Arcadia Middle/High School

Student and Family Handbook

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MISSION

The School District of Arcadia is a learning community that exists to ensure ALL students learn.

VISION

We aim to inspire and empower students to achieve their future success.

VALUES

Relationships - Collaboration - High Expectations - Equity

NOTE: Policies included in this handbook are subject to change at any time with proper notification to the students and parents/guardians.

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WELCOME!

Letters from the Principals

High School

At Arcadia High School, we believe that education extends far beyond the classroom—it opens the door to a world of possibilities. Our vision is to inspire and empower students to achieve future success, and we are committed to providing an environment that supports growth, both academically and personally.

As we begin this academic year, I encourage every student to take advantage of the opportunities ahead. Our school is a place where every student can thrive, where voices are heard, and where individual talents and strengths are celebrated. Together, we will journey through a year of learning, discovery, and personal development.

Our school is built on four core values: **relationships, collaboration, high expectations,** and **equity**.

- We believe strong relationships between students, staff, and families are the foundation of a supportive learning community.
- Through collaboration, we harness our collective strengths and foster a culture of continual growth.
- We hold high expectations because we believe in the boundless potential of our students.
- And we are committed to equity—ensuring that every student has access to the resources, support, and opportunities they need to succeed.

As partners in your child's education, we invite you to be actively involved. Attend parent-teacher conferences, reach out to our staff, and support your child's academic and extracurricular endeavors. When we work together, we create a stronger, more supportive environment for all learners.

Thank you for entrusting us with your child's education. I look forward to a school year filled with growth, achievement, and opportunity. Please use this handbook as a guide—it includes important information, procedures, and policies that support our daily operations. Communication is important to me, so never hesitate to call, email, or schedule a meeting.

Wishing you a successful and enriching school year.

Wyatt Anderson
Principal
Arcadia High School

Middle School

Dear Students, Parents, and Staff,

It is with great pleasure that I present to you the Middle School Student Handbook for the upcoming academic year. This handbook serves as a comprehensive guide to the policies and procedures that govern our school and district, aligned with our core values of relationships, collaboration, high expectations, and equity.

We believe in fostering positive relationships between all members of our school community. We recognize the importance of open communication, respect, and empathy in creating a safe and inclusive learning environment.

Collaboration is another key aspect of our school's philosophy. We encourage students to work together, build effective teamwork skills, and appreciate diverse perspectives. Through collaborative projects, group discussions, and cooperative learning experiences, we aim to cultivate an atmosphere of cooperation and collective growth.

One of our primary goals is to maintain high expectations for academic achievement and personal development. We are committed to providing a rigorous and engaging curriculum that promotes critical thinking, problem-solving skills, and lifelong learning. Our dedicated and talented teachers strive to support each student in reaching their highest potential, ensuring they are well-prepared for further education and future success.

Equity is a cornerstone of our school and district. We are deeply committed to creating an inclusive environment where every student feels valued, respected, and empowered. We firmly believe that every student deserves a fair and equal chance to succeed.

This handbook provides detailed information about our school's expectations, rules, and guidelines. It is important that every member of our school community familiarizes themselves with this document to ensure a harmonious and productive learning environment. Additionally, please review the district policies included within this handbook, as they provide a framework for our collective efforts to create a positive educational experience.

As we embark on another exciting academic year, let us embrace these core values of relationships, collaboration, high expectations, and equity. Together, we can create a supportive and enriching learning community that enables each student to thrive.

Thank you for your continued support and partnership.

Sincerely,

Andrea Eisner
Principal
Middle School Principal

SCHOOL OPERATIONS

Property Care

Students are expected to treat school property with care and respect. The following guidelines apply to technology, textbooks, lockers, and other school-issued items:

Technology Use

All technology checked out to students must be used in accordance with the Technology Use Agreement Form provided by the Technology Department.

School Property

Desks, lockers, textbooks, and other equipment issued to students remain the property of the school. These items are provided for student use and convenience, but are to be used only for authorized purposes. Authorized school administrators or their designees may inspect school property at any time in accordance with Board Policy 5771.

Students will be required to reimburse the district for any lost, stolen, or damaged school property.

Lockers and Locks

- PE lockers must be secured using school-issued locks only.
- A $5.00 deposit is required for each school lock. The deposit will be refunded when the lock is returned in good condition.
- Students are encouraged to keep their lockers locked at all times.
- Personal locks are not allowed and may be removed.

Textbooks

- The district provides all textbooks. Students are responsible for keeping them in good condition.
- Students may be charged for lost or damaged textbooks. Replacement costs range from $10 to $150.
- Textbook covers are recommended.
- Students must write their names in each textbook upon receipt.
- If a student drops a course after books are issued, those textbooks must be returned immediately.
- Teachers and department heads maintain records of textbook assignments. Students are expected to return the same book at the end of the year.

Personal Items

- Students are responsible for securing their personal belongings while at school.
- Lost or stolen personal items are not the responsibility of the school.

- Any theft or damage to personal property should be reported to school officials and the local police department.
- Students are strongly encouraged to leave valuables at home.

Nondiscrimination Policy

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

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

School District of Arcadia, 756 Raider Drive, Arcadia, WI 54612

Attendance

Regular school attendance is a critical factor in student achievement. When children have frequent absences, it reduces their opportunities to learn the required material.

- **If a student accrues more than 10 days of absences per year as calculated by DPI and the district's student information system, the student's attendance will be evaluated for truancy throughout the remainder of the school year.**
- Truancy is defined as any unauthorized absence from school, and habitual truancy is when a student has multiple unexcused absences. Habitual truancy may result in the student's acceptance or continuation in the open enrollment program being revoked. Parents and students must adhere to the attendance policy to maintain their status in the open enrollment program.
- Families are discouraged from taking vacations while school is in session. We understand that there may be extraordinary circumstances that arise, allowing your family to take a once-in-a-lifetime vacation, causing your child to miss school. In such circumstances, state law allows parents/guardians to excuse their children for up to 10 days in any given school year. The law requires that parents/guardians provide a written excuse to the school office before the absence occurs, which indicates the dates and reasons for the absence. While the state law allows these absences, we believe that 10 days of absences are not in the best educational interest of student learning.
- Pre-Planned Absences (ie, once in a lifetime vacation, etc): Parent/guardian must notify the school office of special absences at least one week before the special absence. Middle/High School students will receive a Pre-Planned Absence Form and will be responsible for obtaining each of their teachers' signatures as notification of the upcoming special absence. The student will return the signed form to the office before departure.

- Please schedule medical appointments when school is not in session, if at all possible. If missing school for medical reasons, provide a doctor or dentist note upon return to school to be considered as an excused absence.
- When the combined number of unexcused period absences and unexcused tardies reaches 14 per trimester, students may be restricted from attending after-school events. These activities include, but are not limited to, sporting competitions, club activities, school-sponsored dances, and graduation/award ceremonies.
- Once a child reaches 5 days of absences, a school official (teacher, counselor, and/or administrator) will reach out to parents/guardians by phone, message, and/or letter. A 10 Day Attendance Letter will be sent home for any child who misses 10 or more days of school. If attendance challenges are ongoing and limited improvements are experienced, parents/guardians will be required to attend a meeting with the school's Student Support Team to develop a plan for success. If limited improvements in attendance continue, the student and/or parent(s)/guardian(s) may be referred to Trempealeau County and/or the City of Arcadia for Truancy. Continued tardiness to school and/or class will follow the same system as above, with the number of tardies noted below:
    - AES = 20 and 25 Tardies to School
    - AMS = 30 and 60 Class Periods
    - AHS = 35 and 70 Class Periods
- If your child will be absent, please remember to call the school office or leave a message before 8:30 a.m. Please tell us your child's name, and the reason for the absence. When an absence is of a known duration, just one call is necessary. If the illness is of undetermined length, please call before the start of each school day.
- An absence is unexcused if no phone call or written excuse is received within two (2) days of the absence.
- All tardy students must report to the school office, sign in, and receive a pass to be admitted to class.
- For additional attendance policy information, refer to Board Policy 5200 and the Compulsory School Attendance - WI Statute 118.15.

Middle/High School Specific Attendance Procedures

- **Messages concerning your student's attendance can be left with the school at any time.** The phone number is 608-323-3315.
- It is to be understood that if a student is **unexcused** from school for the full day or a portion of the day, he/she shall not attend or participate in after-school activities. If a student is unexcused on the last day of a school week prior to a school-sponsored weekend event, the student may not participate in the weekend event(s).
- Students are to report to school by 8:00. If a student arrives after 8:15 without an acceptable excuse, it will be considered an unexcused class period.

- Missing more than fifteen minutes of class will be considered an unexcused class period absence and may result in disciplinary action.
- Students are not permitted to leave the school grounds at any time without permission from the school office. If you must leave the building because of illness or any other emergency, you must sign out at the office. Failure to follow the proper procedure will be considered an unexcused absence and may involve disciplinary action, including suspension.
- Oversleeping is listed as “unexcused” on a student’s record.
- The physical health of students is important to school attendance. Medical/dental excuses issued by a doctor are honored without exception. The student and parent/guardian are responsible for renewing any temporary or long-term excuse issued by a doctor.
- It will be at the discretion of the school administration to weigh other reasons for absence in accordance with Wisconsin State Law on School Attendance as to whether the absence is excused or unexcused.

Assignments and Homework for Excused Absence

- All missed assignments/tests may be made up and graded as per usual.
- A student will be given two days for each day absent to complete missed work.
- A failure will be recorded for any work that surpasses the time limitations.

Assignments and Homework for Unexcused Absence

- All missed tests may be made up.

Middle School and High School Truancy Evaluation

- When the combined number of absences and unexcused tardies exceeds 10 days (Middle School: 60 class periods = 10 days; High School: 70 class periods = 10 days) in a school year, or 14 class periods in a trimester, the office will/may:
    - Notify parents/guardians/ by phone, personal contact, or by mail.
    - Provide educational counseling.
    - Provide evaluation for learning problems.
    - Provide an evaluation of social problems.
    - Restrict students from spectating at after-school events
    - File a Truancy Referral report with the City of Arcadia.
    - Administration reserves the right to call home earlier when trends are noticed.
- After 11 days of absence, truancy may be filed.

- Absences coded as Illness, Parent Excused, and Unexcused will be considered for truancy.
- Days with medical documentation (i.e, doctor's note) on file are not included when considering truancy.

Academics

High School Cum Laude System

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

A student must earn a minimum cumulative GPA of 3.2 or higher at the end of his or her senior year and earn a minimum number (at least 16) of laude points. A student's Laude Score will be determined by multiplying the student's cumulative GPA by the number of "Honors Points" earned in all four years based on the Laude Points Chart.

Laude Points Chart

GPA		4.0	3.9	3.8	3.7	3.6	3.5	3.4	3.3	3.2
HONOR POINTS	20	80	78	76	74	72	70	68	66	64
	19.5	78	76.05	74.1	72.15	70.2	68.25	66.3	64.35	62.4
	19	76	74.1	72.2	70.3	68.4	66.5	64.6	62.7	60.8
	18.5	74	72.15	70.3	68.45	66.6	64.75	62.9	61.05	59.2
	18	72	70.2	68.4	66.6	64.8	63	61.2	59.4	57.6
	17.5	70	68.25	66.5	64.75	63	61.25	59.5	57.75	56
	17	68	66.3	64.6	62.9	61.2	59.5	57.8	56.1	54.4
	16.5	66	64.35	62.7	61.05	59.4	57.75	56.1	54.45	52.8
	16	64	62.4	60.8	59.2	57.6	56	54.4	52.8	51.2
	15.5	62	60.45	58.9	57.35	55.8	54.25	52.7	51.15	49.6
	15	60	58.5	57	55.5	54	52.5	51	49.5	48
	14.5	58	56.55	51.1	53.65	52.2	50.75	49.3	47.85	46.4
	14	56	54.6	53.2	51.8	50.4	49	47.6	46.2	44.8
	13.5	54	52.65	51.3	49.95	48.6	47.25	45.9	44.55	43.2
	13	52	50.7	49.4	48.1	46.8	45.5	44.2	42.9	41.6
	12.5	50	48.75	47.5	46.25	45	43.75	42.5	41.25	40
	12	48	46.8	45.6	44.4	43.2	42	40.8	39.6	38.4
	11.5	46	44.85	43.7	42.55	41.4	40.25	39.1	37.95	36.8
	11	44	42.9	41.8	40.7	39.6	38.5	37.4	36.3	35.2
	10.5	42	40.95	39.9	38.85	37.8	36.75	35.7	34.65	33.6
	10	40	39	38	37	36	35	34	33	32
	9.5	38	37.05	36.1	35.15	34.2	33.25	32.3	31.35	30.4
	9	36	35.1	34.2	33.3	32.4	31.5	30.6	29.7	28.8
	8.5	34	33.15	32.3	31.45	30.6	29.75	28.9	28.05	27.2
	8	32	31.2	30.4	29.6	28.8	28	27.2	26.4	25.6
	7.5	30	29.25	28.5	27.75	27	26.25	25.5	24.75	24
	7	28	27.3	26.6	25.9	25.2	24.5	23.8	23.1	22.4
	6.5	26	25.35	24.7	24.05	23.4	22.75	22.1	21.45	20.8
	6	24	23.4	22.8	22.2	21.6	21	20.4	19.8	19.2
	5.5	22	21.45	20.9	20.35	19.8	19.25	18.7	18.15	17.6
	5	20	19.5	19	18.5	18	17.5	17	16.5	16
	4.5	18	17.55	17.1	16.65	16.2	15.75	15.3	14.85	14.4
	4	16	15.6	15.2	14.8	14.4	14	13.6	13.2	12.8
	3.5	14	13.65	13.3	12.95	12.6	12.25	11.9	11.55	11.2
	3	12	11.7	11.4	11.1	10.8	10.5	10.2	9.9	9.6
	2.5	10	9.75	9.5	9.25	9	8.75	8.5	8.25	8
	2	8	7.8	7.6	7.4	7.2	7	6.8	6.6	6.4
	1.5	6	5.85	5.7	5.55	5.4	5.25	5.1	4.95	4.8
	1	4	3.9	3.8	3.7	3.6	3.5	3.4	3.3	3.2

Laude distinctions are identified at the graduation commencement ceremony. The laude distinctions are as follows:

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

High School Grading Scale and Grade Point Average

Grade	Percent	GPA
A+	98.5-100	4.00
A	94.5-98.49	4.00
A-	91.5-94.49	3.67
B+	88.5-91.49	3.33
B	84.5-88.49	3.00
B-	81.5-84.49	2.67
C+	78.5-81.49	2.33
C	74.5-78.49	2.00
C-	71.5-74.49	1.67
D+	69.5-71.49	1.33
D	66.5-69.49	1.00
D-	64.5-66.49	0.67
F	0-64.49	0.00

Middle School Standards-Based Grading Proficiency Scale

The purpose of grading is continuous communication of a student's learning progression towards mastery of grade-level/course standards. Middle School scores will report where students are in comparison to the proficiency of specific grade level/course standards over a period of time.

3 (Mastery)	2 (Developing)	1 (Beginning)	IE/0 (Insufficient Evidence)
Consistently applying knowledge, skills, strategies, and processes of grade-level standards.	Developing the ability to apply knowledge, skills, strategies, and processes of grade-level standards.	Beginning to acquire knowledge, skills, strategies, and processes of grade-level standards.	The student has not shown sufficient evidence to provide a score on the standard.

At the end of each trimester grading period, students will receive standard scores for each power standard assessed that trimester, along with a cumulative letter grade for each trimester.

High School and Middle School Work Habits

Middle and High School students will be provided a score for their work habits periodically throughout and at the end of each trimester. Work Habits are reported separately from academic scores and are NOT calculated as part of the student's grades or GPA. The following Work Habits are included on the rubric: Respectful, Responsible, Safe, and Resilient.

Report Cards and Grading

- Report cards are available on Infinite Campus three times a year, at the close of each trimester. Parents/Guardians and students may print a copy of the report card by logging into Infinite Campus and going under Reports, or request a copy by contacting the office.
- In-progress grades are available on Infinite Campus at all times.

Core Class Failures and Summer School Invitations

High School

- The DPI requires core classes for graduation from high school (see board policy 5460). If a student receives between 50% - 64.4% as a final grade for a required class, that student may be invited to summer school to complete the needed work to pass up to two failed core classes.

- After successful completion of summer school, a student's grade will be changed from their current failing percentage to a passing percentage. The passing grade will be reflected on the student's transcript.
- Classes with a score below 50% will be handled on a case-by-case basis and may be rescheduled into the student's current or future school year.

Middle School

Any student who does not master key academic skills during their middle school grades will not be prepared for the next grade level. The established learning objectives prepared through teachers' countless hours of research and planning are essential for our students' success in middle school, high school, and beyond. Research has demonstrated that high-quality instruction during the middle school grades has a significant impact on future student learning. It has a tremendous impact on a student's first year of high school and their success. This first year of high school has also been shown to be pivotal in leading toward high school graduation (Jerald, 2006; Balfanz, 2009). Research has also shown that student grades during middle school can either help launch a student on a path toward high school graduation or knock them off track (Balfanz, 2009). Given this high priority, it is our critical challenge to find ways to improve students' course performance throughout the middle school grades (Balfanz, 2009). In short, what middle school students may perceive as little to no consequence for their classroom performance actually has a tremendous consequence on their future.

As a result, we urgently need to develop and implement a responsive system of support to highlight the critical importance of student learning throughout middle school. This system will ensure students receive every opportunity to learn from instruction and be held accountable for completing coursework requirements. This system will then bring to light the deeper consequences of missed learning opportunities, as well as provide the services and supports needed to ensure every student has the tools needed to be successful. We would like to implement the Middle School Academic Skill Recovery Program for the core classes of Math, Social Studies, English Language Arts, and Science. Outlined below is the plan developed by the middle school Pupil Services Team and SIT with input from middle school teaching staff:

- A student homework organizational system will be set up with all students in the middle school. HOPS (Homework Organization and Planning System) will be delivered through a homeroom period on a weekly basis.
- Pending teacher availability and student needs, Raider Homework Club will be offered twice a month from 3:15-4:15 pm for students wanting extra time or help on homework.
- Refer to the co-curricular code for information regarding grades and extracurricular eligibility.
- Any student failing a core class for any trimester would be expected to attend summer school.
- The district will also incur the expense of the after-school program and the summer school program.

Graduation

Credits Requirements

Arcadia High School operates on a trimester schedule. One trimester class/hour equals .50 of a credit. Classes that require two hours per trimester would equal 1.00 credit. All students are recommended to carry 7.5 credits each year to graduate from Arcadia High School; the **total credit requirements for Arcadia High School are 25.**

Subject	Grade 9	Grade 10	Grade 11	Grade 12	Total
English	1 credit	1 credit	1 credit	1 credit	**4 credits**
Social Studies/History	1 credit	1 credit	1 credit		**3 credits**
Math	1.5 credit	1.5 credit			**3 credits**
Science	1 credit (Physical Science)	1 credit (Biology)	1 credit (Other Science)		**3 credits**
Health	0.5 credit				**0.5 credit**
Physical Education	0.5 credit	0.5 credit	0.5 credit		**1.5 credits**
Financial Literacy (Personal Finance/Economics)			0.5 credit		**0.5 credit**
Electives	2.0 credits	2.5 credits	3.0-4.5 credits	1-6.0 credits	**9.5+ credits**

Per DPI recommendation, all transfer students enrolling in Arcadia High School will be placed at grade level according to the number of credits they have previously accumulated. The following represents the minimum number of credits needed for placement at each grade level:

- 9th grade - 0 Credits
- 10th grade - 2.5 Credits
- 11th grade - 8.5
- 12th grade - 14.5

Per school board policy 5460, high school credits will be given to middle school students in 7th and 8th grade who successfully complete high school coursework that has been approved by the superintendent for that purpose. The course will appear on the individual student's high school transcript, and the grade will be factored into the high school grade point average.

Alternate Diploma

Alternate diplomas may only be requested by a member of the Pupil Service Team.

Graduation Ceremony Participation

As participation in the actual graduation ceremony is a privilege, a student must have completed all of the requirements in order to participate in the graduation ceremony. The graduation ceremony shall be reserved for those senior students who:

- Meet all the credit and class requirements.
- Meet the board-established attendance requirements.
    - The student has missed no more than 70 class periods (equivalent to ten full days) for the school year and has not had truancy filed with the City of Arcadia.
    - Student has not had more than fourteen unexcused tardies and/or unexcused period absences (or combination of both) in any trimester during the school year.
    - Both unexcused and excused class periods are used when evaluating truancy and graduation participation.
    - Days with medical documentation on file are not included when evaluating truancy and graduation participation.
- Truancy and graduation participation will be handled on a case-by-case basis by school administration throughout the year.
- Participate in graduation practice.
- Abide by the rules for participation in the ceremony as established by the high school administration (free from the influence/use of drugs and alcohol, proper dress, etc.)
- Have not been suspended (either in-school or out-of-school) during the week before or the week of the graduation ceremony.
- Have resolved all fees, fines, detentions, and any other obligations before the practice session.

Graduation is a formal ceremony to honor the accomplishments of the graduates of Arcadia High School. As such, it is expected that only appropriate regalia be worn during the graduation ceremony.

- All messages or decorations on caps must be approved by the high school principal before being allowed to participate in the ceremony.
- Allowed regalia during the entirety of the graduation ceremony:
    - Caps
    - Gowns
    - School Issued Honor Cords
    - School Issued Honor Stoles
    - School Issued Medallions
    - School Issued Pins

Memorials at Graduation

The graduation ceremony is a celebration of the academic accomplishments of the graduating class. To ensure the ceremony remains a supportive and consistent experience for all students and families, it will not include symbolic gestures such as empty chairs, visual tributes, or extended memorials for classmates who have passed away.

However, in recognition of students who were members of the graduating class, families may request to have the student's name listed in the program with a brief notation (e.g., *In Memory*), and for their name to be respectfully read aloud during a designated moment of reflection.

Families may also be offered the opportunity to receive an honorary diploma or graduation memento in a private setting, separate from the public ceremony.

The school is committed to supporting the well-being of all students. Grief support resources will be made available as needed, and families are encouraged to honor their loved one's memory in ways that align with the broader goals of healing, equity, and student mental health.

Commencement Speakers

1. Two graduation speakers will be selected via the following procedure:
    a. Any senior who wishes to be considered for speaking at the graduation ceremony will deliver a section of his or her commencement address before teachers and staff at the April or May staff meeting.
    b. Also, students presenting at the staff meeting will verbally respond to asked questions.
    c. The staff will vote for their top two commencement addresses. The top two vote-getters will present their written, approved, and practiced (with the principal) speech at the commencement ceremony.
2. The above items will be presented to students via an email, assembly, or class meeting in the early spring of their graduating year.

Homework Policy

Students' Responsibilities

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

Parents'/Guardians' Responsibilities

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

Teachers' Responsibilities

- Teachers must be clear on the guaranteed and viable curriculum that is promised for each class and continually check for understanding with each student.
- Teachers must be clear on homework assignments; make sure students have pre-requisite skills; vary and individualize the types of assignments.

- Teachers should grade homework and/or provide appropriate comments as much as time permits.
- Teachers should review homework in class and discuss problems or questions that students may have.
- Teachers will contact parents/guardians if students are not fulfilling their homework responsibilities.

High School Honor Roll

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

- The High Honor Roll includes those students with all A's
- The A Honor Roll includes those students with an A average
- The B Honor Roll includes those students with a B average

High School Registration Procedure

- Course Descriptions will be available on the Arcadia High School website.
- The curriculum guide is intended to provide students and parents/guardians with the information they need to make informed decisions on course selection for the upcoming school year.
- Students should review the course descriptions with parents/guardians to select desired courses for each school year.
- 9th, 10th, and 11th Grade Students and parents/guardians complete the registration form and enter course requests in Infinite Campus at the Spring Student-Parent/Guardian-Advisor Conferences.
- 8th Grade Students and Parents/Guardians will complete the registration form at a spring student/parent/guardian registration meeting
- Should there be any irresolvable conflicts in course selections, the students will be asked to make alternate selections.
- Courses may be one trimester, two trimesters, or three trimesters in length. Please refer to the course descriptions.
- Once you have committed to taking a distance learning class, and that class has been finalized, you will not be permitted to drop the class unless the drop fee is paid.

Academic and Career Planning (WI PI 26- Education for Employment)

- On June 30, 2013, Wisconsin Statute 115.28(59) was signed to require implementation of academic and career planning (ACP) statewide beginning in 2018-19 for pupils enrolled in grades 6 to 12 in a school district.
- ACP implementation is intended to assist with a successful transition from school to postsecondary endeavors.

Course Opportunities Beyond Arcadia High School

General Policies

- Students enrolling in any of the following Course Opportunities Beyond AHS (TVC, DL, Start College Now, ECCP, Part Time Open Enrollment, AS, TC, AP, CAPP, DACP) will be required to attend an information meeting in the Spring.
- If a student earns an F in a technical college or university credit class that has been purchased by the school district, the student/guardian agrees to pay back the district for the cost of tuition, books, and fees.
- Students will not be allowed to take another technical college or university credit class until payment for any failed/incomplete class is made in full. If a course is failed, the student may require approval from the counseling department and/or administration to enroll in another technical college or university credit class.
- The Board will allow any high school student who satisfies the eligibility requirements to participate in the Early College Credit Program (ECCP) to enroll in an approved course at an ECCP-approved institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at authorized institutions of higher education, provided they complete the course(s) and receive a passing grade.
- The School District's responsibility to pay for tuition, fees, books, and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.

Trempealeau Valley CO-OP 2.0

- Arcadia, Blair-Taylor, Independence, and Whitehall School Districts came together to re-establish the co-op that had previously served our communities for the better part of 30 years. This work has led to, with the support of each local Board of Education, shared high school courses beginning with the 2017-18 school year.

Start College Now (Technical College Credits)

- "Start College Now" will allow high school students the opportunity to take college courses at Wisconsin Technical Colleges. 38.12 (14) will lay out all the aspects of the program. In addition, feel free to review and download the application.
- Students looking to take courses in the fall trimester must turn in the application by March 1st of the same year. For spring trimester courses, the same application is used; the due date is October 1st of the previous year.
- Students must not be ineligible for participation (in Start College Now) for having failed a previous class under either this program or the Early College Credit Program (Policy 2271) and failing to reimburse the Board for any costs the student is required to pay.

- If a student earns an F in a technical college or university credit class that has been purchased by the school district, the student/guardian agrees to pay back the district for the cost of tuition, books, and fees.
- Application link

Early College Credit Program (ECCP-Four Year University Credits)

This program is open to all high school students (grades 9-12) attending public high schools and allows students to attend an IHE (Institution of Higher Education). Students looking to take courses in the fall trimester must turn in their requests by March 1st of the same year. For spring trimester courses, the due date is October 1st of the previous year. A student qualifies for ECCP when:

- The student has applied to and been accepted by the institution offering the requested course--preferably, the institution is within the University of Wisconsin System or a tribally controlled college within Wisconsin.
- The requested course is in alignment with the student's selected career pathway.
- The Arcadia School Board has approved the student's request.

Note: If a student earns an F in an ECCP class that has been purchased by the school district, the student/guardian agrees to pay back the district for the cost of tuition, books, and fees.

Transcripted Credit Offerings

- High school students are eligible to receive technical college credit if they successfully complete a course taught by a high school teacher using a high school curriculum wherein the high school and the technical college have aligned curriculum competencies and developed an "Articulation Agreement."
- Upon enrollment in a technical college, the student is awarded credit for the course(s) taken in high school.

Advanced Placement (AP) Courses

- High school courses that help students prepare to take an AP exam. Students are eligible to receive advanced placement and/or credit at participating colleges if their scores on the exam meet the postsecondary institution's criteria.

Dual Credit Offerings at Arcadia High School

- Our high school offers dual credit courses that allow students to earn both high school and college credit simultaneously.
- We partner with the following universities:
    - UW-Oshkosh through the CAPP (Cooperative Academic Partnership Program)

    - UW-River Falls through the DACP (Dual Admission Credit Program)
    - UW-La Crosse through additional approved dual credit offerings
- Courses are taught at the high school by our own teachers who hold master's degrees and are certified by the partnering universities to teach college-level coursework.
- Students who complete these courses receive official college transcripts, and credits are typically transferable within the UW System and may be accepted by other colleges and universities.
- Eligibility requirements (such as GPA or placement testing) vary by course and institution.
- Interested students should speak with the school counselor to:
    - Explore available dual credit course options
    - Learn about application steps, deadlines, and associated costs
    - Understand how college credits may transfer and what academic expectations apply

Access to Building

Students may be in the building starting at 7:30 am. Students not involved in after-school activities or programs are expected to leave the building by 3:30 pm.

Bulletin Boards

The bulletin boards will be used for posting information pertaining to school affairs or other events designated by our activity advisors or principal. Any announcement or poster must be approved by the activity advisor or principal.

Dances

Middle School

School organizations will sponsor special dances after school, starting at 4:00 pm and ending by 7:00 pm. Only students attending Arcadia Middle School may attend. Students will not be allowed to re-enter school dances after they have once left the building.

High School

Dances are for the enjoyment of Arcadia students. Classes or other school organizations will sponsor special dances. Dances will end no later than 11:30 pm. Other dance times will be announced. Introduction and approval of one's guest to the chaperone or advisor is required. The host will be responsible for the guest's

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

Elector Registration Information

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

Lost and Found

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

Lunch Accounts

The lunch accounts are on a computerized system, and you will have a number that must be used whenever you purchase lunch or milk. You pre-pay an amount and the computer will adjust your account balance. Money can be deposited into your family lunch account in the middle and high school offices.

Photographs or Videotapes of Students

- Throughout the school year, students will have their pictures taken or be videotaped during activities at school. These pictures will periodically be placed on our school website.
- We will not place student names, pictures, samples of student work, or biographical information on a website if the student's parent or guardian does not approve it.
- Recordings and live-streams of classroom lessons may be utilized by staff to provide students who are engaged in remote learning to access and attend face-to-face instruction. Students will not be intentionally filmed, but may be captured in the recording. Students identified as not wanting to be filmed will be placed in an area of the room where the camera exposure is kept to an absolute minimum. Questions should be directed to the school office.
- The Arcadia School District will need a written notice of parental or guardian disapproval if the school cannot use a child's picture on the School District of Arcadia's website or social media platforms. Parents/guardians are able to opt out annually when they complete the online registration for their student.
- All people around the outside and inside of the Arcadia School District's School buses may be being video and/or audio recorded.

Records and Release

- A permanent copy of courses taken, grades earned, attendance, and other basic information is maintained. No one is allowed to use these records without the permission described in the “School Records Release Information” section. While you are in school, your records are available to the professional staff of the district.
- If the place of residence of a student changes during the course of the year, you should report this to the office and give your new address, phone number, and the effective date of such change.
- If you move out of the school district, it will necessitate your withdrawal from school and a transfer of your credits.
- When transferring to another school or progressing on to post-secondary school or college, a copy of your high school records will be needed by the new school or post-secondary school. Before releasing the records, all bills and fines must be paid.
- We cannot forward such copies without permission. Release forms are available in the high school office. If you are under 18, one of your parents/guardians/guardians must make this written request with signature and dates; after you are 18, you have the right to make this written request.
- Any student who is withdrawing from school or transferring to another school is requested to follow this procedure:
    - Secure a withdrawal/transfer form from the office.
    - Report to all your teachers, LMC director, and guidance counselor for clearance.
    - Return the completed form to the office.

Technology Use Guidelines

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

Technology Resources

- The School District of Arcadia’s technology resources (herein referred to as district technology) are defined to include all aspects of the district’s technology equipment and services. This includes but is not limited to devices, printers, wireless access, video conferencing, and servers, as well as email,

internet, software and web-based applications, student files and folders, and all other technology-related equipment and services.

- Personal technology devices may be permitted in accordance with the school's handbook and district policies. Personal technology includes, but is not limited to, hardware (laptops, iPads, Chromebooks, cell phones, iPods, mp3 players, etc.) or software (music, games, etc.). The School District of Arcadia is not responsible for the performance, loss, or damage of personal devices.

Student Responsibilities

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

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

Technology Safety

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

Personal Devices

- Use of personal mobile technology devices is a privilege, not a right, and inappropriate use may result in the cancellation of that privilege.
- Each building administrator will determine if the use of personal technology devices is permitted.
- Personal technology devices MAY be used during non-instruction times and locations as approved and designated by the building administrator.
- The use of personal technology devices must not interfere with educational or employment responsibilities, violate state or federal law, or board policies.
- The use of personal technology devices while on District property or while a student is engaged in school-sponsored activities must follow the student expectations in this agreement.
- The use of a camera phone or recording device to take nude or partially nude pictures in locker rooms and restrooms is prohibited.

Consequences for Technology Violations

- Penalties will be administered based on the severity and frequency of the offense. Students have the right to due process following District policy.
- Each violation will be considered with respect to the circumstances within which it occurred. The following sanctions will apply:
    - Violations may result in a limited or immediate total loss of rights to the District's technology resources.
    - Additional disciplinary action may be determined at the building level in line with the Student Handbook and the District's Code of Conduct. This may include suspension and recommendation for expulsion.
    - Violations involving threats, theft, or damage to equipment or other resources may be reported to law enforcement.

Technology Disclaimer

- All content created, sent, accessed, or downloaded using any part of the district's technology is subject to the rules stated in this agreement. School administration may monitor and investigate electronic incidents even if they happen after hours and outside of school. As the administrators and owners of the district technology, including email, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine, and/or delete electronic media that may violate this agreement.
- The School District of Arcadia does not have control of the information on the Internet or incoming email. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent

with the mission of the School District of Arcadia. While the district intends to make district technology available for educational goals and objectives, account holders will have the ability to access other materials as well. At the School District of Arcadia, we expect students to obey the Technology Use Agreement when using district technology. Students found in violation of the agreement and policies will be disciplined.

- In addition, the district account holders (students) are to take full responsibility for their access to district technology and the internet. Use of any information obtained via district technology is at the student's own risk. The School District of Arcadia makes no warranties of any kind, whether expressed or implied, for the district technology it is providing; nor does it take responsibility for:
    - The content of any advice or information received by an account holder.
    - The costs, liability, or damages incurred as a result of access to school district technology and Internet; these damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by student error or omission.
- This agreement exists in concert with all other existing building and district rules, guidelines, policies, and procedures. Specific items not covered here may be addressed by other building or district rules, guidelines, policies,s or procedures at the discretion of the building principal/designees.

Work Permits

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

- A letter, signed by the employer, stating the job duties, hours of work, and time of day the minor will be working
- Proof of age: birth record, baptismal record, or valid Wisconsin driver's license
- Consent of parent/guardian stated in writing
- Original Social Security card (copy not accepted)
- Fee of $7.50

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

Complaints or Concerns Procedures

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

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

Closed Campus

- Students are encouraged to schedule all appointments at a time other than during school hours. However, when the situation demands, the appointment should be made as early or late in the school day as possible. To obtain a pass for such a reason, bring a written note signed by your parent or guardian requesting permission to leave and stating the reason for leaving. You must sign out in the office before leaving. If you return the same day, you must sign back in at the office and get a pass back to class.
- Students are never to leave school without first obtaining permission from the office and signing out, no matter what the reason. Students who fail to follow this policy will be subject to disciplinary action. **Leaving the school building without permission during the school day will result in an automatic ISS.** This includes unsupervised hallways or the parking lots. Open lunch rules for seniors may be disseminated at the end of the second trimester. If possible, we will have an open gym during lunch hours. Rules for these areas are posted in the appropriate area.
- No outside food may be delivered to school.

Due Process Procedure

- The parent/guardian of a suspended (out-of-school) minor must be given prompt notice of the suspension and the reason for the suspension.
- A suspended student shall not be denied the opportunity to take any quarterly, trimester, or grading period examinations or to complete coursework missed during the suspension period.
- Status during appeal: The sanction that was rendered by the Principal (or designee) is in effect during the period of appeal.
- The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the Superintendent of Schools, who

shall be someone other than a principal, administrator, or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the Superintendent of Schools finds that:

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

Fees

Student fees can be paid during open house or through the individual student's Infinite Campus account. All fees should be paid before the end of September. All high school students are required to pay a general fee. Students taking certain courses pay additional user fees. We have eliminated the class fundraisers and have replaced them with a class activity fee.

Description of Fee	Amount of Fee	Grade levels assessed the fee
General Student Fee (MS)	$25.00	5, 6, 7, 8
General Student Fee (HS)	$50.00	9, 10, 11, 12
Class Activity Fee	$10.00	9, 10, 11
Senior Activity Fee	$0.00	Seniors are not charged an activity fee.
Gym Lock Deposit*	$5.00	Gym class participants
Instrument Rental Fee	$25.00 per trimester	Band participants
Specific Courses Fees	Varies by Course	Examples: Art, woods, etc.

*Locks are available in the high school office or from a physical education teacher.

SCHOOL BOARD POLICIES

All rules or guidelines according to school board policy will be followed. The School District Arcadia School Board Policies can be found and referenced on our website at www.arcadia.k12.wi.us. Go to District and then Policies. You may request a copy of any policy and/or this handbook from the school office.

Policies of Interest:

Accommodation of…Religious Beliefs	Policy 2240, 2270
Nondiscrimination on the Basis of Sex…	Policy 2266
Program/Curriculum Modification	Policy 2451
Parents' Right to Inspect…Materials	Policy 2522, 9130
Immunizations	Policy 5320
Administration of Medication, et al	Policy 5330
Academic Honesty	Policy 5505
Student Drug Prevention	Policy 5530
Bullying	Policy 5517.01
Student Code of Conduct	Policy 5500, 5511, 5600
Student Locker Searches	Policy 5771
Student Records	Policy 8330
Technology Use Agreement for Students	Policy 7540.03
Asbestos Abatement	Policy 8431.01
School Wellness	Policy 8510

FERPA (Federal Education Rights and Privacy Act and Protection of Pupil Rights Amendment): The district administrator of the School District of Arcadia is the contact person for anyone who feels their rights under this amendment have been violated. The address and phone numbers are: 756 Raider Drive, Arcadia, WI 54612, (608) 323-3315.

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

Title IX Coordinator(s):
Katie Aguilar, Pupil Services Director, 608-323-3315, aguilarka@arcadia.k12.wi.us
Carmen Lee, Curriculum Director, 608-323-3315, leec@arcadia.k12.wi.us

Accommodation of Sincerely Held Religious Beliefs:

If the content or activities of a class conflict with a parent's religious beliefs or value system, the school will honor a written request for their child to be excused from the particular class. To request an excusal, parents must submit a written request to the school principal, detailing the specific content or activities they find objectionable.

Rules and Complaint Process:

- **Submitting a Request:** Parents should submit a written request to the school principal, outlining the specific content or activities in question.
- **Review Process:** The principal will review the request and, if approved, will provide an alternative activity or assignment for the student.
- **Right of Appeal**: If the request is denied, parents have the right to appeal the decision by submitting a written appeal to the District Superintendent. The Superintendent will review the appeal and make a final decision.

Student Records/Directory Information:

Certain information, such as name, address, student email, and telephone listing, is deemed public information according to statute. The School District of Arcadia will release "Directory Information" to the public unless you check NO during initial student registration or the Annual Online Registration (OLR). If restricted from public access, NO student information will be released, including information normally listed in sports or activities programs, honor rolls, awards of any kind, articles and pictures in newspapers or other printed and online/social media, video, commencement ceremonies, scholarship information, and yearbooks.

STUDENT EXPECTATIONS & CONSEQUENCES

General Expectations

- Students are expected to act in a positive manner.
- Students have the right to attend school without the fear of physical threat, harm, or verbal abuse.
- Conduct and behavior toward any school personnel will be appropriate at all times.
- Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals.
- Behavior that disrupts the learning process will not be permitted.
- Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others.
- Any dress, appearance, or behavior that causes a disruption of the educational process or presents health or safety concerns for the individual or others' rights will not be permitted. (See appropriate behavior for consequences.) Disciplinary measures will be taken.
- Schoolwide Expectations
    - Use school-appropriate language
        - Refrain from swearing or using language that is offensive to others.
    - Be respectful
        - Respect yourselves, others, and their property.
    - Be responsible for your learning.
        - Arrive on time, prepare to engage in class, and ask questions when we have them.

Academic Honesty

- It is expected that student behavior will reflect the desire to better their lives with learning and the ability to discern right from wrong. The well-being of the school community depends on each student accepting responsibility for personal conduct in both social and academic endeavors.
- Academic honesty requires that students take responsibility for producing work that is reflective of the student's best effort. Academic dishonesty is evidenced by cheating or plagiarism and involves any attempt by a student to show possession of knowledge and skills he/she does not possess. For purposes of this policy, the following definitions are in effect:
    - Cheating is:
        - Using dishonest, deceptive, or fraudulent means to obtain credit for academic work

        - Using notes, aides, or the help of another student on tests in ways other than those expressly permitted by the teacher
        - Looking at another student's tests or answers
        - Talking to another student during a test or quiz
        - Copying or allowing another student to copy from one's own test or other coursework
        - Tampering with an instructor's record of student grades/scores
        - Unauthorized accessing, deleting, modifying, transferring, or using any analog or digital files/software/programs locally or by remote access.
    - Plagiarism is:
        - Taking the specific substance of another person's work and creating or offering it as one's own work without giving credit to that source
        - Not using quotation marks, indentation, and/or footnotes to denote material that has been directly quoted from another source.
        - Paraphrasing an author without giving credit
        - Submitting work that has been generated by AI tools (e.g., ChatGPT, image generators, translation tools, or AI-powered glasses/devices) without teacher approval or proper acknowledgment. This includes using AI to generate essays, solve problems, or produce creative work unless explicitly allowed by the instructor.
- Consequences:
    - A teacher may choose to handle the academic dishonesty infraction or refer it in written form to the building principal. If referred, the consequences can be anything from a failing grade for the assignment and a conference with the parents/guardians to an "F" for the grading period and removal from class.

Backpacks & Lockers

Middle School

- Backpacks are to remain in student lockers unless traveling to and from physical education classes.

High School

Due to facility capacity, the High School building does not have enough hallway lockers to accommodate all students in grades 9 through 12. Therefore, Arcadia High School allocates these resources to prioritize our underclassmen, helping them establish strong organizational habits as they transition into high school. Keeping

backpacks and personal belongings in lockers will help to maintain a safe, clutter-free environment and minimize classroom distractions.

Grades 9 & 10 (Underclassmen): All students in grades 9 and 10 will be assigned an individual hallway locker and are required to store their personal belongings, coats, and backpacks inside it during the school day. Backpacks, string bags, and large totes are not permitted in classrooms, instructional areas, hallways, or the commons during regular school hours and must remain secured in lockers from the start of the school day until dismissal.

Grades 11 & 12 (Upperclassmen): Students in grades 11 and 12 are permitted to carry backpacks throughout the school day to transport school materials. This mobile storage supports their frequent transitions out of the building for professional and off-campus obligations.

Upperclassman Backpack Regulations:

- Per fire code compliance, backpacks must not obstruct pathways or aisles and must be kept tightly within the student's immediate desk/work area during class.
- Teachers may designate a specific area of the classroom for backpacks to be stored during class time.
- Backpacks cannot be left unattended in the hallways.
- During a student's physical education class, backpacks must be locked in a hallway locker or gym locker. Backpacks not secured in a locker may be removed and brought to the office.
- Backpacks will be required to be placed in the hallway area when a drug search is administered.

This policy is subject to ongoing administrative review and may be adjusted by school leadership as behavioral, safety, or operational needs arise.

Personal Electronic Devices

In compliance with Wisconsin State Law (Wis. Stat. § 120.12(29) / 2025 Wisconsin Act 42), the School District of Arcadia restricts the use of personal wireless communication devices—including cellular telephones, smartwatches, tablet computers, laptop computers, and gaming devices—during school hours and instructional time.

Middle School

Cell phones and earbuds are not to be used during regular school hours without permission. Cell phones should be turned off and kept locked in the student's locker during the school day. Cell phones are permissible to be out during recess time, before or after the lunch hour.

Statutory Exceptions (Wis. Stat. § 120.12(29)(b)2): Per state law, restrictions on personal electronic devices do not apply in the following circumstances:

- Emergencies: In direct response to an immediate emergency or a perceived threat to school safety.

- Health/Medical Management: When required to monitor or manage a student's documented personal healthcare or medical condition (e.g., blood glucose tracking apps).
- Accommodations: A use explicitly written into a student's Individualized Education Program (IEP) or Section 504 plan.
- Approved Educational Use: When explicitly authorized by a teacher for a specific instructional purpose during class time.

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

Consequences: If a student refuses to hand over a cell phone/earbud that vibrates or rings or that they are using without permission (outside of an approved statutory exception), they will receive an office referral. If the student violates the rule, but hands over the phone/earbud, the student may pick up the phone/earbud in the office at the end of the day. The second violation and all other violations will result in a parent or guardian having to come to school to pick up the phone/earbud.

- **CELL PHONES MAY BE USED PRIOR TO THE START OF SCHOOL AND AFTER THE DAY HAS ENDED.**
- **CELL PHONES SHOULD BE SHUT OFF AND REMAIN IN LOCKERS DURING THE SCHOOL DAY (UNLESS AN APPROVED STATUTORY EXCEPTION APPLIES).**
- **CELL PHONES, EARBUDS, AND OTHER ELECTRONICS MAY ONLY BE USED DURING RECESS TIME.**

High School

To support a focused and respectful learning environment, and in accordance with Wisconsin State Law (Wis. Stat. § 120.12(29)), the use of personal electronic devices is restricted during class time:

Cell phones, smartwatches, earbuds, and headphones may not be used during regular class periods unless specifically allowed by a teacher for instructional purposes or required under a valid statutory exception.

Statutory Exceptions (Wis. Stat. § 120.12(29)(b)2): Per state law, restrictions on personal electronic devices during instructional time do not apply in the following circumstances:

- Emergencies: In direct response to an immediate emergency or a perceived threat to school safety.
- Health/Medical Management: When necessary to monitor or manage a student’s documented personal healthcare or medical condition.
- Accommodations: A use included in a student’s Individualized Education Program (IEP) or Section 504 plan.

If a cell phone is seen or used during class without permission (and does not fall under an approved statutory exception), it will be confiscated and turned in to the office.

Smartwatches, headphones, and earbuds that are used inappropriately (texting, accessing the internet, playing audio, etc.) will be subject to the same consequences as cell phones.

AI-enabled devices, including AI glasses or wearable technology that can capture, process, or transmit information discreetly, are not allowed during class time and will be treated under the same guidelines.

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

Students will place cell phones in a secure area designated by the instructor when they enter the classroom. Students can then pick up the phone when the class period is over.

Consequences:

- First violation: If the student violates the rule, but hands over the phone to the staff member, the student may pick up the phone in the office at the end of the day. Parent/Guardian contact.
- Second and further violations: Will result in a parent-guardian, student, and principal meeting where the student's phone will be given to the parent/guardian, and a phone plan will be created and agreed upon by all members.
- Refusal: If a student refuses to hand over a cell phone that he or she is using without permission in an area not designated for phone use during school hours, insubordination procedures will be followed.

Students may check their phones between passing time, during breakfast break, and during lunch.

Also refer to Policy 5500

Dress Code

Middle School

- Students are expected to dress appropriately for school and school-related activities. The limits that are imposed relate to health, safety, cleanliness, distraction, or indecency. Students have the responsibility for wearing safety or special-purpose equipment whenever it is required. Shoes must be worn in and around the school at all times. Coats and headgear, including scarves and hoods, are not to be worn by males or females in the school from 7:30 a.m. to 3:15 p.m. Clothing or gear depicting alcohol or other drugs, promoting their use, or clothing or gear with suggestive messages is not to be worn. Such items may be confiscated.

- Certain body parts must be covered by all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, nipples, and midriff are adequately covered with opaque (non-see-through) fabric at all times (sitting, standing, bending, etc.). Furthermore, students will not show any visible undergarments, defined as bras and underwear.

- Consequences: Change into appropriate school clothing, cover with appropriate clothing, or turn inappropriate clothing inside out. If students do not comply with the above changes, they will be asked to go home and change into appropriate school clothing.

- Students are expected to dress appropriately for school and school-related activities. The limits that are imposed relate to health, safety, cleanliness, or indecency. Students have the responsibility for wearing safety or special-purpose equipment whenever it is required.

High School

Basic Principle: Certain body parts must be covered by all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, nipples, and midriff are adequately covered with opaque (non-see-through) fabric at all times (sitting, standing, bending, etc.). Furthermore, students will not show any visible undergarments, defined as bras and underwear.

Students Must Wear, while following the basic principle of the section above:

- A Shirt (with fabric in the front, back, and on the sides from the armpit down in all areas)
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts)
- Footwear

Students May Wear:

- Hats and hoods may be worn in the halls and commons.
- Teachers will determine the hat/hood expectations for their respective classrooms.
- Hat and hood policy subject to change per ongoing review.

Students Cannot Wear Gear/Clothes:

- depicting/supporting alcohol
- depicting/supporting drugs
- with suggestive messages and profanity
- conveying hate messages
- swimwear

Potential Consequences Include, But Are Not Limited To:

- A phone call home
- Change of clothes

The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on

race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Staff may refer students who violate the dress code to the office, where the dress code rules will be enforced by administration and/or staff. Questionable items will be dealt with on a case-by-case basis.

Hallway and Restroom Passes

High School

To maintain a focused learning environment and reduce unnecessary time out of class, the following procedures and expectations are in place:

- Students may not leave the classroom during the first ten or last ten minutes of class, except in emergencies or with staff permission.
- To be in the hallways or to use the restroom during class time, students must sign out from their classroom using the hall pass link located on ClassLink. Cell phones are to remain in the classroom if they are momentarily leaving the class during instructional time.
- If a student is requested in a classroom during the day, the teacher that the student is going to see must create a pass before the time it is needed.
- Misuse of passes will result in loss of pass privileges.
- Consequences: Abusing hallway and restroom pass privileges may result in unexcused absences, tardies, or suspensions. See Truancy protocols. Students may be placed on “Red Status” during 4th period for abusing pass privileges.

Middle School

All middle school students must have a hall pass to be in the hallways during class time.

Lunch Information

Middle School

- Deposit all lunch garbage in wastebaskets.
- Return all trays and utensils to the collection area.
- Place leftover milk and soup in the appropriate container.
- Leave the table and floor around your place in a clean condition for others.
- All food and beverages stay in the cafeteria.

- Respectful behavior to lunch room staff.
- Running, overly loud talking/shouting, food throwing, misuse of trays and silverware will result in the following consequences. The principal may assign seats if students' behavior warrants such action.
- Cell phones and earbuds are not allowed during the lunch period while eating lunch. Students can access cell phones during outdoor/indoor recess after or before lunch.

High School

- Students are to eat their meals in the commons/cafeteria. Students may only eat lunch in teacher classrooms when they are there for part of a club or an organized meeting.
- Students are not permitted to drink beverages or eat lunch in the hallways.
- Students may keep lunch or a snack for an after-school trip in their locker; however, partially eaten or consumed items, if found in lockers or hallways, will be discarded by school staff.
- No open containers in lockers.

Sportsmanship

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

- We will always practice courtesy to our guests.
- We will respect the officials of all contests.
- We will never cheer against anyone--ridicule and personal challenges are out of line.
- Students and adults may be asked to leave an athletic contest by the game and meet managers if they display poor sportsmanship.

Detention:

- Detention (MS Restorative Time) results in a student being required to stay after school for a rule infraction.
- Detention may be assigned by and served with individual teachers; detention times will be determined by the assigning teacher.
- Detention is a restorative, quiet, on-task time to complete academic learning.

Insubordination: Refusal To Follow Classroom/School Rules

- Suspension and possible law enforcement referral will be the consequences for insubordination.
- A behavior contract with the input from guardian(s), student, staff, and administration may also go into effect for repeated refusal to obey school rules.
- Refusal to follow classroom/school rules may result in loss of participation in co-curricular activities. This may include field trips or activities off school grounds.

Disorderly Conduct

- Using offensive, obscene, or abusive language, using language that is disrespectful or threatening to others, making obscene gestures to others, or engaging in inappropriately boisterous and noisy conduct or fighting will result in disciplinary action.
- Any behaviors disruptive to the educational process can be considered disorderly conduct and referred to the police for citations.
- Any major classroom disruptions or repeated disruptions may result in removal from class.
- Disrespect to staff members will result in a minimum of one day ISS or OSS; also, possible referral for disorderly conduct to police.

In-School Suspension (ISS):

- ISS results in a student being removed from the regular school setting and placed in an isolated supervised area for quiet study.
- Students who are under suspension by the administration are not permitted to participate in or attend any school-sponsored activities, either at school or away from school, during the period of suspension.
- Students will turn in all work by the end of the day that is assigned for ISS. If work is not completed, additional time in ISS may be assigned.
- If a student misses a scheduled ISS, they will serve it the next day they return to school.

Out of School Suspension (OSS):

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

Expulsion

- Expulsion is used when a student must be removed from school premises and school programs for a time greater than a suspension will allow, resulting in a student being removed for a time determined by the school board.
- Documentation of inappropriate behavior and/or rule infraction will become part of the student's school record and, as such, may be used in legal proceedings.

EXTRACURRICULAR ACTIVITIES

AMS and AHS extracurricular programs enrich the curriculum of the school by making available a variety of activities in which a student can participate. Students can request any new club or activity if enough students are interested in it, a faculty sponsor is available, and space and facilities can be provided. All students are encouraged to participate in extracurricular activities, which will enhance their school experience. Participants in athletics, clubs, and activities must adhere to high academic and behavioral standards as are set by the Athletic Code and through the bylaws of each group. These standards will encourage individual responsibility and teamwork that will have a lifelong impact.

Students who are absent from school may not participate in practice or events that day. Students who have a pre-arranged absence (funeral, doctor) may participate in their activity on the day of their absence.

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

MIDDLE SCHOOL	FALL	WINTER	SPRING
GIRLS	Cross Country (6-8)	Basketball (7-8)*	Track (6-8)
	Golf (6-8)	Wrestling (6-8)	
	Volleyball (7-8)*		
	Football (7-8)*		
BOYS	Cross Country (6-8)	Basketball (7-8)*	Golf (6-8)
	Football (7-8)*	Wrestling (6-8)	Track (6-8)

* Denotes a sport where 6th-grade students may be allowed to participate, dependent on participation numbers. Students in sixth grade are encouraged to register, and notice will be given prior to the beginning of the season.

HIGH SCHOOL	FALL	WINTER	SPRING
GIRLS	Cross Country	Basketball	Softball
	Golf	Wrestling	Track
	Volleyball		Soccer
	Football		
BOYS	Cross Country	Basketball	Golf
	Football	Wrestling	Track
	Soccer		Baseball

High School Clubs and Organizations

- Each participant in any co-curricular activity must have an accident insurance policy, physical card, or alternate year card, parental permission, and a signed Co-curricular Code before participation. Students must be passing all classes to be eligible to participate. For complete eligibility requirements, see AHS Co-curricular Code. Social networking messages, pictures, postings, etc., can be used as evidence to start a Co-Curricular Code violation investigation. Each club advisor will have rules established before participation, which state the sanctions if the Co-curricular Code is violated.
- The following clubs/organizations are available to students (subject to change throughout the year):
    - Art Club
    - CHICLE
    - Dance/Cheer
    - Future Business Leaders of America (FBLA)
    - National FFA Organization (FFA)
    - Forensics
    - HOSA - Future Health Professionals
    - FCCLA
    - Masquers
    - LEAD Team
    - Musical
    - National Honor Society (NHS)
    - Powerlifting
    - Skills USA
    - Student Council
    - Quiz Bowl
    - Wolf Pack
    - Yearbook

Athletic Code

Please refer to the athletic code, posted on the district website, for more information regarding extracurricular expectations.

Student Council

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

Transportation Policy for Co-Curricular Events

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

SCHOOL COMMUNICATION

Early Dismissals and School Cancellations

In the event school must close or be released early because of inclement weather or other unforeseen occurrences, families will be notified via local radio, television, and media outlets, our district website, text messages, and/or e-blasts. Please make sure to keep your contact information current in Infinite Campus to make sure that you receive these important messages.

Severe Weather and Safety Drills

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

STUDENT SAFETY

Bullying and Harassment

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

  Title: Superintendent

  Name: Lori Frerk

  Address (Building): 730 Raider Dr., Arcadia, WI 54612

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

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

  Title: School Board President

  Name: Dana Conrad

  Address (Building): 730 Raider Dr., Arcadia, WI 54612

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

  Phone Number: 608-323-3315, ext. 3158
- A Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct.
- The Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an investigation or the Compliance Officer will designate a specific individual to conduct such a process.

- The Compliance Officer will prepare recommendations or will oversee the preparation of such recommendations by a designee for the District Administrator or, in the event the alleged harasser is the District Administrator, for the Board President. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) calendar days of learning of the incident.
- (Anti-Harassment Policy 5517 can be found on the district website, and a copy shall be made available upon request of parents/guardians, students, and other interested parties.)

Theft and Vandalism

- Students who vandalize or willfully damage school property or personal property at school are subject to disciplinary action, as well as restitution for damage.
- All offenses: Pay/fix/return, parent/guardian contact, and referral to law enforcement are possible.
- Further disciplinary action may include OSS, ISS, detention, or possible expulsion.

Tobacco/Alcohol/Drugs

- Smoking, possession, or use of tobacco or look-alike products is prohibited on school premises at any time or for any function in which the student body participates, including extracurricular bus transportation.
- Parents/Guardians may be called if there is probable cause to search a student's locker, backpack, person, or vehicle, or if a student is using or appears under the influence of tobacco, alcohol, drugs, or look-alike products.
- Law enforcement officials will be called if tobacco, alcohol, drugs, look-alike products, and/or paraphernalia are found.
- Arcadia High School may have a random canine search to reduce the probability that students would have illegal drugs in their lockers, backpacks, persons, or vehicles.
- The use, possession, sale, or furnishing of alcohol, non-prescribed drugs, chemicals, or illegal substances or look-alike products anywhere on school premises by a student at any time is prohibited. No student may appear at any school-sponsored function under the influence or possession of alcohol, non-prescribed drugs, chemicals, or illegal substances, or look-alike products. Students may be subjected to an alcohol test before admittance to school events.
- Refusal to take a police-administered breath test will be treated the same way as the implied consent law.
- Consequences for tobacco, alcohol, drug, or paraphernalia possession or use in school will result in suspension, referral to law enforcement, pre-expulsion agreement, and possible expulsion.

	1st Offense	2nd Offense	3rd Offense
Tobacco, Nicotine, and look-alike products *(Including, but not limited to, cigarettes, chewing tobacco, vapes/e-cigarettes, nicotine pouches, and any imitation products)*	1 day ISS or OSS Referral to Law Enforcement Possible Pre-Expulsion Agreement	2-day ISS or OSS Referral to Law Enforcement Possible Pre-Expulsion Agreement or Expulsion	3-day ISS or OSS Referral to Law Enforcement Possible Pre-Expulsion Agreement or Expulsion
Alcohol, Controlled Substances, and Other Drugs *(Including, but not limited to, alcohol, THC/marijuana in any form, prescription drugs not prescribed to students, performance-enhancing substances, synthetic drugs, and illegal drugs such as meth, heroin, cocaine, LSD, etc.)*	3-5 day ISS or OSS Referral to Law Enforcement Pre-Expulsion Agreement Possible Expulsion	3-5 day ISS or OSS Referral to Law Enforcement. Possible Expulsion	Suspension Pending Expulsion

Violence (Language/Dangerous Weapons/Physical Force)

- Students are not to use physical force or threatening language toward any person in school.
- By School Board Policy 5772, no one shall possess a dangerous weapon on school property (before, during, or after school), on school buses, in school vehicles, or at school-sponsored activities. A dangerous or look-alike weapon is defined as any object, by the manner in which it is used or intended to be used, or by its appearance as a dangerous weapon, that is capable of inflicting bodily harm, and/or of being used to threaten, frighten, or intimidate. In no case may ammunition or explosives in any form (i.e., firecrackers) be brought to school, on school buses, or to school-sponsored activities.
- According to State Law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense. All persons violating these policies shall be subject to penalties outlined in state law and suspended and/or expelled from school.
- Parents/Guardians and law enforcement officials will be notified immediately in all cases.

- Confiscated weapons must be turned over immediately and given to the proper authorities.
- The school will provide or ensure that evaluation and counseling are available to students involved.
- NO employee shall be expected to act in a situation in which she/he feels threatened.

	1st Offense	2nd Offense	3rd Offense
Physical Force and/or Aggressive Behavior	Detention or suspension, parent/guardian contact, and possible referral to law enforcement. This may also be a violation of the co-curricular code.	Same as 1st offense	Suspension and referral to law enforcement. Possible expulsion.
Threatening Language and/or Harassment **Ref. Board Policy 5516-5517.01**	Teacher/office detention and parent/guardian contact. Possible suspension, referral to law enforcement, and co-curricular violation. Possible expulsion.	Same as 1st offense	Same as 1st offense
Physical Assault	Three-day suspension, parent/guardian contact, referral to law enforcement. Co-curricular violation. Possible expulsion.	Same as 1st offense	Same as 1st offense
Weapons/Explosives	Suspension, referral to law enforcement. Possible expulsion.	Suspension pending expulsion hearing. Referral to law enforcement	Same as 2nd offense
Bomb Threat	Suspension pending expulsion. Referral to law enforcement. Parent/guardian must accompany student for re-entry. Considered a felony offense that remains on your record permanently.		

Immunizations

The Wisconsin Student Immunization Law requires schools and day care providers to keep records of each child's immunization history. Waivers of the immunization requirements shall be granted only for medical, religious, or personal convictions. For additional information regarding immunization, refer to School Board Policy 5320

Medication

- A "School Medication/Procedure Form" must be completed annually before medication can be given at school. If the medication is prescribed, the health care practitioner must sign the form as well.
- Medication must be in the original pharmacy-labeled container, which must list the student's name, medication, dosage, and schedule. A new form must be completed if there is a change in dosage.
- Parents/guardians should pick up the medication at the end of the school year; medication left after the end of the school year will be disposed of.
- Students may carry their inhalers and EPI-Pens with them, provided there is a medication form signed by a physician and parent stating so in the Health Office.

Student Insurance

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

STUDENT SERVICES

Library Media Center (LMC)

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

Checking Out LMC Materials

- All materials are district property and must be checked out through the circulation desk before they are taken from the LMC.
- Items may not be taken outside of the LMC unless they are checked out through the circulation desk.
- You are welcome to use all of the materials in the LMC.

Overdue Fines/Loss of Items

- Fines are charged for overdue materials. It is best to renew your materials before they become overdue, in order to avoid fines. Reference and Career materials may be checked out overnight with permission from an LMC Staff member; you will be charged a $1.00 fine daily if these materials become overdue. Vertical file materials may be checked out for two weeks. A 5-cent-a-day fine results from those overdue. Regular collection materials may be checked out for three weeks, and a 5-cent-a-day fine is charged for those overdue.
- Fine notices are sent to students periodically, and fines must be paid at the LMC circulation desk.
- If you lose LMC materials checked out to you, you will be required to pay for the replacement cost of these items.

Environment

- One should not regard the LMC as a social meeting place to chat with friends. Quiet, academic behavior is expected from you in the LMC.
- Disciplinary measures will be taken against students who abuse LMC rules. Your removal from the LMC is at the discretion of the Library Staff.

School Counseling

Academic Assistance

- If you need to see the School Counselor, School Psychologist, or Speech Therapist, make an appointment in the counselor's office.
- Every day from 7:45-7:55 a.m. and 3:15-3:45 p.m., teachers are available to students for tutorial assistance. Students, please schedule these times with your individual teacher. Teachers, administrators, or parents/guardians may insist on the student scheduling tutorial assistance. These tutorials are meant to help students maintain a constant and acceptable level of achievement.

Academic Scheduling

Middle School

- Student schedules for students in grades 5-8 can be picked up at the Open House in August. Scheduling change forms are available upon request in the middle school office.

High School

- Student schedules can be viewed in Infinite Campus when schedules are made available.
- During January or February, students will register for the following year. Course Descriptions are available online. Confer with your individual advisor, teachers, school counselor, and parents/guardians in making your course selections. Limited changes can be made within an established timeframe. A student may, for a good reason, request a change in her/his schedule. Schedule changes require parent/guardian, teacher, advisor, school counselor, and principal authorization and/or signature. A request for a schedule change does not always guarantee that the change can be made.

Guidance

- The school counselor is available to discuss concerns with students regarding personal and academic issues. Students should obtain a pass in advance to meet with the counselor. Parents/guardians are also encouraged to contact the counselor if there are questions or concerns.
- If you need to see the School Counselor, make an appointment in the School Counselor's Office. If you have concerns about academics, please contact the teacher, school counselor, or principal.
- It is the goal of the Arcadia School Counseling Department to provide the services and activities necessary for students to be successful. Counseling in the personal/social, academic, and career areas is made available to all students in school. This information is relayed through individual, group, or classroom meetings. The role of the teachers, administrators, parents, and community members is seen as a vital link in assisting the School Counseling Department with its goals and is a built-in part of the delivery system.

Transportation

Safety on the school bus is the most important goal of our transportation service. The use of school transportation includes your agreement with school procedures, allowing for the use of video and audio recording devices to promote safety.

If you have a need for a change in transportation regularly (i.e., child care), contact the Transportation Department as soon as possible.

Families are encouraged to discuss student concerns with their bus driver first. Route concerns and requests for changes in transportation should be directed to the Transportation Department at 608-323-3315 ext: 3300.

BUS STOP LOCATIONS

Students will be grouped at bus stops, which are usually at corners or other identified locations. It is impossible to locate all bus stops within the sight of homes. Caregivers are encouraged to bring young children to bus stops. Students are asked to be at bus stops five (5) minutes before the scheduled pick-up time. Bus pickup and drop-off times may change throughout the year as students come and go and after-school activities take place. The times given are approximate. Only one AM and one PM stop will be authorized. Seats may be assigned by the driver or the transportation team at any time.

Expectations and Rules on the School Bus - Click Here

Expectations of Parents/Guardians

- Parent/Guardian must remain at least six feet from the bus entry door
- Parents/Guardians are prohibited from entering the bus.
- Parents/Guardians must remain in their vehicle when dropping off or picking up their child(ren).
- Stay well off the road while waiting for the bus.

Major and Minor offenses will be handled on a case-by-case basis by the Driver, Transportation Department, and/or Building Principals. Any offense could result in loss of bus riding privileges. Reminder: Bus transportation is a privilege, not a right.

Cell Phones on Buses

The bus driver has the authority to confiscate any electronic device (s) that they believe are being used inappropriately while riding on the bus. The diver shall give the electronic device (s) to the school building principal or the transportation director. An opportunity for the device to be returned to the student/parent must be made before the end of the day.

Bus Tags

Students are required to have and show the driver a bus tag to ride the bus to and from school. Report lost/missing tags to the school office. One replacement bus tag will be provided at no charge. Additional replacement bus tags will cost $4.00 each.

Changes in bus transportation must be approved by the Transportation Department, which will provide a Change of Transportation Note to the student in order to board a different bus.

Video Camera Transportation Policy

All people around the outside or inside of the Arcadia School District's School Buses may be video and/or audio recorded.

Transportation Department Website

Updated and additional transportation information is always available on the department's website at arcadia.k12.wi.us/departments/transportation.

High School Student Parking Lot

- Due to increased parking needs as a result of the Wanek Center, parking permits will be issued at no cost to AHS students. This practice will promise parking availability during the school day.
- Students who need to park in the high school parking lot will complete a Parking Stall Request Form, which must be signed by the parent/guardian and student. Copies of the student's driver's license and a copy of proof of automobile insurance need to be provided with the completed Parking Stall Request Form.
- Office personnel will issue a numbered parking tag to hang on the mirror of the car. All parking spaces in the student parking lot are numbered, and students will park in the numbered space corresponding to the parking tag number.
- By signing the Parking Stall Request Form, all members agree to follow the expectations and consequences that are included on the form.

Alignment of the Student and Family Handbook with NEOLA School Board Policies

The following document outlines the alignment of the Arcadia Middle/High School Student and Family Handbook with the NEOLA School Board Policies for the School District of Arcadia, Wisconsin. This alignment is crucial as it ensures that all policies are consistent with the district's regulations and provide a clear framework for the educational environment, promoting fairness, safety, and academic integrity.

1. Nondiscrimination Policy

Handbook Reference: Nondiscrimination Policy (Page 9)

NEOLA Policy: Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity

The handbook explicitly states that the Arcadia School District does not discriminate against students based on various factors, including race, sex, religion, national origin, disability, or sexual orientation. This aligns with NEOLA's policy, which emphasizes the importance of equal educational opportunities for all students. By outlining these protections, the handbook fosters an inclusive environment where diversity is celebrated, and every student has the right to access quality education without bias.

2. Attendance Policy

Handbook Reference: Attendance (Page 10)

NEOLA Policy: Policy 5200 - Attendance

The handbook emphasizes the importance of regular attendance, noting that consistent participation is vital for academic success. It outlines the consequences of truancy, including potential disciplinary actions and the impact on academic performance. This is consistent with NEOLA's policy, which mandates that students must attend school regularly and establishes procedures for addressing attendance issues, including parental notification and intervention strategies to support students facing challenges.

3. Academic Honesty

Handbook Reference: Academic Honesty (Page 35)

NEOLA Policy: Policy 5505 - Academic Honesty

The handbook defines academic dishonesty, including cheating, plagiarism, and other forms of unethical behavior, and outlines the consequences for violations, which may include failing grades or disciplinary action. This aligns with NEOLA's policy, which promotes integrity in academic work and establishes guidelines for

addressing dishonest behavior. The emphasis on academic honesty is essential in preparing students for future educational and professional environments where integrity is paramount.

4. Dress Code

Handbook Reference: Dress Code (Page 38)

NEOLA Policy: Policy 5511 - Dress and Grooming

The handbook provides specific guidelines regarding appropriate dress for students, emphasizing that attire should not disrupt the educational process or create safety hazards. This is in line with NEOLA's policy, which allows schools to establish dress codes that promote a positive educational environment. By enforcing a dress code, the school aims to minimize distractions and foster a sense of community and respect among students.

5. Bullying and Harassment

Handbook Reference: Bullying and Harassment (Page 48)

NEOLA Policy: Policy 5517 - Bullying

The handbook outlines comprehensive procedures for reporting and addressing bullying and harassment, including anonymous reporting options and support resources for affected students. This is consistent with NEOLA's policy, which prohibits bullying and establishes a framework for prevention and response. The focus on creating a safe and supportive school climate is vital in promoting student well-being and academic success.

6. Student Records

Handbook Reference: Records and Release (Page 26)

NEOLA Policy: Policy 8330 - Student Records

The handbook details the maintenance and release of student records, ensuring compliance with privacy regulations such as FERPA (Family Educational Rights and Privacy Act). This aligns with NEOLA's policy, which governs the management of student records and the rights of parents and students to access their information. By protecting student privacy, the school fosters trust and encourages open communication between students, parents, and staff.

7. Technology Use Guidelines

Handbook Reference: Technology Use Guidelines (Page 27)

NEOLA Policy: Policy 7540.03 - Student Technology Acceptable Use and Safety

The handbook provides clear guidelines for the appropriate use of technology within the school, including acceptable online behavior, cybersecurity measures, and the consequences of misuse. This aligns with NEOLA's policy, which outlines acceptable use of technology resources and the responsibilities of students. As

technology becomes increasingly integrated into education, these guidelines are essential for promoting responsible digital citizenship.

8. Extracurricular Activities

Handbook Reference: Extracurricular Activities (Page 44)

NEOLA Policy: Policy 2430 - Co-Curricular Activities

The handbook describes the expectations and eligibility requirements for participation in extracurricular activities, including academic performance standards and behavioral expectations. This is in accordance with NEOLA's policy, which promotes student involvement in co-curricular activities as a means of enhancing the educational experience. Participation in these activities fosters teamwork, leadership skills, and a sense of belonging within the school community.

Conclusion

The alignment of the Arcadia Middle/High School Student and Family Handbook with NEOLA School Board Policies ensures that the educational environment is governed by clear, consistent, and equitable guidelines. Students, parents, and staff need to familiarize themselves with both the handbook and the NEOLA policies to foster a positive and productive school culture.

For further details, please refer to the full NEOLA policies available at the School District of Arcadia's website: [NEOLA Policies](https://go.boarddocs.com/wi/sdarc/Board.nsf/Public?open&id=policies).

By understanding these policies, stakeholders can better navigate the school environment, ensuring that all students have the opportunity to thrive academically and socially.