

# **Arcadia High School Student Handbook**



**2017-2018 School Year  
Inspire; Empower!**

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# *Welcome to Your Other Home: A Letter from the Principal*

Dear Student, Parent(s) and Guardian(s):

Welcome to Arcadia High School; welcome to the family; we are glad you are here.

There are seven guiding principles that summarize the contents of this handbook and govern our high school learning community. The first four are taken directly from a book called *Fish*: they are the four “dos.” The final three are from the writing of Patrick Lencioni: they are the three “don’ts.” The synthesis of these two texts will, beyond measure, successfully guide you through your four years of high school and advance you into your brightest self and brightest future.

1. **Do Choose Your Attitude:** Put on an attitude that helps you be the person you want to be? Several times a day, ask yourself, “Is my attitude helping me be my better self?”
2. **Do Be Here:** Become fully engaged in every class and activity. Take a deep breath and be present in your learning. (Cell phones can quickly take us out of the gift of the moment.)
3. **Do Play:** This is not a specific game or activity; it is a growth mindset that sees all as an opportunity for creative challenges and new learning. (See page 5 for “Growth Mindset” Information.)
4. **Do Make Their Day:** Find ways to serve and bring joy to others in a respectful and meaningful way—find someone who needs a helping hand, a word of support, or a listening ear. Say “Thank You” to a cook, a teacher, a peer, anyone.
5. **Don’t Be Anonymous:** People cannot be fulfilled in their lives and school work if they are not known. Discover and share your unique qualities with the AHS community.
6. **Don’t Claim School is Irrelevant:** What you do and learn here matters—we promise. Reading, writing, arithmetic, club, and athletic activities matter and immediately open more meaningful doors.
7. **Don’t Ignore Your Progress:** Success and happiness are directly related to an individual’s ability to measure and improve his or her progress. Check your grades on Infinite Campus often. Set weekly percentage goals for each class. Count the number of times you are in your desk before the bell rings. Map your progress. Watch the improvement. Experience the happiness.

Clearly and simply stated, the staff and I invite you to make the Arcadia High School community more dynamic and positive because of you. The more you follow these seven guiding principles, the more meaning, success, and transformation you will experience. Make these seven principles a significant part of your life, and watch out world, here you come!

On a personal note, know that I am here for you. My door is open for your individual needs or creative suggestions on how to improve our learning community.

Gratitude,



Alan Herman,  
High School Principal

# *Introductory Need-to-Knows:*

## **School Nondiscrimination Policy**

The Arcadia School District is committed to equal opportunity for all students in the district.

It is the policy of the Arcadia School District, pursuant to S.118.13, WI. statute, and PI 9, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the Arcadia School District does not discriminate pursuant to federal and state law. The District Administrator shall ensure that an employee is designated annually to receive complaints filed under S.118.13, WI. statutes, PI 9, WI. Admin. Code, Title IX, and Section 504. The employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with S.118.13, WI. statutes are completed every five years under PI 9, WI. Admin. Code and submit form PI-1197 to the DPI annually.

## **Arcadia School Song:**

Arcadia High!  
Arcadia High!  
That's the school we're standing by,  
and we'll boost you, we'll boost you along.  
In the field, in the gym,  
we will work for a Win-Win,  
and we'll boost you, we'll boost you along.  
For it's high, high, high  
Arcadia High for me  
Shout out your colors loud and strong - RED, BLACK  
for wherever you go, you will always know  
that Arcadia is winning the game; keep them winning  
that Arcadia is winning the game.  
U-RAH-RAH ARCADIA HIGH SCHOOL  
U-RAH-RAH ARCADIA HIGH SCHOOL  
U-RAH-RAH ARCADIA HIGH SCHOOL  
YEAH!

**The Power of Attitude (A Message for the Bathroom Mirror):**



The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than success, than what other people think or say or do. It is more important than appearance, giftedness, or skill. It will make or break a company, a church, a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past, we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and this is our attitudes. I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you. We are in charge of our **ATTITUDE**.

--Charles Swindoll

**Growth and Fixed Mindset: Practice Growth.** (*Growth Mindset is referenced in Guiding Principal #3*):



## **AHS Faculty** (Say, “Thank you,” to these folks often):

<b>Teacher</b>	<b>Area</b>
<b>Paul Anderson</b>	<b>Science</b>
<b>Samantha Ballentine</b>	<b>Math</b>
<b>Ellen Bartow</b>	<b>Food Service Director</b>
<b>Peg Baumgartner</b>	<b>Business Education</b>
<b>Tim Braunschweig</b>	<b>Health/Phys Ed</b>
<b>Nancy Boehm</b>	<b>Exceptional Education Needs</b>
<b>Tom Cowley</b>	<b>Math</b>
<b>Olga Dedkova-Hasan</b>	<b>English Language Learning</b>
<b>Louie Ferguson</b>	<b>Superintendent</b>
<b>Dennis Hakes</b>	<b>Alternative Ed</b>
<b>Alan Herman</b>	<b>Principal</b>
<b>Troy Jarosinski</b>	<b>Language Arts</b>
<b>Joanne Klein</b>	<b>Language Arts</b>
<b>Hanna Koss</b>	<b>Social Studies</b>
<b>Billie Klimek</b>	<b>Food Services</b>
<b>Daryl Kramer</b>	<b>Science</b>
<b>Carmen Lee</b>	<b>Director of Curriculum</b>
<b>Cathy Leeson</b>	<b>Speech/Language</b>
<b>Marie Lettner</b>	<b>Science/Math</b>
<b>Kristin Matchey</b>	<b>Business Education</b>
<b>Carl McKeeth</b>	<b>Art Education</b>
<b>Rick Nelson</b>	<b>Maintenance Director</b>
<b>Tom Nelson</b>	<b>Technology Director</b>
<b>Alyssa McCarthy</b>	<b>Foreign Language-</b>
<b>Kelly Moon</b>	<b>English Language Learning</b>
<b>Kim Patzner</b>	<b>Exceptional Ed. Support</b>
<b>Melissa Pehler</b>	<b>Resource Room Coordinator</b>
<b>Trisha Pehler</b>	<b>Peer Tutoring Coordinator</b>
<b>John Peterson</b>	<b>Tech Education</b>
<b>Jennifer Pinnow</b>	<b>School Counseling</b>
<b>Ron Poppie</b>	<b>Social Studies</b>
<b>Keith Pupp</b>	<b>Social Studies</b>
<b>Katie Schaefer</b>	<b>Exceptional Education Needs</b>
<b>Steve Schank</b>	<b>Agriscience</b>
<b>Jackie Schira</b>	<b>Special Ed/Pupil Service Director</b>
<b>Lisa S. Schock</b>	<b>Drama/Technology Support</b>
<b>Bruce Schweisthal</b>	<b>Athletic Director</b>
<b>Pam Siewert</b>	<b>Music Education</b>
<b>Kara Sommerfeldt</b>	<b>Language Arts</b>
<b>Lynn Sonntag</b>	<b>Physical Ed</b>
<b>Ed Sonsalla</b>	<b>Math</b>
<b>Dawson Strutt</b>	<b>Music Education</b>
<b>Kama Teske</b>	<b>Family and Consumer Science</b>
<b>Terri Vettrus</b>	<b>Exceptional Education Needs</b>
<b>Danielle Wais</b>	<b>Social Studies</b>
<b>Carol Weltzien</b>	<b>Math</b>
<b>Kevin Whalen</b>	<b>Agriscience</b>

# Personal Responsibility

General: Use the following matrix to guide all behaviors:

School-Wide Behavior Matrix					
Expectations	All Areas	Hallways	Classroom	Commons	Auditorium
<b>Be Safe</b>	Get help when needed from a staff member Maintain the school drug/tobacco policy	Lock your lockers Walk Keep belongings in locker	Water only in spill-proof container Keep backpacks in lockers	Positively interact & cooperate with others Stay in Commons area until bell rings	Walk in aisles Leave back rows open
<b>Be Responsible</b>	Use electronic devices appropriately	Gather necessary materials for class Use time wisely – allow time for travel, restroom, locker stop	Bring necessary classroom materials Be on time Silence and put electronic devices away Follow directions	Know your lunch# Pick up after yourself	Have a positive attitude Sit in assigned area
<b>Be Respectful</b>	Use appropriate language Keep hands, feet & other objects to yourself Follow the acceptable dress policy		Listen when others talk Use appropriate language Be positive with others	Go to end of lunch line Make phone calls in designated areas	Keep feet on the floor Listen to those presenting Silence and put electronic devices away

## Academic Honesty

Arcadia High School students are expected to attend school ready to learn. It is also expected that student behavior will reflect the ability to discern right from wrong. The well being of the school community depends on each student accepting responsibility for personal conduct in both social and academic endeavors.

Academic honesty requires that students take responsibility for producing work that is reflective of the student's best effort. Academic dishonesty is evidenced by cheating or plagiarism and involves any attempt by a student to show possession of knowledge and skills he/she does not possess. For purposes of this policy the following definitions are in effect:

### **Cheating is:**

- Using dishonest, deceptive, or fraudulent means to obtain credit for academic work
- Using notes, aides, or the help of another student on tests in ways other than those expressly permitted by the teacher
- Looking at another student's tests or answers
- Talking to another student during a test or quiz
- Copying or allowing another student to copy from one's own test and other course work
- Tampering with an instructor's record of student grades/scores



- Unauthorized accessing, deleting, modifying, transferring or using any analog, or digital files/software/programs locally or by remote access.

#### **Plagiarism is:**

- Taking the specific substance of another person's work and creating or offering it as one's own work without giving credit to that source
- Not using quotation marks, indentation, and/or footnotes to denote material that has been directly quoted from another source
- Paraphrasing an author without giving credit

#### **Consequences**

A teacher may choose to handle the academic dishonesty infraction or refer it in written form to the building principal. If referred, the consequences can be anything from a failing grade for the assignment and a conference with the parents to an "F" for the grading period and removal from class.

## **Attendance**

#### **Policy**

Students are required to attend each scheduled class period. A school board may not grant a high school diploma to any pupil unless, during the high school grades, the pupil has been enrolled in a class or has participated in an activity approved by the school board during each class period of each school day.

Students need to be in attendance in all classes every day unless they have an excusable reason. Regular attendance is vital in maintaining a good scholastic record as statistics have proven that there is a high correlation between attendance and grades.

School attendance is a responsibility that is shared by student, parent, and school. All absences must have parental support to be counted as excused absences. Any student who is failing a class and who has accumulated more than ten absences in a daily semester class, excluding medical (doctor's excuse), or school-sponsored, may be removed from the class and placed in a study hall. The student record will indicate that he/she has failed the class. Appeal process: Within two (2) school days of removal, appeal may be made to the principal. The appeal panel shall be three (3) people - administrator, teacher, and counselor. (See Policy 118.15 Compulsory School Attendance and 118.16 Truancy and Habitual Truancy Penalty)

#### **School Attendance Procedures**

Regular and punctual attendance is essential to school success. **Frequent absenteeism is one of the main causes of discouragement and failure in high school.** Work once missed can never be made up in a completely satisfactory manner. Regular school attendance is an important part of the high school record you are establishing. Although the school desires every student to be regular in her/his attendance, it recognizes that a situation may arise which makes absence from school unavoidable. Parents are encouraged to consider your child's academic status prior to scheduling personal appointments and activities.

To notify the school of absence: (Policy 5230)

- Parent or guardians please call the school before 9:00 a.m. on the attendance voice mail or a secretary will answer. **Our voice mail is on 24 hours a day, every day.** The phone number is 323-3315.
- The parent or guardian should provide the school administration with a signed note the following day, explaining the reason for the absence if they did not call previously. This note should be in the Principal's office prior to the return of the student to her/his classes. **All students must report to the high school office prior to going to their next class if they were absent for any part of a day.**

- It is to be understood that if a student is absent from school, he/she shall not attend or participate in after school activities.

**The following are unexcused absences:**

1. Failure to be in an assigned class or study hall without administration/teacher permission. Missing more than fifteen minutes of class will be considered an absence. Students are to report to school by 8:00. If a student arrives after 8:15 without an acceptable excuse, it will be considered an unexcused class period.
2. Leaving the school building during the school day - students are not permitted to leave the school grounds at any time without a permit from the school office. If you must leave the building because of illness or any other emergency, you must sign out at the office. Failure to follow the proper procedure will be considered an unexcused absence
3. Oversleeping is listed as “Non-Excused” on a student’s record.

**Consequences for unexcused class periods and unexcused tardies:**

- 45 minutes of detention are assigned for each unexcused class period
- 15 minutes of detention are assigned for each unexcused tardy

**The following are excused absences:**

1. Pupil illness
2. Death in the family
3. Court appearances
4. Family emergencies
5. Designated religious holidays
6. Medical/dental appointments - the physical health of students is important to school attendance. Medical excuses issued by a doctor are honored without exception. The student and parent are responsible for renewing any temporary or long-term excuse issued by a doctor.
7. Prearranged absences

You are expected to pre-arrange any absence that you know about in advance (i.e., medical, dental, driver education, field trips, athletic events, etc.) and make up any required work. Students who know in advance that they will be absent from school for part of a day or days should stop in the office, or have a parent call the office secretary to notify the school. Examples of days to notify the office prior to the occurrence:

1. A college campus visit for a senior (one day is allowed per year, prior to May 1)
2. Job interview
3. State Meet attendance - participants and non-participants
4. Weddings, graduations, confirmations, and trips with parents
5. Court ordered and pre-arranged social service appointments

**General Attendance Information:**

It will be at the discretion of the school administration to weigh other reasons for absence in accordance with Wisconsin State Law on School Attendance as to whether the absence is excusable or unexcusable. Parents/Teachers will be notified of unexcusable absenteeism.

A letter will be sent to parents/guardians of any student who has 10 or more absences to develop strategies to improve student attendance. See Truancy.

Individual groups and organizations will establish criteria for students to be excused for school-sponsored activities. (Students should use discretion on missing school for these activities).

If a student becomes ill in school, she/he should report to the office; the administrator or the designee will decide what should be done. Students must not leave the building because of illness without authorization.

**Assignments and Homework for Excused Absence**

1. All missed assignments/tests may be made up and graded as per usual.
2. A student will be given two days for each day absent to complete missed work.
3. A failure will be recorded for any work that surpasses the time limitations.
4. A letter will be sent to the student guardian after 10 absences in a semester.

**Assignments and Homework for Unexcused Absence**

1. All missed tests may be made up.
2. Fifteen minutes or more absence from class that is unexcused will result in a 45-minute detention being assigned.

**Truancy**

After 10 days of unexcused absences per semester, the office will:

1. Check attendance daily and determine which are unexcused.
2. Notify parents/guardians by phone, personal contact, or by mail.
3. Meet with the parents/guardians.
4. Provide educational counseling.
5. Provide evaluation for learning problems.
6. Provide evaluation for social problems.
7. File a Trempealeau County/Buffalo County Truancy Referral report.

	<u>1st Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
Tardy	Teacher warning	Office detention	Office detention
Truant	Office detention for each period missed.	Office detention for each period missed.	ISS

**Backpacks**

Backpacks may be used throughout the school day to carry school materials or student-owned computing devices, but will be required to be placed outside of the classroom door (in the hallway area) if a drug search is administered.

Per mandates, backpacks must be placed in a student’s locker, on provided racks, or remain with the student during transition periods, breakfast break, and lunch. Backpacks cannot be left alone on the hall floors at any time.

## **Cell Phones**

Cell phones are not to be used in locker rooms and any areas where students may be changing. (Policy 5518)

Cell phones are not to be used during regular class time without instructor permission. Phones can be checked between passing time, during breakfast break, and during lunch.

Consequences: If a student refuses to hand over a cell phone that he or she is using without permission in an area not designated for phone use during school hours, one day of ISS will be issued to the student. If the student violates the rule, but hands over the phone, the student may pick up the phone in the office at the end of the day. The second and any further violations will result in a parent having to come to school to pick up the phone.

Instructors have the option of requesting that students place cell phones in a secure area designated by the instructor during class time. Students can then pick up the phone at the end of the class period. (Also refer to Policy 5500.)

## **Hall Passes**

To be in the hallways during class time, students must have a pass. If the student needs to leave his/her classroom, they need to ask the teacher to sign a pass. The teacher who the student wants to see or area (LMC) in which the student wishes to study must sign a pass prior to the time it is needed. Students excused from class are required to carry their pass during class hours. Yellow passes are for office-initiated travel. Misuse of passes will result in loss of pass privileges.

## **Dress Code**

Students are expected to dress appropriately for school and school-related activities. The limits that are imposed relate to health, safety, cleanliness, distraction, or indecency. Students have the responsibility for wearing safety or special purpose equipment whenever it is required. Shoes must be worn in and around the school at all times. Coats, and headgear, including hats and hoods are not to be worn by males or females in the school from 8:00 a.m. to 3:20 p.m. Clothing or gear depicting alcohol or other drugs, promoting their use, or clothing or gear with suggestive messages is not to be worn. Such items may be confiscated.

Students will be neat, clean, and modest in their dress. Short shorts (must be at least knuckle-length), short skirts/dresses (must be at least mid-thigh length), halter-tops, spaghetti strap tops, off the shoulder, etc. and other revealing clothing is not appropriate school dress. Shirts and tops must extend beyond the beltline, must cover the midriff, and must have shoulder covering of at least a three-finger width—no razorback tank-tops; no visible undergarments.

Consequences-Change into appropriate school clothing, cover with appropriate clothing, or turn inappropriate clothing inside out. If students do not comply with the above changes they will be asked to go home and change into appropriate school clothing. The second documented school dress offense will result in a detention.

## **Lunch and Lunch Account Information**

The lunch accounts are on a computerized system and you will have a number that must be used whenever you purchase lunch or milk. You pre-pay an amount and the computer will adjust your account balance. Money can be deposited into your family lunch account in the high school office. Students are to eat their meals in the commons. Students are not permitted to drink beverages or eat lunch in the hallways. Students may keep lunch or a snack for an after school trip. However, partially eaten or consumed items, if found in lockers or hallway, will be discarded by school staff. No open containers are allowed in lockers.

## **Property Care**

Desks, lockers, books, and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the student and shall be used only for authorized purposes. They may be opened and inspected by authorized school administrators or their designees at any time. (Policy 5771)

Students will be expected to reimburse the school district for damage to school property, or for the loss or theft of such property.

Locks for Phy Ed lockers will be provided to students upon request. Only school locks will be permitted on student locker doors. A \$5.00 deposit is required to obtain a school lock for a PE locker. The deposit will be reimbursed to the student when the lock is returned to the office.

Students are responsible for reporting damage and/or theft of personal property to school officials and police department. Students have the responsibility to secure belongings to avoid theft.

The district furnishes all textbooks. Students are to exercise care in using them and may be charged for lost or damaged books. Textbook covers are recommended.

The subject teacher will distribute all textbooks during the first week of school. The teacher and the department head will keep a record of the assignment of each textbook. The student must return the same textbook at the end of the year or pay for the replacement of the book, which ranges from \$10.00-\$150.00. It is important that the student write her/his name in every book received. Any student changing a subject after books have been issued must return the books already received for the subject being dropped.

Please make it a practice to keep your items locked at all times while at school. Lost or stolen personal items are not the responsibility of the school.

## **Sportsmanship**

The teams and visitors from other schools are our guests; we have invited them into our school. We may win or lose a game, but we should never lose our self-respect and the respect for others' rights—such an approach personifies a Win-Win mentality. Good sportsmanship means:

1. We will always practice courtesy to our guests.
2. We will respect the officials of all contests.
3. We will never cheer against anyone, -ridicule and personal challenges are out of line.
4. We will be able to say “you beat me” not “we lost to you”.
5. Students and adults may be asked to leave an athletic contest by game and meet managers if they display poor sportsmanship.

# *Academics*

## *Academic Excellence*

Academic excellence is a goal that each student should strive for while attending school. Those students who meet the following criteria will be recognized at an annual Academic Awards program each spring. Certificates will be awarded on an annual basis for the following GPA:

- Gold - GPA 4.0 for the first three quarters of the present school year.
- Silver - GPA 3.67 for the first three quarters of the present school year.
- Bronze - GPA 3.33 for the first three quarters of the present school year.

## *Cum Laude System (Class of 2020 forward)*

The Cum Laude System will be used to recognize student achievement beginning with the class of 2020. The system is a point based system that combines laude points with a student's GPA. Students earn laude points for taking AP courses, PLTW courses, courses that earn college credit, and designated honors courses.

Student must earn a minimum cumulative GPA (3.2) over 7 semesters and earn a minimum number of laude points (16). Laude distinctions are awarded at the Senior Awards program and identified at the graduation commencement ceremony. The following laude distinctions will be included in this system:

- Summa Cum Laude (With Highest Honor) – Laude score of 50 or greater
- Magna Cum Laude (With Great Honor) – Laude score ranging from 32 – 49.95
- Cum Laude (With Honor) – Laude score ranging from 15 – 31.5

## *Graduation Requirements*

All students are recommended to carry a minimum of 7.0 credits: to graduate from Arcadia High School, a student must earn a minimum of 24 credits. There are 15 1/2 credits required in the following areas:

Subject	Grade 9	Grade 10	Grade 11	Grade 12
English	1 credit	1 credit	1 credit	1 credit
Social Studies	1 credit			
Math	1 credit	1 credit	1 credit	
Science-Physical	1 credit			
Health	½ credit			
Physical Education	½ credit	½ credit	½ credit	
US History		1 credit	1 credit	
Economics/ government				1 credit
Science-Life (Biology)		1 credit		

Science - Other			1 credit	
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Our school honors its graduates at an annual graduation ceremony. Students identified as potential failures or nonconforming to our school standards will not be invited to attend.

## ***Homework Policy***

### **Students' Responsibilities:**

1. Homework is the responsibility of the student.
2. Homework assignments should be written in the student's agenda book.
3. Students should ensure that required materials are taken home. Completed homework should be returned to school when due.
4. Students should allocate a time and place for homework, free from distractions.
5. Homework should be completed by the student within the assigned timeframe.
6. When a student misses a class, it is her/his responsibility to complete the work assigned.
7. Students are responsible for work or tests missed the following day they are involved in co-curricular activities.
8. Students/parents are encouraged to request homework from the office before 9:00 a.m. if the student is gone for more than one day.

### **Parents' Responsibilities:**

1. Parents should demonstrate an interest in their children's homework and monitor their work habits.
2. Parents should ensure that students have a time and place for homework, free from distractions.
3. Parents are urged to attend information evenings and parent conferences in order to become aware of the homework and testing schedules in their children's courses.
4. Parents should do more than periodically explain or review their child's homework by contacting the teacher to discuss their concerns, and ways to help their child.
5. Parents are urged to check Infinite Campus on a regular basis to monitor their child's academic standing.
6. Report cards are no longer mailed home; they are available on the Infinite Campus portal.

### **Teachers' Responsibilities:**

1. Teachers must be clear on the guaranteed and viable curriculum that is promised for each class and continually check for understanding with each student.
2. Teachers must be clear on homework assignments; make sure students have pre-requisite skills; vary and individualize the types of assignments.
3. Teachers should grade homework and/or provide appropriate comments as much as time permits.
4. Teachers should review homework in class and discuss problems or questions that students may have.
5. Teachers will contact parents if students are not fulfilling their homework responsibilities.

## ***Honor Roll***

All students' names on the honor roll lists will be released for publication unless the student, parent, or legal guardian has expressed disapproval of such releases.

- High honor are those students with all A's
- A Honor roll are those students with an A average

- B Honor roll are those students with a B average

Honor graduates, are those seniors graduating who have a computer average of 3.33 or better. They will be awarded gold tassels for graduation.

## **Graduation Ceremony Participation**

As participation in the actual graduation ceremony is a privilege rather than a right, a student must have completed all of the requirements in order to participate in the graduation ceremony.

The graduation ceremony shall be reserved for those senior students who:

- Meet all the credit and class requirements. (Coursework must be completed and passing grades must be submitted prior to the ceremony.)
- Attended school at least 90% of the school days/class periods in both the first and second semester of their senior year. When absences exceed nine days per semester, the student's individual situation must be reviewed by the high school administration. The principal may reinstate the privilege of participating in the ceremony.
- Participate in graduation practice. The principal may waive this.
- Abide by the rules for participation in the ceremony as established by the high school administration (free from the influence/use of drugs and alcohol, proper dress, no noisemakers, etc.)
- Have not been suspended (either in-school or out-of-school) during the week prior to or the week of the graduation ceremony.
- Have resolved all fees, fines, detentions, and any other obligations prior to the practice session.

## **Library Media Center (LMC)**

The Library Media Center (LMC) has books, magazines, newspapers, a vertical file, and electronic databases and media for assigned study and recreational reading. It is open for use during the entire school day except when classes are scheduled for research or instruction.

### **Checking Out LMC Materials**

All materials are district property and must be checked out through the circulation desk before they are taken from the LMC. Items may not be taken outside of the LMC unless they are checked out through the circulation desk. You are welcome to use all of the materials in the LMC. Consequently, you have no reason to steal them without checking them out.

### **Overdue Fines**

Fines are charged for overdue materials. It is best to renew your materials before they become overdue, in order to avoid fines. Reference and Career materials may be checked out overnight with permission from an LMC Staff member; you will be charged a \$1.00 fine daily, if these materials become overdue. Vertical file materials may be checked out for a two-week time period. A 5-cent a day fine results from those overdue. Regular collection materials may be checked out for three weeks and a 5-cent a day fine is charged for those overdue. Fine notices are



sent to students periodically and fines must be paid at the LMC circulation desk. If you lose LMC materials checked out to you, you will be required to pay for the replacement cost of these items.

### **Environment**

One should not regard the LMC as a social meeting place to chat with friends. Quiet, academic behavior is expected from you in the LMC. If you are in the LMC for a study hall, any homework that can be done should be done there.

Disciplinary measures will be taken with students who abuse LMC rules. Your removal from the LMC is at the discretion of the Library Staff.

### **Study Halls and Study Hall Expectations**

1. Simply put, study hall is an opportunity to study. Most study halls will be in the LMC.
2. Talking is to be kept at the lowest levels—any talking should not interfere with someone reading a book or completing homework. A rule of thumb: Is my talking a distraction for someone reading?
3. Activities must not be distracting to others.
4. Tardy policy will be followed.
5. Practice effective time management; use study hall time for completing coursework/studying/reading.
6. Students sign-out of study hall when they have a written pass from a teacher. Students must return to the study hall if the area they signed out to is unsupervised. Misuse of passes will result in a loss of sign-out privileges.
7. Chrome books are to be checked out via student ID and checked back in by hour's end.
8. Unauthorized students are not permitted behind the checkout desk.
9. Card playing and group games are not allowed during study hall as they easily distract students who are working on coursework and reading.
10. Your name is being called by 2% of those books on the library shelves. Find them. Accept the challenge. Embrace the relationship. Return the books in the proper shelf location.

### **Study Hall Privileges**

Students who maintain their grades at a level **above 68%** in all of their scheduled classes are allowed the following study hall privileges:

- Access to library media center (LMC) resources.
- Music listening with individual device and earbuds.
  - Students who abuse this privilege will no longer be able to use their phone/MP3 player for the remainder of the semester. Any device taken by the instructor can be picked up in the office at the day's end. See "Cell Phone" policy for repeat offences.

## **Resource Room**

1. Teachers can request immediate student assignment to the resource room.
2. If a student has been on the 68% or lower list for three consecutive weeks in any one subject, the student will be removed from regular study hall and assigned to the resource room.
3. A student may earn the right to report back to regular study hall by bringing his/her grade above 68%. The student will be reassigned on the Monday following this accomplishment.
4. Any student who has been reassigned from the resource room to regular study hall must maintain 68% or higher grade levels. If they fail to do so in the same subject area(s) that were previously in danger of failure, they will immediately be reassigned to the resource room.
5. Students who cause disruptions to other students during their Resource Room period will be referred to the Principal.
6. Students who refuse to do their assigned work during their Resource Room period will be referred to the Principal.

## **Valedictorian and Class Rank (Classes of 2018 and 2019)**

For the current juniors, and seniors, the class valedictorian is the student with the highest GPA. The class salutatorian is the student with the second highest GPA. Those averages will be based on the computer scale for grading, which is:

A or A+=4.00	A-=3.67	B+=3.33	B=3.00	B-=2.67	C+=2.33
C=2.00	C-=1.67	D+=1.33	D=1.00	D-=. 67	F=. 00

A 4.0 grading scale will be used to determine GPA. The following school-wide grading scale values will be used to determine grade point averages from the grades entered into the office:

99and >=A+	95-98=A	92-94=A-	89-91=B+
85-88=B	82-84=B-	79-81=C+	75-78=C
72-74=C-	70-71=D+	67-69=D	65-66=D-
<65=F			

# *School Counseling*

## *Academic Assistance*

If you need to see the School Counselor, School Psychologist, or Speech Therapist, make an appointment in the counselor's office.

Every day from 7:45-7:55 a.m. and/or 3:20 3:45 p.m. teachers are available to students for tutorial assistance. Students, please schedule these times with your individual teacher. Teachers, administrators, or parents may insist on the student scheduling tutorial assistance. These tutorials are meant to help students maintain a constant and acceptable level of achievement.

## *Academic Scheduling*

Student schedules can be picked up in the Guidance office.

During January or February, students will register for the following year. A course handbook will be available online outlining available courses, programming directions, and planning sheets. Confer with your individual teachers, guidance counselor, and parents in making your course selections. Limited changes can be made by the end of the second week. A student may, for a good reason, request a change in her/his schedule. Schedule changes require parent/teacher/guidance counselor and principal authorization and signature.

# *School Climate – Expectations & Procedures*

- Students are expected to act in a positive manner. Students have the right to attend school without the fear of physical threat, harm, or verbal abuse.
- Conduct and behavior toward any school personnel will be appropriate at all times. Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals. Behavior that disrupts the learning process will not be permitted.
- Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others. Any dress, appearance, or behavior, which causes a disruption of the educational process or presents health or safety concerns for the individual or

others rights, will not be permitted. (See appropriate behavior for consequences.) Immediate disciplinary measures will be taken.

## **Bullying And Harassment**

Bullying and other forms of aggressive behavior will be handled according to school policy. (Please refer to Arcadia School District Policy 5517.) If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/ or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

Title: Superintendent  
Name: Louie Ferguson  
Address (Building): 756 Raider Dr., Arcadia, WI 54612  
E-mail address: [fergusonl@arcadia.k12.wi.us](mailto:fergusonl@arcadia.k12.wi.us)  
Phone Number: 608-323-3315, ext. 3160

Title: School Board President  
Name: Loren Wolfe  
Address (Building): 756 Raider Dr., Arcadia, WI 54612  
E-mail address: [wolfel@arcadia.k12.wi.us](mailto:wolfel@arcadia.k12.wi.us)  
Phone Number: 608-626-3611

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

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

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

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

## **Disorderly Conduct**

Using offensive, obscene, or abusive language, using language which is disrespectful or threatening to others, making obscene gestures to others or engaging in inappropriately boisterous and noisy conduct or fighting will result in disciplinary action. Any behaviors disruptive to the educational process can be considered disorderly conduct and referred to the police for citations. Any major classroom disruptions or repeated disruptions may result in removal

from class. Disrespect to staff members will be a minimum of one day ISS or OSS, also possible referral for disorderly conduct

### **Detention:**

Detention results in a student being required to stay after school for inappropriate behavior or rule infraction. Detention may be assigned by and served with individual teachers or through the office. Office detention will be scheduled on Tuesdays, Wednesdays, and Thursdays from 3:20 – 4:05 p.m. The first missed detention will result in a detention being added to the missed detention. Failure to serve assigned office detention for the second time will result in the student being assigned to in school suspension.

Rules:

- Detention will be scheduled after school
  - Time: 3:25-4:10 p.m. (unless otherwise stated by the principal)
  - Location: High School Office
  - Length: 45 minutes unless otherwise stated by principal

### **Expulsion:**

Expulsion is used when a student must be removed from school premises and school programs for a time greater than a suspension will allow and results in a student being removed for a time determined by the school board.

Documentation of inappropriate behavior will become part of the student's school record and as such may be used in legal proceedings.

### **In School Suspension (ISS):**

ISS Results in a student being removed from the regular school setting and placed in an isolated supervised area for quiet study. Students who are under suspension by administration are not permitted to participate or attend any school-sponsored activities either at school or away from school during the period of suspension. Students will turn in all work by the end of the day that is assigned for ISS. Students may choose detentions or ISS for attendance violations only. If a student misses a scheduled ISS, they will serve it the next day they return to school. If a student does not attempt or complete assigned work in ISS they will be required to stay until 4:00 that day for an additional detention.

### **Insubordination: Refusal To Obey School Rules**

Repeated refusal to obey school rules may result in loss of participating in co-curricular activities. This may include field trips or activities off school grounds. A behavior contract, which includes parental, student, staff, and administrative input, may also go into effect for repeated refusal to obey school rules. Immediate suspension and possible law enforcement referral may be the consequences for certain insubordination situations.

## **Out of School Suspension (OSS):**

OSS Results in a student being removed from the school premises. Students who are under suspension by administration are not permitted to participate or attend any school-sponsored activities either at school or away from school during the period of suspension.

## **Theft/Vandalism**

Students who vandalize or willfully damage school property or personal property at school are subject to disciplinary action, as well as restitution for damage.

All offences: Pay/fix/return, parent contact and referral to law enforcement possible. Further disciplinary action may include OSS, ISS, detention, or possible expulsion.

## **Tobacco/Alcohol/Drug**

Smoking, possession, or use of tobacco or look alike tobacco products is prohibited on school premises at any time or for any function in which the student body participates, including extracurricular bus transportation. Parents and law enforcement officials will be called if there is probable cause to search or if student is using or appears under the influence of tobacco/alcohol/drugs or look alike products. On occasion the school may have a random canine search or locker or parking lot searches to reduce the probability that students would bring illegal drugs to school and keep in their lockers or vehicles.

The use, possession, sale, or furnishing of alcohol, non-prescribed drugs, chemicals, or illegal substances or look alike products anywhere on school premises by a student at any time is prohibited. No student may appear at any school-sponsored function under the influence or possession of alcohol, non-prescribed drugs, chemicals, or illegal substances or look alike products. Students may be subjected to an alcohol test prior to admittance to school dances.

Refusal to take a police administered breath test will be treated the same way as the implied consent law.

Consequences for tobacco, alcohol, or drug possession or use in school will result in suspension, referral to law enforcement, and possible expulsion.

## **Violence (Language/Physical Force)**

Students are not to use physical force or threatening language toward any person in school.

By School Board Policy 5772, no one shall possess a dangerous weapon on school property (before, during, or after school), on school buses, in school vehicles, or at school-sponsored activities. A dangerous or look-alike weapon is defined as any object by the manner in which it is used or intended to be used, or by its appearance as dangerous weapon, is capable of inflicting bodily harm, and/or of being used to threaten, frighten, or intimidate. In no case may ammunition or explosives in any form (i.e. firecrackers) be brought to school, on school buses, or to school-sponsored activities.

According to State Law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor, or a felony, depending upon seriousness of the offense. All persons violating these policies shall be subject to penalties outlined in state law and suspended and/or expelled from school. Parents/guardians and law enforcement officials will be notified immediately in all cases. The school will provide or ensure that evaluation and counseling are available to students involved. Confiscated weapons must be turned over immediately and given to the proper authorities. NO employee shall be expected to act in a situation in which she/he feels threatened.

	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Physical Force	Suspension or detentions, parent contact, and possible referral to law enforcement. This may also be a violation of the co-curricular code	Same as 1 <sup>st</sup> offense	Minimum one day suspension and referral to law enforcement
Threatening Language/ Harassment Ref. Board Policy 5516-5517.01	Teacher detention and parent contact	Office detention and parent contact	Suspension and possible referral to law enforcement
Assault	Three-day suspension, parent contact, referral to law enforcement. Co-curricular violation.	Suspension pending expulsion	Expulsion hearing
Weapons/ Explosive	Suspension, referral to law enforcement, possible expulsion	Suspension pending expulsion hearing referral to law enforcement	
Bomb Threat	Suspension pending expulsion, referral to law enforcement-Parent must accompany student for re-entry. Considered a felony offence – that remains on your record permanently.		

## *Extra Curricular*

AHS extracurricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Each student also has the opportunity to join the many clubs open every year.

Participants in athletics, clubs, and activities must adhere to high academic and behavioral standards as are set by the Athletic Code and through the by-laws of each group. These standards will encourage individual responsibility and teamwork that will have a life-long impact.

Note: If a student receives a co-curricular code violation, they will not be eligible for homecoming or prom court.

### *Athletic Listing*

- The following is a list of women's and men's interscholastic sports available:

	<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
<b>Girls</b>	Cross country Golf Volleyball	Basketball Gymnastics	Softball Track Soccer

<b>Boys</b>	Cross country	Basketball	Golf
	Football	Wrestling	Track
	Soccer		Baseball

## ***Clubs and Organizations***

It is possible for students to request any new club or activity if enough students are interested in it, a faculty sponsor available, and if space and facilities can be provided. All students are encouraged to participate in extracurricular activities which will enhance their high school experience.

Each participant in any co-curricular activity must have an accident insurance policy, physical card or alternate year card, parental permission, and a signed Co-curricular Code prior to participation. You must also be passing a minimum of six subjects to be eligible to participate. For complete eligibility requirements see AHS Co-curricular Code. Social networking messages, pictures, postings, etc. can be used as evidence to start a Co-Curricular Code violation investigation. Each club advisor will have rules established prior to participation, which state the sanctions if the Co-curricular Code is violated.

The following clubs/organization are available to students:

- A club
- Art Club
- El Sol Club
- Computer Gaming Club
- Dance/Cheer
- Future Business Leaders of America (FBLA)
- Future Farmers of America (FFA)
- Foreign Language Club
- Forensics
- Health Occupation SA (HOSA)
- Librarians' Club
- Masquers
- National Honor Society (NHS)
- Skills USA
- Quiz Bowl

## ***Student Council***

Student government takes an active role at AHS. Its purpose is not to govern the students, but to serve as a meeting place between the student body and the administration, where the students can assume as much of the responsibility of organizing their high school activities as they are able to handle. It is a place where problems or questions arising from either the students or the administration can be presented for discussion and consideration. Representatives are elected in school wide balloting.



# General Information

## Bell Schedules

Regular Bell Schedule				PLC Wednesdays			
Period	Start time	End time	Mins.	Period	Start time	End time	Mins.
1	8:00	8:43	43	Breakfast	8:00	8:30	30
2	8:46	9:29	43	1	8:35	9:15	40
Breakfast	9:29	9:40	11	2	9:18	9:58	40
E-Period	9:40	10:14	34	E-Period	10:01	10:32	31
3	10:17	11:00	43	3	10:35	11:15	40
4	11:03	11:46	43	4	11:18	11:58	40
First Lunch	11:46	12:16	30	First Lunch	11:58	12:28	30
First 5th	11:49	12:32	43	First 5th	12:01	12:41	40
Second Lunch	12:32	1:02	30	Second Lunch	12:41	1:11	30
Second 5th	12:19	1:02	43	Second 5th	12:31	1:11	40
6	1:05	1:48	43	6	1:14	1:54	40
7	1:51	2:34	43	7	1:57	2:37	40
8	2:37	3:20	43	8	2:40	3:20	40
				2nd hour: 4 minute overlap with 10th/7th grade P.E. Classes			
2 Hour Delay				Early Out Release			
Period	Start Time	End Time	Mins.	Period	Start time	End time	Mins.
1	10:00	10:34	34	1	8:00	8:28	28
2	10:37	11:12	35	2	8:31	8:59	28
3	11:15	11:48	33	3	9:02	9:30	28
4	11:51	12:24	33	Breakfast	9:30	9:48	18
First Lunch	12:24	12:54	30	4	9:48	10:16	28
First 5th	12:27	1:01	33	5	10:19	10:47	28
Second Lunch	1:01	1:31	30	6	10:50	11:18	28
Second 5th	12:57	1:31	34	7	11:21	11:49	28
6	1:34	2:08	34	8	11:52	12:20	28
7	2:11	2:44	33	Lunch	12:20	12:40	20
8	2:47	3:20	33	This only happens the day before Thanksgiving Break 11/22			
2nd Hour: Conflict with 10th/7th grade P.E.							

## Bulletin Boards

The bulletin boards will be used for posting information pertaining to school affairs or others, designated by our activity advisors or principal. Any announcement or poster must be approved by one of the above.

## Dances

Dances are for the enjoyment of Arcadia students. Classes or other school organizations will sponsor special dances. Dances will end no later than 12:00 a.m. Other dance times will be announced. Introduction and approval of one's guest to the chaperone or advisor is required. The host will be responsible for the guest's behavior.

Students will not be allowed to re-enter school dances after they have once left the building. Homecoming and Prom are two traditional dances that can be enjoyed by all students.

### **Electoral Registration Information**

All students are reminded to register to vote when they become of age. Information is available in the social studies department and counselor's office.

### **Insurance**

The school district is no longer providing student accident insurance. Parents wishing to purchase additional coverage may pick up an application from the high school office. Athletes will be required to be covered by a group insurance policy and should plan accordingly. If you have your own insurance, you simply need to bring the insurance card or copy of the policy to the office and sign the insurance waiver form.

### **Lost And Found**

A lost and found service is located in the high school office. Students are requested to turn in any item found and are encouraged to check the lost and found for any lost articles.

### **Medication**

All prescription and non-prescription medication must be stored in the Nurse's Office. Dispensing of prescription medication by school personnel requires completion of a medication form, which is available in the office. This form requires both a doctor and a parent signature. Dispensing of non-prescription medication requires a signed parent permission form.

### **Photographs or Videotapes of Students—Use Of...**

Throughout the school year, students will have their pictures taken or be videotaped during activities at school. These pictures will periodically be placed on our school website. We will not place student names, pictures, or samples of student work or biographical information on a website if the student's parent or guardian does not approve it. The Arcadia School District will need a written notice of parental or guardian disapproval if the school cannot use a child's picture to be posted on the Arcadia School District website.

### **Records And Release**

A permanent copy of courses taken, grades earned, attendance, and other basic information is maintained. No one is allowed use of these records without the permission described in the "School Records Release Information" section. While you are in school, your records are available to the professional staff of the district. If the place of residence of a student changes during the course of the year, you should report this to the office and give your new address, phone number, and the effective date of such change. If you move out of the school district, it will necessitate your withdrawal from school and a transfer of your credits.

When transferring to another high school or progressing on to post-secondary school or college, a copy of your high school records will be needed by the new school or post-secondary school. Prior to releasing the records, all bills and fines must be paid. We cannot forward such copies without permission. Release forms are available in the high school office. If you are under 18, one of your parents/guardians must make this written request - signing and dating it; after you are 18, you have the right. Any student who is withdrawing from school or transferring to another school is requested to follow this procedure:

1. Secure a withdrawal/transfer form from the office.
2. Report to all your teachers, LMC director, and guidance counselor for clearance.
3. Return the completed form to the office.

## **Technology Use Guidelines**

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

### **Technology Resources**

The School District of Arcadia's technology resources (herein referred to as district technology) is defined to include all aspects of the district's technology equipment and services. This includes but is not limited to devices, printers, wireless access, video conferencing and servers as well as email, Internet, software and web-based applications, student files and folders, and all other technology related equipment and services. Personal technology devices may be permitted in accord with the school's handbook and district policies. Personal technology includes, but is not limited to, hardware (laptops, ipads, Chromebooks, cell phones, iPods, mp3 players, etc.) or software (music, games, etc.). The School District of Arcadia is not responsible for the performance, loss or damage of personal devices.

### **Student Responsibilities**

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

1. Use district technology for school-related, educational purposes only.
2. Never damage or modify district technology. Any unauthorized, deliberate action which attempts to damage or disrupt district technology (including the willful introduction of "viruses", spam or similar) is prohibited.
3. Do not employ the district technology for commercial purposes (i.e. to make money) or to make purchases.
4. Never download or install any hardware or software unless authorized.
5. Do not intentionally waste resources. (i.e. printing unnecessary information or web-streaming).
6. Use of district technology within the classroom must be supervised by adult staff.
7. Copyright laws and restrictions must be followed at all times. Users should assume that material is copyrighted unless explicitly noted. Do not use district technology to copy or duplicate copyrighted software, videos, music, etc. Do not plagiarize Internet resources and present them as your own work.
8. The use of district technology for cyber bullying in any form is prohibited as per board policy 5517.01. This includes, but not limited to, hate mail, harassing messages, chain letters, jokes or comments that may be discriminatory or offensive to others.
9. The use of web-based proxy servers is prohibited.
10. The use of district technology for illegal purposes is prohibited.

**Safety**

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

**Personal Devices**

1. Use of personal mobile technology devices is a privilege, not a right, and inappropriate use may result in the cancellation of that privilege.
2. Each building administrator will determine if the use of personal technology devices is permitted.

**Personal Devices (continued)**

1. Personal technology devices MAY be used during non-instruction times and locations as approved and designated by the building administrator.
2. The use of personal technology devices must not interfere with educational or employment responsibilities, violate state or federal law, or board policies.
3. The use of personal technology devices while on District property or while a student is engaged in school-sponsored activities must follow the student expectations in this agreement.

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

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

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

**Disclaimer**

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

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

students to obey the Technology Use Agreement when using district technology. Students found in violation of the agreement and policies will be disciplined.

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

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

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

### **Work Permits**

Work permits are required for the lawful employment of minors under 15 years of age. Work permits may be obtained in the high school office. Students seeking a work permit should submit the following:

1. Letter, signed by the employer, stating the job duties, hours of work, and time of day the minor will be working
2. Proof of age: birth record, baptismal record, or valid Wisconsin drivers license
3. Consent of parent/guardian stated in writing
4. Original Social security card (copy not accepted)
5. Fee of \$7.50

A student will not be issued a work permit if the student has any failing grades for the last grading period. A student must remember that her/his first responsibility is to school. Students contemplating employment should contact the office to determine the hours and the age at which they can lawfully be employed at a particular type of work, as some industries offering employment opportunities to minors are subject to Federal regulations as well as those of our state.

# ***School Operations***

### **Complaints or Concerns Procedures**

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly and respectfully as possible:

1. Contact the person who you have a complaint about to discuss both sides of the story.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

### **Closed Campus**

Students are encouraged to schedule all appointments at a time other than during school hours. However, when the situation demands, the appointment should be made as early or late in the school day as possible. To obtain a pass for such a reason, bring a written note signed by your parent or guardian requesting permission to leave and stating the reason for leaving. You must sign out in the office before leaving. If you return the same day, you must sign back in at the office and get a pass back to class.

Students are never to leave school without first obtaining permission from the office and signing out, no matter what the reason. Students who fail to follow this policy will be subject to disciplinary action. Leaving the commons area without permission during your scheduled lunch will result in automatic ISS. This includes unsupervised hallways or the parking lots. Open lunch rules for seniors will be disseminated at the end of third quarter. We also have open gym during lunch hours when available. Those rules are posted in the commons area.

### **Due Process Procedure**

The parent of a suspended (out of school) minor must be given prompt notice of the suspension and the reason for the suspension. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the Superintendent of Schools, who shall be someone other than a principal, administrator, or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the Superintendent of Schools finds that:

1. The investigation/disciplinary procedures were not conducted in conformity with prescribed procedures.
2. The information relied on as part of the investigation/disciplinary procedures was not "sufficient" to justify the decision of the principal.
3. Information, which was not withheld by the student and which could have substantially affected the outcome of the investigation/disciplinary procedures, has since been discovered.
4. The sanction was disproportionate for the violation.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period.

Status during appeal: The sanction that was rendered by the Principal (or designee) is in effect during the period of appeal.

### **Fees**

Student fees will be paid during registration day or directly to the office. All fees should be paid before the end of September. All high school students are required to pay a general fee. Students taking certain courses pay additional user fees. We have eliminated the class fundraisers and have replaced them with an activity fee.

General Student Fee	\$15.00	Lock deposit	\$5.00
Instrument rental	\$15.00	Freshmen	\$10.00
P.E.Uniform	\$15.00*	Sophomores	\$5.00

Senior Class Fee      \$0.00                      Juniors                      \$5.00

\*Available for purchase at our school store.

## **School Closing and Emergency Information**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed - the same conditions may also necessitate early dismissal. The following radio and TV stations will announce a closing, a delayed start, or an early dismissal:

Z-93, KAGE, KWNO, WAXX, WHTL, WKTY, WKBT-TV, and WEAU-TV

Reports in the morning will be between 6:00-8:00 a.m. We have an automated calling system that will notify each family of a school emergency or closing. **For this reason, please make sure you have an updated phone number on file with the office secretary.**

If no report has been heard, it can be assumed that school will be in session. Please do not call the school; telephone lines must be kept open for emergencies. When school is closed, extracurricular programs may be canceled. When school is dismissed after once open for the day, all extracurricular games, functions, and practices will be canceled.

Severe weather conditions and tornado warnings will be provided to the school over the P.A. system. Staff and students will be alerted. Students do not leave the building, but go to designated areas in the building. Fire drills at regular intervals are required by law and are an important safety precaution. Please use prescribed routes, as quickly as possible. Silence must be maintained in a fire drill so that verbal directions, which may be necessary, can be heard. Walk away from the building to a distance of about 50 feet. Regular safety drills will be practiced, including lockdowns with possible canine search.

## **Transportation**

### **School Bus Policy**

Bus transportation is provided for qualified students to and from school. Bus transportation is also provided for road games, field trips, team participation, and other school activities. The following expectations will ensure a safe experience for all involved:

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

#### Minor Violations:

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

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

#### Major Violations:

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

Consequences for minor bus discipline violations:

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

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

### **School Parking Lot**

- Student parking is allowed only in the large lot on the west side of the high school building. All other lots are reserved for STAFF and VISITOR parking.
- Cars should never be parked in the fire lane bordered in yellow by order of the Fire Marshall.
- Vehicles should never be parked on the grass.
- Vehicles parked improperly will be towed.
- Students are not allowed to go to their car or to be in the parking lot between 8:00 a.m. and 3:20 p.m. unless they obtain permission from the administration or office.

### **Transportation Policy For Co-Curricular Events**

Students are required to ride school provided transportation to and from all co-curricular activities. If there is a conflict, the parent must call the building principal to arrange transportation. A parent may take their child home if they contact the advisor or coach in person after the event.

# *School Board Policy*

All rules or guidelines not addressed in this handbook will be followed according to school board policy. Reference to the Arcadia School District policies can be found at [www.arcadia.k12.wi.us](http://www.arcadia.k12.wi.us)

The following policies need to be referenced in the handbook:

- Asbestos Abatement: Policy 8431.01
- Student Drug Prevention: Policy 5530



- Aggressive behavior: Policy 5517.01
- Student Code of Conduct: Policy 5500, 5511, 5600
- Student Records: Policy 8330

FERPA-(Federal Education Rights and Privacy Act and Protection of Pupil Rights Amendment)-The district administrator of the Arcadia School District is the contact person for anyone who feels their rights under this amendment have been violated. The address and phone numbers is:

756 Raider Drive  
Arcadia, WI 54612  
(608) 323-3315

Civil Rights Compliant Officer-The district administrator is also the contact for our district if you have a complaint or concern in this area. The contact information is the same address and phone number as stated above.