



Arlington School District 38-1 Student Handbook

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PK-12 Information

Mission:

The mission of the Arlington School district is to educate all students in a safe, challenging, and disciplined environment and to provide each student the opportunity to develop the skills and knowledge necessary to be a productive citizen in an ever-changing society.

Vision: Everyone is actively engaged in the process of learning.

Motto: Learning for Life

IMPROVEMENT GOALS

Academic:

1. All students in the Arlington School District will become proficient readers and evaluators of non-fiction reading material.
- 2 All students in the Arlington School District will be able to effectively demonstrate knowledge of the concepts covered by the South Dakota standards in English/language arts.
3. All students in the Arlington School District will be able to effectively demonstrate knowledge of the concepts covered by the South Dakota standards in math.

Affective: Everyone who works in or frequents our building will follow school rules and policies. In addition, they will understand their own individual rights and respect their own individual value, as well as the value of others. All present will help to maintain a clean, safe, and pleasant environment.

ACADEMIC STAFF (Email addresses are first.last@k12.sd.us)

Preschool

Dawn Taylor

Kindergarten

Kelly Clelland

First Grade

Josie Weber

Second Grade

Morgan Whitmyre

Third Grade

Richele Trooien

Fourth Grade

Sage Aughenbaugh

Fifth & Sixth Grade

Lauren Antonen

Tara King

7-12 Ag Ed

Kelly Keller

K-12 Art

Ashley Vostad

7-12 ELA

Lauren Antonen

Brooklyn Fredrickson

Lisa Parry

Gretchen Wendell

7-12 Math

Anita Boeck

Gail Jacobsma

Bailee Ramstad

7-12 Science

Kris Harms

7-12 Social Sciences

Nikki VanBockern

Bailee Ramstad

Special Education

Tiffany Edman-Elem.

Brittany Schaefer-JH/HS

7-12 Technology & Business

Mike Parry

Bailee Ramstad

5-12 Instrumental Music

Kelli VanOverbeke

K-12 Physical Education

Tim Boeck

K-12 Vocal Music

Deb Steffensen

Paraprofessionals

Jill Christensen-Library
Jim Heflin
Michelle Madsen
Nichole Madsen
DeDe Schmidt
Amy Siebersma
Sara Swank

Behavior Tech

Mandi DeVries

Title I

Lori Knadle
Dawn Taylor

K-12 EL

Dawn Taylor

K-12 Guidance

Taylor Carpenter

All administrators, classroom teachers, paraprofessionals, and behavior techs hold the credentials necessary to be considered “highly-qualified” in the state of South Dakota.

BOARD OF EDUCATION

President	Jolene King
Board Member	Laura Carlson
Board Member	Darrik Bunker
Board Member	Paul Burns
Board Member	Casey Hanson

ADMINISTRATION

Superintendent	Brian Sampson
K-12 Principal	Lisa Parry
Special Education Director	Gretchen Wendell
Business Manager	Stacy Andersen
Technology Coordinator	Mike Parry
Activities Director	Kelcy Nash
Lead Teacher	Lauren Antonen
Administrative Secretary	Kelsey Hoff

FOOD SERVICE

Lisa Cleveland, Director
Cyndie Converse
Dawn Jensen
Deb Steffensen

BUILDINGS & GROUNDS

Dean Kimpling, Director
Nathan Benz
Carolyn Hansen
Ruthie Vincent

TRANSPORTATION

Stacy Andersen, Director
Randy Park
Ruthie Vincent

REQUIREMENTS FOR ENROLLMENT

All students entering a South Dakota school for the first time must have an updated immunization record in accordance with state law. Official birth certificates from the courthouse are also required. Each student must have a copy of these documents in his or her file. (Note: the state does not allow the use of hospital birth certificates.)

SCHOOL HOURS

7:45 A.M.	School building opens to students
8:00 A.M.	Teachers' contracted day begins
8:10 A.M.	Students invited into classrooms
8:15 A.M.	Classes begin
3:10 P.M.	JH/HS students dismissed
3:15 P.M.	PK-6 students dismissed
4:00 P.M.	Teachers' contracted day ends

- Students who participate in after-school activities or who attend athletic events later in the afternoon/evening are not to remain at school unsupervised. Rather, students need to leave the building and return at the time of the event.

EMERGENCY CLOSINGS

In the case of an emergency or inclement weather which necessitates a school closing, the superintendent will make an announcement via the School Reach Program. Additional information is located at the following sites: KELO TV, KSFY TV, KBRK of Brookings (93.7 FM), KWAT Watertown (950 AM), KJJQ of Brookings (910 AM), and KJAM of Madison (1390 AM).

PHONE CALLS IN THE CASE OF AN UNSCHEDULED ABSENCE

In order to ensure safety for all of our students, parents are asked to call Kelsey at 983-5741 ext. 1 or email her at Kelsey.J.Hoff@k12.sd.us before 8:30 A.M. if a student is going to be absent. In order to ensure accuracy with attendance, this information needs to be given to Kelsey and not the classroom teacher. She will relay the message to the teacher. (If you would like to leave a message before 8:00 A.M., her voicemail will take the message.) If the office does not receive a call, someone from the school will contact the parent to identify the location of the student. Student attendance will be kept hourly. Students who miss more than 15 minutes of an hour will be counted absent for that hour.

ATTENDANCE NOTIFICATION

Generally, the office will send attendance letters home when a child reaches five, seven, and nine absences per semester. **In order to be consistent with attendance information, we ask that parents send doctor slips**

with your child when they have missed school days related to the same illness if they would like the absences grouped together.

STUDENTS OBSERVING THEIR SIBLINGS' ACTIVITIES DURING THE DAY

Please notify the office if a student is planning to attend a sibling's program or activity during school time. This will be recorded as an excused absence.

SCHOOL VISITORS

Any visitor to the Arlington School building must check in at the office. Student visitors must be approved 24 hours in advance.

MAKE-UP WORK and ATTENDANCE INFORMATION

Student homework may be requested in the event of an absence; we ask that this request be made before 9:00 A.M. The homework is to be picked up in the secretary's office after 2:30 P.M., or another student (a sibling or neighbor, for example) may pick it up.

HEALTH INFORMATION

Parents are frequently concerned about when students should stay home or attend school because of illness. A student should be kept at home if the student has:

- Vomited or experienced diarrhea in the last 24 hours
- Had a fever over 100 degrees in the last 24 hours
- Signs of contagious disease such as pink eye or impetigo
- Strep throat – until all cultures are read and student is on medications for prescribed time before returning to school
- Lice – until treated and nit free
- Chicken pox – until all scabs are dry and crusted (7-10 days)
- Any rash that may be disease related or you do not know the cause –check with your family doctor before sending your child to school

MEDICATIONS

The Arlington School District will administer medicine under the guidelines set forth in the South Dakota Codified Law Chapter 20:48.01:09. The parent should identify pupils requiring medication at school to the office. When medication is necessary, written permission is required stating the student's name, medication, dosage, time to be given, duration of treatment, illness, and prescribing physician. Forms are available from the secretary and they need to be signed by the doctor who prescribes the medication before the secretary can give the medication. All medications (including over-the-counter) will be stored in and dispensed by the office.

IMMUNIZATIONS

Students must be up to date on their immunizations. The following options will be taken if students are not in compliance with state immunization laws.

1. Exclusion of unvaccinated child until such time that proof of immunization or immunity exists.

2. Provisional enrollment for those students who are in the process of becoming immunized.
3. At the discretion of the school administration, children may be given up to 60 days to show compliance or be excluded from school.

INSURANCE

The school makes available a student protection plan open to all students on a voluntary basis. This application form along with a dental protection form will be sent home with the students during the first week of school. The student accident insurance form needs to be returned with money or a signed waiver rejecting the need. The dental form does not need to be sent back unless a purchase is requested. Students participating in physical education or sports are encouraged to carry insurance. The school is not obligated for any payments to claims.

GUIDANCE AND COUNSELING SERVICES

Our guidance program consists of a number of services designed to help students better know and understand themselves and assist them in accomplishing their goals. The counselor is available to all students and their families. Please feel free to contact Ms. Carpenter for confidential assistance.

FACEBOOK PAGE

Like and follow the school's Facebook page (Arlington School District 38-1) for district information.

SCHOOL WEBSITE- www.arlington.k12.sd.us

The school website includes information about the school including activities, the newsletter, lunch menus, sport calendars, Arlington apparel, and board policies. Please consult the school website for this and other pertinent and timely information.

HOMEWORK

Homework is an extension or continuation of a school lesson or project. Being aware of and interested in what your child does at school is vital to his or her success. Selecting a quiet area, as well as a specific time for homework, is important.

AWARDS

The Arlington School District believes outstanding achievement and participation in all fields of schoolwork are deserving of suitable awards. For this reason, there shall be an annual end of the year awards program.

Attendance Awards:

Perfect Attendance certificates will be awarded to all students who successfully complete the school year without having missed any academic time. These will be sent home in the mail with the student's last report card or given at the awards ceremony. Any student who is tardy or is absent for any reason (other than attending a school sponsored event) will forfeit his/her right to a Perfect Attendance certificate.

BREAKFAST AND LUNCH PROGRAM

Parents are encouraged to have breakfast and/or lunch at the school. Bills for the breakfast and lunch program will be sent home in the Wednesday Folders. Please pay in advance. The payments should be brought in an

envelope with the following information on it: student name and payment designation. This is to be sent back in the Wednesday folder and addressed to Erin. Unless there are unforeseen circumstances, lunch bills will be printed on Tuesday morning of each week in order to get them into Wednesday folders. When calculating the exact total amount due, please log in to your parent portal on Campus. If you have any questions regarding your meal account, contact Stacy Andersen directly at Ext. 5.

Prices:

- Breakfast--\$1.75 K-12, \$2.30 adult
- Lunch--\$2.90 K-6, \$3.30 7-12, \$4.85 adult
- Ala Carte Items (Seconds)--\$1.50
- Year Long Milk: PK = \$26.00, Grades K-6 = \$44.00

FIRE DRILLS/TORNADO DRILLS

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

TELEPHONE

Students may use the telephone at school when necessary. Students must have permission from the classroom teacher to use the telephone. Parents, please try to confirm after-school plans before your child leaves for school.

MESSAGES FOR STUDENTS

The secretaries will do their best to see that students receive messages. However, parents must be aware this may not happen in every instance.

TEXTBOOKS

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks.

DRESS CODE

Normal school day and non-formal school activities: In the interest of cleanliness, decency and good taste, a restriction on a student's dress and grooming is necessary. To ensure that the dress and grooming of all Arlington School Students does not interfere with the educational process or create a disruption in school the following code should be observed:

Clothing promoting alcohol, drugs, tobacco, sexual innuendo, obscene or questionable printing or slogans will be prohibited on all clothing. Other clothing that is prohibited would be shorts with no undergarments, mesh shirts with no undergarments, halter tops, tube tops, half shirts, shirts or tops that expose the midsection, and shirts or other clothing that exposes undergarments. Trench coats are prohibited. Chains that hang from clothing including wallet chains are prohibited. Undergarments are not allowed to be showing. All pants must fit around the top of the hip. Caps, hats, bandannas, or other headgear are not to be worn in the building between the times of 8:00 A.M. - 4:00 P.M. Exceptions to this rule may be made during special events. Spikes,

chokers, dog collars, chains as well as other accessories that could be used to harm someone are not allowed. Clothing that represents threat/hate groups such as gangs or supremacist groups are prohibited. Teachers are to address and deal with dress code if it can be done quickly and without disrupting the learning environment of others. If this cannot be done, the principal is to be contacted.

The principal will deal with the dress code violation based upon the report from the teacher.

Students will be disciplined according to the following for violation in the school dress code:

1. Students will be required to change out of offending clothing. If they have no alternatives, they are to put on the attire given to them. They are to return the garment after it has been washed. If they do not do so, they will be required to pay for the garment.
2. Warning if change takes place immediately.
3. Students who refuse to change will leave school and be marked with an unexcused absence.
4. Loss of privileges (recess, study time, open campus) for repeat offenders.

Cases not specifically covered in this dress code procedure that adversely affects the learning environment of others will be addressed by the administration on a case-by-case basis.

A PARENT'S RIGHT TO KNOW

What do I know about my child's teacher? The federal education law requires all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response.

DANGEROUS WEAPONS IN SCHOOL

State and federal, as well as Board policy, forbids the bringing of dangerous and illegal weapons to school or to school sponsored activities. A dangerous weapon is defined as any firearm, air gun, knife, device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict bodily harm or death. Toy guns and weapons are also prohibited without permission. Any student who brings a dangerous weapon to school must be recommended for expulsion and referred to law enforcement authorities. (The superintendent shall have the authority to recommend to the board that the expulsion requirement be modified on case-by-case basis.) Vehicles which visually display a dangerous weapon are subject to a search.

BOMB THREATS

The Board's policy and procedures related to bomb threats is found in Section E. The Board recognizes bomb threats are a significant concern. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action. Ultimately, bomb threats are a violation of Board policy as well as civil and criminal law. In accordance with South Dakota law SDCL 22-14A-24 through 22-14A-27, the communication of a terrorist threat or hoax is a criminal offense and can carry felony penalties of \$10,000 and 10

years in prison. Consequently, we ask that all parents/guardians speak with their children about making inappropriate statements of this nature.

HARASSMENT POLICY

It is the policy of the Arlington School District that our employees should be able to enjoy a working environment free from all forms of harassment. Harassment directed at an employee outside of school time and off campus is just as detrimental to our employees as harassment that occurs during school time and on campus. Harassment is herein defined as words and/or actions, which tend to annoy, alarm, or be physically or verbally abusive toward any employee of the school district should such conduct reasonably affect or interfere with the employee's work performance due to harassment by a student outside of school time and off location the student will be subject to disciplinary action.

SEXUAL HARASSMENT POLICY

It is the policy of Arlington School District that our employees, students, and guests should be able to enjoy a work, learning and educational environment free from all forms of discrimination including sexual harassment. Sexual harassment is herein defined as words and/or actions, which tend to annoy, alarm, or be physically or verbally abusive toward another person. It is expressly against school policy for any individual (employee, student, guest, etc.) to make unwelcome sexual advances, requests for sexual favors, and other verbal physical conduct of a sexual nature, toward another person on school property or at a school activity not on school property, when:

1. Submission to such conduct is made an express or implied condition of employment, passing grades, or participation in school activities or related student rights; or
2. Submission to or rejection of such conduct is used as a basis for employment, academic, or extracurricular decisions affecting the individual who submits to or rejects the advances; or
3. Such conduct has a purpose or effect of interfering with the employee's work performance, student's educational performance, or creates an intimidating, hostile, or offensive working or educational environment.

***Any employee or student will be subjected to disciplinary action for violation of this policy.**

Sexual Harassment Complaint Procedure

Any employee, student, or guest who feels that he or she has been subject to sexual harassment should:

1. Report the incident immediately to the counselor, principal, superintendent and complete a "Sexual Harassment Complaint Form."
2. The employee, student, or agent of the Arlington School District alleged to have sexually harassed another person will be notified in writing by the principal or superintendent that a complaint has been filed and is being investigated.
3. The principal or superintendent will then investigate the incident.
4. Resolution of the complaint may be pursued formally or informally at the option of the person who feels that he/she has been subject to sexual harassment.
5. If the individual who filed the written complaint is dissatisfied with the handling of the complaint, he or she may utilize the grievance procedure.

CYBER BULLYING POLICY

Cyber bullying is all form of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The district's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the district's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of a principal or teacher.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.

Malicious use of the district's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or change the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, Saturday School points, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

BULLYING POLICY

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly, and safe environment for all students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending him or herself.

The forms of bullying:

Physical-involves harmful actions against another person's body

Verbal-involves speaking to a person or about a person in an unkind or hurtful way

Emotional-involves behaviors that upset, exclude, or embarrass a person

Sexual-involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances

Racial-involves rejection or isolation of a person because of ethnicity

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The school board requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

The superintendent and /or designee shall develop an annual process for discussing the school district policy on bully prevention with student and staff. The school district will incorporate information regarding this policy in each school handbook.

CELL PHONE and CAMERA POLICY

Students will be allowed to have cell phones and cameras; however, they are not allowed to use them during class time without permission. Cameras cannot be visible in locker rooms or bathrooms. Staff members will have permission to implement their own phone policy in their room. Students may receive Saturday School points and/or temporarily lose possession of their phone if using without permission.

CLASSROOM PROCEDURES

Teachers will develop and implement classroom policies consistent with the procedures in this handbook and the policies of Arlington Public School.

SCHOOL TRANSPORTATION GUIDELINES

Parents are asked to discuss these rules with their child. Obeying these rules will help ensure safe transportation to and from school and school events.

- Always listen to and obey the bus driver as the bus driver is in charge.
- Always take a seat promptly and remain seated while on the bus.
- No shouting, yelling, or moving around in any way while on the bus.
- Keep hands, feet, and objects to yourself.
- Never extend any part of the body through the bus window.
- Parents are financially responsible for any damage a student may do to the bus.

STUDENT DISCIPLINE AND THE SCHOOL

Teachers and school staff join parents in the responsibility of developing well-disciplined, successful learners. As students work and progress through elementary school, more responsibility and accountability for behavior are given. It is important for parents and staff to work together to understand and deal effectively with behaviors. To assist us in this goal, the staff may refer to the Boys Town Social Skills program. This program is based on teaching individual students appropriate social skills and assisting them in taking ownership of their actions. See details on page 13.

CHAIN OF COMMAND

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

1. Speak to the person with whom you have the complaint to discuss both sides of the story.
2. If the problem still exists or a solution cannot be found, contact the principal. In the case of an issue related to an extra-curricular activity, contact the activities director.
3. If the problem still exists or a solution cannot be found, 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.

STUDENT GRIEVANCE PROCEDURE

A grievance is defined as a complaint lodged by a student against a member of the staff or administration alleging that a rule is unfair, that it discriminates between students, or that an unfair procedure has been used in arriving at a punishment. Any student who wishes to file a grievance may receive a "Student Grievance Form" from the counselor or Principal. He or she will explain the grievance procedure in a more detailed manner upon receipt of said form. It is required that a student files a grievance within 30 days after the alleged violation.

Giving Criticism

1. Look at the person.
2. Stay Calm. Use a pleasant voice.
3. Use a pleasant voice
4. Describe exactly what you are criticizing.
5. Tell why this is a problem.
6. Listen to the person. Be polite

Following Instructions

1. Look at the person.
2. Say "Okay."
3. Do what you've been asked right away.
4. Check back.

Disagreeing Appropriately

1. Look at the person.
2. Use a pleasant voice.
3. Say "I understand how you feel."
4. Tell why you feel differently.
5. Give a reason.
6. Listen to the other person.

Giving a Compliment

1. Look at the person.
2. Smile.
3. Speak clearly and enthusiastically.
4. Tell the person exactly what you like.

Using Appropriate Volume

1. Look at the person.
2. Use a pleasant voice at a proper volume.

Accepting Criticism or a Consequence

1. Look at the person.
2. Say "Okay."
3. Don't argue

Accepting Compliments

1. Look at the person.
2. Use a pleasant voice.
3. Say "Thank you."
4. Don't look away, mumble, or deny the compliment.
5. Do not disagree with the compliment.

Making an Apology.

1. Look at the person.
2. Use a serious, sincere voice.
3. Say "I'm sorry for..." or "I want to apologize for..."
4. Do not make excuses
5. Explain how you plan to do better in the future.
6. Say "Thanks for listening."

Greeting Others

1. Look at the person.
2. Use a pleasant voice.
3. Say "Hi" or "Hello."

Accepting No for an Answer

1. Look at the person.
2. Say "Okay"
3. Stay calm.
4. If you disagree ask later.

FERPA POLICY (Public Notice Regarding Personally Identifiable Information, Access to Information, And Disclosure of Director Information)

The Arlington School District, in accordance with the Family Educational Rights and Privacy Act, FERPA, (34 CFR 99.7; and 99.37), has established the following policies and procedures:

Access Rights: Parents and eligible students have a right to:

1. Inspect and review the student's educational records;
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's educational records except to the extent that the Act and the regulations in this part authorize disclosures without consent;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of the Act and this part;
5. Obtain a copy of this policy and regulation in the building principal's or superintendent's office of the Arlington School District.

Definition of Terms:

Directory Information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listings, date and place of birth, major activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

Disclosure means to permit access to or the release, transfer, or other communication of educational records, or the personally identifiable information contained in those records to any party, by any means, including oral, written, or electronic means.

Personally Identifiable Information includes, but is not limited to: the student's name, the name of the student's parents or other family members, the address to the student or student's family, a personal identifier, such as the student's social security number or student number, a list of personal characteristics that would make the student's identity traceable, or other information that would make the student's identity easily traceable.

Disclosure of Directory Information

The school district shall disclose directory information if it has been given public notice to parents and students of:

1. Types of personally identifiable information the school district has designated as directory information.
2. A parent's or student's right to refuse to let the school designate any or all of those types of information about the student as directory information; and
3. Fifteen (15) days from this public notification of disclosing directory information, the parent must contact the school district in writing of their refusal to release some or all of the directory information.

Disclosure of Personally Identifiable Information

A. An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by subsection 99.30 if the disclosure meets one or more of the following conditions:

1. The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate education interests and;

2. The disclosure is subject to the subsection 99.34, to officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll.
 3. The disclosure is, subject to the requirements of subsection 99.35, to authorize representatives of:
 - i. The Comptroller General of the United States
 - ii. The Secretary;
 - iii. State and local educational authorities.
 4. (i) The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: A) Determine eligibility for the aid, B) Determine the amount of the aid, C) Determine conditions for the aid, D) Enforce the terms and conditions of the aid.
 - (ii) As used in paragraph (a) (4) (i) of this section, "financial aid" means a payment of funds provided to an individual (or payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution. (Authority: 200.S.C. 1232G (b)(1)(D))
 5. (i) The disclosure is to state and local officials or authorities, if a state statute adopted before November 19, 1974, specifically requires disclosures to those officials and authorities.
 - (ii) Paragraph (a)(5)(i) of this section does not prevent a state from further limiting the number or type or state or local officials to whom disclosures may be made under that paragraph.
 6. (i) The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to:
 - A. Develop, validate, or administer predictive tests;
 - B. Administer student aid programs; or
 - C. Improve instruction.
 (ii) The agency or institution may disclose information under paragraph (a)(6)(i) of this section only if:
 - A. The study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization.
 - B. The information is destroyed when no longer needed for the purposes for which the study was conducted.
 - C. For the purposes of paragraph (a) (6) of this section, the term "organization" includes but is not limited to: federal, state and local agencies and independent organizations.
 7. The disclosure is to accrediting organizations to carry out their accrediting functions.
 8. The disclosure is to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954
 9. (i) The disclosure is to comply with a judicial order or lawfully issued subpoena.
 - (ii) The education agency or institution may disclose information under paragraph (a) (90(i) of this section only if the agency or institution makes a reasonable effort to notify the parents or eligible student of the order of subpoena in advance compliance.
 10. The disclosure is in connection with a health or safety emergency, under the conditions described in subsection 99.36.
 11. The disclosure is information the educational agency or institution has designated as "director information", under the conditions described in subsection 99.37
- A copy of these policies and regulations may be obtained in the building principals or superintendent's office of the named school district. Complaints regarding violation of rights accorded parents may be submitted to the

superintendent of schools of the Arlington School District, or the family rights or the Family Educational, Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independent Avenue SW., Washington, DC 20201.

PK-6 Information

PLAYGROUND AND PLAY AREA RULES

All teachers review our playground rules with their students at the beginning of each school year. Inappropriate behavior on the playground will have consequences.

Rules:

1. Keep hands and feet to yourself.
2. Stay within the school boundaries.
3. Be courteous to others.
4. Follow the directions of the play supervisor.
5. Use play equipment properly and safely.
6. Remain within the playground area unless an adult gives permission to come in. Students are to line up promptly when their class is called.
7. The playground is not supervised before 7:45 A.M. or after school.
8. Due to the number of students on the playground from 8:00-8:10 A.M., students are typically not allowed to play with balls or other toys.

Additional Winter Rule:

1. PK-6 must wear boots while PK-4 must have hats and snow pants or suits.

STUDENT COUNCIL

The goals of the student council will be to learn about citizenship and legislative skills, promote school spirit, and to help our school and community. Students in 5th and 6th grades can run for the positions of President and Vice-President. In addition, each classroom grades 3-6 will be able to elect 2 Senators and 1 or 2 Representatives. Student Council meetings will be held during the lunch/recess period in Mrs. Borchard's room as needed.

MILK BREAK

Each class has a designated time for milk break. According to the class schedule, it may be morning or afternoon. Students are asked to pay for the entire year at the beginning of the year.

CLASSROOM SNACKS

In order to better serve our students and their specific needs, we are addressing food items brought into the building for our PK-6 students. We allow only items that are pre-packaged to be distributed to our students. With more students developing food allergies and having other medical needs, it is important for our staff and students to know ingredients as well as nutritional value.

TITLE I TUTORIAL SERVICES

Students in need of additional help in understanding or completion of their classroom tasks may qualify to receive assistance through the Title I program specifically in the areas of reading and/or math.

LOST AND FOUND

Found items will be located by the exit doors in the elementary. Unclaimed items will be displayed for students to review and take what belongs to them. All unclaimed will be donated.

FIELD TRIPS

Field trips reward students for hard work and cooperation throughout the year. Arrangements may be made for students to stay back at school if work is not complete or if behavior has caused disruption in the classroom. Field trip permission is included on the family enrollment form you fill out at the beginning of the year.

VOLUNTEERS

Parents are encouraged to volunteer to help in the elementary. Volunteers can assist in the classroom by working with small groups of students, doing clerical work, or helping on special projects. Anyone wishing to visit the Arlington School must contact the secretary's office to ask permission 24 hours before approval will be given.

BIRTHDAY PARTIES

Parents wishing to send home birthday party information are allowed to do so under one of the following conditions: (1) all students in the class are invited, (2) all male students in the class are invited, or (3) all female students in the class are invited. Students and parents are not allowed to stand outside the elementary doors and hand out invitations.

Grading Scale (Grades 2-6; K & 1 provide a Standards-Based Report Card)

Score	Min. Percent
A+	98.75
A	94.99
A-	92.5
B+	91
B	86.9
B-	85.5
C+	83.89
C	77.5
D+	75.89
D	71.1
D-	69.5
F	0

7-12 Information

STUDENT CLASSIFICATION

Each student enrolled in Arlington High School is a member of one of four classes: freshman, sophomore, junior, or senior. Students can advance only based on credits earned and not based on mere attendance. The classification system is as follows:

Freshman	0 – 5.5 units	Junior	12 - 17 units
Sophomore	6 – 11.5 units	Senior	17+ units

GRADUATION REQUIREMENTS

English	4 units
Social Science	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Computer	1 unit
PE/Health	1 unit
Personal Finance	.5 unit
World Language or CTE Credit	1 unit
Electives	4.5 units

Note: Students who are within one credit of the established graduation requirements will be allowed to participate in commencement ceremonies. However, they will receive a Certificate of Attendance rather than a diploma until all graduation requirements have been met. All correspondence courses must be completed and all documentation referring to such classes must be in the office by May 1.

PROMOTION FROM JUNIOR HIGH

Typically, seventh and eighth grade students must have a 70% average in order to be promoted to the next grade. This average will be determined using the five core courses the students are enrolled in each semester.

OFFICIAL REPORT CARDS

Official report cards are issued at the close of each nine-week grading period. They will contain the student's attendance record, scholastic grade, and, in some instances, specific comments concerning student work ethic and conduct.

WEIGHTED CLASSES

The following classes will be on the weighted grading scale: trigonometry, calculus, physics, advanced biology, chemistry, Algebra II, accelerated geometry, AP classes, Art IV, Spanish II, French II, as well as dual credit and some distance learning classes.

DROPPING AND ADDING CLASSES

Any student who drops or is removed from an AHS class will have a 50% recorded on their permanent record unless an agreement is reached between the student, teacher, and the principal. Adds & Drops should be completed by the seventh class day of each semester.

INCOMPLETE GRADES

Students who are absent from school just before the end of a quarter/semester may be given an Incomplete. This allows the student to make-up all work missed during the absence without penalty. Unless an exception is granted, all incomplete grades are due five school days following the end of the quarter/semester.

Teachers may also assign an Incomplete to students who, though not absent, neglect to complete assignments. When the work is submitted and assessed, an appropriate letter grade will be assigned.

UNIQUE ACADEMIC EXPERIENCES (Independent Study, Distance Courses, Dual Credit Courses, etc.)

The purposes independent study, distance, and dual credit courses are to increase AHS's academic offerings, to help students earn credits for graduation, and to earn technical college/university credits while in high school.

INDEPENDENT STUDY

Independent study courses are those outside/not found on the master schedule yet supervised by Arlington High School teachers. Some independent study courses are offered as part of the master schedule (i.e. art); others are offered only as independent opportunities (i.e. CodeHS computer courses).

The following criteria apply:

1. Only those students who have scheduling conflicts will be allowed to take a class offered on the master schedule.
2. Permission to take an independent study class must be granted by the instructor and the principal.
3. The student must be classified as a sophomore, junior, or senior.
4. First year instructors will not be permitted to teach an independent course offered on the master schedule.
5. Students will be required to have all prerequisites completed before enrolling.
6. The course of study (curriculum) must be approved by the principal.
7. The amount of class time must be equal in length and in number of days as a regular, non-independent class.

Credit Recovery: Drop Out Prevention

Students who need to retake required classes may have the opportunity or be required to be a part of the Credit Recovery program. Students will work independently with teacher support to complete the required work to pass these classes.

Peer Mentor 22054 (1/2 unit per semester)

Students who are considering entering the field of education are encouraged to sign up for the Peer Teaching Class. This class will require students to work one to one, or with small groups to help elementary or junior high students succeed. Interested students are to find teachers who are willing to accept a Peer Helper. Peer teachers must have permission from the specific teacher as well as from the administration. Students must have demonstrated academic success, better than average attendance, and have had very few discipline referrals prior to taking this class. The guidelines are below:

1. Have a C average.
2. Have a record of honesty, responsibility and appropriate behavior.
3. Have initiative, neat appearance, and a pleasant personality.
4. Computer skills are important but not necessary in all areas.
5. Be punctual and have good attendance.
6. Have permission from teacher upon enrolling.
7. Each teacher may have more than one peer mentor.

Teacher Office Aide 22055 (1/2 unit per semester)

Students who are interested in assisting staff members by completing office tasks are encouraged to take this class. Each teacher can have one student aide. Student aides must have permission from the specific teacher as well as from the administration. Students must have demonstrated academic success, better than average attendance, and have had very few discipline referrals prior to taking this class. Guidelines for students interested in being student aides in some of our school programs are listed below. Student will receive credit for being a student aide; however, it will not affect their GPA or their honor roll status. Seniors can be student aides; however, if they choose to do work-study, they can only have work-study for one period.

1. Have a C average.
2. Have a record of honesty and responsibility.
3. Free periods must coincide with the instructors or have permission from the cooperating instructor.
4. Only one aide per staff member.
5. Be a sophomore, junior, or senior.
6. Be able to file and organize.
7. Have initiative, neat appearance, and a pleasant personality.
8. Be able to work without constant supervision.
9. Computer skills are important but not necessary in all areas.
10. Must be punctual and have good attendance.
11. Must have permission from teacher upon enrolling.
12. May only enroll in one period per semester.

ADDITIONAL PROGRAMS OF STUDY—Students who take the classes below may need to sign a behavior contract required by the South Dakota Virtual School, university, and/or the local consortium.

- **LOCAL CORRESPONDENCE STUDY POLICY: This must be approved by the counselor and principal in advance.**

Correspondence study may be available for students who have taken and not passed a class offered at AHS. All costs associated with this are the responsibility of the student. Students will only be allowed to take classes they have failed. All seniors must have correspondence courses completed and necessary paperwork in the administrative office by May 1 to graduate with their peers.

- **LOCAL DISTANCE EDUCATION POLICY:** It shall be the policy of the Arlington High School to manage any distance education (including dual credit) coursework as follows:

- 1. All students are required to enroll in a minimum of seven subjects at Arlington High School to be considered a full-time student. The principal may grant exceptions to this rule if it becomes necessary to remove a student from a class because of health, academic, attendance, or disciplinary issues.
- 2. Students are required to enroll in courses taught by Arlington High School instructors and offered at Arlington High School during the grade level designated unless otherwise approved by the principal. Failure to do this may lead to scheduling issues for the student in the following years.
- 3. Arlington High School students may enroll in courses completed through online or onsite educational institutions (local college, university, technical school, and South Dakota Virtual High School approved providers) according to the following criteria:
 - a. Students must have a GPA of 2.6 or above at the time of the request.
 - b. Students are required to follow the online class attendance policy regardless of activities that may be taking place at Arlington School or the Arlington school calendar.
 - c. A distance education (online) or onsite course may be granted approval by the principal to students due to a scheduling conflict, attendance issue, disciplinary issue, credit recovery, or desired classes not offered at AHS.
 - d. The Arlington School District will pay the costs involved with one semester of online or onsite course per student per high school career (Grades 9 – 12) provided the class is not for credit recovery efforts or disciplinary reasons. The school will consider funding additional classes on a case-by-case basis due to circumstances including, but not limited, to unavoidable scheduling conflicts, lack of in-house qualified teacher for classes required for graduation, etc. e. The district will pay the costs at the beginning for all costs associated with any approved class. If a student does not maintain a semester grade of a “C” average in the class, then the student will be responsible to reimburse the school district for any money the district has paid in association with the class. (Any class that is being taken strictly for college credit will be the sole responsibility of the student.) Students are reminded that there are a few distance and online classes with no fees attached. All online coursework must meet South Dakota Department of Education certification guidelines noted in SDCL 13-33-21.
 - f. The student must take an online course in the building during the academic school day. The student will be assigned to a room and instructional period. The principal may grant an exception to this rule due to health, academic, attendance or disciplinary issues.

- g. Students are responsible for their coursework, as well as initiating contact with their teacher and/or mentor, if necessary. The student code of conduct, grading scales, grading deadlines, course content, etc. are all available online. Students are expected to work independently, yet to ask for help, when needed! Do not wait for your online instructor to contact the school. I understand that Arlington School District will provide me with an on-site mentor to assist me with technical issues, proctored tests/quizzes, and monitoring my progress. However, I know that my online/distance instructor is my first point of contact for questions/problems with coursework, and it is my responsibility to stay in close contact with my online/distance instructor and to monitor my own progress.
 - 4. The letter grade for the course will appear on the student’s official transcript and factored into the student’s grade point average.
 - 5. Students who enroll in dual credit courses are responsible for tuition and course fees above the cost of taking the class for high school credit only. An example: a college class that costs \$300 for high school credit and \$450 for dual credit. The student would be responsible for \$150 of the cost provided they had a “C” or above for their semester grade. Students earn ½ high school credit for each 3 hour course passed. Students must provide the guidance office with a transcript noting the course grade and course title. Principal approval for the course prior to enrollment in the course is mandatory.
 - 6. When applicable, students enrolled in course(s) from another educational institution will be released from school for attendance at the other educational institution for a period of time that shall allow for travel and attendance. The principal shall determine the release time. A student released for attendance at another educational institution shall be the sole responsibility of the parent/guardian and shall not be the responsibility of the school or its employees.
 - a. Students participating in the program will be required to maintain a minimum of five classes at the high school and will remain responsible for all rules and regulations of the high school and school district while in attendance at the high school.
 - 7. Students enrolled beyond a fourth year, who have not met graduation requirements, may enroll for less than six subjects with the approval of the principal or a guidance counselor.
 - 8. Should the student find fault with the principal’s disapproval of a distance education course, the student may file a complaint using the Arlington School District Student Grievance Procedure. Legal References: SDCL 13-33-21; 13-33-22 ARSD 24:43:12.

- **SOUTH DAKOTA DUAL CREDIT POLICY:**

- Students must meet the criteria below to participate:
 - **High school junior eligible to enroll in a high school in South Dakota who meets one of the following requirements:** a) earn an ACT composite score of 24 reflective of the 70% percentile; or b) rank in upper one-third of their graduating class; or c) earn a cumulative GPA of at least 3.50 on a 4.0 scale
 - **High school senior eligible to enroll in a high school in South Dakota who meets one of the following requirements:** a) earn an ACT composite score of 21 reflective of the

50% percentile; or b) rank in the upper one-half of their graduating class; or c) earn a cumulative GPA of at least 3.25 on a 4.0 scale

Procedure for freshmen and sophomores who want to take two science classes or two math classes concurrently:

- 1) Student must have parent permission to do so.
- 2) Students who are interested in taking two math classes must have achieved one of the following: (a) reached advanced status on the most recent standardized testing results OR (b) have had A's for each of their previous math semesters.
- 3) Students who are interested in taking two science classes must have had A's for each of their science semesters from their previous year.

TRANSFER OF ACADEMIC CREDIT

Because AHS is accredited by the South Dakota State Department of Education, the district can only accept credit from school districts that are accredited by state departments of education. No credit will be granted for courses taken at a non-accredited school or any alternative school or any alternative educational programs pursuant to SDCL 13-27-3. Please refer to school board policy JECAA and IKF for further information on student transfer policy, the granting of credit, and graduation requirements.

LOCKERS

Lockers are the property of the school and are subject to inspection at any time for any reason. In addition, the state's drug dogs may be brought in and used to search lockers as the need arises.

If warranted, fines will be assessed at the end of each year or when a student transfers out of the district. There will be a fee for students who damage or fail to maintain their lockers.

DRESS CODE FOR SANCTIONED/FORMAL ACTIVITIES

The dress code for the normal school day may not apply to such activities as prom, concerts, oral interp meets, and other formal or semi-formal school activities. Students involved with these activities will need to follow the dress code established by the activity advisor. Cases not specifically covered in this dress code procedure that adversely affect the learning environment will be addressed by the administration on a case-by-case basis.

ACADEMIC AWARDS

Honor Roll:

The "A" honor roll will consist of students who earn all "A's" and one "B" on their quarterly report card. The "B" honor roll will be awarded to students who have A's, B's, and only one "C" on their quarterly report card. It is important to note every senior who maintains a 3.4 GPA (without rounding) or better for the first seven semesters shall be designated as an Honor Student. These individuals will be recognized at graduation with an Honor Student medallion.

Valedictorian & Salutatorian:

The two students who have the highest academic average after seven semesters from an accredited school shall be designated the senior class valedictorian and salutatorian.

Semester Tests & Attendance Incentives:

1. Students who have an "A or B" average in class and have missed three days or fewer and have a total of 5 points or fewer as of the day of the semester tests will be excused from their elective semester tests.
2. Students who have a "C" average or above in class and have missed two days or fewer and have a total of five points or fewer as of the day of the semester tests will be excused from their elective semester tests.
3. Students who have a "D" average in a class and have missed one day or fewer and have five points or fewer as of the day of the semester tests will be excused from elective semester tests.
4. At the conclusion of the second semester, seniors who miss five days or fewer of school and have a total of five points or fewer as of one week from the last day of the semester tests will be excused from second semester tests.

In all cases where the student would not have to take semester tests because of their grade and attendance, they may take the test, and the result will only raise their grade; it cannot hurt their average.

For semester test purposes only, students may be able to group absences of four days or fewer if absences have been approved for grouping by the principal. Absences which may be grouped for semester tests if approved are severe illness and family trips with one's parent(s) or guardian(s). Funerals will not count against the semester test incentive.

Any student not meeting the requirements above will take all of their semester tests. All absences, except for school related absences, will count toward the incentive for semester test exemption. Students on Individualized Education Plans may be exempt from semester tests according to the IEP team's recommendation.

As with any policy, not everything will be covered or fit entirely into the district's attendance policy. In the event of any absence, please call or email the school secretary in advance so information can be given to the teachers. When scheduling vacations, please consider summer break and school holidays, and, with this plan could miss up to 18 more days during school with no consequences. *Research indicates attendance is one of the most important items leading to a student's success in school, so we encourage everyone to take the issue seriously.*

Students have open campus privileges during semester test days as they are only required to be in school during their testing times. Required elective tests are based on student attendance, grade, and Saturday School Points. All students (with the exception noted below) are required to take required class semester tests.

Seniors can become eligible to avoid semester tests during second semester if they have missed five days of school or fewer and have a total of five points or fewer.

Semester Test Schedule

Day One

Period 1 (8:30 - 9:55)

Period 2 (10:05 - 11:30)

Day Two

Period 5 (8:30 - 9:55)

Period 6 (10:05 - 11:30)

Lunch from 11:30 -12:00

Period 3 (12:00 - 1:25)

Period 7 (12:00 - 1:25)

Period 4 (1:35 - 3:00)

Make up tests (1:35 – 2:00)

Students with fewer than five referral points are allowed to leave school between tests. Those who have parent permission and a license to drive may do so.

STUDENT SIGN IN/OUT

Students who arrive late or leave early must sign the sheet available in the elementary secretary's office.

STUDENT CHECK OUT

A student must be present the last day of school in order to check out for the year. Any student who is absent the last day of school should return to school for official check out with the office.

DISCIPLINE

Saturday School System: (Scheduled from 8:00 a.m. - 12:00 p.m.)

I. 10 Point System – Referral points are combined and a running total is documented for the semester.

A. Each student starts at zero points every semester (with exceptions).

B. Students who earn 10 points will serve Saturday School.

C. Each additional 10 points per semester equals a Saturday School assignment.

D. A total of 26 results in possible long-term suspension/possible loss of credit.

E. Unforced documented community service work may be used to erase points provided they are earned before a student has reached the point of being required to attend Saturday School. Community service work can only be used to reduce a student's points once per semester by up to four points. Special arrangements must be made with the principal.

II. Procedures during Implementation

A. A student may be called to the office upon receiving a referral, or the referral may be placed in the student's Wednesday Folder.

B. A letter will be sent home to parent/guardian regarding the student's status in Part II-A before the student reaches 10 Saturday School points.

C. Written or verbal verifications of assigned Saturdays will be sent to a parent/guardian regarding the way(s) points were accumulated.

D. Administrators will request a meeting with parents/guardians when any student earns 20 points.

E. Any referral, teacher requests, or administrative situation, when, deemed necessary, could also require a conference with the student, parent/guardian, or both.

- F. Dates for Saturday School will be determined by the administration. The student will be required to see his/her teachers before Saturday School and complete a form indicating the assigned work. This form must be turned in the Friday before the scheduled Saturday School. Forms are in the principal's office. Students who accumulate points will be assigned to the next scheduled Saturday School. This is not negotiable.
- G. Some infractions may require both Saturday School and in or out-of- school suspension.

III. Attendance at Saturday School

- A. Excused absences (illness, family emergencies, approved in advance parental requests, and medical-type appointments approved by the principal) may arise and will be handled on an individual basis.
 - 1. If no contact is established by parent/guardian on the day of the absence or before, this absence will be recorded as unexcused or truant. (If parent/guardian is unavailable, a call must be received before 9:00 a.m. the following Monday morning to be excused.)
 - 2. Any student who is truant from Saturday School is not eligible for athletic activities that day.
- B. Medical Appointments (doctor, dentist, chiropractor, etc.)

Any student arriving late from an appointment must have a note from the office showing the date and time of said appointment in order to be excused.

Saturday School Rules

- 1. This begins at 8:00 A.M. Students must be in the room by 8:00 A.M. or they are absent. The door will be locked promptly at 8:00 A.M.
- 2. Hats, talking, food, liquids other than water, cell phones, dress code violations, improper literature, putting heads down, sleeping, feet on furniture, or leaving of seat may be prohibited. All other items that may come up are at the Saturday School teacher's discretion.
- 3. No student shall be anywhere inside or outside of the school except for the room assigned or restroom when allowed.
- 4. All students are responsible for their own writing utensils, assignments, books, and additional reading material. No student will be allowed to go to his or her lockers after 8:00 A.M.
- 5. Students are not allowed to leave Saturday School.
- 6. First violation of rules #1-4--The next immediate Saturday School will be assigned, plus one day of I.S.S. (Students will be required to leave whenever in violation of rules.)
- 7. Skipping SS the first time--Two days of ISS and the next scheduled Saturday School.
- 8. Second violation of skipping SS--The next immediate Saturday School day assigned plus four days of ISS.
- 9. Third violation--The next immediate Saturday School day assigned plus four (4) days of in school suspension.
- 10. All students will be required to see their teachers before Saturday School and complete a form showing assigned work for that Saturday, or they will be in violation of Saturday School rules. Teachers who have a priority assignment are to mark their assignment with a P on the sheet. Students are to get that homework done first.
- 11. All Saturday School days earned at the end of the first semester will be spent in the first Saturday school during second semester. All Saturday School days at the end of the year will need to be made up with a day in lieu of a Saturday within seven days of the last day of school. The principal will set the date. Failure to serve the day earned may result in loss of semester credit.

A complete Saturday School Plan can be requested from the principal's office. This will indicate the suggested points given for each infraction.

Suspension

When a suspension is warranted, ISS is often preferred over OSS. However, in some instances—for example, a student presents a threat to others—OSS may be imposed.

In School Suspension

Serious or repeated violations of school policy could result in ISS. The length of the ISS will depend upon the offense. Students who have ISS for seven consecutive periods will not be able to attend or participate in any school activities on or off of school property. Students will take a 15% grade reduction on any work that can be done while they are suspended. Students who are suspended (ISS) will serve the time in the ISS room or a location designated at that time.

Out of School Suspension

Serious or repeated violations of school policy will result in OSS. The length of the OSS will depend upon the offense. During this time, the student will not be allowed to attend or participate in any school activities on or off school property.

Expulsion/Long-Term Suspension

Expulsion/Long-Term Suspension is action by a school board to terminate a pupil's membership in school. Due to new legislation, any student who has been expelled or suspended from a state-supported high school in South Dakota will not be allowed to transfer into or out of another school until the length of the expulsion/suspension has been completely served with the existing school district.

CARDINAL CODE OF ETHICS

Students involved in any extracurricular programs are under the full direction of the coach or advisor along with his/her assistants. Students are expected to abide by the rules and regulations set up by their coaches or advisors. Failure to abide by the rules is sufficient cause for a student to be dismissed or dropped from a sport.

No student will be permitted to participate in an athletic practice without a physical examination, proof of insurance or insurance waiver, a medical consent form, and an interim pre-participation history form. The physical examination is required on an annual basis effective with the start of the 2022-2023 school year.

All S.D.H.S.A.A. policies and procedures will be followed and conformed to along with the Arlington High School policies. The Arlington Cardinal Code of Ethics is in effect year-round beginning June 8, 2022.

All punishment may carry over to the following year if the consequences have not been met by the end of the previous year. In order for a student to carry out their punishment, he or she must be out for the activity within the first week of the season and continue in the activity until after the state tournament or until the team is eliminated from further competition.

These rules are the minimum and may be strengthened by the individual in charge of the activity. Activities under the Cardinal Code of Ethics are, but not limited to the following: girls' sports (cross country, volleyball, sideline cheerleading, competitive cheerleading, basketball, golf, track & field, softball), boys' sports (cross country,

football, basketball, wrestling, golf, track & field), and other activities (senior privileges, FFA non-graded, prom, band non-graded*, homecoming royalty, dances, vocal non-graded*, plays*, oral interp*, senior skip day, field trips. (*Exceptions may be made as decided by the Administration based on what is best for the group involved.) Suspension from extracurricular activities may be made for controlled substances violations—Please refer to South Dakota Codified Law 13-23-9

In addition to the above, each varsity athlete needs to have been involved in the minimum number of team practices established by the SDHSAA before competing in a contest. Junior high athletes require ten practices or attendance at every practice that has been held before they will be eligible to compete.

Academic Eligibility

Students in athletics and activities are required to maintain certain academic standards to remain eligible to participate.

- On the last day of the second week of each quarter students' grades will begin being checked.
 - Grades will continue to be checked on the last day of each subsequent week.
- Any student with an F will be placed on the 'Ineligibility List.'
- Each quarter, each student will be granted a one-week probationary period where they are eligible to participate while they improve their grade.
 - During this period, if a student improves their grade, and is not on the 'Ineligibility List' for the subsequent week they will remain eligible. However, they will not be granted a probationary period if they find themselves on the 'Ineligibility List' again during the same quarter.
 - If a student does not improve their grade, they will be deemed academically ineligible to compete until they are no longer on the weekly 'Ineligibility List'.
 - If a student has already exhausted their probationary period and they are on the 'Ineligibility List', they are deemed academically ineligible to compete until they improve their grades and are no longer on the weekly 'Ineligibility List'.
- Academic eligibility is a weekly determination. A student's eligibility status changes the Monday after the 'Ineligibility List' is distributed and does not change again until the Monday after the next 'Ineligibility List' is distributed. (This typically would result in a student being deemed ineligible for a Monday through Sunday period.)
- If a student receives a failing grade for a quarter or semester, they will remain academically ineligible until grades are posted for the first time in the next quarter/semester.
 - Students who receive a failing grade for the final quarter of the school year are deemed academically ineligible for any activities that extend beyond the last day of school.
 - These students will NOT be academically ineligible for the beginning of the next school year.
- Students deemed academically ineligible:
 - Will practice with the team at the coach/advisor/director discretion and must sit on the bench during home contests and away contests.
 - A coach may waive these rules in lieu of having the student spend this time working to improve their academics.

- Will not compete or dress for any varsity or sub-varsity competitions.
- Will not travel with the team to away competitions/events if the team leaves during the school hours.

Extra-Curricular Activities and Absences

Students are required to be in school for at least three full periods out of the day in order to compete in activities that day. The only exceptions will be family emergencies approved in advance with a note from the principal. Examples would be funerals and other serious family emergencies.

Curfew

Coaches and advisors should communicate curfew expectations with participants at the start of each season.

Conduct

Student athletes must not only maintain the required academic standards, but they also must uphold proper standards of conduct both in and out of school. Any student athlete guilty of misconduct such as stealing, inappropriate behavior as defined by the AD and coach, willful destruction of property, or disregard for school authority will be subject to discipline determined by the coach, principal, and/or athletic director. This could be a suspension from an event/activity for an undetermined length of time. A student athlete must pay any abnormal damages to school issued equipment.

Due Process

Students accused of misconduct are entitled to a due process hearing with the personnel involved in their activity and an administrator.

"A" Club

The "A" club is an organization of athletes who have earned a letter in cross-country, football, basketball, wrestling, track, volleyball, or cheerleading. As members of this organization, students will be responsible for assisting in the concession stand during the year. The money raised in the concession stand is used to purchase equipment and supplies used by the athletes.

Any individual who fails to show up for their shift will be assigned Saturday School points. If a student has an excusable conflict, it will be his/her responsibility to find a replacement worker and to contact the "A" Club advisor about the change. Students are not to make changes without first contacting the advisor. If a substitute is found and the advisor is not contacted, the individual originally signed up for the shift will be assigned the SS points if their substitute fails to show.

As a reward for student involvement in the "A" Club, members are eligible for \$50.00 toward the cost of a varsity athlete's jacket. Individuals who have lettered should see the "A" Club advisor for a coupon towards the purchase.

"A" Pin Point System

1. Eligibility for activities shall be the same as required by the South Dakota High School Music, Speech, Athletic and Press Associations.
2. Below are listed maximum "A" pin points that can be earned in a particular activity in a year. The director of the activity will determine what the student actually receives.
3. One hundred and fifty Points (150) are needed for an "A" pin. See point values on next page.

CLASS OFFICERS

Senior Class Pres. 4 Junior Class Pres. 6

STUDENT COUNCIL

President	5
Vice-President	3
Student Council	2
Secretary	1

PUBLICATIONS

Co-Editor <i>Cardinal</i>	10
<i>Cardinal</i> News Staff	6
Bus. Mgr <i>Cardinal</i>	6
<i>Cardinal</i> Staff	6

HONORS

Valedictorian	8	Salutatorian	4
Honor Student	5	Honor Roll (per 9 weeks)	2
D.A.R.	2	Girls/Boys State	4
Scholarship Medal	3	Girls/Boys State Alternate	1
HOBY Delegate	4		

MUSIC

Band	12	Mixed Chorus	6
Girls Glee	4	Boys Glee	4
Contest Solo	4	Accompanist	4
Operetta	4	Ensembles	3
All State Band	3	All State Band Alternate	2
All State Chorus	3	All State Chorus Alternate	2
Stage Band	3	Swing Choir	3
All State Orchestra	3		

ORGANIZATION AND CLUBS (FFA, A-Club, Alt Club, FCA, etc.)

Homecoming King	3	Homecoming Queen	3
State Officer	4	Homecoming Candidate	3
Local Member	4	Magazine Sales Mgr.	3
Local Officer	2	State Science Fair	3
Peer Tutor	4		

ATHLETIC

Basketball	8	Track	8
Cross Country	8	Volleyball	8
Football	8	Comp Cheer	8
Sideline Cheer	6	Team Manager	4
Wrestling	8	All Conference	2
All State	3	Team Captain	2

FORENSICS

Oral Interp/State Award	8/3
All School Play (Major/Minor)	5/2
One Act Play/State Award	4/3

Senior Athletic Plaques

Senior plaques will be awarded to any senior who has participated in the same sport for their junior and senior years and lettered as a senior.

HOMECOMING CORONATION

The student body (8-12) and faculty shall select a Homecoming King and Queen from a group of candidates selected by grades 9-12. These individuals will reign over the activities for the week. If there should be a tie in the voting, the individual who received the most votes from the original senior ballots will be crowned the winner.

PROM

To attend prom, the student must have received at least 12 units of credit by the end of the first semester. To have attended school 3 years is not enough. All juniors and seniors will be required to register their dates prior to the prom. Those individuals who are not dressed formally will not be allowed to attend.

STUDENT GOVERNMENT

The Student Council will consist of the following student body members: The Student Council President, Student Council Vice President, Student Council Sec./Treasurer and two representatives from each class. The Senior & Junior Class Presidents are also a part of student council. This group is responsible for organizing the homecoming games and festivities. Elected individuals will meet as needed to hear concerns voiced by students. Concerns can then be forwarded to the Student Council by one of the Class Representatives.

Elections for Student Council Vice President and Secretary/Treasurer as well as Class Officers will be held each year. Because the Student Council Vice-President will take over the presidency the following year, students will not have to vote for Student Council President. The Student Council Vice President should be elected on a vote of all students in grades 7 –11 on or before May 15 each year. Any sophomore student who is interested in running for student government can stop into the office to check qualifications, pick up a petition, and receive further information.

Arlington High School Student Government Student Council Members Advisors

Advisor

Deb Steffensen

President

Tanaya Weiss

Vice President

TBD via election

Secretary/Treasurer

Preston Singrey

Seniors:

- Representatives: Natalie Burns, Morgan Larsen, Carly Spilde, & Tanaya Weiss
- Advisors: Taylor Carpenter, Nikki VanBockern, & Kelli VanOverbeke

Juniors:

- Representatives: Harley Johnson, Nicole Steffensen, Avery Swank, & Jodessa Wiehr
- Advisors: Brooklyn Fredrickson & Gail Jacobsma

Sophomores:

- Representatives: Preston Singrey & Elli Vincent
- Advisors: Mike Parry & Ashley Vostad

Freshmen:

- Representatives: Miles Antonen, Aimslee Bunker, Bryce Heflin, & Sony Johnson
- Advisors: Kelly Keller & Kris Harms

8th Grade:

- Representatives: Addison Marone & Maria Steffensen
- Advisors: Tim Boeck & Bailee Ramstad

7th Grade:

- Representatives: Lucy Geary, Jenna Madsen, Kaitlyn Petersen, & IryInd Schultz
- Advisors: Anita Boeck & Brittany Schaefer

ADJUSTED CLASS SCHEDULES

10:15 Start Schedule

1st Period	10:15-10:51 (36 minutes)
2nd Period	10:54-11:29 (35 minutes)
3rd Period/Lunch	HS Lunch – 11:32-11:57 (25 minutes) JH 3rd Period – 11:32-12:07 (35 minutes)
3rd Period/Lunch	HS 3rd Period – 12:00-12:35 (35 minutes) JH Lunch – 12:10-12:35 (25 minutes)

4th Period	12:38-1:13 (35 minutes)
5th Period	1:16-1:52 (36 minutes)
6th Period	1:55-2:31 (36 minutes)
7th Period	2:34-3:10 (36 minutes)

K-3 Lunch 11:00-11:35
K-3 Recess 11:35-12:00
4-6 Lunch 12:20-12:45

2:00 or 2:30 Dismissal

Regular schedule-dismiss at 2:00

Arlington Schools Grading Scales

Non-Weighted:

Letter Grade	Minimum % Needed	GPA Points	Band Size
A+	100-97.5	4.0	2.5
A	95	3.75	2.5
A-	92.5	3.5	2.5
B+	90	3.3	2.5
B	87.5	2.9	2.5
B-	85	2.5	2.5
C+	82.5	2.25	2.5
C	77.5	1.5	5 (No C-)
D+	75	1.3	2.5
D	72.5	.8	2.5
D-	69.5	.5	3
F	0	0	

Weighted (Some advanced AHS classes; some advanced distance learning classes including, but not limited to, anatomy & Spanish or French II; and BOR/Dual Credit classes):

Grade	Minimum % Needed	GPA Points	Band Size
A+8	101-100.5	4.8	1.5
A+7	99.5	4.7	1
A+6	98.5	4.6	1
A+5	97.5	4.5	1
A+4	96.5	4.4	1
A+3	95.5	4.3	1
A+2	94.5	4.2	1
A+1	93.5	4.1	1
A+	92.5	4.0	1
A	89	3.75	3.5
A-	86.5	3.5	2.5
B+	84	3.3	2.5
B	80.5	2.9	3.5
B-	78	2.5	2.5
C+	75.5	2.25	2.5
C	69.5	1.5	6
D+	67	1.3	2.5
D	63.5	.8	3.5
D-	60	.5	3.5
F	0	0	

Distance High School Classes (Not BOR/Dual Credit but most NSU E-Learning Center classes, SDVS classes, etc.):

Grade	Minimum % Needed	GPA Points	Band Size
A	89.5	4	10.5
B	79.5	3	10
C	69.5	2	10
D	59.5	1	10
F	0	0	

Elastic Clause

This handbook will not cover all possible events that will occur during the school year; thus, if a situation arises that is not specifically covered in this handbook, the administration will act fairly and quickly to resolve the situation. In reaching a solution, the interest of the students, parents, school district, and community will be taken into consideration.