



2016-2017

Student Handbook

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PART ONE: INTRODUCTION

Mission

It is the mission of Arcadia Charter School to prepare our students to transition intellectually, emotionally and ethically to higher education and future employment.

Arcadia envisions a learning community that encourages and assists students to:

- Express themselves artistically
- Use technology responsibly, creatively and with innovation
- Develop critical thinking and problem-solving skills
- Construct knowledge and meaning for themselves
- Understand and strive for wellness of their whole person
- Recognize and act upon their responsibilities as local citizens within our global context
- Achieve proficiency in project-based learning

School Personnel

Transitional Facilitator:	Julie Cohrs	jcohrs@arcadiacharterschool.org
Business Manager:	Rebecca McMullen	rmmcullen@arcadiacharterschool.org
Administrative Assistant:	Kim Hansen	khansen@arcadiacharterschool.org

Advisors/Teachers:	Scott Grave <i>(Language Arts)</i>	sgrave@arcadiacharterschool.org
	Angela Heidtke <i>(Math)</i>	aheidtke@arcadiacharterschool.org
	Matt Everhart <i>(Social Studies)</i>	meverhart@arcadiacharterschool.org
	Tami Kasch-Flugum <i>(Science)</i>	tkaschflugum@arcadiacharterschool.org
	Bob Gregory-Bjorklund <i>(Speech/Teacher & Arts Coordinator)</i>	bgregory-bjorklund@arcadiacharterschool.org
	Kate Werner <i>(Math, Science, & Social Studies)</i>	kwerner@arcadiacharterschool.org
	Allie Peterson <i>(Math, Sept. - Dec.)</i>	apeterson@arcadiacharterschool.org
	Dan Peace <i>(Science)</i>	dpeace@arcadiacharterschool.org
	Sarah Wallis <i>(Art)</i>	swallis@arcadiacharterschool.org
	Tammy Prichard <i>(Language Arts)</i>	tprichard@arcadiacharterschool.org

Special Education Teachers:	Maria Musachio	mmusachio@arcadiacharterschool.org
	Gary Braun	gbraun@arcadiacharterschool.org
	Alison McCusker	amccusker@arcadiacharterschool.org
	Thomas Rotchadl	trotchadl@arcadiacharterschool.org
School Social Worker Special Education Coordinator	Lisa Malecha	lmalecha@arcadiacharterschool.org

School Board Members

Board Chair Parent	Sean Fox	sean.fox@arcadiacharterschool.org
Vice-Chairperson Parent	Tiana Wells	tiana.wells@arcadiacharterschool.org
Treasurer Licensed Teaching Staff	Gary Braun	gbraun@arcadiacharterschool.org
Secretary Licensed Teaching Staff	Sarah Wallis	swallis@arcadiacharterschool.org
Licensed Teaching Staff	Kate Werner	kwerner@arcadiacharterschool.org
Parent	Rachel Matney	rachel.matney@arcadiacharterschool.org
Parent	Jenn Pike	jennifer.pike@arcadiacharterschool.org
Community Member	Sheri Acosta	sacosta@arcadiacharterschool.org
Community Member	Laura Stelter	laura.stelter@arcadiacharterschool.org

PART TWO: GENERAL POLICIES

Routine Building Procedures

Arcadia has in place a daily non-crisis building security plan/practice for daily use and is as follows:

Securing Exterior Doors:

- During the instructional day, all exterior doors remain locked. Visitors/Parents/Guests will enter through the West/Front Entrance where they can check-in.
- Staff members are responsible for limiting access to building zones not authorized for use before/after school and evening activities. Furthermore, staff members are responsible to assure that all exterior doors remain locked and operational.
- All advisors and school/community groups utilizing building space after hours and on weekends are responsible for re-securing doors, limiting access to the area of use, and assuring that the building is clear and locked prior to leaving the building.
- All visitors are required to report to receptionist's desk to sign in and receive a nametag to be eligible to remain in the building.
- Student visitors from other schools, family members, or other guests must report immediately to the front desk, sign in and receive a nametag from a staff member identifying them as a visitor. Upon completion of the visit, the individual must sign out. Prospective students wishing to "shadow" a current student must schedule their visit at least 24 hours in advance.
- Student teachers and guest speakers must sign in at the front desk and be identified to the staff.
- Parents must also sign in prior to visiting a teacher or student.

School Hours

Arcadia school day begins with advisory at 8:05 a.m. (late start every Wednesday at 9:05 a.m.) and concludes with dismissal at 2:42 p.m. The school asks that students not arrive before 7:30 a.m. Students may remain until 4:00 with the express permission of a staff member.

Equipment Use

Students wishing to check out equipment for use in completion of projects must first make arrangements with staff. Students and parents may be liable for damage to any equipment in their possession.

Activities

Arcadia has a cooperative agreement with the Northfield School District that allows Arcadia students to participate in activities, which are sponsored by the Northfield School District. Students who wish to participate should inform Arcadia Director 60 days in advance of the activity starting date.

Arcadia students who do participate in this cooperative agreement will be expected to contribute to the costs of their participation. Arcadia has budgeted funds to assist with these costs, and a participation fee is charged to Arcadia students and their families.

Transportation

Busing: Arcadia will use the same busing system as the Northfield Public Schools.

Before school, students will be picked up at the stops near their homes and brought to the Northfield Middle School where they will transfer to the Arcadia bus. The bus will then take students from the Middle School to Arcadia at 1719 Cannon Road. The bus will drop students off directly at the sidewalk leading to Arcadia's front door. Arcadia will block the front parking lot to provide a clear path, free of vehicular traffic, from the drop-off point to the front door.

After school, students will be picked up at Arcadia at the same spot where they were dropped off in the morning. Arcadia will again block the front parking lot to provide students a clear traffic free path . Once students are on the bus, the bus will travel north on Cannon Road to Riverview Drive and then to Hwy 3 North. The bus will take the students to the Middle School, where they will transfer to the bus that will take them home.

Automobiles: Because of the agreement Arcadia has made with the City of Northfield and our business neighbors, we discourage students from driving themselves to school unless there is a compelling need. Some compelling needs might be:

- The student lives outside the district, and there is no other transportation option.
- The student is enrolled in college through the school's "Post Secondary Enrollment Option" program and is taking classes during the normal school day or immediately following the school day.
- The student is employed and must drive to work after school.
- The student is involved in an approved educational project for credit that requires the student to leave the site during or concurrent with school hours
- A parent requests that the student be allowed to drive to school for some other justifiable reason.

Persons driving cars to school will be encouraged to come from Hwy 3 to Cannon Lane, and then to Cannon Road. Drivers may briefly stop and drop off/pick up students at the bus drop-off point if there are no busses in the area. If buses are present, drivers should proceed to the large parking lot in the back and pick their child up there. Students driving themselves will park in the back parking lot and use the back entrance to the building.

Pedestrian/Biking Traffic: Because of safety concerns expressed by the city of Northfield and our neighboring businesses, walking and/or biking to this site is not recommended. Arcadia requests that students either ride the bus to school or are dropped off and picked up by a parent each day.

Meal Program

Meal Service Program

Arcadia participates in the National School Meal Program and provides free, reduced, and full paid reimbursable breakfasts and lunches for all students based on their eligibility status. Households may apply for free/reduced meals anytime during the school year. Applications are provided to all households prior to the school year and are included in enrollment packets. In addition, applications are available in the school office at any time.

Meal Payments

Meal payments are collected by the school office for deposit into a student meal account on an ongoing basis. Lunch prices will be set by the School Board each August. Adult and second meal prices will be charged at the full rate. Extra entrees are \$2.00 and extra milk is \$.50.

Meal Charging

On a weekly basis, meal account notices will be distributed to students who do not have a positive account balance. Students are allowed to charge meals to their account, if their account has a positive balance. Households need to pre-pay for meals and deposit payments into their child's account. If a student does not have funds in their account, the first day they will be offered an alternative. Following that day, they will not receive a meal until their account has a positive balance. Meal accounts with negative balances need to be settled by the last day of the school year.

Off-Campus Lunch

*** See Permission Form ***

PART THREE: STUDENT RIGHTS AND RESPONSIBILITIES

Student Independence

Arcadia's philosophy allows for a high degree of student independence. Students are able to fulfill Minnesota State Academic Standards by working on projects that they design and that arise from their own interest areas. Students are encouraged to take learning risks and exercise creativity in a safe atmosphere. With support from parents, teachers, and community members, students learn to become self-directed. They are expected to work independently as well as interdependently in small and large groups. There are opportunities to obtain credit for learning that takes place outside of school as well.

Of course, along with increased independence and flexibility come increased responsibility and heightened expectations. Students are expected to maintain their own workstations. They are held accountable for their use of time and progress in learning.

Searches

Pursuant to Minnesota statutes, school lockers, desks, and storage units are the property of the school. At no time does the school relinquish its exclusive control of lockers, desks and storage units provided for the convenience of students. Staff members may, for any reason, conduct inspection of the interior of these items at any time, without notice, without student consent, and without a search warrant. The personal possessions of students include but are not limited to: locked filing cabinets, purses, backpacks, book bags, packages, personal and school computers, or clothing. Personal possessions may be searched only when staff members have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Vehicles may be searched if staff has reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose items were searched unless disclosure would impede an ongoing investigation by police or staff members.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

Distribution/Display of Non-School-Sponsored Materials on School Premises by Students and Employees

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school. The school recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute or display, at a reasonable time and place and in a reasonable manner, non-school-sponsored material.

Students and staff have the right to distribute or display at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school-sponsored material. Any student or staff member wishing to distribute non-school-sponsored material must first submit for approval a copy of the material to the director at least four days in advance of the desired distribution time, along with the following information:

- Name and phone number of the person submitting the request
- Date(s) and time(s) of intended distribution
- Location where material will be distributed
- If intended for students, the grade(s) of students for whom the distribution is intended.

Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by the school, the administrative team, the school board, or the individual reviewing the material submitted. However, distribution of the materials listed below is always prohibited.

- is obscene to minors;
- is libelous or slanderous;
- is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended.
- advertises or promotes any product or service not permitted to minors by law;
- advocates violence or other illegal conduct;
- constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);

Prohibited material includes material that presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Protection and Privacy of Student Records

Parents and students have rights regarding pupil records. Parents and eligible students are hereby informed that they have the following rights:

- That parent or eligible student has a right to inspect and review the student's education records;
- That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated there under authorize disclosures without consent;
- That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C.1232g, and the rules promulgated there under;
- That the parent or eligible student has a right to obtain a copy of the school's policy regarding the protection and privacy of pupil records; and
- The copies of the school's policy regarding the protection and privacy of school records are located in the Arcadia building.

Arcadia has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- It classifies records as public, private or confidential.

- It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
- It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- It establishes procedures and regulations for access to and disclosure of education records.
- It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

General information may be included in a student directory and school yearbook, and will include the following information relating to a student: the student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. Information will not include identifying a student's religion, race, color, social position or nationality.

The information listed above shall be public information that the school may disclose from the education records of a student. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law. In order to make any or all of the information listed above "private" the parent or eligible student must make a written request to the student's advisor within thirty (30) days of receiving this information.

School-Sponsored Student Publications

The purpose of this policy is to protect students' rights to free speech in production of official school publications while at the same time balancing the school's role in supervising student publications and the operation of public schools.

Students producing official school publications shall be under the supervision of a staff member and staff team. Official publications shall be subject to the guidelines set forth below:

Expression in an official school publication is prohibited when the material:

- Is obscene to minors
- Is libelous or slanderous
- advertises or promotes any product or service not permitted for minors by law
- encourages students to commit illegal acts or violate school regulations or
- substantially disrupts the orderly operation of school or school activities.
- expresses or advocates sexual, racial or religious harassment or violence or prejudice
- Is distributed or displayed in violation of time, place and manner regulations

Students who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Students who believe their right to free expression has been unreasonably restricted in an official student publication may seek review of decision by utilizing the grievance policy (please see Conflict Resolution in Part Five, page 14 of this handbook).

Section 504 of Rehabilitation Act of 1973

Students may be designated as disabled under Section 504 even though the students do not require special education services. It is the intention of ISD 4091 to ensure that all students who are disabled within the definition of Section 504 are identified, evaluated, and provided appropriate accommodations.

The designated Section 504 building coordinator will utilize the following Section 504 identification process:

Step 1. Referral: Any student, parent, or staff member who believes they are observing in another student substantially limited performance in one or more major life activities may refer the student by completing the Section 504 referral form and

submitting it. The Section 504 committee will convene, review the referral, and based upon review of the student records (including academic, social, medical, and behavioral) will make a decision regarding the need to evaluate.

Step 2. Does the student appear to have a disability under Section 504? If yes: The coordinator will proceed with the evaluation upon receipt of parent written permission. All evaluation activities deemed appropriate will be employed. The 504 committee will review the results of the evaluation. No final determination of whether the student will or will not be identified as a handicapped individual, within the meaning of Section 504, will be made by the committee without first inviting the parent/guardian to participate in a meeting concerning such a determination. After initial evaluation activities have been completed, the coordinator will invite the parent to a final evaluation meeting.

Step 3. Develop accommodation plan: If the student qualifies as disabled under Section 504, the team will develop an accommodation plan for the student. The accommodations shall be implemented as outlined in the Student 504 Plan. One individual will be designated as the case manager to monitor the implementation of the plan and the progress of the student.

Step 4. Periodic review: Each student accommodation plan will be reviewed periodically; at a minimum, the accommodation plan shall be reviewed annually.

Code of Student Conduct

Arcadia believes in student involvement in creating the culture and climate of the school. Students are given the opportunity to have input into the specifics of Arcadia Community Expectations including, but not limited to:

1. Respect
 - a. Staff and students are expected to treat one another respectfully.
 - b. Students are expected to willingly cooperate with any staff member who asks for information or gives direction to the student.
2. Computers
 - a. Students may only use computers for purposes defined in the acceptable use policy.
 - b. Students and staff are responsible for logging off each afternoon before they leave.
 - c. Students must sign the Internet Use Policy.
3. Nature of Independent, Project-Based Schoolwork.
 - a. Students are expected to be working during project work time during school, but will need to complete additional work outside of the regular school day to complete enough credits to move to the next grade level.
4. Attendance
 - a. Students are expected to attend as stated in the attendance section of this handbook.
 - b. Students are expected to be on time to morning and afternoon advisory. Resume schedule promptly following morning break/breakfast. Remain in their advisory during project work time, unless other arrangements are made with the student's advisors. Students are also expected to be on time to seminars, classes and scheduled meetings.
5. Phone Use
 - a. Students are expected to ask school staff for permission before using a school phone or a personal cell phone.
 - b. Except after receiving permission or during lunch, cell phones should not be seen, heard, or used.
 - c. Unless an emergency, parents please refrain from contacting your child except during lunch. Please leave a message at the front desk for your child.
 - d. Inappropriate use of cell phones may result in having them taken for the remainder of the school day.
6. Headphones
 - a. Students may (subject to individual advisory guidelines) use headphones attached to a music device.. Each advisory and seminar instructor will outline expectations and etiquette surrounding appropriate use. Students are not to use the computers as a music player/CD player, and should only have a headphones attached to the computer if doing so for approved schoolwork.
7. Moving Around the School
 - a. Students are expected to have a specific purpose for leaving their advisory area.

- b. Students are not to wander the building.
 - c. Students are to communicate with their advisors when leaving their assigned advisory.
8. Leaving the building
- a. Students must have permission from their parent or guardian prior to leaving the building. Written permission may be a parent note, or parent sign-out at the front desk. Verbal permission may be by phone to a staff member.
 - b. Students must have permission from their advisor, or supervising staff member, before leaving the building.
 - c. Students must sign out at the front desk prior to leaving the building.

A student may be disciplined or dismissed on any of the following grounds:

1. Willful violation of any school board regulation.
2. Willful conduct that significantly disrupts the rights of others to an education.
3. Willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

The staff at Arcadia believes that all students have the right to discuss infractions related to their conduct. Student discipline problems will be dealt with on a case-by-case basis. Student discipline procedures may include, but are not limited to: restorative circles, conferencing, removal from class/setting, police contact, suspension, exclusion or expulsion. Notification of any violation of policy and resulting disciplinary action shall be as provided by the Fair Pupil Dismissal Act or other applicable law. Teachers/staff may use reasonable force to restrain or correct a student. Students may be disciplined for off-campus conduct which disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.

Eligibility for participation may be limited by academic standing, disciplinary matters, or enrollment status. Students who are participating in activities sponsored by other school districts must comply with the rules and expectations of the sponsoring district. If you have questions about eligibility for participation contact an advisor. The bottom line is if you are not performing as a responsible young adult, you may lose privileges.

School Attendance/Truancy

A child is considered a “habitual truant” if she or he is under the age of 16 years and is absent from attendance at school without lawful excuse for seven school days or one or more class periods on seven school days. Children ages 16 and 17 will be considered truant if they have not lawfully withdrawn from school with their parents’ permission (See MN Statutes 260C.007, Sub. 19).

In addition, the steps for truancy intervention will be followed for students with excessive excused absences (12 or more per semester) that are not explained by chronic illness or family vacations approved by the administration.

Truancy intervention steps will be determined on a case by case basis.

Excused Absences:

1. Illness or emergency medical treatment needed (doctor note may be requested after 4 consecutive days or more than 7 days within a quarter)
2. Medical/Dental/Mental Health appointments that cannot be scheduled outside of the school day.
3. Serious illness or death of a family member
4. Required court appearance (documentation required)
5. Academic related activities with prior approval from advisor
6. Director approved absence
7. Religious release
8. School imposed adherence with state and federal laws (i.e. suspensions)

Unexcused Absences:

An unexcused absence is any absence that does not meet the definition of excused absence. For example:

1. Leaving school without permission

2. Oversleeping
3. Babysitting
4. Missing the bus
5. Car trouble
6. Work that is not a part of the students academic plan or project
7. Three unexcused tardies equal a full day unexcused absence

Tardies and Half Days:

Arrival after 8:05 is noted as a tardy*

Arrival after 11:00 is documented as absent a.m. or a half day absent*

Departing before 1:30 is documented as absent p.m. or a half day absent*

Departing between 1:30 and 2:35 is documented as early dismissal*

Determining excused or unexcused for partial is the same as if it were a full day absence (see above)*

Dress Code

Arcadia encourages students to dress appropriately for school activities and in keeping with community standards. Students and parents will abide by staff requests to alter clothing when it has a negative impact on the educational environment. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, age-inappropriate, or offensive to others. Students will be asked to turn shirts inside out or to cover up that which is inappropriate.

The staff recognizes that there will be different interpretations of what is appropriate. Students and staff will meet at the beginning of the school year to discuss this in more detail as we formulate our Social Contract. All members of the community should understand that the integrity of the educational environment will be preserved.

Plagiarism

Arcadia models and supports the highest expectations of scholarship and academic discourse. As a result, the school can have little or no tolerance for plagiarism. Individual staff members will determine whether or not plagiarism has occurred on a case-by-case basis. Once that determination has been made, however, all staff will adhere to the following policy:

- First offense: A strong reprimand, coupled with whatever instruction is necessary to clarify the issue and consequences of plagiarism for the student.
- Second offense: Possible loss of credit for the specific project in which the plagiarism occurred.
- Third offense: Possible loss of credit and/or disciplinary action. Further, the advisor, student, and student's parent/guardian meet to address the problem and reach consensus on its resolution.

Computer Use Policy

Computers and other electronic media are to be used solely for educational purposes. The use of electronic media for private purposes violates the school policy and may subject the student to disciplinary action. All electronic communications are not private but subject to review and monitoring by the staff. All personal passwords can be overridden and communication reviewed.

Personal computers can be searched and programs deleted if they are not supporting educational learning. Games, programs, or files for entertainment are NOT to be downloaded, used, installed, or played. Such games and any other unauthorized software will be deleted and the student may face disciplinary action.

All staff, students and parents/guardians will sign an Internet Use Agreement at the outset of each academic year

Weapons

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student shall possess, use, or distribute a weapon when in a school location. A weapon means any object, device or instrument designed as a weapon,

an object that has the appearance of a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. This would include, but is not limited to any item or tool with a blade, such as a pocketknife, box cutter, or multi-tool. This policy is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students. This policy will recognize the seriousness of the offense, consider a variety of approaches and consequences to hold the student accountable for his or her behavior, and take into account mitigating circumstances. The consequence for students possessing, using or distributing weapons may include:

- Immediate out-of-school suspension;
- Confiscation of the weapon;
- Immediate notification of police;
- Parent or guardian notification; and
- Recommendation of dismissal to the Board Chairperson.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

PART FOUR: WELLNESS

Health Services

Emergency Information

Parents/ guardians of each student will be required to complete an emergency information form **annually**, and return it to the school during the first week of school.

If a student becomes ill or injured at the school, first aid or other necessary care will be given immediately. (“First aid” is the “immediate and temporary care given in the case of an accident or sudden illness before the service of a physician can be secured.”) School personnel will not assume responsibility for any treatment beyond first aid. First aid procedures do not include any form of medical treatment. Medication, including ibuprofen, or other pain-relievers, will be given only with written permission from a parent or guardian. Medications like ibuprofen and other pain-relievers will only be given out **2 times per week**. Any more frequency than that will require parent/doctor permission. If a student is regularly requesting medication (habitually) for pain, permission will be required to give out additional medication.

Medications

The administration of medication to students is carried out under written orders from a student’s physician and written permission of the parents. The current policies of the Minnesota Department of Health and the State Department of Education are followed. Wherever these policies and procedures may deviate from federal, state, or local law, they will be superceded by such law.

If possible, medications should be scheduled around school hours, thus avoiding the need for bringing medications into the school building. School personnel give no medications (including aspirin, ibuprofen, or other pain-relievers) to a student without written permission from the parent or guardian. Whenever possible, parents are encouraged to make alternative arrangements so that it is unnecessary for school personnel to administer medications of any sort. An exception to this is if a prescription medication needs to be taken during school hours. If a student requires a prescription medication FOUR times a day, or more often, Arcadia Charter School can give the medication in school ONLY if the following procedure is followed:

- ORIGINAL BOTTLE: Medication must be sent in the original bottle with the name of the medication, how often it is taken, amount of dosage, physician’s name, name and telephone number of the pharmacy on the label. Parents who know their students need to take medication at school can request a second bottle from their pharmacist to send to school.
- PARENT’S AND PHYSICIAN’S MEDICATION AND AUTHORIZATION FORM: This needs to be completed for the students on medication at school.

Health Conditions

Any student having health conditions, such as diabetes, asthma, seizures, frequent ear infections, or allergies (especially wasp/bee stings) will need to notify their child's advisor or the school director during the first week of school. Students having a history of hearing or vision difficulties should notify the school of special needs. Parents/guardians are encouraged to contact the assigned staff to arrange for a conference to discuss their child's health condition. The assigned staff will share information regarding the health condition of students with the rest of the staff as necessary.

Illness/Accidents

If a student becomes ill in school, every attempt will be made to send that student home. Should he or she have a minor injury, assigned staff will give first aid. If the accident is of a serious nature, the student's parents will be called immediately. If the school is unable to contact the parents, 911 will be called.

We will try to contact parents at home or at work, as they should assume responsibility for the care of their child. If we are unable to contact the parents, we will contact the persons designated on the student's emergency form. If all attempts to contact someone fail, the student will remain in school and will be sent home at the end of the day in the same manner in which they came to school. A student will be sent home if they have a temperature above 100 degrees. If a student has had a temperature above 100 degrees, vomited or suffered from diarrhea within the past 24 hours, we ask parents not to send him or her to school.

Communicable Diseases and Infectious Conditions

To prevent the spread of contagious diseases, the school needs to be informed of all students with a communicable disease. These include the following: chicken pox, pinkeye (conjunctivitis), measles, mumps, rubella, impetigo, ringworm, head lice, scabies, strep throat, etc.

Immunizations

A contracted Nurse will check the immunization records of all students. The Minnesota School Immunization Law requires that all students be properly vaccinated in order to remain enrolled in school. Since immunization laws change frequently, the nurse or assigned staff will contact you if additional information regarding immunizations is needed. Immunizations will need to be up to date PRIOR to school entrance for all students including transfer students. Foreign exchange students, not transfer students, will have 30 days to update their immunizations. A school nurse will provide periodic screening for vision, hearing and scoliosis.

Substance Abuse

Possession and use of any controlled substances including controlled substances/drugs, tobacco, lighters, and/or matches is prohibited. If a staff member should have reasonable suspicion of a student's use or possession of alcohol, tobacco, or other drugs, the student may be searched by the staff and parents/guardians will be contacted and requested to remove the student immediately. Police or social services may also be contacted. A suspension may be administered with the recommendation that a drug test (urine analysis) be administered (up to \$75 at the school's expense). A negative test would allow the student to return to school immediately. A positive test may result in a recommendation that the student undergo an assessment and possible disciplinary action.

Harassment and Violence Policy

It is the policy of the Arcadia Charter School Board of Education to maintain a learning and working environment that is free from harassment or violence including but not limited to: religious, racial, sexual, or chronic/continual. It shall be a violation for any student or staff member of the District to harass or inflict violence upon a student or staff member through conduct or communication as defined by this policy. Harassment constitutes any action that makes another person uncomfortable. A student will be warned to discontinue behaviors that cause another discomfort; if they should choose to continue these behaviors, they may face suspension. Flagrant harassment may result in immediate suspension.

The School will act to investigate all complaints, formal or informal, verbal or written, of harassment and to discipline any student or staff member who harasses a student or staff member of Arcadia. Complaints should be addressed in written form to the Director or the School District's Human Rights Officer.

Hazing Prohibition Policy

“Hazing” means committing an act against a student, or coercing a student to commit an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or any other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student, or discourages the student from remaining in the school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

Any person who believes he or she has been a victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an advisor, who is the appropriate school district official designated by this policy.

Upon receipt of a complaint or report of hazing, Arcadia shall investigate the report and take proper action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act and school district policies and regulations. Arcadia will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or any other employee who retaliates against any person who makes a report of alleged hazing or testifies, assists, or participates in an investigation or hearing related to such hazing.

Bullying Policy

An act of bullying, by either an individual student or a group of students, is expressly prohibited on charter school property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the charter school or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the charter school by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off charter school property and/or with or without the use of charter school resources.

PART FIVE: CONFLICT RESOLUTION

Discrimination Policy

It is the policy of the Arcadia School Board to comply with applicable federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, gender, sexual orientation, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied

the benefits of or otherwise be subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection, therefore full time or part time under any education program or activity operated by the district for which it received federal financial assistance. Any student at Arcadia who feels he/she has been discriminated against in violation of the school's non-discrimination policy may avail himself/herself of filing the grievance with a staff member.

Complaints – Students, Staff, Parents, Other Persons

Students, parents, staff or other persons, may report concerns or complaints to the school. While written reports are encouraged, a complaint may be made orally. Any staff member receiving a complaint will report it to the School Director. A person may file a complaint at any level of the school; i.e. staff, school director, or the School Board. Persons are encouraged to first bring their concern directly to the person involved.

Depending upon the nature and seriousness of the complaint, the School Director shall determine the nature and scope of the investigation or follow up procedures. If deemed appropriate by the school director the complaint may be immediately brought to the Board Chairperson who shall determine whether an internal or external investigation should be provided. In either case, the Board Chairperson shall determine the nature and scope of the investigation or follow up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the Board Chairperson concerning the status or outcome of the matter.

The Board Chairperson shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any action appropriate or corrective measure that was taken. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. State, Ch. 13 (Minnesota Government Data Practices Act) or other law.

PART SIX: EMERGENCY POLICIES

Emergency School Closure

In the event of inclement weather Arcadia Charter School will either close for the full-day, open late, or dismiss early. Given that Arcadia shares bussing services with the Northfield School District, Arcadia will follow the Northfield School District's decisions regarding inclement weather school closures. Once a decision about closing schools has been made, the Northfield School District will contact the following media outlets:

- KYMN – 1080 AM – Northfield
- WCCO-TV, Channel 4, WCCO Radio and WCCO.com – Minneapolis/St. Paul
- KARE-TV, Channel 11, and KARE11.com – Minneapolis/St. Paul
- KDHL/Power 96 – Faribault
- KSTP-TV, Channel 5 – Minneapolis/St. Paul
- KMSP-TV, Channel 9 – Minneapolis/St. Paul

The decision to close school for any other reason shall be made by the Arcadia administrative team acting in consultation with the Arcadia Board Chair.

All families and staff will be informed of school closures via School Messenger, an automated system that will call, e-mail and text out school information.

Evacuation/Crisis Plan

Arcadia will hold practice evacuation drills during the school year. When the alarm sounds students should quickly and quietly exit the building. They should exit by the door that is closest to them when the alarm sounds. After exiting the building students should walk quickly and quietly to the field behind the school. Attendance will then be taken to account for all students. If an actual emergency or crisis should occur:

- School personnel will contact parents as soon as feasibly possible to inform them of the situation.
- Students will be taken to a safe waiting place (the neighboring facilities).

Emergency Succession Plan

Purpose:

Define strategy for short and longer term administration of Arcadia school in the event that the director is absent/unavailable.

Basic Administrative Cover for short term planned absences:

1. For planned absences, the director will identify time/date/purpose on google calendar, and email the administrative team (social worker, administrative assistant, business manager).
2. Where possible, the director will seek to ensure that either he, or the social worker, is present in the building between the hours of 7:30AM and 4PM.
3. In the event where it is not possible to have the director or social worker present, staff will be informed via email. Both the director and the social worker will strive to be available by phone/text/email on their online devices.
4. In the event that the director and social worker are not in the building, authority for leadership of the program will be deferred to:
 - i. Tami Kasch-Flugum (advisor)

Best efforts will be made to contact director/social worker before proceeding with any major decisions. Significant decisions/actions involving a review of school policy will be documented. The board chair will be notified of any major decisions.

Emergency Succession for long-term administrative cover:

In the event that the director is unavailable for two days or more:

1. School leadership will be transferred to:
 - i. Lisa Malecha (social worker)
 - ii. Tami Kasch-Flugum (advisor)
2. The above will be responsible for fulfilling the director's duties in his absence. Decisions/actions will be made with input from the social worker and other staff members as deemed necessary.
3. Depending on the period of absence, the temporary leader will make decisions regarding the need to hire substitute teachers, or whether to seek long-term administrative support.
4. Advice will be sought from Minnesota Association of Charter Schools in the event that the school needs to hire a temporary administrative leader.
5. Succession decisions will be communicated and approved by the Arcadia school board.
6. The broader school community will be informed of the succession plan.
7. The authorizing district will be informed of the succession plan.

Disclaimer: The Arcadia Student/Parent Handbook is subject to the policies adopted by the Arcadia and State and Federal Laws. To the extent that any provisions of the handbook are in conflict with the policies and laws, the provisions of the policies and law shall be enforced.