

# ***ARCADIA PUBLIC SCHOOLS***



## ***Student-Parent Handbook 2021-22***

# ARCADIA PUBLIC SCHOOLS

## 2021-22 Student Handbook – Table of Contents

<u>Heading</u>	<u>Page</u>	<u>Heading</u>	<u>Page</u>
To The Student	1	Internet Acceptable Use Policy	24
Notice of Non-Discrimination	1	Laboratory Safety Glasses	26
School Directory	1	Lockers	26
Accident Report	2	Lost and Found	27
Alcohol and Controlled Substances	2	Media Center	27
Announcements	4	Multi-Cultural Education	
Appointments During School Hours	4	Newsletter	29
Asbestos Management Plan	4	Open Campus	29
Asthma/Anaphylaxis Protocol	4	Parent Involvement Policy	29
Athletic/Activities Event Attendance Rules	5	Personal Property, Money, or Valuables	30
Attendance Guidelines	5	Pets/Animals	30
Attendance to Participate in Extra-Curricular Activities	7	Protection of Student Rights	30
Bell Schedule	7	Report Cards and Parent/Teacher Conferences	30
Breakfast/Lunch Program	7	Restraint and Seclusion	30
Bullying & Harassment	8	Rights of Custodial and Non-Custodial Parents	32
Bus Rules	9	School Dances	33
Care of the Building and School Property	9	School Dismissal in Severe Weather	33
Cell Phones, MP3/iPods, Electronic Devices	10	School Dispensed Medication	33
Child Abuse and Neglect	10	School Equipment/Property	33
Class Loads and Drop & Add	10	School Telephone	34
Classroom Visitors	10	School Transportation for Activities	34
College Visitations	11	Section 504 of the Rehabilitation Act of 1973	34
Copyright and Fair Use	11	Sexual Harassment	34
Counseling and Guidance Services	11	Student Assistance	34
Crisis Response Team	12	Student Code of Conduct	34
Dating Violence	13	Student Discipline Policy	36
Detention	13	Student Fees	43
Discrimination and Harassment	13	Student Illness	46
Dress Code	13	Student Supplies	46
Dual Credit Courses	14	Students Driving to School	46
Elementary Section	14	Tardiness	47
Eligibility for Extra-Curricular Activities	16	Title IX	47
Emergency Procedures	16	Tobacco Free Environment	58
Emergency Telephone Numbers	17	Transcripts	58
Entering and Leaving the Building	17	Use of the Shop	59
Every Student Succeeds Act (ESSA)	17	Valedictorian & Salutatorian	59
Family Educational Rights and Privacy Act (FERPA)	18	Video Surveillance and Photographs	59
Food and Beverages in the Classroom	19	When You Have Questions	60
Grading System and Honor Roll	19		
Graduation Requirements	19	<b>ACTIVITIES GUIDELINES</b>	
Gun Free Schools Act and the Student Discipline Act	20	Activities Program Philosophy	61
Head Lice	21	The Activities Participant	61
Health Information Private Practices and Screening	22	Activities Participation Guidelines	62
Homeless Children Policy	22	Athletic Pre-Practice Requirements	62
Homework	22	Attendance to Participate in Extra-Curricular Activities	63
Immunizations and School/Athletic Physicals	22	Code of Conduct	63
IDEA – Special Education Notice	24	Dressing Room Policies	63
Insurance	24		

<b><u>Heading</u></b>	<b><u>Page</u></b>
Eligibility for Extra-Curricular Activities	63
Equipment	64
Injury/Illness	64
Laundry Instructions for Clothing Soiled in Bodily Fluids	64
Lettering Requirements	65
Practices	65
Scheduling Conflicts	65
School Transportation for Activities	65
Suspension from School	65
Wednesday Nights/Sunday Activities	65

# ARCADIA PUBLIC SCHOOL 2021-22 Student Handbook

## *Create.....Inspire.....Learn*

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Arcadia Public School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

### **TO THE STUDENT**

Arcadia Public School is proud to have you as a member of its student body. We hope you realize you are a member of a fine school, which is recognized for its excellence in both its academic and activity programs; however, you need to be aware that the reputation of your school depends upon the efforts and attitudes of each individual student. In order for the school to continue in its past tradition of excellence, we must all do our part. As a student you can make a positive contribution by doing your best in everything you do, by participating in the school's activity program, and by cooperating with others. This cooperation can best be achieved by being familiar with the rules, regulations, and guidelines in this handbook.

### **NOTICE OF NON-DISCRIMINATION**

The Arcadia Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Mike Williams, Superintendent, 320 W. Owens St., Arcadia, NE 68815 (308) 789-6522 (mike.williams@apshuskies.org).

Employees and Others: Mike Williams, Superintendent, 320 W. Owens St., Arcadia, NE 68815 (308) 789-6522 (mike.williams@apshuskies.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

## **SCHOOL DIRECTORY**

### **Board of Education**

Amber Veskerna, President  
Sandi Hulinsky, Treasurer

Erin Dorsey, Vice President  
Justin Hurlburt, Member

Jolene Greenland, Secretary  
Matt Skaggs, Member

## Faculty and Staff

### Administration

Mike Williams – Superintendent

Craig Trampe – Principal

### Faculty

#### Elementary

Jacob Arellano – Music  
Kelsi Becker – Pre-School  
Mindy Conner – Guidance  
Aaron Habe – Physical Education  
Megan Hunter – Art

Bobby Hurlburt – 3<sup>rd</sup>/4<sup>th</sup> Grade  
Jane Kusek – Media Specialist  
Jennifer Kuszak – Reading  
Lindsay Lange – 1<sup>st</sup>/2<sup>nd</sup> Grade  
Brian Meyer – Math

DeeAnn Roy – 5<sup>th</sup>/6<sup>th</sup> Grade  
DeeAnn Roy – 5<sup>th</sup>/6<sup>th</sup> Grade  
Sarah Scott – Resource  
Cami Skaggs – Kindergarten

#### Secondary

Jacob Arellano – Music  
Mindy Conner – Guidance & FCS  
April Dexter – Social Studies  
Aaron Habe – Physical Education  
Deb Habe – Technology

Megan Hunter – Art  
Jane Kusek – Media Specialist  
Jennifer Kuszak – Spanish  
Becky Lueck – English  
Harry Ritz – Math

Chrisinda Scheideler – Agriculture  
Mike Scott - Math/PE/ITE  
Sarah Scott - Resource  
Marie Wadas – Science

### Staff

#### **Bus Drivers**

Ray Berry  
Diane Chelewski  
Julie Dorsey  
Cohen Lewandowski  
Nicci Lewandowski  
Rod Teply

#### **Cooks**

Nicci Lewandowski  
Jeremy Weaver  
**School Nurse**  
Katie Carrizalas

#### **Custodians/Maintenance**

Jane Kusek  
Jeremy Weaver

#### **Clerical/Aides**

Vicki Bauer  
Barb Charles  
Diane Chelewski  
Julie Dorsey  
Rob Thompson  
Caryl VanSlyke  
Crystal Weaver  
Amy Williams

## GENERAL INFORMATION

### **ACCIDENT REPORT**

An Accident Report is for the reporting of accidents or assaults. Teachers, paraeducators, sponsors, or supervisors will fill out an Accident Report when a student is injured while under their supervision.

### **ALCOHOL AND CONTROLLED SUBSTANCES**

Arcadia Public School, in conjunction with standards of student conduct elsewhere adopted by Board policy or administrative regulation, to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises, school vehicles, or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises and at school sponsored activities off school premises.

Conduct prohibited at places and activities as herein above described shall include, but not be limited to the following:

1. Possession of a controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.

3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of a drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

The violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

It shall be the practice of Arcadia Public School to provide each student of the District a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any of the school's activities. Such standards of conduct and the District's policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student and his or her parent or parents or guardian prior to the commencement of each school year on a form to be developed by the administration or Board of Education.

It shall be the further practice of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be issued in duplicate and shall contain in prominent letters the following language:

"THIS RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS A PARENT OR GUARDIAN OF A STUDENT ATTENDING ARCADIA PUBLIC SCHOOL, DISTRICT #21, HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT ENACTED FOR STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO RECEIVE ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREINABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

It shall be the practice of Arcadia Public School to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within 100 miles of the administrative office of the district, or, where no such resources are found, within the state of Nebraska. Information concerning such resources shall be available to all of the students of the District.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and the student's parent or parents or guardian.

**NOTICE TO PARENTS:** Pursuant to the provisions of the Every Student Succeeds Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the school district of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

## **ANNOUNCEMENTS**

Teachers and/or students wanting information placed in the daily announcements must have the information in the office by **4:00 p.m. the preceding day**. The sponsor of the group and/or the administration must approve all announcements concerning class meetings, pep rallies, organization meetings, or other items of interest. Items of questionable taste will not be printed.

The office publishes a weekly schedule, which is distributed on the last school day of each week. It contains information such as classroom activities, seasonal reminders, and activities that pertain to our K-12 schools. Students, parents, faculty and staff should refer to this schedule when making plans.

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the administration. Posters are to be displayed in approved areas only.

## **APPOINTMENTS DURING SCHOOL HOURS**

Students should try to make dental and doctor appointments or other appointments of like nature, for after school hours. They should make sure that these appointments do not interfere in any way with their school duties. If a special situation calls for an appointment during school hours, students should bring a statement from the doctor's office verifying the appointment or have their parent contact the school office.

## **ASBESTOS MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress to identify and develop solutions for any problems that school may have with asbestos. We are pleased to report that our school does not contain asbestos materials which are reported to be damaged or significantly damaged.

Under the law, we must maintain an asbestos management plan for the school and assign a designated asbestos coordinator to ensure no asbestos is introduced into the school. This plan is available for inspection in the school during regular school hours. We will continue to ensure that a healthy, safe school environment is maintained. Any inquiries may be directed to Lori Pierson, designated asbestos coordinator, at 308-789-6522.

## **ASTHMA/ANAPHYLAXIS PROTOCOL**

It is the policy of the Arcadia Public Schools, to adopt the Emergency to Life Threatening Asthma or Allergic Reactions protocol listed in the Nebraska Department of Educations' Title 92, Rule 59, 006. The school shall procure and maintain the equipment and medication necessary to implement the protocol in the case of any student and/or staff emergency. The protocol shall be available for an emergency during regular school hours. Regular school hours shall be defined as the beginning of the first class to the end of the last class in each day. The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications.

The protocol is a standing medical order that has been signed by a physician. This protocol does not replace students who have an identified risk for a severe anaphylactic reaction from having their own Epi-Pen, as their medication should travel with them wherever they go.

For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that a student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If medical documentation and instructions are not on file we will defer to the regulatory protocol described above. To be excluded from this protocol, families must provide a statement signed by the parent and their family doctor to this effect for each individual student.

## **ATHLETIC/ACTIVITY EVENT ATTENDANCE RULES**

The following rules pertain to attending athletic events. Students who fail to observe these rules will be asked to leave the school.

1. Once the game has started, students may not cross the playing floor.
2. No one is allowed in the portion of the school facility that is not being used in association with the school activity unless given permission from a sponsor directly involved with the activity or the administration.
3. The school's dress code is in effect during all school activities. For plays or concerts, hats/caps are not to be worn.
4. During school hours, students who wish to watch a brother or sister participate at home activities may do so **only** with advanced parental notification to the office. Any classes missed will be counted as absences.

## **ATTENDANCE GUIDELINE**

Going to school is a full time job for all students. Regular and punctual attendance is an important factor to a student's success in school and later life. School is the basis for a student's reference or recommendation for a job, scholarship applications, or applications to higher educational institutions. A student's attendance in school will be a prime consideration when making such references.

Irregular attendance is the most frequent cause of a student's difficulties and failure in school. Parents can greatly aid the school in promoting good attendance if they will not ask to have their children excused except in cases of illness or emergency. The following attendance guideline will be in effect for all students in grades 7-12:

1. On the day of an illness or emergency that will cause a student to be absent, a parent or guardian is asked to call the school (789-6522) before **8:30 a.m.** If no call is received by that time, the office will attempt to contact a parent.
  - a). Any **advance** notice from a parent (telephone call, note, or e-mail) will be considered an excused absence. **Such notice must be given in advance. A note brought in by the student upon returning to school that day or the following day will be accepted.**
  - b). If a student calls the school to let the office know that he/she is ill, the student must bring a note from one of the student's parents upon returning to school.
  - c). An unexcused absence will occur when the above procedure is not followed or if the administration, based on evidence presented, determines the policy has been abused.
  - d). **Oversleeping is an unexcused absence.**
  - e). An unexcused absence will have the consequence of serving a detention equal to double the time missed from school.
2. When students know that they will be absent, they must bring a note from their parents stating the date, time, and reasons for the absence. A telephone call is also acceptable. Students in grades 7-12 will be responsible for contacting their teachers to get their assignments in advance. The teacher may require these assignments be handed in before the absence. If not, the student should have the assignment ready to hand in upon returning to school.
3. Any students in grades 9-12 having accumulated eight (8) or more absences (excused or unexcused), in any one class in any one semester, and without extenuating circumstances as determined by the administration, the student will be required to make up time equivalent to that missed beyond the eight (8) absence limit each semester. Time may be made up before school, after school, or on days when school is not in session. Students who fail to make up the required time will have their graduation credits for that class reduced one credit per session not made up beyond the eight (8) session limit. The administration will inform the student and parent when the student may begin to make-up the required time. The deadline for making-up the time is two (2) weeks from the completion of the semester in which the attendance violation occurs.
4. For excessive absences, the notification procedure will be as follows:
  - a) After the 5<sup>th</sup> absence a letter will be sent home.
  - b) After the 8<sup>th</sup> absence a letter and phone call will request a parental meeting with the guidance counselor and principal.
  - c) After the 15<sup>th</sup> absence a letter will be sent home concerning additional absences will mean a letter to the County Attorney.



- d) After the 20<sup>th</sup> absence the student and parents will be referred to the County Attorney for excessive absenteeism. For students in grades K-8, the Principal will decide if the student shall be retained regardless of academic standing.
5. Except in extenuating circumstances, the types of absences that will not count against the student's eight (8) session limit (called verified absences) will be absences verified by a doctor's note (to include doctor, dentist/orthodontist, chiropractor, or physical therapy), hospital confinement, the death of immediate family, school sponsored activities, job shadowing, and school arranged college visitations. Any extenuating circumstances will need to be approved by the administration. Court appearances will not be counted as verified absences and will count against the eight (8) session limit each semester.
  6. For catastrophic or extenuating circumstances only, a parent has the right to file a written appeal for review by the appeals committee. The appeals committee will consist of one administrator, the guidance counselor, and two teachers. The written appeal, including all supporting documentation, must be received by the principal within ten (10) days of the date of the loss of credit letter. The committee will then rule on whether the student will continue as a regular student in the class. Any further absence during the appeals process may result in dismissal of appeal and loss of credit.
  7. When a student in grades 7-12 has an excused absence due to an illness, time equal to that missed plus one (1) day will be allowed to turn in any makeup work. Any assignments or tests handed in by the class or given during an unexcused absence will result in a zero for that assignment or test. Extended time for excused makeup work may be granted at the discretion of the teacher. Elementary students have two days for every day they are absent to make up schoolwork missed. **It is the responsibility of the student to get makeup work from the teachers.**
  8. If a student is absent on the day of a test or other assigned work that was announced while the student was in school, the test or work must be made up on the day the student returns to school or at the teacher's convenience. When a student is aware of a scheduled test or assignment before an absence, the assignment or test will be handed in or taken on the scheduled day. Example: A test or assignment is announced on Monday for the following Friday. The student is then absent on Wednesday and Thursday. On the day the student returns (Friday), the test must be taken or the assignment handed in that day unless other arrangements have been made with the teacher.
  9. When a student will be absent to participate in a school-sponsored activity (e.g., field trip, athletic contest, music clinic), the student's name is to be listed in the announcements in advance by the teacher, coach, or sponsor involved. These students will be responsible for contacting the teachers before leaving to obtain assignments that will be missed. Teachers may request assignments to be handed in before the student leaves. Assignments will otherwise be due upon returning to school. It is also the student's responsibility to contact the teacher to arrange to make up tests.
  10. If it is necessary for a student to leave school before dismissal time because of an illness or an unforeseen event, **the student must go to the office before leaving the building.** The student will be released after office personnel have contacted the parents to inform them that the student is going home. **No student should leave the building without permission from the administration.**
  11. Students who leave the building without permission from the administration will be considered **unexcused** with subsequent consequences (see Student Code of Conduct, p. 36).
  12. Any student missing more than one half of a period will be counted absent that period. The exception is school-sponsored activities where the student is a participant.
  13. The school will gather assignments when requested for a sick child; however, please realize that this takes time. Assignments requested in the morning may be picked up after school. Assignments requested after 12:00 may be incomplete. **If assignments are requested, please pick them up.**
  14. When a student is absent from school and no advance notice or phone call is received by 8:30 a.m.:
    - a). Office personnel will call to be sure parents are aware of the child's absence. When the call is made the parent will be reminded of the school policy requesting a call when a student is absent. The student's name and the date will be recorded. If no one is home or can't be reached at work, the parents will be notified by text or e-mail. No note is necessary when there has been contact between office personnel and parents.
    - b). On the second absence without notification from the parents, a letter will be sent.
    - c). If a third absence with no phone call occurs, the absence will be unexcused and the student will have to make up double the time equal to that missed. Any assignments or tests handed in by the class or given during an unexcused absence will result in a zero for that assignment or test.
    - d). Parents who have unusual circumstances (leave for work before the child gets up for school or have no phone) should make prior arrangements with the administration.

It is recommended that if a child has a sore throat, fever, or upset stomach that child should remain at home. Please have skin disorders or any other condition that may be contagious checked by a doctor before sending your child

to school. Elementary children who become ill at school will not be sent home until parents are notified and arrangements made.

### **ATTENDANCE TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES**

Students must be in school by 11:30 a.m. the day of an activity, practice, or performance in which they are involved or participation in the activity will not be permitted unless the student received prior administrative approval to participate otherwise.

### **BELL SCHEDULE**

#### Monday-Thursday

1<sup>st</sup> Period – 8:05-8:55  
2<sup>nd</sup> Period – 8:57-9:47  
3<sup>rd</sup> Period – 9:49-10:39  
4<sup>th</sup> Period – 10:41-11:31  
5<sup>th</sup> Period – 11:33-12:23  
Lunch – 12:23-12:54  
6<sup>th</sup> Period – 12:56-1:46  
7<sup>th</sup> Period – 1:48-2:38  
8<sup>th</sup> Period – 2:40-3:30

#### Friday/Early Dismissal

1<sup>st</sup> Period – 8:05-8:46  
2<sup>nd</sup> Period – 8:48-9:29  
3<sup>rd</sup> Period – 9:31-10:12  
4<sup>th</sup> Period – 10:14-10:55  
5<sup>th</sup> Period – 10:57-11:38  
6<sup>th</sup> Period – 11:40-12:21  
Lunch – 12:21-12:51  
7<sup>th</sup> Period – 12:53-1:34  
8<sup>th</sup> Period – 1:36-2:17

#### Late Start

1<sup>st</sup> Period – 10:05-10:35  
2<sup>nd</sup> Period – 10:37-11:12  
3<sup>rd</sup> Period – 11:14-11:50  
4<sup>th</sup> Period – 11:52-12:28  
Lunch – 12:28-12:58  
5<sup>th</sup> Period – 1:00-1:36  
6<sup>th</sup> Period – 1:38-2:14  
7<sup>th</sup> Period – 2:16-2:52  
8<sup>th</sup> Period – 2:54-3:30

### **BREAKFAST/LUNCH PROGRAM**

In accordance with the American Rescue Plan (ARP), school served breakfasts and lunches for the 2021-22 school year are at no cost to the families. Extra milks or milks served as part of a snack still need to be purchased at 40 cents per milk. We request that any families that feel they may qualify for the Free or Reduced Lunch Program still fill out an application form for that program, since other grants and State or Federal aid is based on the numbers of our free and reduced population.

Payment for lunch may be made one at a time, but it is more convenient to have a sufficient number of meals paid for in advance. Students who meet federal guidelines may qualify for free or reduced-price breakfast and lunches. The federal guidelines may be picked up at the office.

In accordance with Federal law and U.S. Department of Agriculture policy, Arcadia Public School is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

After eating, students are to clean their area of all napkins, milk cartons, spills, trays, silverware, lunch sacks, etc., prior to leaving their table.

If a student is late for school you must tell the cooks if you are eating or wait until the end of the line and hope there is enough for you to eat. If a student must leave before lunch and has signed up to eat, let the cooks know that you won't be eating. During bad weather, K-6 will use both the new and old gym for recess. Gym shoes must be worn in both gyms. Students are not to be in the hallways or in any classrooms without supervision by a teacher. Teachers who give passes for students to see them over noon hour are urged to let the noon supervisor know. Students are not allowed to bring food into the school during the lunch period without prior administrative approval. However, personal lunches brought from home are allowed.

#### Cafeteria Rules:

1. Deposit all lunch litter in wastebaskets. Return all trays and utensils to the designated area.
2. No food may be taken from the cafeteria.
3. Students who are just buying milk will go through the regular lunch line.

4. Students are limited to the following areas during the lunch period:
  - a. The cafeteria
  - b. The restrooms nearest the cafeteria
5. All pop is prohibited during the lunch period from 10:30 a.m.-1:30 p.m., as per federal law.
6. As long as breakfast items are being served within the school, students that bring edible items must consume the item(s) before they enter the school building. Breakfast will be served beginning at 7:40 a.m. through 8:00 a.m.

## **BULLYING & HARASSMENT**

It is the policy of the Arcadia Public School that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.). Included is e-bullying – this includes any harassment through the use of internet, technology infrastructure.

Step One: A complaint must be filed the first-time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. Moreover, at any stage the student may be disciplined under the student code up to and including expulsion, in the event the conduct is also a violation of other provisions of the student code.

Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.

Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

### **Harassment and Bullying Program--Levels**

Purpose: All students have the right to attend Arcadia Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

**Level I:** The guidelines for a Level I placement are listed below.

- a. The length of the assignment will be for a minimum of two school weeks or ten school days.
- b. The student will report to the office at the beginning of the school day.
- c. The student will eat on campus at an assigned table.
- d. The student will report to the Principal's Office at the end of the day, and remain until other students have departed.

**Level II:** The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two school weeks or ten school days.
- b. The student will report to the office at the beginning of the school day.
- c. The student will eat on campus at an assigned table.
- d. The student will report to the principal's office at the end of the day, and remain until other students have departed.

e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have two minutes to get to his/her next class.

**Level III:** This is a long-term assignment. The guidelines are listed below.

a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

b. The length of the assignment will be no less than six school weeks or thirty school days, and may remain in effect until the end of the school year.

## **BUS/ROUTE RULES**

PARENTS: Please go over these rules with your children. Student safety is our most important consideration and their knowledge of and compliance with the rules are imperative. Students should follow these rules:

1. The bus driver has authority over the students on his/her bus. He/she has the same authority as a teacher has in the classroom.
2. The student may select a bus seat subject to the approval of the bus driver. The driver may, at any time, request a student to move or exchange seats. The bus driver may assign seats for the entire bus.
3. The student will be on time to meet the bus. If the student is late, the bus will leave without the student.
4. All students are to remain seated while the bus is in motion. Students should not put arms, hands, etc. out the windows.
5. Students may play portable music devices with headphones with driver approval.
6. Students are not to scream, shout, use profanities, push, shove, or in any way act disrespectful to other passengers or the driver.
7. Any jars or containers brought onto the bus should be carried in a case or heavy cardboard box.
8. The same conduct will be expected on the bus as is expected in the classroom. While riding the bus, all students will be considered attending school with all the rules and regulations. FAILURE TO OBSERVE THE RULES COULD ENDANGER THE SAFETY OF THE BUS PASSENGERS AND MAY RESULT IN LOSS OF PRIVILEGE TO RIDE THE BUS. Bus drivers are instructed to report severe discipline problems to the administration.
9. FOOD OR DRINK WILL NOT BE ALLOWED ON THE BUS DURING THE MORNING AND AFTERNOON ROUTES UNLESS APPROVED BY THE BUS DRIVER IN ADVANCE.
10. If a student is not riding the bus home or going to their regular drop-off, a written note or phone call must be received. Students will be sent home each day in the normal manner unless instructed otherwise.

Violation of these rules will result in the student being reported to the school administration. If necessary, students will be denied the privilege of riding the school vehicles. Consequences for violating these rules could include, but not be limited to, a verbal warning, assigned seating, a visit with the parents/guardians, or removal from the route. Depending on the seriousness of the infractions, a student could be removed from the bus/route on the first or second offense. While riding the school vehicle, please remember that the bus driver is the authority. Please respect the driver's directives as they are for your well-being.

## **CARE OF THE BUILDING AND SCHOOL PROPERTY**

This is your building. Pride in your school building and its furnishings may best be expressed through each student by careful use. Careful attention to the protection of school property is essential. Marring walls or furniture in any way destroys the beauty and usefulness of our school. Counters and tables are made to work on, not sit on. Students who are seen doing so will be disciplined accordingly. The same is true of propping feet on chairs and/or tables.

Any time a school organization is sponsoring some type of project, that project should always be cleared through the administration who in turn will inform the custodial staff. Painting of any kind must be cleared with the administration. We have a beautiful, well-maintained building and the custodians are largely responsible for this. We need to support their efforts.

Students are responsible for the proper care of all books, computers, ChromeBooks, equipment, supplies, and furniture supplied by the school.

### **CELL PHONES, MP3/IPODS, ELECTRONIC DEVICES**

Students may not use cell phones, MP3 players, iPods, or other electronic devices in the building during school hours (8:05-3:30) as these can cause distractions to the educational process for the student, the other students, and the instructor. Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's at the end of the school day. If the student violates the cell phone rule again, detention(s) will be served. If the behavior continues, the administration will only return the cell phone to the student's parents/guardians.

### **CHILD ABUSE AND NEGLECT**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter, or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as described in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined by state law.

### **CLASS LOADS AND DROP AND ADD**

All students in grades 7-12 will carry eight (8) classes each semester. Any senior is eligible for a work release employment experience to last no longer than two (2) periods each day.

At the beginning of each semester there will be a three (3) day drop and add period for the students to make changes in their schedule. Students will need to (1) pick up the drop and add form from the guidance counselor, (2) have the teacher from the class being dropped and the teacher from the added class sign the form, (3) have the parent/guardian sign the form, and (4) then have the Principal approve and sign the form for the change to be made complete.

### **CLASSROOM VISITORS**

Arcadia Public School encourages visitations by parents and patrons of the school district. Please report to the office before contacting students or teachers in the classrooms. This will help prevent confusion and allow office personnel to be of better assistance to visitors. Classroom visits may be denied at the discretion of the administration.

Although visits by parents and other adults are encouraged, students will not be allowed to bring school-age friends or relatives to attend classes with them. This tends to be disruptive.

What follows are some suggestions concerning classroom visits. The first month of school is a "getting to know you" period for both the teachers and students, and the last three weeks of school are always busy. Regular schedules are often abandoned at these times of the year. We would recommend that parents visit at times other than these in order to see a true picture of the child's classroom. With the exception of these two periods, parents are certainly welcome to visit the classrooms.

It is essential that parents call ahead of time and make a visit appointment with the teacher to make sure that their visit is well timed. By doing this, parents may avoid a time or day when tests are being given. In primary grades, a short visit is recommended.

Occasionally, parents may wish to eat school lunch with their child. Please contact the school or send a note with your child when you plan to do this. Adults will be charged \$2.80 per meal and non-school aged children will be charged \$1.90 per meal.

The above suggestions are meant to help parents make their visit more meaningful for themselves and their child. We want parents to come to visit.

## **COLLEGE VISITATIONS**

Time is provided for visitations to college and tech schools; however, the school does not sponsor these trips or provide transportation. Seniors who follow the guidelines listed below will be allowed two (2) college visitations and not have the days missed counted against their attendance record.

1. The visit must be arranged through the guidance counselor.
2. Students must provide evidence from the college that the trip was made.
3. Parents must notify the school twenty-four (24) hours in advance if the student plans to make one of these visits.
4. Parents are strongly encouraged to attend the college visitation with their son or daughter.

## **COPYRIGHT AND FAIR USE**

Arcadia Public School complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the District's copyright compliance policy, and review Copyright for Students found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following website: <http://loc.gov/teachers/isingprimarysources/copyright.html>.

## **COUNSELING AND GUIDANCE SERVICES**

The counseling department has been established to serve students in kindergarten through grade twelve. Students are encouraged to see the counselor for information or counseling. If the counselor is not in the office, parents and students are encouraged to leave a note so a conference can be scheduled.

Elementary counseling is primarily developmental. The Elementary grades use the Second Step curriculum. The counselor meets with small groups or the class to discuss items such as self-concept, verbal and nonverbal communications, "I" messages, development of vocabulary to express feelings, and growth patterns.

The secondary guidance program consists of The Nebraska Career Connections and EducationQuest Programs, which consist of computer searches for careers that have certain characteristics, descriptions of over 500 jobs, military opportunities, and information about Nebraska post-secondary institutions. The guidance counselor has catalogs from Nebraska and most of the neighboring state's schools and colleges, which are available for students' use. Representatives from most of the Nebraska colleges and tech schools visit the school. Students are encouraged to visit with them to become informed about various opportunities.

Seniors who are planning to go to college should be aware of the following steps in getting ready for college:

1. Students should take the ENHANCED American College Test (ACT) in the spring of their junior year or by December of their senior year. Applications are available in the counselor's office. Students usually take the

test in Broken Bow, Grand Island, or Ord. The Enhanced ACT dates for 2021-22 are as follows (please verify dates with Guidance Counselor):

<b><u>TEST DATE</u></b>	<b><u>REGISTRATION DEADLINE</u></b>
September 11, 2021	August 6, 2021
October 23, 2021	September 17, 2021
December 11, 2021	November 5, 2021
February 12, 2022	January 7, 2022
April 2, 2022	February 25, 2022
June 11, 2022	May 6, 2022
July 16, 2022	June 17, 2022

**ARCADIA'S IDENTIFICATION NUMBER IS 280-070**

This number is also used on the financial aid forms.

- Seniors will be given a scholarship booklet, which will list all of the local, area, and college scholarships. The booklet will include selection criteria, amount of the scholarship, and how and when it will be paid.
- Students and parents should plan to visit all of the colleges they are considering. Most colleges will make arrangements for the students to talk with a professor in the area of interest. The counselor is willing to arrange college visits.
- Approximately four (4) weeks after taking the ACT, an ACT application will be sent from the colleges where the scores were forwarded. If all the information is correct, the student should sign the application and return it to the college. Most of the colleges require an application fee. If the college requests a transcript, the student should ask the counselor to send one
- Federal Aid Applications are usually available in January. These applications are at the student's expense not the schools'. Some schools ask parents to file this form.

If you have questions, please call the office at 789-6522.

Sometimes students and/or their families are in need of support from organizations (e.g., Al-Anon, suicide hotline) outside of the school community. For a listing of these types of organizations and their contact information, please contact the Guidance Counselor.

**CRISIS RESPONSE TEAM**

The purpose of the Arcadia Public School Crisis Team is to assess crisis situations and plan intervention strategies for students, faculty, and community when the situation is deemed necessary by the team. Properly organized management of a crisis should reduce unnecessary emotional or psychological damage within the school and community.

To contact this team during the school year, call 789-6522 week days between 7:30 a.m. and 4:00 p.m. On weekends or during the summer months, call 202-0005. Members of the team are Mindy Conner, Counselor (202-0005), Craig Trampe, Principal (730-0939), Mike Williams, Superintendent (402-710-3784), Vicki Bauer, Administrative Assistant (202-0228), Katie Carrizales, School Nurse (440-3057), and Bobby Hurlburt, 3<sup>rd</sup>/4<sup>th</sup> Grade (750-8479).

The Crisis Team perform the following duties when the situation warrants:

- Meet to formulate an action plan.
- Assist in handling media coverage.
- Facilitate staff meetings to provide information related to the crisis.
- Support school staff.
- Help teacher's process information with students.
- Work with students individually or in groups.
- Be available for contact with parents.
- Provide helpful, factual information to parents.

## **DATING VIOLENCE**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the District's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

## **DETENTION**

Office Detention: An office detention period will be scheduled at 3:30 p.m. for all students. Assignment to detention times will be at the discretion of the administration. Those students who ride the bus will be allowed a day's notice. Detention period is 30 minutes in length. Failure to show up for detention period will require will double the assigned detention time.

Regular Classroom Detention: A regular detention is when any teacher assigns his or her own detention time after school, before school, or during lunch on any day for any rule infraction or misbehavior. This can be any length of time up to 60 minutes.

## **DISCRIMINATION AND HARASSMENT**

Arcadia Public Schools prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age, or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the Section 504 Coordinator: Katie Carrizales (789-6522; [katie.carrizales@apshuskies.org](mailto:katie.carrizales@apshuskies.org)) or in person at school. Students who feel they have been the subject of unlawful discrimination or harassment due to their sex should contact the Title IX Coordinator: Craig Trampe (789-655; [craig.trampe@apshuskies.org](mailto:craig.trampe@apshuskies.org)) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact: Craig Trampe (789-6522; [craig.trampe@apshuskies.org](mailto:craig.trampe@apshuskies.org)) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

## **DRESS CODE**

Arcadia students are expected to be clean and well groomed. Clothing that makes a reference to alcohol, tobacco, drugs, or sexual innuendo will not be allowed. Also prohibited are short shorts, shirts that do not cover all of the stomach and back (bottom of shirt should touch beyond the belt line), tank tops, mesh shirts, sleeveless shirts (unless arm openings are hemmed), bandannas, hats, and caps (exception: hats/caps may be worn at athletic events, but **not** at play productions, concerts, or other formal events). Tank tops and mesh shirts will be allowed only if worn over an acceptable shirt or blouse. Students wearing pants made of non-denim material that are form fitting (e.g., leggings, yoga pants) must have a shirt/sweatshirt or dress that extends below the seat of their pants. Jewelry that can be used as a weapon (e.g., chains, spikes) are prohibited. Students are also expected to wear shoes or sandals in the building. These rules apply to the regular school day and all home and away school activities, including school dances.

Teachers or the administration will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. Multiple dress code violations will lead to disciplinary action.



## **Prom Dress Code**

As a culture we have always celebrated “special events” by wearing our best. The Arcadia Public School Prom is a gala event. It is one of the biggest events for the young people of the community and surrounding area. Certainly an event that warrants wearing “one’s best.”

“Formal attire” is an appropriate term when associated with what has been traditionally followed at prom. Formal attire refers to at least dress slacks, dress shirt, and tie for the young men and evening gown for the young women. As part of a social education, students need to learn that, in some situations, only a certain type of dress is appropriate. It is the opinion of Arcadia Public School that because prom is a “special event,” a dress code should require certain expectations of what is appropriate in a special school setting.

The following are what is expected of our students and their dates, even the out-of-town dates that attend the Arcadia Public School Prom. It will be the responsibility of Arcadia students to inform any out-of-town dates of these rules.

### Young Men

- At least dress slacks, dress shirt, and a tie.
- No hats allowed.

### Young Women

- No dresses/outfits that show bare midriff;
- Two-piece dresses/outfits are allowed provided they do not expose any midriff;
- No dresses/outfits that have frontal cutouts that expose skin;
- No dresses/outfits that have a sheer see-through panel that shows midriff or other areas of the body;
- Dresses must be of a length that extends below the tips of the wearer’s fingers when the wearer’s hands are at her sides;
- Dresses/outfits shall not have a side slit that is higher than the tips of the wearer’s fingers when the wearer’s hands are at her sides

This dress code will be enforced for the entire evening; from the time students arrive to take pictures through the time the dance is over. Teachers or the administration will make the final decision as to whether or not a student’s attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing.

## **DUAL CREDIT COURSES**

Arcadia Public School may be offering dual credit courses via distance learning from Central Community College and other potential sources. Students must have a passing score on the ASSET test in order to be enrolled in these courses. All costs of these courses are the responsibility of the student and his/her parents. The administration will make all decisions about whether dual credit courses would be allowed as a substitute for any required courses for graduation from Arcadia Public School.

A student must have the approval of the superintendent of schools prior to registering for any course offered by a college or university to be used to meet local graduation requirements, or may be considered as an accelerated course, or for a course that may further challenge an exemplary student. A student shall be responsible for all postsecondary education costs including books, and tuition.

## **ELEMENTARY SECTION**

### **A Special Note for Pre-School and Kindergarten Parents**

Our pre-school and kindergarten programs are largely devoted to building a background of experiences for children so that they will be able to associate meanings with words as more formal learning experiences follow in later grades. Because we believe that each child should be allowed, encouraged, and expected to develop at his own level, appropriate programs and materials should be provided to enhance the development of each student. A

strong academic foundation and social and personal growth are our priorities in kindergarten. Our primary goals are:

1. To create an environment where children feel secure, are stimulated mentally, physically, and emotionally, and to grow and develop as curious, caring, self-confident, thoughtful, and responsible individuals who look forward to coming to school.
2. To provide experiences appropriate to each child's maturity level and personal background of experience.
3. To bridge the gap between the home environment and the school environment through class cooperation and frequent communication.

### **Important Outcomes of Kindergarten**

In order to meet the needs of both the children and the larger community in which they live and grow, the Arcadia Public School will implement a kindergarten program, which will help:

1. Children learn to work both alone and in cooperation with other children in both informal and formal settings. Children learn that the things of a classroom - toys, books, paints, blocks, easels, record player, records, and computer - have both purposes and places. They learn how to use them and where to put them when the time comes to stop using them.
2. Children learn about rules and why we have them, how people (including children) make them, and how to follow them for the classroom and school.
3. Children learn about time, taking turns, sharing, respecting the rights of other, responsibility, and about the role of the teacher as an instructor, mediator, sustainer, counselor, and interpreter of rules.
4. Children increase their knowledge of language especially the relationship between words and things and the processes they represent. As appropriate, individual children should begin to learn how speaking relates to writing and how the two relate to what they say and do.
5. Children increase their knowledge of the number system and how it is related to quantities of real things in their environment -books, children, and blocks.
6. Children increase their knowledge of space and things within that space in the classroom, school, and the neighborhood.
7. Children increase their awareness of colors and shapes in nature and how these colors and shapes relate to the properties of real things in their environment.
8. Children learn about their bodies and how to keep them healthy and fit. They learn to develop strength, coordination, balance, dexterity, and motor control through active, vigorous physical activity.
9. Children acquire and maintain excitement about learning. They look forward to continuing the learning process with a sense of wonder and anticipation.

### **Extended Classroom Trips**

At various times in the school year the students have opportunities to take class trips outside of the school building to other locations in order to enhance the curriculum that they have been learning. These trips are very important and can give students important experiences that help them to better understand what they are being taught. In some instances parents may be asked to help the classroom teacher on these trips by being a chaperone. We ask that the parents that are asked to attend and help on these extended classroom trips follow the classroom teacher directives so that the experiences of the students are what the teachers was expecting from the trip.

### **Extra Shoes for Wet Weather**

During the winter months, children often come in from recess with wet shoes. If possible, children should have a second pair of shoes, which may be left at school. By having another pair of shoes available, the child will not have to sit in class with wet, uncomfortable, or cold feet.

### **Physical Education**

Elementary physical education engages students in activity that requires movement like running, galloping, skipping, and changing directions and levels. No student in elementary physical education classes will be allowed to participate in his/her bare feet or in socks. It is strongly recommended students bring tennis shoes to class or wear them to school. Flip flops, crocs, sandals, and other footwear are not recommended, but will not dismiss the

student from the activity. However, the teacher will have the discretion as to the appropriateness of a student's footwear and whether the student should or should not participate for safety reasons.

Students will need a different pair of clean tennis shoes since their P.E. class will be in the gym. These shoes do not necessarily have to be new, but they do need to be clean and will stay here at school so that they remain clean and gravel free.

## **Retention**

If the classroom teacher and/or other involved school personnel detects significant delay in a child's emotional, social, mental, or physical development, the involvement of a multidisciplinary team will be requested in order to initiate an individually designed plan to help the child more successfully adapt to specific learning goals. If this plan fails to gain appropriate results, a recommendation to have the child tested by a qualified psychologist will follow. After careful analysis, review of these test results, and a conference involving the psychologist, parents, and multidisciplinary team members, retention recommendations will be discussed.

## **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

The following eligibility requirements have been established by Arcadia High School for participation in extra-curricular and athletic competition. Students must be aware of the following requirements:

1. Ineligibility means not passing any class with at least a 70% average;
2. Weekly eligibility is determined each Friday in each class with ineligibility being Monday through Saturday the following week;
3. The administration will provide each teacher, coach and sponsor with a list of those ineligible on Friday;
4. The teacher must notify each student in his or her classes of the ineligibility;
5. The administration will send a letter to the parents of each ineligible student notifying them of the students' status for each particular week;
6. It is left to the discretion of each coach or sponsor whether or not the student will be allowed to participate in practices for each specific extra-curricular or athletic activity.

A 9<sup>th</sup> Period will be required for students if their grade in ANY class slips below passing. The 9<sup>th</sup> Period will be held Monday, Tuesday, and Thursday until 4:00 p.m. Teachers will be available for instruction. Students who are failing are required to attend the 9<sup>th</sup> Period to help them improve their class standing. There will be no repercussions from coaches/sponsors to students who attend 9<sup>th</sup> Period. No student managers will be allowed to travel to and/or attend games if their departure for or attendance at the game is during the school day.

These eligibility guidelines apply for the following junior high (where offered) and high school activities: football, volleyball, boys and girls cross country, boys and girls basketball, wrestling, boys and girls track, boys and girls golf, cheerleading, student council, National Honor Society, FFA, quiz bowl, speech, band (except for holiday and spring concerts), and chorus (except for holiday and spring concerts).

## **EMERGENCY PROCEDURES**

Fire drills and tornado drills at regular intervals are required by law and are an important safety precaution. For school security, Arcadia Public Schools has implemented the Standard Response Protocol. Fire, tornado, and school security instructions are posted in each classroom. Make it a point to familiarize yourself with these instructions. It is essential that when the first signal is given for any drill or real-world situation, everyone obeys orders promptly and moves to the designated area(s) by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

The fire alarm is a signal for all pupils and teachers to make a quick, quiet and orderly exit from the building. When you are out of the building, you should stand at least 100 feet from it.

A tornado drill will be announced on the school intercom. Again, quiet, quick, and orderly movement is a must during a drill. An announcement on the intercom will return students to class following the drill. .

School security drills will be announced on the school intercom. Following the teacher's instructions are vital. An announcement on the intercom or instructions from law enforcement officials will return students to class following the drill.

## **EMERGENCY TELEPHONE NUMBERS**

Parents/guardians are asked to fill out emergency contact forms at the beginning of each school year. This information is entered into a database and used when parents/guardians need to be reached. It is important to your children that we have your current address and telephone number. Please inform the school office when you are planning to move within or from our school district or if any contact information changes.

## **ENTERING AND LEAVING THE BUILDING**

When students arrive at school on a normal school day: grades 7-12 should report to the Lobby Area. Students in Pre K-6<sup>th</sup> should report to the old gym. The first bell will ring at 8:00 a.m. The 8:05 a.m. bell will signal the start of classes. Students are to stay in their designated area and are not to go to any other part of the building without permission. There is no need for students to enter the building before 7:30 a.m., unless under the direct supervision of a faculty member.

Students are to remain on campus unless excused in accordance with school rules. Upon returning to school during the day, students are to report to the school office. Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Students who leave without permission and without signing out in the proper manner will be considered truant.

Our regular school day ends at 3:30 p.m. Make-up work, special help with teachers, assignments after school, detentions, club meetings, and other school activities may begin once school is dismissed. It is important that students who are involved in any of these activities report to the designated area on time. The building should be cleared fifteen (15) minutes after the last bell of the day. Students who are in the building without authorization will make up time after school.

## **EVERY STUDENT SUCCEEDS ACT (ESSA)**

Notice is given to parents of the District that ESSA shall be the policy of the District and parents may inquire about the qualifications of their child's teachers and/or para-educators. Parents have a right to not allow military recruiters access to their child's information. Parents have a right to opt out of allowing their child to participate in student surveys. Parents have a right to withdraw their child from the program of Safe & Drug Free Schools. Notice is also given that the school has a Parent Involvement Policy.

The Every Student Succeeds Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Arcadia Public School will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. If child receives services by para-educator and qualifications.
5. Administration must "assure" in writing that the school is in compliance and available upon request in office.
6. Student records – (FERPA) Notice of claim for adoption.
7. Military recruiters may be given student information unless parents request it not be.
8. Student Privacy – parents must have notice of student participation in any survey. Also any health screenings other than State Law requires, with the school nurse.
9. Safe & Drug Free School Policy – Notice of content of program – Parents may withdraw upon request.
10. Homeless Students: The school will designate a coordinator to act with student and their rights.
11. Title I – Parental Involvement Policy must give notice to parents of policy.

12. If classified as school "Need for Improvement" notices must also be given to parents.
13. Schools must report annual "report card" concerning student achievement and progress of meeting goals of ESSA.
14. Special Ed IDEA and Rule 51 notices – Child Find statement and contact person to receive information.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Arcadia Public School may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, cell phone number, image or likeness of the student in pictures, videotape, film, or other medium, date of and place of birth, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), certain class work intended for publication on the Internet, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district disclose directory information.

## **FOOD AND BEVERAGES IN THE CLASSROOM**

Individual teachers have the right to allow gum in their classes. Teachers who allow their students to chew gum in their classrooms assume the responsibility of making sure that gum stays off the floor and desks and any wrappers are properly disposed of. Under no circumstances is there to be food or pop in any of the classrooms without prior approval from the administration.

## **GRADING SYSTEM AND HONOR ROLL**

Each semester will be considered a grading period and grades will be cumulative and figured on this basis. The grades reported at the end of the first and third quarters, or with any progress report, are simply benchmarks telling the student and his/her parents the progress of the student in his/her classes to that point.

The following percentage system will be used in grading the work of students in grades 3-12 during the grading period:

A = 93-100  
B = 86-92  
C = 78-85  
D = 70-77  
F = Below 70

S = Satisfactory  
U = Unsatisfactory  
Inc = Incomplete

P = Pass  
F = Fail

Students receiving an incomplete will have two (2) school weeks to make it up. After that time, the grades will be changed to an F unless arrangements have been made with the teacher.

For dual credit classes, a student's percentage grade will be applied to the Arcadia Public Schools grading scale.

Grades K-2 will follow the following grading system:

E = Excellent  
G = Very Good  
S = Satisfactory  
I = Improving  
N = Needs to Improve  
+ = Strength  
- = Weakness

An Honor Roll will be published after each grading period for students in grades 4-12. Our Honor roll will have two levels.

A Honor Roll - All A's with a numerical grade between 93-100 or a letter grade of an A

B Honor Roll - All A's or B's with no numerical grade below an 86 and no letter grade below a B.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation from the Arcadia Public School, a student must have earned 250 semester credit hours. A class that meets each day of the year is considered a 10 credit course (or 5 credits per semester). A class that meets on alternate days (or half time) would be considered a 5 credit course (or 2 1/2 credits per semester).

<b>Subject Area</b>	<b>Hours</b>	<b>Subject Area</b>	<b>Hours</b>
<i>English/Speech</i>	50	<i>Mathematics</i>	30
English 9	10	Algebra I	10
English 10	10	Algebra II	10
English 11	10	Geometry	10
English 12	10	Pre-Calculus	10
Seminar English (12 Grade)	10	Trigonometry	10
Speech	10	Calculus	10
Must have four (4) years plus speech		Must have Algebra I and two (2) years of elective math	
<i>Social Studies</i>	30	<i>Physical Education/Health</i>	20
World History	10	Physical Education/Health I	10
American History	10	Physical Education/Health II	10
Government	10	Weights	10
Must include American History and Government			
		<i>Business Education</i>	10
<i>Science</i>	30	Personal Finance	10
General Science	10		
Biology	10	<i>Computer Education</i>	10
Chemistry	10	Digital Media	10
Physics	10		
Anatomy & Physiology	10	<i>Vocational Education</i>	10
<i>Fine Arts</i>	10		

Eligibility for graduation is based upon completion of the mentioned classes in the required time and the satisfactory clearing of all students' records. The Board, upon the recommendation of the Superintendent, may make exceptions to the requirements. Senior students not fulfilling requirements will not be given a diploma until all conditions are met, through continued assignments or correspondence classes. Students who have not attended Arcadia all four years of high school must meet Arcadia standards for total credits.

## **GUN FREE SCHOOLS ACT AND THE STUDENT DISCIPLINE ACT**

In 1994 both Congress and the Nebraska Legislature passed the Student Discipline Act and the Gun Free Schools Act. LB 658 was added in 1995 making the punishment for violation of the Gun Free Schools Act expulsion for one (1) calendar year.

The District's Firearm Policy is as follows:

**Firearms.** No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm" is defined as any object that is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon.

**Weapons.** No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" is defined as a firearm or any other object or material that is ordinarily or generally considered a weapon.

**Exceptions Regarding Firearms.** This prohibition does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor; or
3. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle. **Definition of Encased.** The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

**Exceptions for Students.** The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose; and
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so;
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

**Consequences.** Federal law requires that any student who brings a firearm, as that term is defined in 18 United States Code 921, to school be expelled from school for one calendar year. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a firearm or weapon on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be expelled for two semesters, suspended on a long-term basis or mandatorily reassigned. The superintendent of school shall have the authority to modify the expulsion requirement on a case-by-case basis.

**Confiscation of Firearms.** Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

**Report to Law Enforcement Authorities.** All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

## **HEAD LICE**

The following guidelines are in place to: better control a head lice condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event the child has TWO (2) cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
2. Office staff will provide written treatment information and instructions, including how to check and identify head lice. Nit removal will be emphasized for effective management of the condition.
3. A child who is sent home from school for head lice should miss no more than one school day and should return after proper treatment.
4. A child who has been sent home from school due to head lice must come to the office for inspection before returning to class.
5. A child who returns to school with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school office.
7. Arcadia Public School will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.



## **HEALTH INFORMATION PRIVACY PRACTICES AND SCREENING**

All students, according to Nebraska School Law, will be inspected at the beginning of each school year to ascertain if sight, hearing or dental defects exist. Other areas inspected are height, weight, and blood pressure. Scoliosis checks will be performed on fourth grade students and new students to the school. Scoliosis checks are included in the health physicals offered each spring to students grades sixth through eleventh. Parents/guardians of students with problems in these areas will be notified.

## **HOMELESS CHILDREN POLICY**

The school district, insofar as is possible, will provide tuition free education for homeless children and youth who are in the District and accord them the educational rights and legal protections provided by state and federal law.

The District's homeless liaison is Mindy Conner, Guidance Counselor. Students in homeless situations who require assistance should contact the liaison at 308-789-6522, or in person at Arcadia Public School, 320 W. Owens St., Arcadia, NE.

A homeless individual is defined as one who lacks a fixed regular and adequate residence; and has a primary nighttime residence in a supervised publicly or privately operated shelter within the District for temporary accommodations, an institution within the District providing temporary residence for individuals intended to be institutionalized, or a public or private place within the District not designated for or ordinarily used as a regular sleeping accommodation for human beings.

The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by the act of Congress or by state law.

"Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.

## **HOMEWORK**

If a student in grades 5-12 shows up to class with an incomplete homework assignment they will be given a 'homework ticket' from that teacher. If a student receives a 'homework ticket' they will be required to come to the teacher's room after school to complete that assignment. The homework period will run from 3:30 – 3:50 pm Monday, Tuesday, and Thursday. Students going to sports practice will not leave until after the homework period ends.

## **IMMUNIZATIONS AND SCHOOL/ATHLETIC PHYSICALS**

According to Nebraska State Law every school-aged child (grades K-12) **must** be immunized against the following: measles, rubella (German measles), diphtheria, pertussis, mumps, poliomyelitis (polio), Hepatitis B, Haemophilus Influenza type b (Hib), varicella, and tetanus. Records of these immunizations are required to be in each child's school file before the child will be allowed to attend school. A waiver may be filled out and signed by those parents who for some reason do not wish to have their children protected against any of these diseases. Law requires either the record of immunization or the signed waiver to be on file at the school. The Nurse's Office maintains a list of area medical agencies that provide immunizations. If you are in need of this information, just contact the Nurse's or front office.

Students in grades 7-12 who attend Arcadia Public School and participate in the school's athletic programs are required by Nebraska state law to have a physical before engaging in these activities.

**State law also requires that all students entering kindergarten and the seventh grade must have a physical before school begins in the fall. Students who transfer in from out-of-state regardless of grade are required to have a school physical before entering school.** School physical forms may be picked up in the office at any time.

Below is a list of immunization rules and regulations.

Student Age Group	Required Vaccines
2-5 year olds enrolled in a school based program not licensed as a child care provider	4 doses of DtaP, DTP, or DT vaccine; 3 doses of Polio vaccine; 1 dose of MMR given on or after 12 months of age; 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age; 3 doses of pediatric Hepatitis B vaccine; 1 dose of varicella (chickenpox) given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
Students entering school for the first time (Kindergarten or 1 <sup>st</sup> grade)	3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4 <sup>th</sup> birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 1 dose of varicella (chickenpox) if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. (For the 2006-2007 school year this includes students in grades kindergarten, 1 <sup>st</sup> , 2 <sup>nd</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , and 9 <sup>th</sup> plus all out of state transfer students).
Students entering 7 <sup>th</sup> Grade	3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4 <sup>th</sup> birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age (For the 2005-2006 school year this includes students in all grades and all out of state transfer students.); 1 dose of varicella (chickenpox) if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. (For the 2006-2007 school year this includes students in grades kindergarten, 1 <sup>st</sup> , 2 <sup>nd</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , and 9 <sup>th</sup> , plus all out of state transfer students.)
All Transfer Students from outside the State of Nebraska regardless of age or grade (includes any foreign exchange students)	3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4 <sup>th</sup> birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age (For the 2005-2006 school year this includes students in all grades and all out of state transfer students.); 1 dose of varicella (chickenpox) if given on or after 12 months of age and prior to 13 years of age. If given at over 13 years of age, 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. (For the 2006-2007 school year this includes students in grades kindergarten, 1 <sup>st</sup> , 2 <sup>nd</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , and 9 <sup>th</sup> , plus all out of state transfer students.)

All other students	3 doses of DtaP, DTP, DT or Td vaccine, one given on or after the 4 <sup>th</sup> birthday; 3 doses of Polio vaccine; 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month; 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age Varicella is not required (Varicella is required for kindergarteners, 1 <sup>st</sup> , 2 <sup>nd</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , and 9 <sup>th</sup> graders for the 2006-2007 school year.)
--------------------	---

Immunization clinics are available at the following locations: Loup Basin Public Health Department. For more information or to schedule an appointment contact 308-346-5795. CNCS Immunization Clinic Medicaid VFC Vaccines (children (0-18). Call 308-745-0780 ext. 131.

**IDEA – SPECIAL EDUCATION NOTICE**

The Individuals with Disabilities Education Act (IDEA), contained in Title 20 of the United States Code, Sections 1401 to 1461, is intended to insure that all children with disabilities have available to them a free appropriate public education that includes special education and related services designed to meet their unique needs. In order for a student to be eligible for special education services, he /she must be evaluated by a MDT team and the team must determine that the student fits within one of the categories of disabilities for verification. Students who are eligible for special education services receive those services pursuant to an Individualized Education Plan (IEP). The IEP, which is developed by a team including a school district representative, the child’s teacher and the child’s parents, contains all of the special education services the student will be receiving and is designed to provide the child with a free appropriate education.

**INSURANCE**

Under Nebraska law, the School District may not use school funds to provide general student accident or athletic insurance. The School District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. Information about student insurance providers will be made available to students.

**INTERNET ACCEPTABLE USE POLICY**

We are pleased to offer students of Arcadia Public School access to the district computer network for the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return a permission form to the office. Students 18 and over may sign their own forms.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Arcadia Public School supports and respects each family’s right to decide whether or not to apply for access.

**District Internet Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required.

Access is a privilege - not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- \* Sending, receiving, or displaying offensive messages or pictures
- \* Using obscene language
- \* Harassing, insulting or attacking others
- \* Damaging computers, computer systems or computer networks
- \* Violating copyright laws
- \* Using another's password
- \* Trespassing in another's folders, work or files
- \* Intentionally wasting limited resources
- \* Employing the network for commercial purposes
- \* Any other action deemed unsuitable by the district's administration.

Violations may result in a loss of access as well as other disciplinary or legal action.

### **Computer/Laptop Acceptable Use Guidelines**

Arcadia Public School's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Arcadia Public School. Access to the Arcadia computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

#### Laptop Computer Security Policy during the School Day

1. Students must have laptops with them, or locked in their school lockers (students can check out padlocks in the office). Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the office.
2. Laptops must be kept in the protective sleeve issued with the laptop. If laptops are kept in book bags or back packs, students are responsible for the care and safety of their laptops. Book bags and back packs with laptops in them should not be thrown or tossed around.
3. Students are not to deface their laptops or protective sleeves in any way (for example, stickers, tape, white-out, marking pens, etc.) If there are any questions, check with administrators.
4. The school's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access web sites, news groups, or "chat" areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
5. E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
6. Use of the computer (including "Instant Messaging") for anything other than a teacher directed or approved activity is prohibited during the school day.
7. Internet computer games or any computer games are prohibited in classes, in the lobby, hallways, etc. during the regular school day.

8. Computers may not be used to make sound recordings without the consent of all those being recorded.
9. Installation of peer-to-peer file-sharing programs is strictly forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist or teacher.
10. Computers may be audited at anytime by school personnel.
11. If you have a specific need for additional software or you want to add personal software, you must request approval prior to the installation.
12. Students may use iTunes only for in-class projects under the direct supervision of an instructor.
13. The school has a limited amount of information that it can transfer at any one time. When downloading large files over the internet or backing up files to the server, students should be hard-wired to the network.
14. Files stored within the school computer system should be limited to those relating to formal school courses or activities. Games, commercial software or graphic files that are not for a school project or activity should not be stored on the school computer systems.
15. All students' files must be stored in my documents, my music, or my pictures, so that files may be deleted easily upon computer check in.
16. Students may access only those files that belong to them or for which they are certain they have permission to use.
17. Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.
18. School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
19. Sound must be turned off at all times, except when being used as a part of the class.
20. Arcadia Public School reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to:
  - a. The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks.
  - b. The user shall not use or try to discover another's password or another person's email or other files.
  - c. The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.
  - d. The user shall not let other persons use his/her name, logon, password, or files for any reason.
  - e. The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language or images.

## **LABORATORY SAFETY GLASSES**

As required by law and depending on the learning activity, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, and science classes. All visitors to these areas must check out and wear a pair of safety glasses.

## **LOCKERS**

Students in grades 7-12 will have hallway lockers for their coats and books. Students may also check out a locker in the locker rooms. Students are reminded that they are not to be in any locker other than their own. Please respect other people's property, as you would want them to respect yours. **If you must bring money or valuables to school, you may check them into the office for safekeeping.** Lockers are the property of the school and may be inspected or searched at any time. **The school is not responsible for items left in desks, hallways, or lockers.**

The school owns student lockers, desks, computer equipment, and other such property. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable cause to believe that the search will uncover evidence of a crime or a school rule violation.

2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items, which have been or are reasonably expected to be used to disrupt or interfere with the educational process, may be removed from student possession.

## **LOST AND FOUND**

A lost and found department is maintained in the office. If you find an item that does not belong to you, bring it to the office. The item will be kept in the office for two (2) weeks. After that time it becomes the property of the finder. Items that have not been claimed by the end of the each semester will be kept at the school for two (2) weeks. Usable items will then be given to Goodwill or another charity. Parents whose children lose mittens, coats, boots, or other items are encouraged to check at the office and/or with the teacher. Many times "lost" items turn up in the child's desk, on the coat rack, in the room, or in the lost and found.

**SUGGESTION: Mark all of your child's belongings with the child's name. Many items brought in as lost and found could be returned to the owner immediately if the item was labeled. This would be helpful in winter when many children leave coats, hats, and mittens on the playground.**

## **MEDIA CENTER**

Use of the media center is a privilege that may be taken away if a student abuses the media center rules established by the media specialist. A school media center must have a set of rules to govern media center behavior and use of materials. This is necessary to insure that all will be treated fairly and provide a pleasant surrounding for quiet reading and studying. For full description of expectations for the media center beyond these in the student handbook, please see the Media Specialist.

- I. NO food, candy, drinks, etc., in the media center.
- II. If other students are reading or studying, please use quiet voices if you need to talk.
- III. Reference books may only be checked out with permission of librarian.
- IV. Encyclopedias may only leave the Media Center with permission to make a copy.
- V. Check out magazines, newspapers, and vertical files by signing the sheet at the checkout desk.
  - A. Newspapers need to be checked out one period at a time.
  - B. Magazines and vertical files may be checked out for two weeks.
  - C. Even if they are to only be read for one period, they must be checked out.
  - D. To check these in, place them on the checkout desk and mark the sign-out sheet at desk.
- VI. Books may be checked out for two weeks.
  - A. Sign your name on the book card, stamp it, and place it in the check-out box.
  - B. Stamp your book also, that way you know when your book is due.
  - C. Please sign both of your names if there is another student with the same first name.
    1. To return a book, just place it in the return box beside the checkout desk.
  - D. If books are not renewed on their due date, the computer will put student on the overdue list.
  - E. To find your card in the checkout box, locate your due date, then locate the number of your book.
  - F. If your book is overdue, you will find it behind the overdue tab in the checkout box.
  - G. An overdue list is posted on the Media Center window every morning for 7-12 students and a list is given to every elementary teacher.
  - H. After being on the overdue list for two days, the student will be assessed a fine for every day until the book is renewed or checked in.
    1. If a student is sick for several days and is unable to renew their book, special consideration is given to remove the fines when they return.
    2. Fines are as follows: (excludes weekends)
      - a. Grades 7-12: 20 cents a day
      - b. Grades 5-6: 15 cents a day
      - c. Grades 3-4: 10 cents a day
      - d. Grades 1-2: 5 cents a day
      - e. Kindergarten: No monetary fine
      - f. If a book is lost; the student must pay to replace the book.
    3. All fines are used to purchase needed items for the Media Center, and to replace old & battered

books.

## **Overdue – Lost Material Guideline**

### Elementary Level

1. When items are not returned by the due date, they are placed on an overdue list, and students are notified at least weekly through their classroom teachers.
2. The Media Specialist may contact a student's parents or guardians and/or restrict a student's Media Center privileges when the student continually has overdue items, or has items overdue for an excessive length of time.
3. If a student reports an item lost, parents or guardians will be notified. The original purchase price is charged for books plus a replacement fee of \$3.00 for books or \$2.00 (plus the \$3.00 replacement fee) for a periodical. The replacement fee is charged to help offset the additional costs that are incurred when items need to be reordered (i.e. shipping and handling, item price increases).
4. If a student damages an item, a charge for repair or rebinding may be made at the discretion of the Media Specialist.

### Secondary Level (7-12)

1. When items are kept beyond the checkout period, a fine of \$.10 is charged for each school day the item is late.
2. Fines cannot total more than the purchase price of the item.
3. When items are lost, students are charged the original purchase plus a replacement fee of \$3.00 for books or \$2.00 (plus the \$3.00 replacement fee) for periodicals. The replacement fee is charged to help offset the additional costs that are incurred when items need to be reordered (i.e. shipping and handling, item price increases). Students are expected to pay for lost items promptly.
4. The Media Specialist orders books for the upcoming year in April. All lost books must be returned by April 1<sup>st</sup> to receive a refund.
5. If a student damages an item, a charge for repair or rebinding may be made at the discretion of the Media Specialist.
6. Students are notified of overdue items and/or fines weekly at school. Parents or guardians are notified by mail when appropriate.
7. Students with an excessive number of overdue items, with items are overdue for an excessive length of time, or fines that haven't been paid may have their Media Center privileges restricted or revoked.

## **MULTI-CULTURAL EDUCATION**

The United States of America is a nation of individuals who have roots throughout the world. It is also a society of many racial, ethnic, language, and cultural groups. An appropriate acknowledgement and appreciation of these facts, along with a development of a sense of self-esteem and respect for the dignity and worth of all people are among the goals of education in a free society. The school should prepare its students to appreciate, support, and function in a pluralistic society. Through the perspective of multicultural education, educators can recognize and provide for the diversity within the curriculum, instruction, guidance, and staff development components of the school program.

1. Arcadia Schools will utilize the resources of curriculum, instruction, in service, counseling and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern-day United States of America by observing the following objectives:
  - a. To select materials and methods that will eliminate bias and stereotype in our schools.
  - b. To encourage all students to grow in self-esteem and to understand and develop their academic and human potential.
  - c. To guard against the grouping of students that reflects racial, ethnic, language, or cultural bias.

From this basis, the staff will assess their particular academic program using the following indicators:

1. Cooperative learning and teaching are taking place.

2. Teachers and other staff are provided in-service and training teaching techniques and strategies for a diverse society.
3. Teachers maintain high expectations for all students.
4. Prejudice, discrimination and bias are absent or at a minimum.
5. Students have an awareness of the world outside their own community.
6. Teachers support and recognize the individual abilities of all students.
7. Classroom teachings, cafeteria offerings, newsletters, assemblies, bulletin boards, extracurricular offerings all serve as indicators that a multicultural integration is taking place.

## **NEWSLETTER**

Each month school is in session, a newsletter will be mailed to the residence of each patron of the District. This newsletter will contain information concerning the goings on at Arcadia Public School in and outside the classrooms. A breakfast and lunch menu for that month will be also included in the newsletter. We hope that this will help keep you informed as to the happenings at school.

## **OPEN CAMPUS**

All students are required to remain on campus during the school day. Arcadia Public Schools operates as an open campus during lunch period, and we ask that parent's provide a written note giving approval for their student to drive at that time of the day. This is a privilege that can be taken away from one or from all.

## **PARENTAL INVOLVEMENT POLICY**

The school district recognizes the importance of parental involvement in the education of their children. To ensure such rights, parents will be:

1. Provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.
  - b. Parents may request permission to attend counseling sessions in which their child is involved.
3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.
  - a. Building principals will excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Informed through the student handbook of the manner that the district will provide access to records of students.
5. Informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Notified of their right to remove their children from surveys prior to district participation in surveys.



- a. The principal must approve all surveys intended to gather information from students before they are administered to students.
- b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

**PERSONAL PROPERTY, MONEY, OR VALUABLES**

When it is necessary to send money to school with your child, please send a check. This is safer and provides you with a receipt. Students should not bring items of value to school. It is not possible to provide the needed security for such items and the school and school personnel will not be held responsible for any item brought from the home should any damage occur, or should that item be lost or stolen.. Items may be checked into the office for safekeeping.

**PETS/ANIMALS**

Animals should not be brought to school without prior approval from the administration. Service animals must be verified as part of a student's IEP or other behavior plan option.

**PROTECTION OF STUDENT RIGHTS**

The Board of Education respects the rights of parents and their children and has adopted a Protection to Pupil Rights Policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and the Every Student Succeeds Act (ESSA). The policy is available upon request from the District's administrative office. Parents may opt their children out of participation in activities identified by the Protection of Pupils Rights policy by submitting a written request to the superintendent. Parents may have access to any material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

**REPORT CARDS AND PARENT/TEACHER CONFERENCES**

The four quarters of the school year end on the following days. Report cards will be issued four (4) times for the elementary students, twice for students in 7-12, and are usually issued during the week following:

First Quarter (K-6).....October 15, 2021	Third Quarter (K-6).....March 9, 2022
Second Quarter (K-6 and 7-12)....December 22, 2021	Fourth Quarter (K-6 and 7-12)...May 18, 2022

For students in grades 7-12, at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters a progress report will be sent home that reflects their classroom performance to date.

Parents may make appointments to visit with teachers, the counselor, or the administration at any time by telephoning the school office (789-6522). Parents are also encouraged to attend the twice-yearly parent/teacher conferences. These sessions are excellent opportunities to discuss your child's progress, problems, or ask any questions you may have. Dates of the conferences are September 25, and February 11. Information regarding times will be sent out in the monthly newsletter.

**RESTRAINT AND SECLUSION**

The Board prohibits the use of seclusion and restraint by school personnel except as implemented consistent with this policy. Restraint or seclusion of students will not be used solely as disciplinary consequences or when a known medical or psychological condition makes its use inadvisable. The superintendent will ensure that District guidelines relating to restraint and seclusion are communicated to school personnel and parents/guardians at the beginning of each school year.

Except in the case of an emergency, only school personnel who have received systematic training in the use of restraint and seclusion in accordance with the District's policy will implement physical restraint and seclusion with a student. In an emergency, a District employee may use physical restraint and seclusion as necessary to maintain

order or to prevent a student from causing physical harm to self, other students, and school staff or property. School personnel will continuously monitor a student's status during any physical restraint and seclusion.

### Physical Restraint

Physical restraint means the use of physical force to restrict the free movement of all or a part of a student's body. Physical restraint will be considered to be a reasonable use of force when used in the following circumstances:

1. As reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
2. As reasonably needed to maintain order or to prevent or break-up a fight;
3. As reasonably needed for self-defense;
4. As reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;
5. As reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
6. As reasonably needed to escort a student safely from one area to another;
7. If use is provided for in an IEP, Section 504, or behavior intervention plan;
8. As reasonably needed to prevent imminent destruction to school or another person's property.

### Mechanical Restraint

Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Mechanical restraint includes the tying down, taping, or strapping down of a student.

Mechanical restraint of a student by school personnel is permissible only in the following circumstances:

1. When properly used as an assistive technology device included in the student's IEP, Section 504, or behavior intervention plan or as otherwise prescribed by a medical or related service provider;
2. When using seat belts or other safety restraints to secure a student during transportation;
3. As reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
4. As reasonably needed for self-defense; or
5. As reasonably needed to ensure the safety of any student, employee, volunteer, or other person.

### Seclusion

Seclusion means the confinement of a student alone in any enclosed space from which the student is (a) physically prevented from leaving or (b) incapable of leaving due to physical or intellectual capacity. Seclusion is different than in-school suspension in which other students or adults may be present but in which students are not physically prevented from leaving.

Seclusion of a student by school personnel may be used in the following circumstances:

1. As reasonably needed to respond to a person in control of a weapon or other dangerous object;
2. As reasonably needed to maintain order or prevent or break up a fight;
3. As reasonably needed for self-defense;
4. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property; or
5. When used as specified in the student's IEP, Section 504, or behavior intervention plan; and
  - a. the student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times;
  - b. the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP, Section 504, or behavior intervention plan;
  - c. the confining space has been approved for such use by the local education agency;
  - d. the space is appropriately lighted, ventilated, and heated or cooled, and
  - e. the space is free from objects that unreasonably expose the student or others to harm.

### Isolation

Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. Isolation is different than seclusion.

Isolation is permitted as a behavior management technique provided that:

1. The isolation space is appropriately lighted, ventilated and heated or cooled;
2. The duration of the isolation is reasonable in light of the purpose for the isolation;
3. The student is reasonably monitored; and
4. The isolation space is free from objects that unreasonably expose the student or others to harm.

#### Time-Out

Time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers are authorized to use time-out to regulate behavior within their classrooms.

#### Notice, Reporting and Documentation

A district Restraint or Seclusion Report must be completed for each incident of restraint or seclusion other than normal use of mechanical restraint for transportation safety. Each record shall include:

1. Name of the student;
2. Name of the staff member(s) administering the physical restraint or seclusion;
3. Date of the incident and the time the restraint or seclusion began and ended;
4. Location of the restraint or seclusion;
5. A description of the restraint or seclusion;
6. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
7. A description of the behavior that prompted the use of restraint or seclusion;
8. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted; and
9. Information documenting parent contact and notification.

#### Notice to Administrators

The principal or designee shall be notified of the incident as soon as possible, but no later than the end of the same school day.

#### Notice to Parents

When a principal or designee has personal or actual knowledge of any of the events listed above, he or she shall promptly notify the student's parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact regarding the incident.

### **RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENTS**

Arcadia Public schools will honor the parental rights of natural and adoptive parents, unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The District will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the District has been provided a copy of a court order that limits those rights. If the District is provided such a court order, school officials will follow the directives set forth in the order.

The District will provide the custodial parent with routine information about his or her child, including notification of conferences. The District will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request, unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

## **SCHOOL DANCES**

All school dances will have the following general rules:

1. Dances will end at 12:00 a.m.
2. Once students have entered the dance, they may not leave without permission from one of the sponsors. Once students leave the dance they may not return.
3. The doors will be open for one (1) hour after the scheduled start of the dance. No one will be admitted after the doors close, unless special arrangements are made with the administration in advance.
4. Students should be properly attired. Students who are not appropriately dressed will be asked to leave. No hats should be worn inside the building.
5. All dances will require sponsors. Faculty sponsors are preferred but parents of students will be acceptable. Although the administration may be at all dances, he/she is not to be considered a sponsor.
6. All dates not currently enrolled in grades 9 - 12 at Arcadia Public School must be registered in the office prior to the dance.
7. Dances must be on the activities calendar at least one month in advance.

## **SCHOOL DISMISSAL IN SEVERE WEATHER**

The Superintendent will make the decision concerning school closing and the decision will be made as early as possible. Notification will be carried over the following radio and TV stations: KRVN-Lexington, KOLN/KGIN-Lincoln/Grand Island, and NTV-Kearney. SwiftReach is an automated messaging system that will call your home phone and/or cell phone, as well as send a text message, and e-mail.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day.

If school is dismissed early because of poor driving conditions, students who drive to and from school in personal vehicles will be asked to leave their name in the school office before they leave and to call the school when they arrive at their destination. If school is dismissed early because of poor driving conditions, bus drivers will be asked to report in once the route is completed and they are safely home.

When school has been dismissed because of severe winter weather, no practices or activities will be held. The building will not be open to students.

## **SCHOOL DISPENSED MEDICATION**

Whenever possible, your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school.

## **SCHOOL EQUIPMENT/PROPERTY**

Arcadia Public School allows students to use school owned property throughout the educational process. Some of the equipment/property includes, but is not limited to, textbooks, calculators, computers, science lab equipment, or shop tools. Because students are allowed to use school owned equipment/property, they are responsible for its care and condition. If school owned equipment/property is lost, stolen, or damaged while used by or on loan to a student, that student will be required to reimburse the school the amount of any replacement/repair costs.

## **SCHOOL TELEPHONE**

Use of the school telephone will only be allowed with permission of school personnel.

## **SCHOOL TRANSPORTATION FOR ACTIVITIES**

The school will provide transportation for all student activities. Students who miss the school provided transportation to a school sponsored activity will not be allowed to participate in that activity. Students may not drive themselves to any activity without prior permission 24-hours in advance from the administration.

Students must travel to and from school-sponsored activities on school-provided transportation and under school sponsorship. Individuals who wish to return with their parents must make arrangements with the coach/sponsor. Written or oral permission should be obtained from the parents and given to the coach/sponsor. Students who wish to be released to someone other than their parents must be cleared by the administration with advance notice from the parent, which includes a notarized request twenty-four (24) hours prior to the departure to the activity.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is a Federal Civil Rights Rehabilitation Act which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such impairment.
4. In order to fulfill obligations under Section 504, the Arcadia Public Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the program and practices of the school system.

The school district has responsibilities under Section 504 (Part D), which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If there are questions please feel free to contact Craig Trampe, Principal, Section 504 Part D Coordinator at the school (789-6522).

## **STUDENT ASSISTANCE**

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of your child.

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operation of the school. No code can be expected to list each and every offense that may result in the use of disciplinary action. It is the purpose of this code of conduct to list certain offenses that, if committed by a student, will result in the imposition of a penalty. In each case of misconduct, the age and past behavior record of the student shall be considered before disciplinary action is taken. The administration reserves the right to alter disciplinary consequences when the situation warrants, including the imposition of harsher consequences consistent with state law. A parent conference may be required in any disciplinary case prior to the student being re-admitted to class or to attendance at school. When a student is suspended for disciplinary reasons, either in-

school or out-of-school, the suspension includes suspension from participating in and attending all extracurricular activities for the same period of time.

**Assault** - Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury. *First Offense:* 1 – 5 day out-of-school suspension. *Second Offense:* Expulsion.

**Extortion** – Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student. *First Offense:* 1 – 5 day out-of-school suspension. *Second Offense:* Expulsion.

**False Alarm** – Intentionally engaging a fire alarm or placing a false emergency call that disrupts the effective running of a school day or activity. *First Offense:* 1 – 10 day out-of-school suspension. *Second Offense:* Expulsion.

**Fighting** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. *First Offense:* 1 – 3 day in-school school suspension. *Second Offense:* 1 – 3 day out-of-school suspension.

**Insubordination** – Noncompliance to directions or instruction; disobeying or disregarding any reasonable instruction of a staff member. *First Offense:* 1 – 3 day in-school suspension. *Second Offense:* 1 – 3 day out-of-school suspension.

**Leaving School Without Permission From School Personnel** – Leaving school without properly notifying office personnel. *First Offense:* Detention equal to double the time missed from school. Any assignments or tests handed in by the class or given during an unexcused absence will result in a zero for that assignment or test. *Second Offense:* 1 – 3 day in-school suspension. Any assignments or tests handed in by the class or given during an unexcused absence will result in a zero for that assignment or test

**Misbehavior at Extra-Curricular Activities** – Misbehavior at an extra-curricular activity after being sufficiently warned prior to the activity or during the activity. *First Offense:* Ten (10) school day suspension from attending or participating in extra-curricular activities. *Second Offense:* Suspension from all extra-curricular activities for ninety (90) days.

**Misbehavior at School** – Misbehavior at school that warrants school personnel to have the student sent to the office. *First Offense:* Three (3) detentions. *Second Offense:* 1 – 3 day in-school suspension.

**Theft** – Stealing or attempting to steal, private or school property of a reasonable value. *First Offense:* Restitution and/or 1 – 3 day in-school suspension. *Second Offense:* Restitution and/or 1 – 5 day out-of-school suspension.

**Tobacco, E-Cigarette, Vaping Possession or Use** – Students found to be in possession or use of tobacco, e-cigarettes, or vaping products on school grounds, in school vehicles, or at school activities. *First Offense:* 1 – 3 day in-school suspension. *Second Offense:* 1 – 3 day out-of-school suspension.

**Truancy** – Students who are absent from school without the knowledge and/or consent of their parents and the school administration. *First Offense:* Detention equal to double the time missed from school. *Second Offense:* 1 – 3 day in-school suspension.

**Use of Obscene/Inappropriate Language** – Use of language that is obscene or is inappropriate for the school setting, or while at school activities. *First Offense:* 1 – 3 day in-school suspension. *Second Offense:* 1 – 3 day out-of-school suspension.

**Vandalism** – Willfully causing, or attempting to cause damage to any property, real or personal, belonging to the school, staff, or students. *First Offense:* Restitution and/or 1 – 5 day out-of-school suspension. *Second Offense:* Restitution and/or 10 day out-of-school suspension.

**Verbal Abuse to Staff** – Use of disrespectful language towards a staff member. *First Offense:* 1 – 3 day out-of-school suspension. *Second Offense:* Ten (10) day out-of-school suspension.

**Verbal/Physical Harassment** – Words which are spoken or physical action taken solely to harass or injure other people, such as threats of violence, defamation of person's race, religion, ethnic origin, or sexual harassment. *First Offense:* 1 – 3 day in-school suspension. *Second Offense:* 1 – 5 day out-of-school suspension.

**Verbal/Physical Threats to Staff** – Use of threatening language or the actual physical assault towards a staff member. *First Offense:* 5-10 day out-of-school suspension. *Second Offense:* Expulsion.

## **STUDENT DISCIPLINE POLICY**

It shall be the policy of the Arcadia Public School to comply with the Student Discipline Act of 1994, the Gun Free Schools Act of 1994, and LB 658 enacted by the 1995 Nebraska Legislature. Students shall receive fair treatment consistent with their constitutional rights to due process and fundamental fairness within the context of an orderly and effective school process.

### **Short-Term Suspension**

The Principal or the Principal's designee may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who, in addition to the parent or guardian, is to attend the conference.

### **Long-Term Suspension**

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

### **Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.
4. **Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

#### **Other Forms of Student Discipline:**

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.



## **Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process.
13. Willfully violating the behavioral expectations for those students riding school district buses.
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.
16. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school

purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

#### 17. Firearms

- a. A student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one calendar year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.
- b. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
  - i. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
  - ii. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
  - iii. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
  - iv. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

#### **Additional Student Conduct Rules:**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

1. Students must comply with the dress code set forth in the student handbook. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Violations of the dress code will result in disciplinary action. If a dress code violation is also determined to violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity), a first offense of the dress code may result in discipline, up to expulsion.

2. "Bullying" and harassment are prohibited. Students who engage in bullying or harassing behavior are subject to discipline up to and including expulsion.
3. Students who violate the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion.

### **Due Process Procedure**

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall file a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the Principal may suspend the student until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence.
  - b. The penalties to which the student may be subjected and the penalty that the Principal, or his or her designee has recommended in the charge.
  - c. A statement explaining the student's right to a hearing upon request on the specified charges.
  - d. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - e. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - f. A form or a request for hearing to be signed by such parties and delivered to the Superintendent, the Principal or a designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If the Superintendent, Principal, or designee has not received a request for hearing within five school days following receipt of the written notice, the Principal's recommended consequence shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. If a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

### **Hearing Procedure:**

1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

2. **Administrative Representative.** The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. **Continuance.** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. **Access to Records.** The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the school district at any reasonable time prior to the hearing.
6. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. **Record.** The proceedings of the hearing shall be recorded at the expense of the school district.
9. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. **Review by Superintendent.** The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

11. **Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the Superintendent's determination shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the Superintendent's determination shall take immediate effect.
12. **Appeal to Board.** The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. **Review by Board of Education.** Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. **Final Decision of Board of Education.** The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

### **Emergency Exclusion Procedure**

This procedure shall govern the process of considering the extension of an emergency exclusion (exclusion) of a student for more than five school days. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be considered according to the procedures set forth below.

**Notification of Student's Parent(s) or Guardian(s).** The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

**Opportunity to Request a Hearing.** The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

**Failure to Request a Hearing.** If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

**Appointment and Qualifications of a Hearing Examiner.** If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

**Hearing Examiner's Notice to Parent(s) or Guardian(s).** The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

**Continued Exclusion.** If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

**Examination of Student's Records and Affidavits.** Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

**Attendance at Hearing.** The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

**Student's Witness(es).** The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

**Right to Know Issues and Nature of Testimony.** The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

**Presence of Student and Witnesses at the Hearing.** The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

**Sworn or Affirmed Testimony.** The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

**Hearing Examiner's Report and Recommendations.** The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

**Superintendent's Decision.** The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

## **STUDENT FEES**

The Board of Education acknowledges that the Public Elementary and Secondary Student Fee Authorization Act authorizes school districts to charge student fees for certain student activities and requires the district to adopt a policy addressing student fees. Further, the Board recognizes the fact that there are expenses relating to educational and extracurricular programs and activities that may require financial participation by students and their parents or guardians with guidance regarding the district's position on student fees, the Board of Education enacts the following Student Fee Policy. It is the intent of the Board to provide equal access for students to all programs while complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.

### **Definitions**

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program pursuant to Neb. Rev. Stat. 79-1106 to 79-1108.03, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

### Fees Authorized

Except as provided otherwise herein, the district may require and collect fees or other funds from or on behalf of students or require students to provide specialized equipment or specialized attire for any of the following purposes.

1. Participation in extracurricular activities;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs;
4. Transportation pursuant to Neb. Rev. Stat. 79-241, 79-605, and 79-611;
5. Copies of student files or records pursuant to Neb. Rev. Stat. 79-2, 104;
6. Reimbursement to the district for school property lost or damaged by the student;
7. Before-and-after school or kindergarten services offered pursuant to Neb. Rev. Stat. 79-1104.

### Public Hearing

On or before August 1, 2002, and annually each year thereafter, the school board shall hold a public hearing at a regular or special meeting of the Board on a proposed student fee policy, following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the School Board and shall be published in the student handbook. The Board shall provide a copy of the student handbook to every student at no cost to the student. The student fee policy shall include specific details regarding those items required by law. In the event that the District would like to consider offering a service or materials for a fee which is not offered at the time that this policy is adopted or if the district would like to consider charging a fee for services or materials currently provided at no charge to the students or their parents or if any other change is desired, a public hearing shall be held at a regular or special meeting of the Board on the proposed changes to the student fee policy before any charges to the policy are adopted. If changes are made to the policy after the public hearing, written notices shall be provided to the students and their parents as soon as practicable.

### Student Fee Fund

The district hereby established a student fee fund. The student fee fund shall be comprised of all money collected from students from: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school. No other money shall be deposited in the student fee fund, whether from other student fees or taxes, and the money shall be expended for the purposes for which it was collected from the students.

### Fee Waiver

Any fees to be charged or materials required to be provided for the following shall be waived for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs:

1. Participation in extracurricular activities;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Specialized equipment or specialized attire for participation in extracurricular activities;
4. "Course Project Materials" as provided;
5. Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities.

### Student Fee Policy Notice

Each family of the District may purchase an **activity pass** for individual students or for the family in grades 7-12 which is in lieu of admission to all home activities, with the exception of tournaments or those events sponsored by classes or other organizations. Waivers for the fees are available at the office for those families that participate in the Free or Reduced Lunch Program. Specific guidelines will include:

1. Uniforms will be provided for activities or courses by the school. The Board retains the right to discontinue a program upon notice. Shoes shall not be provided other than a very standard make, if requested. Underclothing, socks, and other gear of personal choice will not be provided. Students will provide standard clothing that a group may wear for a performance such as choir unless the parent would ask for a waiver. In some instances clothing may be provided, if available or donated.
2. Students will be requested to provide consumable items such as pencils, paper, colors, notebooks, etc. Specific items required for a class beyond those listed, such as aprons, gloves, eye protection, etc., will be provided by the District.
3. Material for class projects will be provided by the school. Materials for projects chosen by the student that are over and beyond the required projects will be the parents' financial responsibility, with parental permission

required before starting the project. Charges will not be waived for materials, property or other items lost, damaged, or unfinished, due to student negligence or attitudes that might cause interference with the District carrying out its educational function.

4. Students will not be required to provide any fees to participate in an educational activity either extracurricular or curricular, this would include class fees or organizational fees or fees for class sponsored field trips. Students would provide “spending money,” lunches, and proper attire to wear.
5. Students will provide all costs, including phone usage and transportation costs to arrange visits or conferences with postsecondary representatives. This would include fees for tests, unless a waiver is requested and fees for files and records.
6. Transportation costs will generally be provided for all activities sponsored by the school. Students choosing not to use school provided transportation will be responsible for all costs accrued and liability.
7. A catastrophic insurance policy for school-sponsored activity will be carried by the school.
8. Fees for those students requiring services for a portion of the summer or before or after school participation.
9. Students will be required to provide fees and insurance for special band instruments, if other than that available at the school and students claim ownership. Repair fees may be paid by the school if determined to be due to normal use and wear.
10. Accelerated Reading – Students will be charged a fee for late-returned or lost books, per schedule.
11. Library – Fines will be levied for books/items not returned on time, damaged, or lost. Misuse of computers will be cause for costs of damage.
12. Penalties – Students who do fail to pay obligated fees will be subject to administrative review. Penalties may include exclusions to many school-sponsored events and delay of report card.

\*A waiver application is available in the office for those determined to be eligible in lieu of fees or due to circumstances of a certain situation.

### **Fees charged by the Arcadia Public School District**

#### Guidelines for Clothing Required for Specific Courses and/or Activities

Students are responsible for complying with the Arcadia Public School grooming, attire, and dress code guidelines. They are also responsible for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, sponsor, or director will provide students with written guidelines that will detail any special clothing requirements for the courses or activities.

#### Safety Equipment and Attire

The School will provide students with all safety equipment and attire that is required by law. Arcadia Public School administration will assure that such equipment is available in appropriate classes and areas of the school buildings and teachers are directed to instruct students in the usage of such equipment, and students are required to use such equipment. The students are responsible for using such equipment as instructed.

#### Personal or Consumable Items

Students are encouraged to furnish their own consumable items for participation in courses and activities including, but not limited to, pencils and/or pens, paper, erasers, and notebooks. The Arcadia Public School District will provide students with facilities, equipment, instructional materials and supplies, including books. The students are responsible for the careful and appropriate use of such property. Students will be charged for damage or excessive wear to school property or property items. The students will be held responsible for the reasonable replacement cost of any school property or item that was lost by the student.

#### Materials Required for Course Projects

Students in some courses may produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay the reasonable cost of any material required for the course project.



### Post-Secondary Education Costs

Some students may enroll on post-secondary courses while still enrolled in Arcadia Public School. Students must pay all costs associated with such post-secondary courses.

### Charges for Food Consumed by Students

The Arcadia Public School will charge for items that students purchase from the breakfast and/or lunch program offerings. The fees charged for those items will be set according to applicable federal and state statutes. The Arcadia Public School will charge students for the cost of food, beverages, and like items that students purchase from vending machines, concessions, fund raisers, or similar sources.

### Waiver Policy

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) materials for course projects, and (2) the use of a musical instrument in optional music courses that are not extracurricular activities. The Arcadia Public School is not obligated to provide any particular type or quality of equipment or other materials to eligible students. Actual participation in the free or reduced price lunch program is not required to qualify for the waivers provided in this section. Applications for the allowable fee waivers must be received in the Superintendent's Office prior to each activity or project in question to qualify for a fee waiver.

### Annual Hearing

The Arcadia Public School Board of Education shall hold a public hearing at a regular or special meeting of the board on the student fee policy following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year.

## **STUDENT ILLNESS**

School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, communicable disease, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Students should be temperature and symptom free without the use of medicine for 24-hours before returning to school. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform the school office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

## **STUDENT SUPPLIES**

Parents and students are reminded that they are responsible for certain necessary and reasonable supplies for use in the classroom. Pens, pencils, erasers, crayons, and specific teacher-requested items should be sent with the student. The school supplies many of the materials used by elementary students (e.g., penmanship paper, art supplies). Supplies requested by the teacher are usually items readily available at home or may be inexpensively purchased. Students should not get into the habit of "borrowing" items from classmates or teachers. IT IS NOT YOUR CLASSMATE'S OR TEACHER'S OBLIGATION TO SUPPLY THINGS FOR YOU.

## **STUDENTS DRIVING TO SCHOOL**

All students driving to school may not move their car during school hours, except by permission from the administration. Students whose parents have contacted the office either by phone or a note will be given permission to move their cars. Violations of this policy will result with the student making up one hour after **school the day of the violation**. Punishment for each subsequent offense will be double the previous amount of time.

By driving personal vehicles to school, students consent to having that vehicle searched by school officials if they have reasonable suspicion that such a search will reveal a violation of school rules.

## **TARDINESS**

Punctuality is an important quality for a student to possess if they wish to succeed in life. In the event that a student should come in late for class without a written excuse signed by a teacher, he/she will be counted tardy.

Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. After a third tardy and all subsequent tardies in the same class, a 30-minute after school detention will be issued (3:30-4:00pm) on the day it is issued or the following day.

## **TITLE IX**

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

### **1. Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

### **2. Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
  - 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - 2.6.4.2.1. The length of the relationship.
    - 2.6.4.2.2. The type of relationship.
    - 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.
- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- 2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - 2.6.6.1. fear for his or her safety or the safety of others; or
  - 2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### 3. **Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

#### 4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies

with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- 5.2. **Notice of Allegations.**
  - 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
    - 5.2.1.1. A copy of this policy.
    - 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
  - 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

**5.3. Dismissal of Formal Complaint.**

- 5.3.1. The district will investigate the allegations in a formal complaint.
- 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:
  - 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
  - 5.3.2.2. Did not occur in the district's education program or activity; or
  - 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
  - 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
  - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
  - 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

**5.4. Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

**5.5. Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;



- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

#### 5.7. **Determination Regarding Responsibility**

- 5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
  - 5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
  - 5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

- 5.7.2.3. Findings of fact supporting the determination;
  - 5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;
  - 5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
  - 5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
- 5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- 5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.
- 5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.
- 5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.
  - 5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:
    - 5.8.2.1. Procedural irregularity that affected the outcome of the matter;
    - 5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
    - 5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
  - 5.8.3. As to all appeals, the district will:
    - 5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
    - 5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

- 5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
- 5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

- 5.9.1. Provides to the parties a written notice disclosing:
  - 5.9.1.1. The allegations;
  - 5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
  - 5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
  - 5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
- 5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping.**

- 5.10.1. The district will maintain for a period of seven years records of:
  - 5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
  - 5.10.1.2. Any appeal and the result therefrom;
  - 5.10.1.3. Any informal resolution and the result therefrom; and
  - 5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

- 10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
- 10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

**Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

## **TOBACCO FREE ENVIRONMENT**

Arcadia Public School declares all of our school's building to be tobacco-free, including e-cigarettes, vape, and other tobacco substitutes. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children.

## **TRANSCRIPTS**

Students' transcripts will be generated at the end of each semester after all grades have been recorded. Students with incomplete grades will have two (2) weeks to make up their work. Official transcripts may not be issued when incomplete grades exist or until four (4) weeks after the end of the semester. Semester grades earned from core and vocational classes for grades 9-12 will be averaged to determine a student's cumulative GPA. Dual credit courses do not count toward a student's GPA. The class ranking will be determined by listing the student's

cumulative GPA in descending order. The class size will be the number of students in the class at the time of the ranking.

Students who move into the district will not be counted in the class size for the purposes of ranking until they have completed two semesters at Arcadia. If a new student needs their class ranking for scholarship and/or college entrance applications and they have not received two semesters of grades from Arcadia, their GPA and class ranking from their previous school will be used. Students who transfer to Arcadia from a school which uses alphabetical or a four point grading system will have their grades converted to percentage grades to determine their GPA and class ranking. The following conversion table will be used:

99-100	A+	4.00
97-98	A+	3.90
95-96	A	3.80
93-94	A-	3.67
91-92	B+	3.50
88-90	B	3.00
86-87	B-	2.70
84-85	C+	2.50
80-83	C	2.00
78-79	C-	1.70
76-77	D+	1.50
72-75	D	1.00
70-71	D-	.70
69 and below	F	0.00

If a student receives a grade below 70 or its equivalent in any class, it will be included in that student's GPA until the student retakes the class. When the class is retaken the failing grade will be replaced with the new grade and a new GPA will be established. The official student transcript will indicate that the student has retaken the course by means of a notation and a single line drawn through the deleted course on the transcript. However, class ranking will only take place at the end of each semester.

An official transcript will be one that has the signature of the guidance counselor, Principal, or Superintendent, which is dated and imprinted with the school seal. It will be mailed directly to the colleges, scholarship agencies, or given to the student in a sealed envelope. Students may request copies of their transcript, but most educational institutions will not recognize them as an "official transcript" unless it is mailed from the school.

There may be occasions when it will be necessary for the guidance counselor, in conjunction with the administration, to make exceptions to this policy. Sickness, home schooled students, extended absences, special education students, and unforeseen circumstances are some examples.

### **USE OF THE SHOP**

Under no circumstances is a student to be in the shop without a staff member present. Any violation of this rule will result in the loss of shop privileges and the removal from all shop classes.

### **VALIDICTORIAN & SALUTATORIAN**

The student in the graduating class who has the highest cumulative GPA will be named Valedictorian, while the student with the second highest GPA will be named the Salutatorian.

### **VIDEO SURVEILLANCE AND PHOTOGRAPHS**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students, and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the administration. If a video surveillance recording captures a student or other building user violating school policies or rules, or local, state, or federal laws, it may be

used in appropriate disciplinary proceedings against the student or other building user, and may also be provided to law enforcement agencies.

Unless otherwise authorized by Board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the District's appropriate use and student discipline policies. For example, students are prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable Board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or visual recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

**WHEN YOU HAVE QUESTIONS**

All Arcadia Public School personnel are interested in having good public relations with residents of our school district. We are willing to visit with people whenever they contact us with questions because we want everyone to have correct information. The only exception to patrons receiving complete answers would be when there are confidentiality concerns or comments might be injurious to someone's reputation, in which case we would have to decline to comment on that situation.

When you have questions, comments, concerns, or complaints, please contact the people at school who are responsible for those areas. By doing this as events occur, the question will be answered without becoming a larger problem than is more difficult to solve. You will be treated in a courteous manner whenever you make an inquiry. The reception will be pleasant and the discussion will be conducted in a professional way, even if there is disagreement.

**Questions**

**People to Contact**

- |                             |  |
|-----------------------------|--|
| 1. Your child's school work | Teacher and then the Counselor                         |
| 2. Discipline               | Teacher and then the Principal                         |
| 3. Bus routes/bus times     | Transportation Director(s) and then the Superintendent |
| 4. Class schedules          | Counselor and then the Principal                       |
| 5. Athletics                | Coach and then the Activities Director                 |
| 6. Health problems          | School Nurse and then the Counselor                    |
| 7. School regulations       | Principal and then the Superintendent                  |
| 8. School Board policies    | Superintendent   |
| 9. Student absences         | Attendance secretary and then the Principal            |
| 10. Lunch account/bills     | Lunch account secretary                                |
| 11. Other bills             | Superintendent   |

# ACTIVITIES GUIDELINES

## ACTIVITIES PROGRAM PHILOSOPHY

An outstanding activities tradition, such as the one at Arcadia, is not built overnight. It takes hard work and dedication of many individuals over many years. The tradition will continue with the setting of goals and the development of skills that are required to be a competitive participant. The tradition at Arcadia has been to field successful activities so that distinction comes to the community, school, and participants. Such a tradition is worthy of the best efforts of all concerned: spectators, coaches/sponsors, athletes/participants, and student body. Each contest/performance at every level of competition will always be played to do the best that can possibly be done. By doing so, leadership, confidence and a good self-concept will be the result. The participant will be a winner and respect will always be maintained for the school, opponents, fellow participants, and foremost, the students themselves.

## THE ACTIVITIES PARTICIPANT

The Arcadia Public School activities program is designed to provide wholesome opportunities for those students who desire to participate in activities, whether that athletic or non-athletic. Nine (9) sports are available to high school students. Various non-athletic activities are also available to the high school students. Boys and girls are welcome to try out for any of the interscholastic activities available to them provided they meet the requirements established by the Nebraska State Activities Association (NSAA). They must also agree to follow the school's rules and guidelines. These rules and guidelines were developed through the cooperative efforts of the coaching staff, activity sponsors, administration, and Board of Education. It is the desire of the Arcadia activities program to instill the image of a respected citizen in each participant. As a member of an Arcadia activities program, the student has certain responsibilities to uphold. These are:

1. Consider all athletic opponents as guests of our school and treat them with all the courtesy due friends and guests.
2. Accept the decision of the officials without question.
3. Refrain from using abusive language or make irritating remarks.
4. Applaud good sportsmanship from opponents and teammates.
5. Strive for victory through fair play according to the rules of the game.
6. Love the game for its own sake, not for what winning might bring.
7. Do everything possible to encourage enthusiasm for the game and courtesy and respect for the players, coaches, and fans.
8. Win without boasting. Lose without excuses.
9. Do all that can be done to make the entire activities program something the school and community will always be proud of.

The Arcadia activities participants are special. By choosing to represent their school and community they accept more responsibilities than the non-participant. Students in activities are individuals who accept these responsibilities to broaden, develop, and strengthen character.

Students who participate in activities owe it to themselves to get the greatest possible good from their school experiences, studies, and participation in as many activities as possible. Each has the responsibility to always work up to one's ability, to do one's best, and follow the rules. The activities participant representing the school and community automatically assumes a leadership role. The student body and citizens of the community recognize the student in activities because that person is in the spotlight every time an activity is performed.

The student body, community, and other communities judge our school by the conduct and attitude of our activities participants on and off the field, court, track, or in the band. The student should strive to make the school and the community proud of performances and devotion to high ideals. The younger students are watching and will imitate what they see. Arcadia activities participants should not let them down, but rather give them high ideals to follow.



## **ACTIVITIES PARTICIPATION GUIDELINES**

By choosing to be a part of the activities program and Arcadia High School, a student agrees to abide by the training rules established by the coaches/sponsors and administration and supported by the Arcadia Public School Board of Education. The coaches/sponsors and administration in conjunction with the Board of Education are in unanimous agreement that the use of tobacco, alcohol, controlled substances, and unlawful acts are not only detrimental to the student, but also to the team they represent. These eligibility guidelines apply for the following junior high (where offered) and high school activities: football, volleyball, boys' and girls' cross country, boys' and girls' basketball, wrestling, boys and girls track, boys' and girls' golf, cheerleading, student council, National Honor Society, FFA, quiz bowl, play production, speech, band (except for holiday and spring concerts), chorus (except for holiday and spring concerts), and homecoming royalty candidates and/or attendants.

The following guidelines are in effect from the NSAA first allowable practice date in the fall to the last scheduled NSAA activity in the spring. These rules apply to all participants, grades 7-12. A participant is anyone who has participated in a sport or activity, is currently participating in a sport or activity, or one who plans to participate in a sport or activity in the future. Each student is expected to abide by the following expectations for all years at Arcadia Public School. **In the event an investigation is warranted, and the athlete in question does not confess to the infraction and is convicted in a court of law, they will automatically be subject to the penalties as a second offense from the time of the conviction.** A participant is required to serve out his/her penalty before he/she will be allowed to participate in any further activity performances at Arcadia Public School. Suspensions can, and will be, carried over from season to season, and/or into the next school year.

### **ALCOHOL, CONTROLLED SUBSTANCE, TOBACCO, E-CIGARETTE, VAPING, AND UNLAWFUL ACTS VIOLATIONS:**

Unlawful acts are those in which a student is, at minimum, cited by law enforcement officials, for other reason than driving infractions, such as speeding, parking, etc.

The following drug, alcohol, tobacco, and criminal conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the incident occurs on school grounds the student may be punished more by the Student Code of Conduct. These rules will be in effect from the first date of fall sports practice or the first day of school, whichever occurs first to the last day of the state golf meet or the last day of school, whichever occurs last.

The penalties for the drug, alcohol, and criminal conduct rules are as follows:

1. First time-student shall be declared ineligible for thirty (30) school days, with commencement of the ineligibility to be determined at the discretion of school administration.
2. Second time-the student shall be declared ineligible for the remainder of the school year.

#### *Any student:*

1. Witnessed by an administrator, coach, law officer, or teacher consuming, in possession of, or under the influence of alcohol, tobacco in any form, or illicit drugs
2. Admitting to any administrator, coach, law officer, or teacher consuming, in possession of, or under the influence of alcohol, tobacco in any form, or illicit drugs.
3. Convicted of any criminal charge involving the consumption or possession of alcohol, tobacco in any form, or illicit drugs, or any offense which is a felony.
4. Placed in a pretrial diversion program for consuming, in possession of, or under the influence of alcohol, tobacco in any form, or illicit drugs.
5. Stealing or vandalizing school property.

If it becomes necessary to enforce the suspension rule, the participant and/or parents may appeal the decision to the Superintendent and then the Board of Education.

## **ATHLETIC PRE-PRACTICE REQUIREMENTS**

All athletes must meet the following requirements before they can begin practice:

1. Return a physical card signed by a physician and parent.

2. Return the sheet signed by the athlete and parents covering the following:
  - a. Parent's agreement to the athletic guidelines.
  - b. Parent's consent to travel and procurement of medical attention if necessary.
  - c. Parent's understanding of responsibility for insurance coverage.
  - d. Parent's understanding of the possibility of athletic injury.
  - e. Athlete's agreement to the athletic guidelines.

## **ATTENDANCE TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES**

Students must be in school by 11:30 a.m. the day of an activity, practice, or performance in which they are involved or participation in the activity will not be permitted unless the student received prior administrative approval to participate otherwise.

## **CODE OF CONDUCT**

Activities are very demanding on the individual both mentally and physically; therefore, a participant is expected to meet certain requirements. The guidelines listed are minimum guidelines. The coach/sponsor of an activity has the right to establish and enforce stricter guidelines. However, not all situations can be covered in an activity rules handout, so situations not covered in the rules handout will be handled on a case by case basis by the coach/sponsor and/or the administration.

1. Appearance: Participants will always be neat, clean, and well-groomed while participating. All participants will always take pride in their dress and appearance. No outlandish dress or attire will be permitted.
2. Attendance of practice and contests: Participants are expected to be at all practices scheduled by the coach/sponsor. Should a participant be unable to attend a practice, the student must contact the coach/sponsor in advance. (Exception: if a participant is absent from school.)
3. The use of profanity and/or verbally abusive language by our students and coaches/sponsors will not be tolerated. The coaches/sponsors will make every effort to see that the student's language is appropriate and will set a good example by not using inappropriate language themselves.

## **DRESSING ROOM POLICIES**

All athletes will be under the supervision of the coach in charge while dressing. An athlete must not linger in the dressing room, be rowdy, or endanger the safety of others. The coach in charge will deal with all cases of misconduct.

## **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

The following eligibility requirements have been established by Arcadia High School for participation in extra-curricular and athletic competition. Students must be aware of the following requirements:

1. Ineligibility means not passing any class with at least a 70% average;
2. Weekly eligibility is determined each Friday in each class with ineligibility being Monday through Saturday the following week;
3. The administration will provide each teacher, coach and sponsor with a list of those ineligible on Friday;
4. The teacher must notify each student in his or her classes of the ineligibility;
5. The administration will send a letter to the parents of each ineligible student notifying them of the students' status for each particular week;
6. It is left to the discretion of each coach or sponsor whether or not the student will be allowed to participate in practices for each specific extra-curricular or athletic activity.

A 9<sup>th</sup> Period will be required for students if their grade in ANY class slips below passing. The 9<sup>th</sup> Period will be held Monday through Thursday until 4:00 p.m. Teachers will be available for instruction. Students who are failing are required to attend the 9<sup>th</sup> Period to help them improve their class standing. There will be no repercussions from

coaches/sponsors to students who attend 9<sup>th</sup> Period. No student managers will be allowed to travel to and/or attend games if their departure for or attendance at the game is during the school day.

These eligibility guidelines apply for the following junior high (where offered) and high school activities: football, volleyball, boys and girls cross country, boys and girls basketball, wrestling, boys and girls track, boys and girls golf, cheerleading, student council, National Honor Society, FFA, quiz bowl, speech, band (except for holiday and spring concerts), and chorus (except for holiday and spring concerts).

## **EQUIPMENT**

The athletic department tries to furnish the athlete with the necessary and feasible equipment. We are confident that we have good equipment and our athletes are well protected.

All equipment will be checked out to individuals at the beginning of the season. The athlete will be responsible for any equipment checked out to that athlete and should be prepared to pay the cost of replacement should it not be checked in at the end of the season in reasonable condition. The cost of items purchased for replacement may be double the original cost.

It is the responsibility of the athlete to check in the equipment at the end of the season or immediately after the student quits the sport. If an athlete fails to check in his equipment at the designated time the student will be required to pay the cost of the replacement. All collections for lost or damaged equipment will be handled in the office.

At no time should an athlete wear equipment checked out to that athlete except for practices and contests. Any athlete found wearing school equipment outside of practice or in possession of school athletic equipment can expect to be treated as possessing property not belonging to that athlete.

An athlete may not check out equipment from one sport until all equipment and bills from the preceding sport have been cleared with the coach involved.

## **INJURY/ILLNESS**

The Arcadia Rescue Unit transports individuals to the nearest hospital and may charge for this service. This may also be the case in other communities. Our purpose in providing this information is to inform you of the possibility of charges if your child has to be transported to a hospital at an out-of-town athletic event

If an athlete is injured or has an illness requiring a physician's attention and is being withheld from practice or competition because of this situation, that athlete will not be allowed to return to practice or competition without a doctor's approval. It is the coach's responsibility to see that the doctor's note is on file before the athlete is permitted to return to active participation.

## **LAUNDRY INSTRUCTIONS FOR CLOTHING SOILED WITH BODY FLUIDS**

The following guidelines provide simple and effective precautions against transmission of any infectious disease. These are especially helpful when laundering sports uniforms where the incidence of bleeding cuts and scrapes are higher.

The most important factor in laundering clothing contaminated in the school/agency setting is the elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 1/2 cup household bleach (e.g., Clorox) to the wash cycle. If material is not colorfast, add 1/2 cup non-chlorine bleach (e.g., Clorox II, Borateem) to the wash cycle.

## **LETTERING REQUIREMENTS**

Lettering requirements will be distributed by the respective coaches at the beginning of their seasons. The coaches will make the final determination for those participants in their activity that will receive a letter.

## **PRACTICES**

When school is closed all or part of the day because of bad winter weather, there will be no practice that day and no part of the building will be open to students.

The individual coaches/sponsors will designate all starting times for practice. All participants are expected to be at practice at the time set by the coach/sponsor. Under normal circumstances all participants are required to report to practice on time and prepared to work hard. For athletic practices, an athlete who lingers in the locker room is holding back the entire team. In order that athletes and parents may plan and for the welfare of the athletes, practices will be concluded by 6:00 p.m. (5:15 p.m. on Wednesday's) and athletes will be out of the building by 6:15 p.m. (5:30 p.m. on Wednesday's). On days that a home activity has been scheduled which will require the use of the gym or locker rooms, all practices will be dismissed so that the athletes will be out of the locker rooms at an appropriate time for the use of the facilities.

## **SCHEDULING CONFLICTS**

When a student is a member of two organizations and activities are scheduled on the same day, a real problem presents itself. Although every effort is made to avoid this situation, nevertheless, unforeseen circumstances may cause activities to be scheduled at the same time. Priority in competition should be given to participation in state level activities, then conference level activities, then regular activities. Likewise, activities that have been scheduled in advance and are included on the activity calendar take precedence over activities that are added to the program at a later date.

## **SCHOOL TRANSPORTATION FOR ACTIVITIES**

The school will provide transportation for all student activities. Students who miss the school provided transportation to a school sponsored activity will not be allowed to participate in that activity. Students may not drive themselves to any activity without prior permission 24-hours in advance from the administration.

Students must travel to and from school-sponsored activities on school-provided transportation and under school sponsorship. Individuals who wish to return with their parents must make arrangements with the coach/sponsor. Written or oral permission should be obtained from the parents and given to the coach/sponsor. Students who wish to be released to someone other than their parents must be cleared by the administration with advance notice from the parent, which includes a notarized request twenty-four (24) hours prior to the departure to the activity.

## **SUSPENSION FROM SCHOOL**

Student's suspended out-of-school are also excluded from all extra-curricular activities (including practice) during the suspension period. Students who have been out-of-school suspended may not attend or participate in any extracurricular activities. Athletes who miss practice because of an out-of-school suspension will be UNEXCUSED for any practices missed. Students who have been in-school suspended may participate in practice, but are also suspended from participating and attending activities for the length of the suspension.

## **WEDNESDAY NIGHT/SUNDAY ACTIVITIES**

In keeping with good community relations, student school activities will not be scheduled on Sundays or on Wednesday nights beyond 6:00 p.m. without administrative approval.

Sunday practices are allowed, with prior administrative approval, if the team is involved in a conference or sub-district tournament on the next day, a Monday.