

# *Arcanum Elementary*



*2023-2024  
Student Handbook*

**“Where The Future Looks Bright!”**

**RESPECT \* RESPONSIBILITY  
\* HONESTY \* POSITIVE ATTITUDE**

## 2023-2024 Arcanum Elementary Staff

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Mrs. DeLay	Secretary		1339	judi_delay@arcanum-butler.k12.oh.us
Mrs. Fout	Pre-School		1194	erin_fout@arcanum-butler.k12.oh.us
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Mrs. Barga	Kindergarten	113	1113	sharon_barga@arcanum-butler.k12.oh.us
Mrs. Atkins	Kindergarten	114	1114	kelly_atkins@arcanum-butler.k12.oh.us
Mrs. Beisner	Kindergarten	115	1115	beth_beisner@arcanum-butler.k12.oh.us
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Mrs. Pfahler	1 <sup>st</sup> Grade	108	1108	britney_pfahler@arcanum-butler.k12.oh.us
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Arcanum Elementary School  
2011 Trojan Avenue  
Arcanum, Ohio 45304  
Phone: 692-5174  
Fax: 692-8865

Mrs. Joni Pechie	Principal
Mrs. Ashley Matheson	Guidance Counselor
Mrs. Judi DeLay	Secretary

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Arcanum –Butler Schools Administration  
2011 Trojan Avenue  
Arcanum, Ohio 45304  
Phone: 692-5174  
Fax: 692-5959  
[www.arcanum-butler.k12.oh.us](http://www.arcanum-butler.k12.oh.us)

Mr. John Stephens	Superintendent
Mr. Matthew Huffman	Treasurer
Mrs. Deb VanCulin	Assistant to Treasurer
Mrs. Roberta Zimmer	Superintendent's Secretary
Mr. Ty Cates	High School Principal
Mr. Jason Vince	Middle School Principal
Mr. David Baker	Technology Coordinator
Mrs. Abbey Moore	Athletic Director
Mr. Kevin Stanley	Transportation Director
Mrs. Teresa Greve	District Nurse

\*\*\*\*\*

#### Board of Education

Mr. Eric Moore  
Mr. Kelly Norris  
Mr. Mark Trask  
Mrs. Beverly Delk  
Mr. Joe LeMaster

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Dear Arcanum Elementary Families,

The staff and I would like to welcome you back to another wonderful school year at Arcanum Elementary. As the principal, there is great anticipation about the changes and challenges for a new year. Having been in the district for over 15 years, I've had the opportunity to meet and grow with many families in the community. I am fortunate to continue to grow with the same families in a leadership role. Arcanum Elementary has a tradition of excellence, which will continue to be a top priority.

The mission of Arcanum-Butler Schools is to provide a caring and safe environment where students are challenged to become lifelong learners and productive citizens. Together, teachers, staff members, students, and parents make a strong school. We appreciate your support as your child enters the classroom, learns, and grows through the year. Success, one child at a time – the effort to meet each child's needs for growth socially, emotionally and academically – is ongoing and intentional.

Communication and collaboration are crucial for students to be successful. The staff and I will keep families updated on school events through social media and the One Call system. Please feel free to contact me with any questions or concerns that may come up throughout the year. The staff and I are energized and excited to embark on another great school year at Arcanum Elementary.

Sincerely,  
Joni Pechie  
Elementary Principal  
[joni\\_pechie@arcanum-butler.k12.oh.us](mailto:joni_pechie@arcanum-butler.k12.oh.us)  
692-5174 ext. 1313

# Arcanum-Butler Local School District

## Vision Statement

The Arcanum Butler Local School District will provide a learning environment based upon **high standards**, *supported by a variety of extra-curricular activities*, which will produce **informed, productive** citizens.

## Mission Statement

*The Arcanum-Butler Local School District provides a **caring** and **safe environment** where students are **challenged** to become **lifelong learners** and **productive citizens**.*

## Belief Statement

We, the Arcanum Butler Local School District, believe that in our educational program the student must come first and our program should be flexible and adaptable enough to meet the educational and cultural demands of all individuals, regardless of their abilities, past experiences, ethnic, social, and economic status. It is our intent to guide the student in precepts for living harmoniously with others and becoming a credit to society through personal growth.

**School Hours**  
**Grades K - 4 8:55-3:30**  
**Tardy 8:55**

All students in grades K-4 will begin their school day at 8:55 A.M. Students will not be permitted to enter the building until 8:45 A.M. Those students that arrive at 8:45 will report directly to their classroom. Students arriving in their classrooms after 8:55 will be considered late. Dismissal time for elementary students is at 3:25 beginning with car riders and walkers/bike riders. Bus riders are dismissed at 3:30. For students who are being picked up, we ask parents to follow the procedures below.

- Any one picking up a student must have their orange family number card.
- Students are dismissed from 2 separate locations: Kindergarten car riders and their siblings will use the North end of the building (by the playground). Grades 1-4, walkers and car riders will use the Main Entrance/Exit. Bus riders will exit the building through the set of doors that lead directly to the bus parking area.
- Parents must remain in their vehicles when pulling up to the drop-off and pick-up area. Parents may choose to park in the visitor parking and use the crosswalk to meet students at the main entrance. For the safety of others, parents are asked not to bring dogs with them during pick-up and drop-off times.

Should a child have different plans after school, parents need to send a note explaining these changes. The note should indicate the child's first and last name, teacher's name, phone number where a parent can be reached, and any other relevant information pertaining to the plans (address, bus number, name of individual picking child up, etc.). Please make any phone calls regarding changes in transportation as early as possible. Unless in the case of an emergency, calls made at the end of the day are discouraged.

To secure the safety of all children, adults may be requested to provide a picture ID when picking up a child early from school. Please be understanding of our security measures as we strive to make Arcanum Elementary a safe place for all children.

**OFFICE HOURS**

**8:00 A.M.– 4:00 P.M.**

**Anyone wishing to leave a voice mail message should call the office at 692-5174 before or after school hours.**

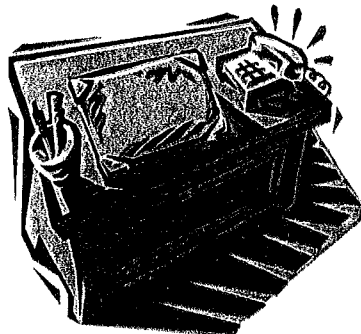
Telephone: 692-5174

Fax: 692-8865

Mrs., Pechie's email [joni\\_pechie@arcanum-butler.k12.oh.us](mailto:joni_pechie@arcanum-butler.k12.oh.us)

Mrs. DeLay's email: [judi\\_delay@arcanum-butler.k12.oh.us](mailto:judi_delay@arcanum-butler.k12.oh.us)

**Arcanum-Butler School Website: [www.arcanum-butler.k12.oh.us](http://www.arcanum-butler.k12.oh.us)**





## SUPPLY FEES

Every year, your child is provided the necessary workbooks, construction paper, worksheets, science materials, paper and art supplies that enhance their education. Many teachers have reached deep in their pockets to buy tissues, paints, flash cards, books and bulletin board materials to provide each child with the best materials. All of these materials are necessary to provide children with an outstanding educational experience at Arcanum Elementary. Please see that workbook fees and any outstanding workbook fees are paid by November 1. Should this not be possible, please contact Mrs. Pechie to establish a monthly payment plan. Unpaid fees may result in interims and grade cards being held along with denied access to Progress Book. The fees for the 2023-2024 school year are as follows:

Kindergarten through Grade 4: \$50.00



## CHANGE OF ADDRESS OR PHONE/CUSTODY PAPERS

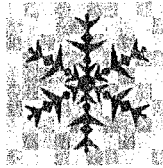
It is essential that parents help us keep our records current. Notify us of any changes regarding: addresses, phone numbers (home, work, and cell), babysitters, and email addresses. Many of our parents have E-mail, so please do not hesitate to inform the school office of E-mail addresses. **It is vital that we have on record a current copy of all custody papers for each child enrolled in school if there is a legal separation, divorce, or other custody issues concerning the child.**

## SCHOOL CANCELLATION & EARLY DISMISSAL

In the event of a school cancellation or early dismissal, the One Call Now telephone system will be used to communicate with parents. Area radio and television stations will also be used to communicate information of possible closings or delays due to bad weather or an emergency situation. Please discuss with your children what procedure they should follow in the event that school would be dismissed early and no one would be at home to receive them. All parents must have the Early Dismissal Procedures form on file in the Elementary Office. This form will be in the first day packet and these procedures will be followed.

## **SCHOOL DELAYS**

School could be on a one or two-hour delay rather than being cancelled for the day because of weather conditions. It is necessary that parents arrange necessary supervision should school be delayed for any reason.



## **BLIZZARD BAGS**

In the event that five or more days of school are missed, the district may elect to assign Blizzard Bags to students. Blizzard Bags will include assignments that are representative of the students' school day. As the completion of Blizzard Bag assignments will count as students' attendance for the designated day, Blizzard Bags are mandatory. Failure to complete all Blizzard Bag assignments by the provided deadline will result in an unexcused absence. Additional information pertaining to Blizzard Bags will be provided by the district.

## **SCHOOL VISITATION**

We require all visitors to report to the office first. Failure to receive authorization may be construed as due cause for instituting charges for trespassing.

Teachers are available for conferences at the beginning or end of the school day and not during instructional time. Parents may be able to schedule a meeting with teachers during a planning time. *Please contact the teacher for an appointment to meet with them.*

Student visitors who are to be guests must first have permission from the principal. All student visitors are discouraged. Due to legalities and student safety, preschool aged children or younger, shall not be brought to school as a visitor without the permission of the principal.

While we wish to encourage open classrooms, parental visitations to observe a child in class may be distracting to children in the classroom. We ask that parents limit the number of visits during the school year. Please clear any visitations to observe a child in the classroom with the building principal at least 24 hours in advance.

## **PHONE CALLS**

Telephone messages will be relayed to the appropriate people by the office so that classroom routine will not be interrupted. Parents can dial the teacher's extension to leave a message during the day. Calls needing immediate attention should be made directly to the elementary office. Students are not permitted to make phone calls in the office without permission from the teacher, principal, or secretary. Only important and necessary calls will be permitted. *As we strive to teach the children responsibility, students may not be permitted to use the phone for forgotten homework, instruments, or lunch money.*

## **PICTURE DAY**

Arcanum Elementary provides several opportunities throughout the school year to purchase students' pictures. Picture Day is held each fall and every child is photographed. Our photographer uses "green screen" technology to provide families with the ability to choose from many different background designs. In doing so, it is recommended that students avoid wearing green colors on picture day. If green is worn, however, the photographer is able to do individual retouching on the students' pictures. Later in the year, students in special groups (Student Council, Book Club, etc.) are photographed for the yearbook on Group Picture Day. Finally, on Class Picture Day, each homeroom will be photographed together. Picture and yearbook ordering information is sent home throughout the year and will be available on our website.

## **CLOSED LUNCH**

Daily lunch will be closed to all visitors during the school year to increase safety throughout the day and also due to limited space in the cafeteria. We appreciate your understanding in this matter to help provide a safe environment for all students.

## **STUDENT ATTENDANCE**

*At Arcanum Elementary, we continue to be concerned with student safety. If a child is absent from school for any reason, please call 692-5174 by 10:00 A.M.*

The District will make an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's unexcused absence within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with the state law.

## **ARCANUM-BUTLER LOCAL SCHOOLS ATTENDANCE POLICY**

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes take effect.

- *Chronic Truant* changed to *Habitual Truant*
- Habitual Truant referred to in number of consecutive hours instead of consecutive days
- Schools cannot suspend or expel students for missing too much school.

\* HB 410 also requires the State Board of Education to adopt by July 5, 2017, a model "zero tolerance" policy for violent, disruptive or inappropriate behaviors, including excessive absences. The policy must stress preventative strategies and alternatives to suspension and expulsion and assist districts with amending or creating district policies. The Ohio Department of Education will develop guidance, resources and training materials to assist with the implementation of the new requirements by Oct. 3, 2017.

## **EXCUSED ABSENCES**

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours. Parents are to notify the school before the school begins on the day of absence, to explain the nature of their child's absence from school. You can report your child's absence by calling the attendance secretary at 692-5174 option #2 to record the information. *For doctor or dentist appointments that must occur during the school day, a note from the doctor must be provided to the school's attendance office when the student returns in order for it to be considered medically excused.*

### **Absences which will be considered as medically excusable will require a doctor's documentation.**

A. Personal Illness - If a student is absent 18 hours (3 days) for illness, the administration may request that a physician's statement be given to the school before the absences will be considered excusable. After a student accumulates 72 (12 days) without doctors' excuses in one school year, any further absences will be considered unexcused unless the student returns to school with a doctor's excuse. Any absences other than for religious holidays, college visitation days, and armed forces exams will count as 6 of the 72 hours (1 day); those excused by a doctor will not be counted. Exceptions can be made when the administration is contacted by the parents (in advance when possible).

B. Doctor's Appointment - Absences from school because of a doctor's appointment are permitted, provided a signed note is taken to the teacher or attendance officer indicating the nature of the absences.

C. Quarantine for contagious disease

D. Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

### **Absences which will be considered as excusable**

A. Illness in the Family - A student may be excused from school for a maximum of 6 hours in the Elementary (1 day) per semester for illness in the immediate family.

B. Death of Immediate Relative - The definition of immediate relative shall include parents, brothers, sisters, aunts, uncles, and grandparents. Students may be excused from school for a maximum of 18 hours in the Elementary (3 days) unless reasonable justification is provided by the student (or parent) for a longer absence.

C. Observance of Religious Holidays - Any child of any religious denomination may be excused if his/her absence is for the purpose of observing a religious holiday consistent with his/her creed or belief, but the definition of "religious holiday" does not include a religious conference. Excused absences in this category are not included in the 72 hours identified in item 1.

D. Workdays - A student at the elementary level is allowed no workdays. For students over 14 years of age only, an excused absence is granted provided that the work done shall be for the student's parents. The student must bring in a signed note from the parent explaining the date and nature of the proposed absence. This must be arranged in advance of the actual workday requested whenever possible.

E. In the cases of absences relating to the above situations, a student has the same amount of days to make up his/her work as the amount of days he/she is absent.

F. Trips and Vacations - Every attempt should be made by students and parents to schedule trips and vacations during periods of time when school is not in session. If it is impossible for the trip to be taken at any other period of time than during the period in which school is in session, the parent is to contact the school a minimum of three days prior to the trip. No student is permitted to be excused for more than 42 hours in the elementary (7 days) for trips or vacations during the school year, and work must be completed and turned in to the teacher within the number of days missed upon returning to school. However, the last five days of the school year will be considered unexcused with no make-up privileges (at the high school level, this applies to the last five days of each semester)

## **UNEXCUSED ABSENCES**

### **Absences Which Will Be Considered as Unexcusable.**

The following is a partial list of reasons for absences which will be considered as unexcused:

- A. shopping
- B. oversleeping
- C. baby sitting
- D. missed the bus
- E. car trouble
- F. leaving grounds without permission
- G. working--other than for parents
- H. absence from school with no excuse offered
- I. the last 5 days of the school year (high school, last five days of each semester)
- J. tardy - A tardy at the elementary level occurs when a student arrives in the classroom after the established tardy time.

3. The parents should contact the school office on the first day of their child's absence to explain the reason for the absence. Upon returning from an absence, the student is required to bring a written excuse, signed by the parent, giving the reason for the absence. It is the student's responsibility to contact his/her respective teachers for make-up work and to see that tests or incompletes are corrected as soon as possible.

## **TARDINESS**

Students who arrive after 8:55 will report to the attendance secretary to sign in for the day. A tardy at the elementary level occurs when a student arrives in the classroom after the established tardy time. An adult must sign the student in at the office.

## **LEAVING SCHOOL GROUNDS**

1. Under no condition are students allowed to leave the school building or the grounds without first reporting to the principal and receiving permission to leave. An adult must sign the student out at the attendance office before leaving.
2. If it is necessary for a student to leave school early before the end of the regular day, said student must bring a note from his/her parents or guardian stating the reason to be excused.
3. No student will be excused from school during school hours without a note from home, except in the case of illness.
4. If a student becomes ill at school, he/she should report the illness to the classroom teacher who shall see that assistance is provided.
5. If a student becomes ill after coming to school, this must be reported to the office so his/her parents can be notified to pick him/her up. An emergency phone number should be kept on file for each student so some near relative or friend can be contacted when parents are not available. At no time is a student permitted to leave the school grounds without the permission of the office. There are to be no exceptions to this rule without specific permission from the school office.
6. No student is permitted to leave school grounds during the lunch hour.

## **TRUANCY**

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 consecutive hours in the elementary (5 days), 42 or more hours (7 days) in one month in the elementary, or 72 or more hours (12 days) in a school year in the elementary.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program. Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting. State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

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

#### Absence Intervention Plan

When a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

#### Filing a Complaint with Juvenile Court

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.



### **STUDENT CONDUCT (ZERO TOLERANCE)**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs. In the circumstance that a student receives an out of school suspension (OSS), students are permitted to make up work while serving OSS. Students must contact each of his/her teachers to receive their work for the days serving OSS and must submit work upon returning to school. For a three day OSS, students will have one additional day to submit all work. For a five day OSS, students will have 2 additional days to submit work. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States



If a student violates this policy or the code of conduct, school personnel, students, or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student who commits an act that inflicts serious physical harm to persons or property, if it was committed at school, on other school property, or at a school activity, event, or program, may be expelled for up to one year.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents each school year.

**1. Weapons and Dangerous Instruments** –A student shall not possess, handle, transmit, or conceal any instrument which is or could be considered an instrument to inflict harm upon another person. Knives, guns, clubs, chains, brass knuckles, and other instruments of like are forbidden at any school activity or on or near school property.

**2. Insubordination** –A student shall not fail to comply with directions or teachers, substitute teachers, teacher aides, principals, or other school personnel during any period of time that the student is under the authority of school personnel. Failure to leave a class when directed by school personnel will result in a three-day suspension.

**3. Verbal/Physical Harassment or Obscene Language** –A student shall not use violence, force, coercion, threat, or verbal abuse to be directed at school personnel or other students. Bullying and harassment by verbal or physical means will not be tolerated. The use of inappropriate, vulgar, or obscene language (written or oral) during a school activity (class or extra-curricular) is prohibited. This rule forbids any obscene gestures.

**4. Alcoholic Beverages, any Mind or Mood Altering Substance and/or the Paraphernalia for Their Use** –A student shall not possess, use, transmit, or conceal the above mentioned items while in attendance at or near any school or school-related activity. The administration will immediately remove students from the school premises under the above stated conditions.

**5. Fighting** –A student shall not behave in such a way as could cause physical injury to other members of the school community. If self-defense in fighting can be clearly determined, then the degree of punishment to the student who is acting in self-defense shall be taken into consideration. Immediate disciplinary action will be taken.

**6. Smoking, Smokeless Tobacco, and Tobacco Products** –School regulations do not permit the use or possession of tobacco in any form by students on or near school property or school functions. This regulation specifically forbids the use and possession of any form of tobacco upon school buses, in restrooms, in the building and on or near all school grounds or property. All forms of tobacco include smoking, chewing, and snuff.

**7. Setting False Alarms** –A student shall not cause alarms to be set off unless an emergency exists, nor shall the student initiate a report warning of an impending danger or catastrophe without cause. Suspension and possible expulsion will be considered for any student found guilty of putting hands on or knowingly setting off an alarm without cause.

**8. Vandalism, Destruction, or Defacement of School and Private Property** –A student shall not cause or attempt to cause damage to school property including building, grounds, equipment, or materials; nor shall a student cause or attempt to cause damage to private property on school premises or at any school activity.

**9. Theft** –No student shall be involved in such action which would be considered as theft to public property or the private property of any other student or employee.

**10. Violation of the Dress Code** –Students should take note of the published dress code in the student handbook and abide by these standards.

**11. Truancy, Unexcused Absences, and Tardiness** –Continued truancy and tardiness will result in the procedures stated under the attendance section of the student handbook.

**12. Disruption of School** –A student shall not cause or attempt to cause the disruption of the normal school day by means of violence, threat, coercion, force, demonstration, or obstruction of school procedures. A non-exhaustive list would include: unusual dress and appearance, strikes, walkouts, impeding of free traffic, bomb threats, etc. Specifically, while attending school or a school related event, no student shall wear or display:

- a) excessive, unnatural or multicolor hair styles,
- b) any item in a visible facial or body piercing other than the ear,
- c) excessive-sized items in ear piercing,
- d) any item or body piercing that may inhibit student performance or speech that may cause disruption of the educational environment, that poses a risk of health and/or safety concerns, or that may be indicative of gang or cult-related activities, including, but not limited to a piercing of the lip, tongue, eyebrow, cheek, nose, etc., or
- e) chains, spiked or studded accessories.

**13. Violation of Bus Riding Regulations** –Students shall obey the rules regarding bus riding. Failure to abide by these rules may result in the removal of the riding privilege and/or removal from school.

**14. Cheating and Plagiarizing** –Students are expected to do their own work and evidence of cheating and/or plagiarizing will result in referral to the office for further disciplinary action.

**15. Hazing & Bullying** –Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing or bullying. Hazing and bullying means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any Districted-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Reports or complaints regarding hazing or bullying may be formal, informal or anonymous. School staff members receiving a complaint will promptly forward the complaint to the building principal/designee for review and action. Students are prohibited from deliberately making false reports and are subject to disciplinary action.

**16. Gambling** –Students are not permitted to gamble or possess gambling devices on school premises or at school events.

**17. Card Playing** –Card playing is not permitted during school hours on school property.

**18. Sexual Misconduct/Harassment** –No student shall engage in, be a party to, or intimidate another student for the purpose of sexual interest. No student shall engage in any form of exhibitionism.

**19. Refusal To Identify Self** –All persons must, upon request, identify themselves to proper school authorities in the school building, or on school grounds, or at school-sponsored events.

**20. Trespass/Restricted Area Violation** –Students are not to be present in an unauthorized area. Violations will result in disciplinary action with possible prosecution for refusal to leave the area when requested.

**21. Lying** –A student shall not falsely report incidents, falsely accuse or give false testimony to school personnel which would/could seriously affect the welfare of others.

**22. Public Display of Affection** –Public display of affection on school grounds or at school activities is considered in poor taste. Students engaged in PDA are subject to parental notification and other disciplinary action. Refusal to comply is considered insubordination.

**23. Counterfeit Drugs** –Possession or sale of counterfeit controlled substance is inimical and injurious to the maintenance of health, safety, and discipline in the school district. No student shall possess any counterfeit controlled substance, nor shall any student make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance. For the purpose of definition and clarification, the following provisions relate to counterfeit drugs:

A. A counterfeit controlled substance is defined as:

- 1) Any drug that bears or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark.
- 2) Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it.
- 3) Any substance that is represented to be a controlled substance, but is not a controlled substance or is a different controlled substance.
- 4) Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

B. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.

C. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

**24. Extortion, Bribery, or Forgery** –A person shall not take nor attempt to take money or valuable possession from another person by physical force or the threat of physical force. A student shall not offer money or favors to any person for his or her personal gain. A student shall not falsely use in writing the names of another person, or falsify times, grades, dates, addresses, or other data on school forms or correspondence directed to the school.

**25. Gangs** –Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated by the District. The Board believes gangs or gang activity create an atmosphere where violations of policies and regulations as well as Ohio laws may occur.

Incidents involving initiations, hazing, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited.

The Board directs the administration to establish regulations to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action.

**26. Computer Technology and Networks** –The student use of computer technology is encouraged and made available for educational purposes. School-provided computer hardware, software and related technology is the property of the school district, and the school reserves the right to inspect, copy and/or delete all files and records created or stored on school computers, or other computers and electronic devices while on the school premises or under school jurisdiction. Students who violate any aspect of the Code of Student Conduct, other school rules, or state or federal laws or regulations using computers or other technology will face disciplinary consequences. All forms of electronic communication are restricted to school related projects, research or assignments and will be supervised by school personnel. Internet and other electronic network users must complete an Internet Use Consent form signed by a parent or guardian before any student is authorized to utilize the Internet.

**27. Search and Seizure** –A student shall not place, keep, or maintain any article or material in a school-owned locker and/or desk which is of non-school nature that shall cause or tend to cause a disruptive activity on any school property at any school sponsored function.

When school administrators have reasonable cause to believe that a student is in possession of or has within easy access any form of drugs or drug paraphernalia, weapons, alcoholic beverages, and other dangerous substances, a search of the student and his or her locker and desk, will be conducted.

A student shall not refuse a search or impede a search of his or her person, including without limitation, his or her knapsack, purse, gym bag, etc. or his or her locker or desk.

NOTE: Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Such notice will be posted in every building.

**28. Accumulation of Infractions** –The accumulation of many small infractions or acts of conduct unbecoming to a student or the school will also be cause for disciplinary action.

**29. No Fund-Raising Selling** is permitted during school hours.

**30. Alcohol Use By Students/Student Drug Abuse** –The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in another situations under the authority of the district or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

**31. Personal Electronic Devices** –The use of unauthorized electronic devices during the school day is strictly prohibited. Cell phones, smart watches, tablets, music devices, cameras, electronic storage devices, etc. should not be visible during the school day without prior approval from the building principal. Putting a cell phone on vibrate is not acceptable. If an unauthorized electronic device is found to be visible it will be confiscated by the staff, and reviewed by the principal for inappropriate material. Inappropriate material found on an electronic device could result in a suspension. Parents are asked to call the office for all emergencies/student message delivery. Please do not call or text your son or daughter between the hours of 8:55 and 3:35.

**First Offense** – The staff member completes an office referral form; Electronic device taken from the student and returned at the end of the day.

**Second Offense**–Office referral; recess detention; Electronic device taken from student and parent must pick it up from the office.

**Third Offense** –Office referral; 1 hour after-school detention; Electronic device taken from student and parent must pick it up from the office.

**Fourth Offense** –Office referral; 1 day suspension from school; Electronic device taken and returned to parent when the student completes the suspension.

## **DANGEROUS WEAPONS IN THE SCHOOLS**

The Board is committed to providing the students of the District with an educational environment free of the dangers of firearms, knives, and other dangerous weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm to a school operated by the Board or on to any other property owned or controlled by the Board, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

The Board authorizes the Superintendent to expel a student from school for a period not to exceed one year for bringing a knife to a school operated by the Board or onto any other property owned or controlled by the Board or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board which firearm or knife was initially brought onto school property by another person. The Superintendent is authorized to extend such an expulsion into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by Ohio law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provision of the District's student code of conduct and Ohio law.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

## **SCHOOLWIDE RULES**

At Arcanum Elementary, we will exhibit Trojan Pride in all our school behaviors. We believe that for students to be successful in school they must be respectful, responsible, honest and have a positive attitude.

Expectations:

1. Students will show respect in actions and words with adults and with other students.
2. Students will take responsibility for their actions and tell the truth at all times.

3. Students will exhibit self-control by keeping hands, feet, and objects to themselves, by walking in the building, and by speaking appropriately to all staff, students, and volunteers.
4. Students will walk when inside the building. Running, skipping, and jumping will not be permitted.
5. Students will be cooperative and helpful.
6. Students will come to school ready to learn and have a positive attitude about learning.

## **PLAYGROUND RULES**



On the playground, students will:

1. Show respect, responsibility, cooperation and safety at all times.
2. Keep hands, feet, and objects to self.
3. Speak and treat others kindly.
4. Take care of playground equipment.
5. Take turns and share the equipment.
6. Follow the directions of all adults.
7. Walk to and from the playground.
8. Stay within playground boundaries,
9. Line up quickly and quietly at the signal.

All students are expected to follow all the school rules while on the playground. These items are not permitted on the playground nor at school: baseballs, softballs, bats, hard rubber balls, golf balls, roller blades, roller skates, toy guns, toys that shoot projectile devices, skateboards or other articles which could hurt someone. Students may be asked to keep other toys or objects at home at the discretion of the teachers or principal.

**Any student who needs to stay indoors for recess for more than two days needs written confirmation from a physician.**

## **INDOOR RECESS**

During indoor recess, games and activities will be provided. Students are not permitted to bring toys to school in anticipation of indoor recess. Remember that our teachers are always in need of new indoor games. Any donation of board games and activities would be appreciated. Students will be expected to follow the school rules and play appropriately during the indoor recess period. We will follow these guidelines for indoor recess:

“If the temperature is below 20 degrees the students will remain indoors. (This does include the wind chill factor). We will be checking the temperature on the Internet each morning. The playground aides will still use their discretion regarding rain, ice and snow. If we have a mound of snow on the playground, and even though it is above 20 degrees—the staff might determine that we have unsafe conditions on the playground. Should that happen, we would stay indoors.

## **CAFETERIA BEHAVIOR**

In the cafeteria, students will:

1. Use manners at all times.
2. Use quiet voices.
3. Clean up after themselves.
4. Follow directions.
5. Be quiet while in line in the kitchen area.
6. Ask three students for help before they raise their hand for an adult.
7. Stay seated properly until dismissed.
8. Enter and exit orderly (no running or cutting in line).
9. Eat and/or buy food for themselves only.
10. Keep hands, feet, and objects to themselves.
11. Carefully dispose of trash.
12. Learn/use their lunch ID number.
13. Make healthy choices (pop or soda are not permitted during school hours).

## **RESTROOM BEHAVIOR**

In the restrooms, students will:

1. Use manners at all times.
2. Keep hands, feet, and objects to themselves.
3. Use facilities appropriately and in a timely manner.
4. Wait patiently and quietly for their turn.
5. Use quiet voices.
6. Wash their hands with soap and water.
7. Keep area clean. Throw paper towels in the trash cans.

## **HALLWAY BEHAVIOR**

In the hallways, students will:

1. Maintain a quiet learning environment.
2. Walk single file on the right side. Single file on the gray tile.
3. Face forward.
4. Keep hands, feet, and objects to themselves.
5. Assist others in need.
6. Go directly to destination.

## **STUDENT DRESS CODE**

The following standards were developed by a joint committee of parents, students, teachers and administrators of the Arcanum-Butler Local School District. This policy was developed and will be reviewed by a similar group, with any recommendations for change to be presented through the superintendent to the Board of Education.

The dress code provisions listed below are not meant to keep students from expressing themselves, but to teach proper attire in a given situation and to permit the proper management and control of the learning

atmosphere for the student body. All students are expected to dress in a manner, which will not bring undue attention to himself or herself.

School standards will be in effect for all school days and field trips unless prior approval for exceptions is granted. Any clothing or dress style that distracts or disrupts the normal learning atmosphere in the classroom will not be permitted.

Specific provisions are as follows:

1. Hairstyles must not distract from the learning environment.
2. Clothing must be clean, well-fitted, and in good taste. Teachers and administrators have authority to require specific types of clothing to insure student safety. Clothing must be free of holes with certain one day exceptions due to normal wear or accidental damage. Such cases will be handled on an individual basis.
3. Hats, caps, scarves worn over the head and headbands are not allowed to be worn inside of the building.
4. Bare mid-sections and chests are not permitted.
5. Appropriate footwear must be worn. Flip flops are not permitted. Flip-flops are defined as shoes that flip and flop while walking regardless of the material of which they are made or the design. Shoes that do not have backs may be considered inappropriate footwear. At the elementary, students wearing improper footwear has become a safety issue on the playground, on the steps and during recess. Shoes containing wheels on the sole are not permitted if the wheels cannot be removed. Rollerblades are not permitted during school hours. Footwear should not be worn that may pose a potential distraction, health issue, safety concern, or detract in any way from the educational environment.
6. Halter tops, tube tops, tank tops with spaghetti straps, sun dresses or other garments of this nature are not permitted.
7. Clothing or personal possessions containing messages that are obscene, sexually suggestive or make reference to violence, illegal drugs, alcohol or tobacco products are not permitted. Any clothing that is potentially distracting to the educational process is not permitted.
8. Undergarments must be worn and should not be visible.
9. Dress shorts or hemmed shorts of appropriate fit and length are permitted. In most cases, appropriate length will be determined as the bottom of the shorts must be below the fingertips of the student when they are standing and the arms are placed at their side. However, the determining factor will be based on appropriate fitting.
10. Outdoor apparel worn inside is not acceptable unless otherwise stated.
11. Students may not wear any items or apparel that could be injurious to the wearer or others.
12. Excessively baggy or tight fitting clothing is not acceptable.
13. Pajama pants will not be permitted.

The responsibility of enforcing the dress code belongs to all students, parents and faculty members, but ultimately belongs to the principal. All suspected violations will be turned into the principal's office for an appropriate determination of what is acceptable and unacceptable dress or appearance. Students who are in violation of the dress code may be asked to call their parents for another change of clothes.



## **STUDENT CONDUCT REFERRALS**

Each teacher is expected to handle the majority of discipline issues in the classroom. In the event that a student is sent to the office, the teacher will complete a student conduct referral form. The teacher will indicate on the referral form the specific misconduct and the day and time it occurred. The principal will hold a conference with the student to discuss the behaviors. The referral form will be sent home with the student who must have it signed and returned the next day. It is imperative the forms get returned promptly.

## **REMOVAL, SUSPENSION, EXPULSION, AND DETENTION OF STUDENTS**

**Emergency Removal of Student**—If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal or assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. If a teacher makes an emergency removal, reasons are submitted to the principal in writing as soon after the removal as is reasonable.

If either suspension or expulsion is contemplated, a due process hearing is held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practical prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student and Treasurer of the Board. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

**Detention**—The required attendance before or after school hours is an alternative method of discipline. Transportation is the sole responsibility of the parent of the student. Academic isolation is considered a form of detention. Unexcused non-attendance at these sessions may result in out-of-school suspension.

**Removal From Class**—Students may be removed from a particular class if they pose a threat or continued disruption to the academic process.

**Corrective Work Assignments**—Students may be given work tasks to perform as an alternative to other disciplinary consequences for unacceptable behavior.

**Compensation**—Reimbursement will be required when a student is involved in such action which will cause damage to public property or personal property of other students or employees. This reimbursement is necessary also in case of theft. In the normal act of providing compensation for unacceptable behavior, an apology to the offended party is recommended. In addition, state or federal offenses committed while on school premises and/or during events and functions under school supervision or school control may be prosecuted through the courts.

**Detention System**—Detention will be held for one-hour sessions on days to be determined by the administration. Students will be notified by the principal and will receive a student conduct form indicating the reason for the detention. The student conduct form is to be signed by the parent and returned the next school day. Failure to appear for detention by the compliance date will result in increasingly severe consequences.

## **GUEST/SUBSTITUTE TEACHERS**

Guest teachers have the same authority as the regular teacher. Students are expected to treat substitute teachers with respect, and to assist these teachers in maintaining regular classroom routines.

## **BUS TRANSPORTATION**

The following recommendation is from the State Highway Patrol:

All stops on the main state highways should be called flag stops. Any student who is not ready when the bus stops, will need to be passed up to prevent a serious traffic hazard on the main highway.

State Regulation V.-Section 4: Pupils shall conduct themselves on the school bus as they would in the classroom except that reasonable visiting and conversation are permissible. Continued disorderly conduct or persistent refusals to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil.

- While on the bus the pupil is under the authority of and directly responsible to the bus driver. Pupils shall conduct themselves on the school bus as they would in a classroom except that reasonable visiting and conversation are permissible.
- All pupils should enter and leave the bus in an orderly fashion. The Emergency Door should not be in general use. Drivers must report violations to the Principal.
- Any student or students who willfully fail to follow the instructions of a bus driver or other school authorities will be temporarily suspended or expelled from school, or bus, or both.

At Arcanum Elementary, we want all of our children to be safe at all times on the school bus. When using school transportation, we expect all children to be safe and to abide by these rules:

1. Be seated immediately upon entering the bus, the pupil should be seated in his regularly assigned seat.
2. No pupil should stand up or move from seat to seat while the bus is in motion.
3. Noisiness - Pupils should not be loud or use profane, indecent language.
4. Ventilation - Windows and doors should not be adjusted without the permission of the bus driver.
5. Wait For Stop - No pupil should attempt to get on or off the bus until it has come to a full stop.
6. Promptness - Pupils should be ready when the school bus approaches in order to help the transportation system operate smoothly.
7. Students should not stand in the middle of the road while waiting for the school bus.
8. Students should not talk to the driver unnecessarily while on the route.
9. Cleanliness - Waste paper and rubbish should not be dropped on the floor of the bus.
10. Students should keep head, arms, and objects in the bus at all times.
11. Hats, caps, books, papers, lunches, etc. should never be thrown.
12. Food items and gum are prohibited from being eaten/chewed on the bus.
13. Any item that causes a disturbance is not to be permitted.
14. Driver's Seat - No pupil should ever sit in the driver's seat. Keep hands off the bus doors, the light, horn, switch, etc.
15. No student will be permitted to ride on a different bus without a note from their parents.

## **BUSING PROCEDURES**

Arcanum-Butler Local Schools provides transportation to and from school for resident students in grades K-12 who live outside of the village limits. The transportation department has also established group stops in the villages of Ithaca, Gordon, and Castine. The following procedures are made to ensure the safety of all students and to reduce the possibility of error.

All students living outside of the Village of Arcanum limits will be assigned to a school bus based on their home address. With the exception of the group stops in Castine, Ithaca, and Gordon, pick up and drop

off will be at the home address, unless there is an approved Transportation Change Request on file. There will need to be one established pick up and one established drop off address for each child. This means each day your child will get on the bus at one stop and get dropped off at one stop. In most cases both stops will be the home address. Even though the pick up and drop off must be the same every day of the week, they may be different from each other. (Example: You can request your child be picked up at home, but dropped off at the babysitter.) Parents will not be permitted to provide the driver with an inconsistent work schedule and request that their child get picked up and dropped off at different locations depending on that day of the week. Schedules must be consistent every day, allowing no daily changes. Parents that have shared parenting, with documentation on file, will be permitted to have their child picked up and dropped off at both addresses as long as both addresses are in the Arcanum-Butler School District. (Example: Monday/Wednesday/Friday at mom's house and Tuesday/Thursday at dad's house.) Please make sure that you have provided us with accurate information regarding your child's transportation needs. If you have any questions, please call the transportation office at 692-5174 x 1329. Transportation Request Form (regular bus rider)

- Students must be picked up/dropped off at a valid address with a valid house number, door to door pick up within the district boundaries.
- Complete a Transportation Change Request Form when requesting an alternate pick up/drop off location other than the assigned home bus stop. Parents may request a separate am and pm drop off location.
- A new request for the school year should be turned in by August 1 preceding the new school year to allow the transportation and drivers time to prepare bus routes.
- If a change is made during the school year, a new Transportation Change Request must be submitted and approved before the child is permitted to ride another bus.
- Requests are contingent upon the availability of space on the affected bus. New requests may take up to five (5) days to complete.

### **BUS PASS REQUESTS**

- Requests for non-regular bus service are discouraged and should only be made if no other form of transportation can be obtained. Examples include: daycare/babysitter, parent out of town
- Such requests are subject to available seating and require a minimum of 48-hour notice (excluding weekends and days when school is not in session).
- Requests must be made in writing and made directly to the appropriate building office (principal or building secretary) and must be **signed by the parent or legal guardian**. The request should include:
  - Rider's first and last name
  - Date
  - Reason for request
  - Parent contact information and signature
  - Drop-off address or name of student your child is riding home with
- Bus passes will not be granted for non-emergency situations including the following purposes:
  - Play dates, sleepovers, parties, etc...
- Middle/High School Students are not permitted to ride elementary buses for the following purposes:
  - "Missed" the regular bus
  - Following the serving of a detention or other disciplinary actions
  - After-school tutoring, clubs, extra-curricular activities
  - After-school elementary aide
- Requests by phone for a transportation change for non-regular service (daily bus pass) will **only** be considered for **emergency** situations and will be approved at the school's discretion. Such approval is subject to available seating. Phone calls must be from the parent or legal guardian requesting emergency bus service and the nature of the emergency. Emergency situations

require approval of the building principal or transportation director. Example emergency situations may include:

- Sudden health emergency
- Accident
- Requests by phone will be denied for non-emergency daily bus service.
- Students will be permitted to get on the bus at any established stop, if needed, for two-hour delays. This does not need to be cleared through the principal or transportation department.

**Please Note:** Bus Driver phones are for emergency use only. Bus drivers are not permitted to use phones in route. Drivers should not be contacted by phone or text at any time.

Riding the school bus is a privilege. Should a student violate these rules, their bus riding privileges could be revoked by the building principal. In the event of disorderly conduct, the bus driver will complete a referral form and turn it in to the principal. The principal will then decide what the punishment will be. The form will indicate whether the offense is a first, second, or third notice. After the third notice, the student will be suspended from bus riding privileges for up to ten days. (Note: Students can have bus riding privileges suspended at any time due to disorderly conduct.)

### **BIKE RIDING REGULATIONS**

Riding a bike to school can be fun, but it is a privilege. All students riding a bike to school must walk their bike while on school property. Because we are concerned with the safety of every child, it is strongly suggested that you wear a bike helmet. Students who ride their bike must:

1. Walk beside your bike while on all school property.
2. Walk your bike across any street while coming to school or going home.
3. Park your bike at the bike rack.
4. Rollerblades and skateboards are not permitted.

Any violations of these rules may result in having to wait until the buses are completely dismissed or loss of bike riding privilege.

### **FIELD TRIPS**

At Arcanum Elementary, we take pride in the outstanding reports of our good behavior on field trips. Every field trip relates to our academic program and we expect only the best behavior from each student. Students are expected to display good conduct during all school related activities and all school rules are to be followed on these trips. Written parental permission is required before a student can go on a field trip. Should a child not be permitted to go on a field trip for any reason, parents will be notified prior to this field trip. Should a child be absent on the day they are to go on a field trip, they will be counted absent for that day.

On all of our field trips, we expect all school rules to be followed and that our students are kind, courteous, and exhibit their best behavior at all times. Students who have violated the school rules in the past, have numerous office referrals, not completed their homework, have attended after school detentions or have been suspended, will be placed on a probationary period before each field trip. After this period, the classroom teacher and principal will meet to determine if the student is permitted to go on the field trip. Should the child not earn the right to go on the said field trip, the student will remain at school to complete alternative activities that correspond with the objectives of the field trip.



## **STUDENT WELLNESS POLICY**

In May 2006, the Board of Education adopted the following wellness policy for all students that attend Arcanum Butler Schools.

The Board of Education recognizes that students can reach their full learning potential when they are fit and healthy. The Arcanum-Butler Local School District is committed to providing a school environment that nurtures growth and development of the whole student, including nutrition and physical fitness. The Board supports lifelong wellness habits by promoting these goals:

**Education:** Students will increase their understanding of the health/wellness benefits of integrating good nutrition and physical activity into their daily lives.

- o Provide students with nutrition education, skills, motivation, and modeling that promotes lifetime healthy eating habits
- o Provide students the opportunity to develop basic knowledge and skills for physical activities, to maintain fitness, and understand the short and long term benefits of physical activities

**Food Service:** Food service will provide satisfying, age appropriate, nutritional food products that comply with federal, state and local requirements, and are accessible to all students in the ABLS district.

- o All foods and beverages available on campus during the school day will offer students healthy choices consistent with the current Dietary Guidelines for Americans illustrated in the Food Pyramid
- o All foods and beverages available on campus after the school day will offer students healthy choices
- o The school environment is safe, comfortable, pleasing and allows ample time and space for eating meals

**School Based Activities:** The district will provide school-based activities that promote student wellness and reduction of childhood obesity.

- o Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special healthcare needs

**Measurement of Implementation:** The measurement of implementation will provide timely feedback that ensures improvement of the ABLS Wellness Policy.

- o Each area included in the wellness policy will be evaluated each year to assess compliance
- o The evaluation will be conducted by the administrator or supervisor responsible for the specific wellness area, with input from staff directly responsible for implementation
- o Evaluation results will be used to develop recommendations and strategies for improvement as indicated

Development of the student wellness program must be a collaborative effort between parents, students, food service workers, administrators, the Board and the public.

[Adoption date: May 15, 2006]

*At the elementary, we encourage parents to follow our wellness policy when bringing in healthy treats or snacks for a child on special occasions.*

## **LUNCH PROGRAM**

Arcanum Butler Schools use a computerized cafeteria point of sale program call Lunchbox. Students use an assigned 4-digit PIN number, which they use to access their account when purchasing food in the cafeteria. Parents may choose to send money daily, prepay using checks and/or cash, or pay on-line. When sending in lunch/breakfast money, the cafeteria suggests using a zip lock bag or envelope with the student's name, teacher's name, and student PIN. Weekly or monthly deposits are also recommended for your convenience. Lunchbox provides the following services to students and parents:

- Parents can prepay on-line at the school's website using credit or debit cards.
- Parents can check on-line daily the individual account balance and see what their child has been eating for lunch and/or breakfast and restrict what they may purchase.
- Parents can complete free and reduced lunch program applications on-line.
- Parents can update any allergies or other necessary information.

A balanced plate lunch is served daily in the cafeteria. Students may either buy or bring their lunch. Milk may be purchased to accompany a packed lunch. Since we are serving so many children, it is imperative that the children go through either lunch line only once.

Applications for free or reduced lunch are sent home with every student the first week of school.

**Please note the cost of weekly and monthly lunches at the bottom of your monthly menu.**

## **LUNCH CHARGING PROCEDURES**

Arcanum-Butler Local School District's Food Service Program recognizes that adequate nutrition is essential to students' mental, physical and academic growth. All children (grades K-12) participating in the School Breakfast Program and the National School Lunch Program, whether at a free, reduced or paid rate, will receive a breakfast and/or lunch meal that meets USDA requirements, regardless of whether the students have sufficient money in the meal-charge accounts or cash-in-hand to pay for the cost of the meal at the time of the service.

It is the responsibility of the Parent or Guardian to monitor their student's cafeteria account and deposit the appropriate funds when necessary. My School Bucks is the online payment system that is used by the school district for monitoring a student's account activity. Deposits can also be made in person, mailed to the school or sent in with the student. The district understands that funds on a student's cafeteria account may become depleted at times for various reasons. Because we believe in the importance of our student's nutrition, students may "charge" for a meal under certain circumstances. Charging for a meal will result in a negative balance on a student's account. Parents, who wish to prohibit their students from charging meals, can contact the Food Service Department and request the student account be closed for charging purposes. It is imperative that our cafeteria collects the balance owed. See the following procedure for charging school meals below:

Student will be verbally notified for the first charge.

1. A note will be sent home with the student when the account reaches -\$10.00.
2. A letter will be mailed home when the account reaches -\$25.00.
3. Upon reaching the - \$25.00 threshold, students will be provided an alternative "Grab & Go Option PB & J option".
4. In the event that an account is at -\$25.00 at the end of each quarter, parents will receive an automated One Call message notification regarding an overdue balance needing to be paid.
5. Additionally, in the event that an account is at -\$25.00 at the end of the semester, the student's grade card will be held and parent progress book access will be denied until payments are received.

Please note: Students who have a negative balance will not be permitted to charge Ala Carte items or any additional meal items until negative balances are paid in full. Charging will not be permitted at the end of the school year during the last two weeks of school. Unpaid meal charges will be carried over at the end of the school year to the next school year and will be subject to this charge policy the following year. Thank you for your cooperation and support. We urge parents and guardians to be proactive in checking accounts and reconciling balances. If you feel that your student may qualify for assistance under the Free and Reduced Price Meal Program, you must fill out an application for approval. You are also permitted to submit an application at any time during the year if your family experiences any changes in household members or income. For questions, please contact the cafeteria at 937-692-5174 ext. 1138.

### **BREAKFAST**

Breakfast is served in the cafeteria daily from 8:30 –8:50. Students who are eligible for free and reduced lunch also qualify for free and reduced breakfast. All items available can be sold Ala Carte.

### **ADMINISTERING MEDICATION**

The law forbids school personnel to provide, prescribe or dispense medications at school. If a child requires medication, proper forms, which are available in the office, must be filled out and returned to the school office.

Medicine must be brought by the parent to the office or to the school nurse in the container in which it was dispensed by the prescribing physician or licensed pharmacist. Please do not send medication with a child on the bus! *Medication will never be dispensed without the proper form completed by the licensed physician.*

### **BEE STING POLICY**

For those students who are highly allergic to bee stings, the following procedures will be followed:

1. Administrator or nurse will use EPI-pen (furnished by parents.)
2. Call will be made to the emergency squad.
3. Parents will be notified.
4. Emergency squad will transport the student to the hospital.

\* Should your child be highly allergic to bee stings, please let us know if you wish us to follow a different procedure.

### **SAFETY**

Safety is a prime concern at Arcanum Elementary. The school safety plan is updated annually and addresses everyday safety as well as emergency situations. We ask parents to support our efforts to provide a safe environment by reinforcing school rules with their children regarding behavior at school, on buses, and walking to and from school. We beseech parents to follow safe driving practices around our school and drop off and pick up students only at crossing areas. All visitors must enter through the main entrance and be “buzzed” into the office area. All doors will be locked during the day to insure the safety of students.

## **FIRE AND EMERGENCY DRILLS**

Fire drills are held once a month as required by state law. Students receive specific instructions from their teacher. Emergency drills are also held to prepare staff and students for situations such as tornado warnings and emergency lockdowns.

## **SCHOOL WIDE HOMEWORK POLICY**

The purpose for assigning homework is to practice and reinforce skills that students are taught throughout the school year as well as encourage responsibility and develop study habits. Students in grades K-2 may be expected to spend 10-20 minutes nightly practicing basic skills. Students in grades 3-4 may be expected to spend 30-60 minutes nightly. Students, parents, and teachers must work together to provide appropriate expectations and support. Please take time to review homework responsibilities below.

### **Student Responsibilities**

Students will:

- Write homework assignments in their agendas daily (grades 3-4).
- Place homework assignments in designated folder.
- Complete assignments in a legible manner.
- Have agenda signed nightly.
- Return assignments on due date.
- Read books and materials outside of their assigned work daily.
- Study spelling words and math facts regularly.

### **Parent Responsibilities**

Parents will:

- Provide a suitable place and time for homework and studies.
- Show interest in your child's school work.
- Encourage your child to do his/her work.
- Participate in assignments which call for parental involvement such as flash cards, spelling words, etc....
- Check to see that homework is completed and returned to school.
- Sign the child's agenda daily.
- Get to know your child's teachers and contact them if you have questions or concerns.

### **Teacher Responsibilities**

Teachers will:

- Clearly explain homework assignments.
- Adhere to grade level time allotment.
- Clearly communicate homework assignments via board, agenda, etc....
- Use judgment in assigning make-up work after a student's absence.
- Monitor completion of homework in a timely manner.
- Be mindful of students' obligations to home, community, and other school activities.
- Meet with students and/or parents if questions arise.
- Sign/Initial agendas regularly.
- Contact parents by phone, letter, or e-mail when homework/class work questions arise.



## **HOMEWORK ASSIGNMENT PAD**

Again this year, all students in grades 3 and 4 will be given a homework assignment pad to record all of their homework assignments. These agenda books are just another link between school and home.

**Please review and sign these nightly to see that assignments have been completed.**

	Write each homework assignment in your homework pad.
	Never remove any pages from your assignment pad.
	Review your assignments with your parents each night.
	Write today's date at the top of each page.
	Never leave home or school without it!

## **REPORT CARDS**

Report cards are sent home every nine weeks. The district grading scale is as follows.

95-100	A	4.00	73-76	C	2.00
90-94	A-	3.67	70-72	C-	1.67
87-89	B+	3.33	67-69	D+	1.33
83-86	B	3.00	63-66	D	1.00
80-82	B-	2.67	60-62	D-	0.67
77-79	C+	2.33	0-59	F	0.00

Once the semester grade point average has been determined, the following system must be used to change the semester grade point average back to a semester letter grade:

A = 3.84-4.0	C = 1.84-2.16
A- = 3.50-3.83	C- = 1.50-1.83
B+ = 3.17-3.49	D+ = 1.17-1.49
B = 2.84-3.16	D = .84-1.16
B- = 2.50-2.83	D- = .67-.83
C+ = 2.17-2.49	F = 0.-0.66

Grades are sent home as needed four times a year. We will also inform parents of a child's progress through online midterm reports every grading period. Parents will be notified of a child's progress at least eight times each year. Take time to review school papers and assignment pads. Please do not hesitate to contact a child's teacher of any concerns.

Check newsletters for the dates that grade cards will be sent home with the students. Final grade cards will be mailed home.

Parents can also access "Progress Book" by visiting the Arcanum Elementary on-line website. Progress Book is available for all students with the exception of kindergarten. Passwords and instructions will be provided for this access.

## **CONFERENCES**

Parent-teacher conferences are held at Arcanum *twice a year* in the fall and spring in order to:

- Update parents on their child's progress in school
- Discuss the child's strengths
- Discuss classroom behavior
- Offer parents specific suggestions to improve weak academic areas
- Explain the grading procedure
- Allow parents to air any concerns or problems they have regarding their child
- Inform parents of any upcoming projects or new curriculum

## **STUDENT SUCCESS TEAM (SST)**

Our school is fortunate to have a group of teachers who are a vital part of the intervention assistance team. This group meets on a weekly basis to provide assistance to teachers and students, to provide suggestions for possible student improvement and to review possible strategies for your child. This is a proactive group that works to solve problems when dealing with children. Our SST will be contacting parents if we plan to discuss a child's progress during the school year. Together, we will work to see that all children are successful. Parents are invited to attend SST meetings concerning their child, and parents will be notified if their child will be the subject of the SST process.

## **STATE TESTING**

Ohio has developed and adopted clear and rigorous academic standards for all students. Assessment or testing represents a student's demonstration of understanding. It provides evidence of what students know and are able to do. Ohio's testing system includes several types of assessments. As the school is required to administer these assessments by the State of Ohio, they will be given throughout the school year to all of our required students.

**Ohio's State Assessments:** Tests provide the broadest picture of student performance. These tests are administered for all third and fourth graders and are based upon the Common Core State Standards. These statewide assessments measure student achievement and provide guidance for making program decisions.

**Diagnostic Assessments:** Diagnostic assessments are administered annually and are designed to give teachers and parents detailed information as to the strengths and weaknesses of individual students. These will provide teachers with vital information about students and instructional planning. These tests will be given throughout the school year and much of it will be completed on an individual basis. These diagnostic tests will be given in kindergarten, first and second grade.

**PLEASE DO NOT SCHEDULE ANY DOCTOR APPOINTMENTS OR VACATIONS DURING TESTING WEEKS WHICH WILL BE COMMUNICATED THROUGHOUT THE YEAR.**

## **PARENT-TEACHER ORGANIZATION**

PTO is a parent-teacher organization of concerned parents and teachers working together to improve our school. The goal is to keep the line of communication open between the parents and the teachers. An annual fundraiser is held to provide additional benefits for students. *All parents are automatically members of this organization and are invited to attend the scheduled meetings.* Please become actively involved!

## **VOLUNTEERS**

Over the years, parents, grandparents, friends and neighbors have volunteered to give their time and talent to help out as a member of our educational team. Parents can help us by reading to the children, practicing math facts or helping kids on the computer. All volunteers will be organized through the elementary office.



## **KINDERGARTEN PARENTS CLUB**

The Kindergarten Parents' Club has the following objectives:

- To have better understanding between the parents and teachers.
- To keep parents informed of class progress and to create the proper atmosphere between home and school.
- To provide the parents with a program of social enjoyment and educational enrichment.
- To obtain extra kindergarten equipment through fundraising projects.

*All parents of kindergarten students are encouraged to join this club and attend the regular meetings.*

## **TROJAN BOOK CLUB**

The "Trojan Book Club" will give each child the opportunity to share a book donated to the school library in their honor. For \$15.00, our school librarian will purchase a quality book appropriate for a child and add it to our collection. A special bookplate will be placed in the book. If interested, please make all checks payable to Arcanum Elementary. Anyone planning to join the Trojan Book Club, must do so by October 1.

## **STUDENT BIRTHDAYS**

We ask that parents consider the types of snacks sent in for birthday treats. Please avoid "messy" items such as cupcakes with icing and/or cake due to the carpet in the rooms. Please bring prepackaged items if possible. Juice boxes are preferred rather than separate cups that may be easier to spill.

## **ALTERNATIVES TO CELEBRATIONS**

We at Arcanum Elementary wish to be cognizant of the beliefs and feelings of our entire community. For those parents who do not wish to have their children participate in celebrations, supervised alternative activities will be provided for those children. These activities will be held in an alternate location in the building. Parents should contact the school office in writing, if they are interested in having their child participate in these alternative activities, and if they are interested in planning this activity.

## **LOST ITEMS**

If another person's belongings are found, please give them to the classroom teacher or take them to the lost and found. Items turned in to "Lost and Found" will be held for a reasonable time, after which they will be given to charity if not claimed. REMEMBER TO WRITE THE CHILD'S NAME IN COATS, LUNCHBOXES, HATS AND OTHER ARTICLES OF CLOTHING.

## **PERSONAL BELONGINGS**

Please mark all personal items, clothing and lunch boxes. Lost items will be held at school for a period of time then donated to charity if not claimed. We have donated many coats, hats, mittens and lunchboxes to charity. PLEASE MARK ALL ITEMS THAT YOUR CHILD BRINGS TO SCHOOL.

It would be appreciated if you would not permit your child to bring valuables to school unless for classroom work. It is also inadvisable for your child to carry money in excess of the amount needed for the day. Students are not permitted to bring baseballs, bats, hard rubber balls, golf balls, roller blades, roller skates, toy guns, toys that shoot projectile devices, skateboards, unapproved electronic devices, or other articles, which could hurt or distract others. Items that can easily be broken or misplaced should not be brought to school for classroom use.

## **CARE OF TEXTBOOKS AND LIBRARY BOOKS**

Textbooks are loaned to students to use during the school year. It is the student's responsibility to take care of the books, as they are used for several years. If a book is damaged, a fine must be paid; and if lost, a replacement cost must be paid. Please cover all textbooks. Likewise, library books that a student checks out must be returned or the cost of the books must be paid.

## **PETS**

Because we are concerned with safety and the number of children with allergies, it is imperative that pets or other animals not be brought to school during the school day or during drop-off and dismissal times. Only approved service animals may be permitted on school property.

## **COMPUTER TECHNOLOGY AND NETWORKS**

The student use of computer technology is encouraged and made available for educational purposes. School-provided computer hardware, software, and related technology is the property of the school district, and the school reserves the right to inspect, copy, and/or delete all files and records created or stored on school computers, or other computers and electronic devices while on the school premises or under school jurisdiction. Students who violate any aspect of the Code of Student Conduct, other school rules, or state or federal laws or regulations using computers or other technology will face disciplinary consequences as determined by school administration. Internet and other electronic network users must complete an Internet Use Consent form signed by a parent or guardian before any student is authorized to utilize the Internet.

## **INVITATIONS**

If a child is going to bring invitations to school for a party at home or elsewhere, make sure that all children in the class are invited. Otherwise, make other arrangements to distribute invitations.

## **PHOTO/PUBLICATIONS**

During the school year, pictures of the students may be used in newspapers, displays, web page, bulletin boards, grants or other publications. We like to be able to display our Students of the Month and other accomplishments. Parents give permission for publications during online registration.

***You have received a copy of the student/parent handbook for Arcanum Elementary. We encourage you to be familiar with this information about our school and the rules and regulations that govern it. These rules and regulations contained apply to all students when on school premises, at school activities, and when aboard a school bus or other Board owned vehicle. Violations of student conduct, our school wide rules, lunchroom rules, bus rules and/or playground rules could result in loss of recess, loss of privileges, after school detention, community service assignment, suspension or expulsion.***

