse, (323-7500).

EARLY DISMISSAL AND SCHOOL CANCELLATIONS

Occasionally we are forced into an emergency closing or early dismissal because of inclement weather or other unforeseen occurrences. **PLEASE INSTRUCT YOUR CHILDREN OR SEND A NOTE WITH THEM AS TO WHAT TO DO IF WE UNEXPECTEDLY DISMISS EARLY AND YOU ARE NOT AT HOME WHEN THEY ARRIVE. PLEASE DO NOT CALL THE SCHOOL WITH INSTRUCTIONS FOR YOUR CHILD, WE CANNOT GUARANTEE THE MESSAGES WILL REACH THE STUDENT BEFORE THEY LEAVE SCHOOL.**

The following radio stations will be notified if an early dismissal is necessary, or if school will not be in session because of weather conditions:

<u>Station & Dial Number</u>	<u>City</u>
WIZM 1410 AM or Z-93 93.3 FM	La Crosse
WKTY 580 AM or WRQT 95.7 FM	La Crosse
KWNO 12.30 AM or CD 99.3 FM	Winona
KG 1380 AM or 95.3 FM	Winona
KYME 101.1 FM	Winona
WHTL 102.3 FM	Whitehall
WBIZ 13.20 AM or 100.7 FM	Eau Claire
COOL 92.0 FM or 1-94 94.1 FM	Eau Claire
WAXX 104.5 FM or WAYY 790 AM	Eau Claire
CARP 99.9 FM	Eau Claire
WEAU TV – Channel 13	Eau Claire
WKBT TV – Channel 8	La Crosse

USE OF BUILDING

Any group that wishes to use any Arcadia School District building for a meeting place must contact the District Office at 323-3315.

Use of Building forms are available at the elementary or high school office.



PARENT/TEACHER CONFERENCES

Parent/teacher conferences are an important tool in your child's education. It is a time for you and your child's teacher to communicate about your child's progress. Conferences will be at the following times:

October 16.....3:45-7:15 PM (Gr. 5-12)

October 17.....3:45-7:15 PM (Gr. 4K-4)

October 19.....NO SCHOOL

Parent-Teacher Conferences-8:00-12:00 PM (4K-12)

October 20.....NO SCHOOL

February 19.....3:45-7:15 PM (Gr. 5-12)

February 20.....3:45-7:15 PM (Gr. 4K-4)

February 22.....NO SCHOOL

Parent-Teacher Conferences-8:00-12:00 PM (4K-12)

February 23.....NO SCHOOL

If parents have questions or concerns other than conference times, parents are encouraged to contact their child's teacher.

PARKING REGULATIONS FOR PARENTS & VISITORS

The area east of the elementary school is reserved for teacher and parent parking. Keep in mind that the street in front of the elementary building is a one-way street running in an east to west direction. Cars should only be stopped or parked in designated parking spots. Stopping and/or parking in the middle of the street is illegal and dangerous. Please keep this in mind when dropping off or picking up your child. Visitor parking is prohibited in the rear of the elementary school building.

STUDENT INSURANCE

The school district does not provide student accident insurance. However, for parents wishing to purchase additional coverage, supplemental insurance application forms will be given to all students. Completed applications should be returned to the school office on or before September 11th.

FIRE, TORNADO AND SAFETY DRILLS-- We strive to make Arcadia Elementary School a safe place for all students and staff. Safety drills, including fire, tornado, and emergency response drills are regularly conducted and practiced as required by law and school policy. Teachers discuss safety-drill procedures with the students in each classroom.

EXPECTATIONS

At Arcadia Elementary School, we believe that every student has certain rights and responsibilities. To provide a positive educational experience for all, we believe in the following expectations:

- 1. Be respectful.**
- 2. Be responsible.**
- 3. Be safe.**

We all make choices about our behavior. Students who misbehave at school can expect consequences. Consequences will be carried out in a respectful manner, will fit the behavior or situation and will relate to the age and developmental level of the student. Incidents of irresponsible behavior will have consequences based upon the frequency and severity of the behavior. Please refer to individual classroom rules, Code of Classroom Conduct, Arcadia School District Board Policies and Wisconsin State Statutes.

COMING TO AND FROM SCHOOL

1. Parents should help their child(ren) choose the safest route to and from school. Where there is no sidewalk and it is necessary to walk in the roadway, instruct your child(ren) to always walk on the side facing traffic.
2. Your child(ren) should cross streets ONLY at marked crosswalks. DO NOT cross at mid-block.
3. All students crossing Main Street should cross with the crossing guard at the corner of Main Street and St. Joseph Avenue.
4. The crossing guard is on duty from 7:30 to 8:00 a.m. and from 3:05 to 3:45 p.m.
5. Your child(ren) should not cross between parked cars.
6. Your child(ren) should watch for turning vehicles.
7. Your child(ren) should WALK, not run, when crossing the street.



USING BICYCLES

1. Bicycles should be walked at all times when they are on school grounds.
2. Children should ride on the right side of the road, close to the edge of the pavement and in the same direction as the flow of traffic.
3. Pedestrians have the right of way. Allow pedestrians to go first at crossings and on sidewalks.
4. Children should obey all stop signs and signals.
5. Children should signal all turns and stops using proper hand signals.
6. Children should ride single file and pass parked or moving cars with care.
7. Instruct your children to walk his/her bicycle at busy intersections and corners, especially if they are turning left. They should use the pedestrian crosswalk.
8. A bicycle lock is recommended, and bicycles should be parked in the racks provided near the school entrances.
9. We encourage students to wear bicycle helmets for their safety.

WHILE AT SCHOOL

1. Only students enrolled in the Arcadia School District will be allowed to attend Arcadia Elementary School.
2. Hats, other headgear, coats, and outerwear may be worn into and out of the building but should be removed during the school day. Clothing or gear with suggestive messages or depicting alcohol or other drugs may not be worn or used. Revealing clothing is not appropriate school dress and should not be worn. Shirts and tops must be tucked in or extend beyond the beltline
3. Cell phones and other electronic devices are not permitted for elementary students (PreK-4).
4. Backpacks are not allowed in classrooms; they are to be placed in lockers or hung on hallway racks.
5. It is the responsibility of all students to maintain clean and attractive classrooms, hallways, and school grounds. Paper or aluminum cans for recycling and other litter should be placed in proper containers.
6. To see the nurse or guidance counselor, a pass must be obtained from the classroom teacher or playground supervisor.

IN THE LUNCHROOM

1. When entering the lunchroom, students will remain in orderly lines to pick up their lunches.
2. Students will sit at their assigned tables.
3. Students are encouraged to try each item on the menu.
4. Students will use good manners and voice control.
5. All food is to be eaten in the lunchroom.
6. Students will clean up the area where they are sitting before going outside.
7. When students have completed their lunches, they should go directly outside for recess. The only time students should be in the hallways is to go to detention, to the middle school LMC, or to a classroom as directed by school staff. In cases of inclement weather, students will report to their grade level's designated area.

ON THE PLAYGROUND

1. Fence borders most of the playground. Students should stay within the confines of the fence.
2. Any rough contact that involves students falling or being pushed is not permitted. (i.e. tackle football, king of the mountain, fighting, wrestling)
3. Avoid the ice areas-it is slippery and dangerous.
4. Helicopter jump roping should be near the ground.
5. All students should stay away from the yellow zones near classrooms.
6. Red swings are for PreK-2nd grade only.
7. Playground equipment is provided and should not be brought from home.
8. Gum, candy, food, beverages, etc. are not permitted on the playground.
9. The use of roller-blades, skates, bikes, and scooters is not permitted on the school grounds.
10. All students are encouraged to wear boots and snow pants to play in the snow.
11. Students may not use cell phones and other electronic devices in school or on the playground.



12. Cold Weather: During cold weather, please make certain that your child leaves home with boots, mittens, a hat, and an appropriate coat, snowsuit, etc. The following guidelines will be adhered to whenever students are on school grounds:

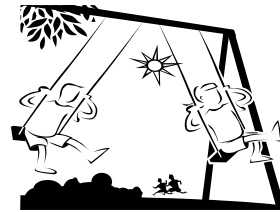
- Students will go outside when the temperature is 0 degrees or above.
- Students will stay indoors when the temperature is below 0 degrees.
- Please consult the student handbook about early dismissal or school cancellations due to inclement weather.

Always ask yourself when on the playground...

Is it safe?

Is it respectful?

Is it responsible?



HOMEWORK

Homework is an extension of the learning that takes place in school. It provides practice that reinforces classroom learning and provides opportunities for independent study, research and creative thinking. Homework assignments will vary at the different grade levels. Parents, students, and teachers all have a role to insure a successful homework experience.

Teachers will:

1. Provide the necessary instructions and directions, with expectations for quality and due dates.
2. Provide individualized homework assignments when necessary.
3. Provide a variety of homework assignments: review, practice and enrichment.
4. Review and provide feedback for all homework.
5. Contact parents when there are concerns regarding their child's homework
6. Provide parents with guidelines for homework expectations for each grade level.

Students will:

1. Ask questions when confused about homework assignments.
2. Complete work that reflects their best efforts.
3. Complete and return homework on time.

Parents will:

1. Provide a quiet, comfortable place for work.
2. Help their child establish a homework routine.
3. Provide support when asked by their child.
4. Communicate concerns regarding student needs/frustrations to the teacher.



Bus Basics

Be Safe

1. Sit on seat
2. Keep head, hands and feet inside the bus
3. Remain in seat until bus arrives at destination
4. Eating and drinking is not allowed (unless medical reasons)

Be Responsible

1. Arrive at bus stop 5 minutes before the bus arrives
2. Take seat quickly and orderly
3. Keep aisles and emergency exit clear

Be Respectful

1. Voice level 1 (proper language)
2. Leave other students and property alone
3. Younger students sit in the front of the bus
4. Older students sit toward the back of the bus

Be A Raider

1. Greet and thank the bus driver
2. Bus driver has the authority to assign seats
3. Keep back 4 seats empty unless the bus is full

Bus basics provides safety for everyone

Bus transportation is a privilege, not a right. Students violating basics may be prevented from riding the bus for a period of time.

Transportation

School Bus Policy

Bus transportation is provided for qualified students to and from school. Bus transportation is also provided for road games, field trips, team participation, and other school activities.

1. Be on time.
2. Stay well off the road while waiting for the bus.
3. Since safety is our prime concern, no misbehavior will be tolerated.
4. All buses to games or field trips are scheduled by the school and each bus is under the direction of a faculty and/or adult supervisor. All students are required to return to school on their assigned bus, unless signed authorization has been given.

Minor Violations:

Physical Contact
 Inappropriate Language
 Out of Seat/Blocking Aisles
 Distracting Driver

Unsafe Behavior(throwing objects,
 Hanging out of windows, etc.)

Major Violations:

Assault/Fighting
 Vandalism
 Possession of a Weapon
 Possession or Use of Tobacco,
 Alcohol, or Illegal Substances
 (Major violations may result in
 referral to law enforcement.

Consequences for bus discipline violations:

1 st Offense	Write up a Transportation Discipline Notice. Principal notifies parent/student.
2 nd Offense	Write up a Transportation Discipline Notice. Student is assigned seat by driver. Principal notifies parent/student.
3 rd Offense	Write up a Transportation Discipline. May be suspended from bus riding privileges. Parent/student/bus driver/principal conference.

Any offenses beyond three may result in loss of bus riding privileges up to but not exceeding the remainder of the school year. Behavior determined to be severe enough or cause safety problems for other students may put a student on any consequence regardless of whether it was the first offense or not.

POLICIES

ASBESTOS MANAGEMENT - 8431.01

The Board of Education recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. Accordingly, the Board directs the Superintendent to ensure that the District satisfies its obligations to deal with asbestos building materials in any building that is leased, owned, or otherwise used by the District as a school building as required under State and Federal law including, but not limited to, the Asbestos Hazard Emergency Response Act of 1986 ("AHERA"). To this end, the Board authorizes the Superintendent to designate an individual responsible for ensuring that the District satisfies its responsibilities under AHERA. This individual will, at a minimum develop and administer an Asbestos Management Plan as required by law. The Plan will address all requirements under AHERA including, but not limited to, inspection, reinspection, periodic surveillance, training and recordkeeping requirements.

The Superintendent of Schools will also ensure that at least once each school year, the District provides written notice to parents, employees and employee organizations regarding the availability of the District's Asbestos Management Plan and any response actions taken or planned.

School District of Arcadia

Revised 7/20/2015

Technology Use Agreement for Students

Page 1 of 3

The Arcadia School District provides technology resources for students for educational purposes in line with the district's educational goals. Adherence to the following guidelines is required per board policy 7540.03 for continued access to the district's technological resources. Use or access to district technology resources is a privilege, not a right, and inappropriate use may result in the cancellation of that privilege. Students must take personal responsibility for their behavior while using district technology resources.

Technology Resources

The School District of Arcadia's technology resources (herein referred to as district technology) is defined to include all aspects of the district's technology equipment and services. This includes but is not limited to devices, printers, wireless access, video conferencing and servers as well as email, Internet, software and web-based applications, student files and folders, and all other technology related equipment and services. Personal technology devices may be permitted in accord with the school's handbook and district policies.

Personal technology includes, but is not limited to, hardware (laptops, ipads, Chromebooks, cell phones, iPods, mp3 players, etc.) or software (music, games, etc.). The School District of Arcadia is not responsible for the performance, loss or damage of personal devices.

Student Responsibilities

The following are the student expectations while utilizing district technology, whether on or off campus:

1. Use district technology for school-related, educational purposes only.
2. Never damage or modify district technology. Any unauthorized, deliberate action which attempts to damage or disrupt district technology (including the willful introduction of "viruses", spam or similar) is prohibited.
3. Do not employ the district technology for commercial purposes (i.e. to make money) or to make purchases.
4. Never download or install any hardware or software unless authorized.
5. Do not intentionally waste resources. (i.e. printing unnecessary information or web-streaming).

6. Use of district technology within the classroom must be supervised by adult staff.
7. Copyright laws and restrictions must be followed at all times. Users should assume that material is copyrighted unless explicitly noted. Do not use district technology to copy or duplicate copyrighted software, videos, music, etc. Do not plagiarize Internet resources and present them as your own work.
8. The use of district technology for cyber bullying in any form is prohibited as per board policy 5517.01. This includes, but not limited to, hate mail, harassing messages, chain letters, jokes or comments that may be discriminatory or offensive to others.
9. The use of web-based proxy servers is prohibited.
10. The use of district technology for illegal purposes is prohibited.

Safety

11. Do not trespass in others' folders, works or files; do not use another person's password, user name, or identity.
12. Students should take privacy precautions to protect their personal information from being accessed. Students should never reveal personally identifiable information including, but not limited to, your name, school, telephone number, address, e-mail address, or photos.

Personal Devices

13. Use of personal mobile technology devices is a privilege, not a right, and inappropriate use may result in the cancellation of that privilege.
14. Each building administrator will determine if the use of personal technology devices is permitted.
15. Personal technology devices MAY be used during non-instruction times and locations as approved and designated by the building administrator.
16. The use of personal technology devices must not interfere with educational or employment responsibilities, violate state or federal law, or board policies.
17. The use of personal technology devices while on District property or while a student is engaged in school sponsored activities must follow the student expectations in this agreement.

Discipline

Each violation will be considered with respect to the circumstances within which it occurred. The following sanctions will apply:

1. Violations may result in a limited or immediate total loss of rights to the District's technology resources.
2. Additional disciplinary action may be determined at the building level in line with the Student Handbook and the District's Code of Conduct. This may include suspension and recommendation for expulsion.
3. Violations involving threats, theft or damage to equipment or other resources may be reported to law enforcement.

Penalties will be administered based on the severity and frequency of the offense. Students have the right to due process following District policy.

Disclaimer

All content created, sent, accessed or downloaded using any part of the district's technology is subject to the rules stated in this agreement. School administration may monitor and investigate electronic incidents even if they happen after hours and outside of school. As the administrators and owner's of the district technology, including email, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine and/or delete electronic media that may violate this agreement.

The School District of Arcadia does not have control of the information on the Internet or incoming email. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the School District of Arcadia. While the district's intent is to make district technology available for educational goals and objectives, account holders will have the ability to access other materials as well. At the School District of Arcadia, we expect students to obey the Technology Use Agreement when using district technology. Students found in violation of the agreement and policies will be disciplined.

In addition, the district account holders (students) are to take full responsibility for their access to district technology and internet. Use of any information obtained via district technology is at the student's own risk. The School District of Arcadia makes no warranties of any kind, whether expressed or implied, for the district technology it is providing; nor does it take responsibility for

1. The content of any advice or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school district technology and Internet; these damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by student error or omission.

This agreement exists in concert with all other existing building and district rules, guidelines, policies and procedures. Specific items not covered here may be addressed by other building or district rules, guidelines, policies or procedures at the discretion of the building principal/designees.

ATTENDANCE - 5200

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy.

Written Excuse Required

The principal shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

School Attendance Officer

The Superintendent of Schools shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the Superintendent of Schools, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The Superintendent of Schools shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy [8330](#) - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

- A. **Physical or Mental Condition**
The student is temporarily not in proper physical or mental condition to attend a school program.
- B. **Obtaining Religious Instruction**
To enable the student to obtain religious instruction outside the school during the required school period (see Policy [5223](#) - Absences for Religious Instruction).
- C. **Permission of Parent or Guardian**
The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence.
- D. **Religious Holiday**
For observance of a religious holiday consistent with the student's creed or belief.
- E. **Suspension or Expulsion**
The student has been suspended or expelled.
- F. **Program or Curriculum Modification**
The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
- G. **High School Equivalency – Secured Facilities**
The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.
- H. **Child at Risk**
The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student **may** be excused from school, as determined by the principal or his/her designee, for the following reasons:

- A. **Quarantine**
Quarantine of the student's home by a public health officer.
- B. **Illness of an Immediate Family Member**
The illness of an immediate family member
- C. **Emergency**
An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal shall develop guidelines to address unexcused absences.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

- A. The Truancy Plan will include, at a minimum, the following: procedures to be followed for notifying the parents or guardians of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents or guardians
- B. Plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. Methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. The types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. Plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. Methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. Notice shall be made by personal contact or telephone call, if possible, and a written record of this notice shall be kept. If such notice is not effective, notice shall be made by mail. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian, by registered or certified mail, which contains the following:

- A. A statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- B. A statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. A request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after

the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days.

- D. A statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian if s/he fails to cause the child to attend school regularly as required by State law.

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. Met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused
- B. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level
- D. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent or guardian, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Principal Guidelines

The principal shall develop guidelines concerning the attendance of students.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR - 5517.01

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while traveling to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

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

Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent of Schools. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent of Schools. Complaints against the Superintendent of Schools should be filed with the Board President.

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

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

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

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

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. “[Bill Belsey (<http://www.cyberbullying.ca>)]

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. Cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- 4. The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission is all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

- 1. Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
- 2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill;
- 3. Using a camera phone to take and send embarrassing photographs of students;
- 4. Posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school–provided transportation or at any official school bus stop, and that has the effect of:

- A. Physically harming a student or damaging a student's property;
- B. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. Creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as **hazing**, consult Policy [5516](#).

Privacy/Confidentiality

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

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent of Schools or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on aggressive behavior and bullying, will be age and content appropriate.

The principal is directed to develop guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent of Schools shall be followed.

CODE OF CLASSROOM CONDUCT

Code Philosophy

The School District of Arcadia is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in the classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration, and their classroom teachers.

Student behavior that is dangerous, disruptive, or unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

This code of classroom conduct applies to all students in grades 4K-12. The School District of Arcadia shall not discriminate in standards and rules of behavior, including student harassment and disciplinary measures, which may include suspensions and expulsions, on basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Code Definitions

A teacher of that class may temporarily remove any student from a class under this code. For the purpose of this code, "student" means any student enrolled in the District, exchange student, or student visitor to the District's schools.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented at the discretion of the building administrator.

For the purpose of this code, a "class" is any class meeting or activity, which students attend, or in which they participate while in school under the control of direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, study hall sessions, labs, LMC time, and counseling groups.

A “teacher” is any certified instructor, counselor, nurse or administrator in the employ of the District. Teachers will also take into consideration and possibly use the recommendation of classroom aides, proctors, monitors, or group leaders.

A “teacher of that class” means the regularly assigned teacher of the class, or any teacher, including substitute teachers, assigned to teach, monitor, assist in or oversee the class.

A “building administrator” means a principal of a school, or other individual duly designated by the building administrator or District Administrator.

The principal and the teacher shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent /guardian of a minor student shall be notified of the student’s removal from class as outlined below.

Placement Procedure

The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

1. An alternative education program approved by the Board
2. Another class in the school or other appropriate place in the school
3. Another instructional setting
4. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class/content area is the best or only alternative

The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student’s parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.

All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.

The parent/guardian of a minor student shall be notified of a student’s placement in an alternative educational setting as outlined below.

Parent/Guardian Notification Procedures

The teacher shall try to inform the student’s parents that the student was removed from class. Such notice may be made by telephone. The parents of the student must be sent written notice of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher.

If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.

If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e, suspension or expulsion), the student’s parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

CONTROVERSIAL ISSUES – 2240

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not substantially disruptive to the educational setting.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal. Issues pertaining to human growth and development, as defined by statute, are subject to 118.019, Wis. Stats. If there is a recent traumatic event or delicate situation in the family (ie. death, illness, divorce, adoption, etc.) then it is the responsibility of the parent/ guardian to contact their child's teacher and/or the principal or school counselor, as soon as possible, to address how the family would like the situation to be managed when their child returns to school.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the principal.

In the discussion of any issue, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

DRUG PREVENTION - 5530

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. All chemicals which release toxic vapors;
- C. All alcoholic beverages;
- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "Look-alikes";
- F. Anabolic steroids;
- G. Any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

The principal shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. Emphasize the prevention of drug use;
- B. Provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
 - 1. Addresses the legal, social, psychological, and health consequences of drug and alcohol use;
 - 2. Provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;

3. Assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
 4. Promotes positive emotional health, self-esteem, and respect for one's body;
 5. Meets the minimal objectives as stated in the essential performance objectives for health education as established by the State's Department of Education;
- C. Include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
 - D. Provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
 - E. Include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;
The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.
 - F. Provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
 - G. Require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
 - H. Require the notification to parents and students that compliance with the standards of conduct is mandatory;
 - I. Provide a biennial review of the school district's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
 - J. Provide for a student assistance program which includes guidelines for preventive, intervention, referral, treatment, and after-care. Such a program must be comprehensive in nature addressing all issues affecting students' academic, social, and emotional well being in the educational setting which may negatively affect behavior and interfere with their ability to learn;
 - K. Establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's Policy [5610](#) and Policy [5771](#) are complied with fully.

The Superintendent of Schools shall ensure that the warning notice concerning anabolic steroids is installed and properly maintained in each of the District's locker rooms or athletic dressing areas.

Professional staff members are not liable for referring a student to law enforcement or for removing a student from school premises or from participation in a school-related activity for suspicion of possession, distribution, or consumption of any alcoholic beverage or a controlled substance.

MEDICATIONS AT SCHOOL



In compliance with Wisconsin State law, the Arcadia School District has adopted a policy on the administration of medications. In order for school personnel to administer medication safely and efficiently, parents/guardians and/or adult students will need to comply with the requirements below. Medications should be administered at home whenever possible. Parents/guardians are urged to consult with their family physician to determine if medications can be scheduled outside of school hours. In the event that this is not possible, the school nurse or other designated school personnel will administer medication within the following guidelines:

Prescription Medication-Physician's authorization is required for school personnel to administer medication.

1. A current **School Medication/Procedure** form must be on file in the school health office. These forms may be obtained in the school office, health office or the school web page under the student services link.

2. The prescription medication must be supplied in the original **pharmacy-labeled bottle** indicating the correct dosage and administration instructions. This information must be the same as provided on the medication form. Only the amount of medication needed at school shall be contained in the bottle.
3. All medication, except asthma inhalers, must be stored in the school health office.

Over-The-Counter-Medication (Non-Prescription)

1. The parent/guardian must complete a School Medication/Procedure form.
2. Medication must be supplied in the original container with the student's name written on the container.
3. All medication must be stored in the school health office.

Self Medication

The only medication that is allowed to be self-administered is students using asthma inhalers. Students carrying asthma inhalers must have a current **School Medication/Procedure** form completed and signed by their physician and the parent.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY – 2260

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities.

In order to achieve the aforesaid goal, the Board directs the Superintendent of Schools to:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon race; age; pregnancy; marital or parental status; gender or gender orientation; religion; national origin; ancestry; culture; creed; or physical, mental, emotional, or learning disability, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society; provide that necessary programs are available for students with limited use of the English language;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of racial; religion; age; pregnancy; marital or parental status; gender or gender orientation; physical, mental, emotional, or learning disability; national origin; ancestry; creed; cultural; or other bias in all aspects of the program;

C. Student Access

review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race; religion; age; creed; pregnancy; marital or parental status; gender or gender orientation; physical, mental, emotional, or learning disability; national origin; or ancestry, in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

D. District Support

ensure that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race; religion; age;

creed; pregnancy; marital or parental status; gender or gender orientation; physical, mental, emotional, or learning disability; or national origin.

The Superintendent of Schools shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public.

The Superintendent of Schools shall attempt annually to identify children with disabilities, ages 3-21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs.

PROFESSIONAL STAFF CONDUCT WITH STUDENTS

The Board of Education expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- A. Any type of sexual or inappropriate physical contact with a student, or any conduct that might be considered harassment under the Board's policy on harassment and sexual harassment of students;
- B. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- C. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- D. Sexual banter, allusions, jokes or innuendos with students;
- E. Asking a student to keep a secret;
- F. Disclosing a personal, sexual, family, employment concerns, or other private matters to one (1) or more students;
- G. Addressing students with terms of endearment, pet names or otherwise in overly familiar manner, and
- H. Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.

Conduct Requiring Administrative Approval

Before engaging in activities like the following, staff members shall review the activity with the building principal or supervisor as appropriate:

- A. Being alone with individual students out of public view;
- B. Inviting or allowing students to visit the staff member's home;
- C. Visiting a student's home, unless on official school business;
- D. Maintaining personal contact with a student by telephone, e-mail, Instant Message, internet chat rooms or letters (beyond homework or other legitimate school business);
- E. Exchanging personal gifts (beyond customary student/teacher gifts) and/or;

- F. Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events except as participants in organized community activities.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their Building Administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Reporting Suspected Violations

Students and/or parents or guardians are strongly encouraged to notify the principal, or other appropriate administrator, if they believe a teacher or staff member may be engaging in conduct, which violates this policy.

Staff members are required to notify promptly the appropriate Building Administrator or Superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving possible sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement.

SCHOOL WELLNESS

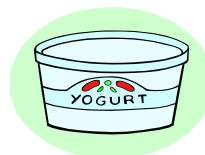
The Arcadia School District promotes a healthy school environment by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment.

The Arcadia School District recognizes that wellness is related to students' physical well-being, growth, development and readiness to learn. A healthy school environment gives students consistent, reliable health information and ample opportunity to use it. Research has shown the link between good nutrition and regular exercise is clearly demonstrated by better attendance, higher academic achievement, and fewer behavior problems in school and may help reduce childhood obesity.

Efforts to promote a healthy school environment are the shared responsibilities of the district administrator, all administration, and all professional and non-professional staff members. Efforts will also be made to involve family members and the community in supporting and reinforcing wellness, good nutrition, and regular physical activity. The School Nutrition and Activity Committee (SNAC) will develop an action plan to include goals, strategies, person(s) responsible for implementation, and evaluation of the action plan.

In accordance with the state emphasis on student health and the guidelines of the Arcadia School District's School Wellness Policy, we are asking parents to consider some of the ideas below when sending treats to school.

- Fruit smoothies
- Unsweetened fruit juices
- Vegetable juices
- Fresh fruits
- Fresh vegetables (cut-up)
- Canned fruits/fruit cups (in juice)
- Yogurt (low fat or fat free)
- Go-Gurt
- YoJ
- String cheese
- Sliced cheese and crackers
- Air-popped popcorn
- Graham crackers
- Animal crackers
- Unsweetened cereal
- Bagels
- Nuts or trail mix



STUDENT ANTI-HARASSMENT - 5517

Prohibited Harassment

The Board of Education is committed to an educational environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal, or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. Graffiti containing offensive language;
- B. Name calling, jokes, or rumors;
- C. Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic;
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

Sexual Harassment

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education;
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. Unwelcome verbal harassment or abuse;
- B. Unwelcome pressure for sexual activity;

- C. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. Unwelcome behavior or words directed at an individual because of gender.
 - 1. Asking a person for dates or sexual behavior after the person has indicated no interest;
 - 2. Rating a person's sexuality or attractiveness;
 - 3. Staring or leering at various parts of another person's body;
 - 4. Spreading rumors about a person's sexuality;
 - 5. Letters, notes, telephones calls, or materials of a sexual nature;
 - 6. Displaying pictures, calendars, cartoons, or other materials with sexual content.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Reporting Procedures

The Superintendent of Schools shall prepare written administrative guidelines for individuals to report alleged harassment prohibited under this policy to appropriate school administrators. The reporting procedures shall, at a minimum, provide as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to an appropriate official as designated under administrative guidelines developed by the Superintendent of Schools.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to an appropriate school official as designated under administrative guidelines developed by the Superintendent of Schools.
- C. Teachers, administrators, and other school officials who have or receive notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to an appropriate school official as designated under administrative guidelines developed by the Superintendent of Schools.
- D. Any other person with knowledge or belief that a student has or may been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as designated under administrative guidelines developed by the Superintendent of Schools.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Complaint Coordinator for receiving reports of harassment prohibited by this policy. At least one (1) Complaint Coordinator or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

Investigation Procedure

The Superintendent of Schools shall prepare written administrative guidelines for investigating complaints of harassment. These procedures will, at a minimum, provide as follows:

- A. The Complaint Coordinator or another individual designated by the Superintendent of Schools (the "Investigator") shall conduct an investigation immediately. The Superintendent of Schools, or his/her designee, shall oversee the investigation. The Superintendent of Schools will also take immediate action, as may be appropriate, to prevent further violations of this policy while the investigation is being conducted.
- B. The investigation shall consider all relevant facts, documents, witness accounts, and other relevant information.
- C. The investigation should be completed no later than five (5) calendar days from receipt of the complaint, unless additional time is needed to conduct a thorough and objective investigation. The Investigator shall make a written report to the Superintendent of Schools upon completion of the investigation. If the complaint involves the Superintendent of Schools, the report shall be filed directly with the Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The Investigator may conduct the investigation whether or not a criminal investigation involving the same or similar allegations is also pending or has been concluded.

Reporting Procedures/Investigation for Special Needs And Younger Students

The Superintendent of Schools will develop appropriate alternative reporting and investigation procedures for special needs and younger students.

School District Action

Upon receipt of a report that a violation has occurred, the District will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, transfer, remediation, termination, or discharge. District action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, State and Federal law, and District policies for violations of a similar nature or similar degree of severity.

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the Superintendent of Schools shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

In accord with State and Federal laws regarding privacy and other rights, the Superintendent of Schools shall provide the complainant and other parties with a written answer to the complaint within five (5) calendar days of receiving the Investigator's report.

Reprisal

Submission of a good faith complaint or report of harassment will not affect the complainant's or reporter's grades or learning environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The Board will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Miscellaneous

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Complaint Coordinators, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities,

and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

A summary of this policy and any related administrative guidelines shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

The Board will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community on an annual basis, and at such other times as the Board in consultation with the Superintendent of Schools determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

Anti-Harassment Compliance Policy: 5517

The following individuals serve as "Anti-Harassment Compliance Officers" for the District.

Title: Superintendent

Name: Louie Ferguson

Address (Building): 756 Raider Dr., Arcadia, WI 54612

E-mail address: fergusonl@arcadia.k12.wi.us

Phone Number: 608-323-3315, ext. 3160

Title: School Board President

Name: Jerry Sorenson

Address (Building): 756 Raider Dr., Arcadia, WI 54612

E-mail address: jsorenson@riverlandenergy.com

Phone Number: 608-323-7128

A Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct.

The Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an investigation or the Compliance Officer will designate a specific individual to conduct such a process.

The Compliance Officer will prepare recommendations or will oversee the preparation of such recommendations by a designee for the District Administrator or, in the event the alleged harasser is the District Administrator, for the Board President. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) calendar days of learning of the incident.

Anti-Harassment Policy 5517 can be found on the district website and a copy shall be made available upon request of parents, students, and other interested parties.

STUDENT CODE OF CLASSROOM CONDUCT - 5500

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent of Schools shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. This Code of Classroom Conduct shall be reviewed and approved periodically.

Student conduct in the classroom shall be governed by the rules and provisions of the Code of Classroom Conduct developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the School Board. Each school's Code of Classroom Conduct shall be adopted by the School Board.

STUDENT DISCIPLINE - 5600

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. Conform to reasonable standards of socially-acceptable behavior;
- B. Respect the person and property of others;
- C. Preserve the degree of order necessary to the educational program in which they are engaged;
- D. Respect the rights of others;
- E. Obey constituted authority and respond to those who hold that authority.

The principal shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. Are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. Do not discriminate among students;
- C. Do not demean students;
- D. Do not violate any individual rights constitutionally guaranteed to students.

The principal shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

- A. Relate in kind and degree to the infraction;
- B. Help the student learn to take responsibility for his/her actions;
- C. Be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the Superintendent of Schools shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.

The principal shall publish to all students the rules of this District regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

The Arcadia School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

The District encourages informal resolution of complaints under this policy. If any person believes that Arcadia School District or any part of the school organization has failed to follow the law and rules of S.118.13 Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address:

School District of Arcadia
756 Raider Drive
Arcadia, WI 54612

STUDENT RECORDS - 8330

The educational interests of students require the collection, retention, and use of information about individual students and groups of students. At the same time, a student's right of privacy under Federal and State law mandates careful custodianship and limitations on access to student records.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by District employees.

The principal shall develop guidelines governing student records. These guidelines shall be consistent with the educational goals of the District and any applicable Federal and State laws.

A complete list of all Policies of the School District of Arcadia can be viewed on our school web site www.arcadia.k12.wi.us.

USE OF PHOTOGRAPHS OR VIDEOTAPES OF STUDENTS

Throughout the school year, students will have their pictures taken or be videotaped during activities at school. These pictures will periodically be placed on our school website, newsletters, Face book pages, etc. If a parent or guardian wishes to opt out of the posting of their child's picture on any of our social media sites they must submit a written notice to the school district stating so. We will not place student names, pictures, or samples of student work or biographical information on any social media, website, or newsletter, etc. once the parent submits a written statement to the school.