

INSTRUCTION

NEPN Code	Title of Policy	Next Scheduled Review
IA	<u>Instructional Goals</u>	FY2021
IB	<u>Academic Freedom</u>	FY2021
IC	<u>School Year – School Calendar</u>	FY2021
ID	<u>School Day</u>	FY2021
IE	<u>Organization of Instruction</u>	FY2021
IF	<u>Curriculum Development</u>	FY2021
IFB	<u>Pilot Projects</u>	FY2021
IFD	<u>Curriculum Adoption</u>	FY2021
IGA	<u>Basic Instructional Program</u>	FY2021
IGAA	<u>Citizenship Education</u>	FY2021
IGAB	<u>Human Relations Education – Moral and Character Instruction</u>	FY2021
IGAC	<u>Teaching About Religion</u>	FY2021
IGAD	<u>General and Specific Occupational Education</u>	FY2021
IGAG	<u>Teaching About Drugs, Alcohol, and Tobacco</u>	FY2021
IGAH	<u>Family Life and Sex Education</u>	FY2021
IGBA	<u>Programs for Handicapped Children</u>	FY2021
IGBC	<u>Limited English Proficiency Instruction</u>	FY2021
IGBG	<u>Homebound Instruction</u>	FY2021
IGBH	<u>Alternative School Programs</u>	FY2021
IGC	<u>Extended Instructional Programs</u>	FY2021
IGCA	<u>Summer Schools</u>	FY2021
IGCB	<u>Distance Learning</u>	FY2021
IGCD	<u>Advanced College Placement</u>	FY2021
IGCF	<u>Preschool programs (Nursery Schools)</u>	FY2021
IGD	<u>Co-curricular and Extra-curricular Activities</u>	FY2021
IGDA	<u>Student Organizations</u>	FY2021
IGDB	<u>Student Publications</u>	FY2021

IGDD	<u>Student Performances</u>	FY2021
IGDF	<u>Student Fund-Raising Activities</u>	FY2021
IGDG	<u>Student Activities Funds Management</u>	FY2021
IGDI	<u>Interscholastic Athletics</u>	FY2021
IGDJ	<u>Concussion and Head Injury Awareness</u>	FY2021
IGDJ-E	<u>Concussion Return to Competition Form</u>	FY2021
IGDK	<u>Participation of Alternative Instruction Students</u>	FY2021
IGE	<u>Adult Education Programs</u>	FY2021
IIA	<u>Instructional Materials</u>	FY2021
IIAA	<u>Textbook Selection and Adoption</u>	FY2021
IAC	<u>Library Materials Selection and Adoption</u>	FY2021
IIBA	<u>Teacher Aides</u>	FY2021
IIBD	<u>School Libraries</u>	FY2021
IIBE	<u>Instructional Television</u>	FY2021
IIBG	<u>Use of Computers and Networks</u>	FY2021
IIBG-R	<u>Acceptable Network and Internet Use</u>	FY2021
IIC	<u>Community Instructional Resources</u>	FY2021
IICC	<u>School Volunteers</u>	FY2021
IICD	<u>Chaperones for School-Related Activities</u>	FY2021
IIGBA	<u>District Owned Computers</u>	FY2021
IH	<u>Student Independent Study Policy</u>	FY2021
IJ	<u>Guidance Program</u>	FY2021
IK	<u>Academic Achievement</u>	FY2021
IKA	<u>Grading Scale</u>	FY2021
IKAB	<u>Student Progress Reports to Parents</u>	FY2021
IKB	<u>Homework</u>	FY2021
IKE	<u>Promotion and Retention of Students</u>	FY2021
IKF	<u>Graduation Requirements / Early Graduation</u>	FY2021
IL	<u>Testing Programs</u>	FY2021
ILB	<u>State Required Assessments</u>	FY2021
INB	<u>Teaching About Controversial Issues</u>	FY2021
IND	<u>School Ceremonies and Observances</u>	FY2021
INDA	<u>Patriotic Exercises & Flag Displays</u>	FY2021

ING

Animals in Schools

FY2021

All Staff All Staff need to be made aware of policy each year

Approve Each year Board should approve all policies in this color each year

Green Students and parents need to be made aware of policy each year

Arlington School District 38-1	NEPN Code: IA
School Board Policy Reference Manual	

INSTRUCTIONAL GOALS

The educational program of the district will be designed to perpetuate and develop the principles and values for life in our democratic society. To this end, the Board will provide opportunities and training so students may become educated Americans who are physically strong, morally and spiritually responsible, and economically capable. Through guidance and by example, our students should develop self-confidence, self-understanding, and respect for others. They should acquire skill in solving problems they will encounter and demonstrate a desire to gain new knowledge. In substance, the aim of our schools will be to assist in the development of the complete person, recognizing that this is a shared responsibility with the home, the church, and other agencies.

To achieve these ideals, the Board recognizes the necessity of meeting the needs of the individual and the society. Thus, the curriculum must be flexible and adapted to individual abilities and differences. It must also be adjustable to changing conditions in order that our students may be academically, physically, socially, and morally prepared to progress.

The Board recognizes its responsibility to develop an educational program that will provide:

1. An environment in which the individual student is prepared to fulfill his or her moral, social, political, economic, and cultural responsibilities to the community, nation and world;
2. Attention to the development and practice in the fundamental skills of reading, writing, speaking, listening, observing and reasoning;
3. School experiences in democratic living to enable a student to hold, to share, cooperate, and assume responsibility in family living and in society;
4. Opportunities for acquiring an understanding of the principles of physical health and safety, which will carry over to the student's daily life;
5. An appreciation and knowledge of the cultural, scientific, and ethical aspects of our society;
6. An educational atmosphere that will enhance the student's mental, emotional, and social development.

The Board recognizes its obligation to provide the necessary equipment, instructional materials, and staff to facilitate the implementation of this philosophy.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IB
School Board Policy Reference Manual	

ACADEMIC FREEDOM

Academic freedom may be defined as the right of qualified scholars in their own field of expertise to pursue the search for truth in its many forms, and to make public their methods and findings. It is the right of qualified teachers to encourage freedom of discussion of controversial questions in the classroom, and to develop in students a love of knowledge and a desire to search for truth. The teachers should keep in mind that academic freedom is not a guaranteed political right, but rather a necessary condition for the successful practice of the academic profession in a free society.

The board believes however, that academic freedom also carries with it academic responsibility, which is determined by the basic ideals, goals, and institutions of the local community as they are expressed in the goals and objectives of the school district.

As a consequence of its responsibility to guarantee academic freedom to both students and teachers, the board expects that:

1. All classroom studies will be curriculum-related, and will be presented factually, objectively, and impartially.
2. Teachers will create and maintain an atmosphere of open-mindedness and tolerance.
3. Teachers will not attempt directly or indirectly to limit or control the students' judgment concerning any issue, but will make certain that full and fair consideration is given to the subject and that facts are carefully examined as to their accuracy and interpretation.

While the Board intends to protect teachers from any undue restraint that interferes with their classroom duties, the ultimate responsibility for determining curriculum, textbooks, and teaching methods must rest with the Board. It also expects that when controversial issues are presented, the maturity and intellectual grasp of students will be taken into account.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IC
School Board Policy Reference Manual	

SCHOOL YEAR – SCHOOL CALENDAR

The school calendar for the ensuing year will be prepared by the Superintendent and submitted to the Board for approval prior to July 1 of each year. The school calendar will meet or exceed the minimum number of instructional days/hours required by law.

The calendar sets forth the days schools will be in session, holidays and vacation periods, in-service training days, teacher orientation days, and days of reports to parents, and other such designations as the Superintendent or Board deems appropriate.

Legal References: SDCL 13-26-1; 13-26-2; 13-26-4; 13-26-4.1; 13-26-9; 13-26-17

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: ID
School Board Policy Reference Manual	

SCHOOL DAY

It is the responsibility of the Board to establish the beginning and dismissal times at the various school levels. These hours will satisfy the time requirements established by state law.

The administration is authorized to make minor changes in opening and closing times to facilitate the scheduling of transportation; however, any major changes in schedules are subject to Board approval.

Legal References: SDCL 13-26-1

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IE
School Board Policy Reference Manual	

ORGANIZATION OF INSTRUCTION

The Board is responsible for public education, kindergarten through grade 12, throughout the district. It also has assumed responsibilities for adult education and nursery school services in the district.

The grouping and housing of instructional levels in school facilities throughout the district, and the administration of the instructional program, will be according to plans developed by the administrative staff and approved by the Board.

Legal References: SDCL 13-33-3

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IF
School Board Policy Reference Manual	

CURRICULUM DEVELOPMENT

Rapid social change, technological development, and expansion of knowledge are facts of contemporary life. Public education must respond appropriately. Therefore, it is imperative that individual schools, the school system as a whole, and the Board continuously review and evaluate existing programs and practices, and adjust, modify, or change them as found advantageous in effectively meeting the needs of students and the expectations of the community. Therefore, the Board expects:

1. The administration and faculty to be perpetually sensitive to changing conditions that may require changes in curriculum;
2. All programs to be under continuous evaluation to see that they meet the needs of children;
3. The school system to undertake intensive curriculum evaluation and revision in certain areas from time to time as the need for this is demonstrated.

The Board will hear regular reports on district programs and ongoing curriculum study and revision. It will consider recommendations of the staff for intensive curriculum study and may authorize the establishment of task forces to work in particular areas. It will also be receptive to the desires of parents and students in considering changes in the curriculum.

As found desirable, the Board may appoint advisory committees and/or ad hoc Board committees to join with the faculty in examining desirable changes in particular areas.

Recommendations for curriculum changes submitted through appropriate channels will be acted upon by the Board. The curriculum will always be prescribed by the Board in accordance with state requirements.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IFB
School Board Policy Reference Manual	

PILOT PROJECTS

The professional staff of the school district will be encouraged to seek improvement of the educational program of the schools through all appropriate means, including carefully designed experimental or pilot programs.

A pilot program is defined as a new major program, planned on a limited scale and implemented to determine the degree to which the program would be applicable for future large-scale district adoption. Pilot programs may be approved by the Board for one, two or three years. Board approval will be required to move any pilot program to regular status or to extend the approval time for pilot programs. Modifications of present programs are not considered to be pilot programs.

The Superintendent will submit to the Board status reports and evaluations on all such programs at least once a year. The responsibility for conducting the evaluations will be assigned to persons other than those who have designed or carried out the program.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IFD
School Board Policy Reference Manual	

CURRICULUM ADOPTION

The Board will rely on its professional administrators to design and implement instructional programs and courses of study that will forward the educational goals of the school district.

The Superintendent will have authority to approve new programs and courses of study after such changes have been thoroughly studied and found to support educational goals. The Board itself will consider, and officially adopt, new programs and courses only when they constitute an extensive alteration in instructional content or approach. (An example might be the adoption of an innovative sequential program in a basic subject-matter area for all elementary grades.)

However, the Board wishes to be informed of all new courses and substantive revisions in curriculum. It desires to receive reports on changes under consideration, and an annual report on programs and courses offered in the schools. Its acceptance of these annual reports, including a listing of the high school program studies, will constitute its official adoption of the curriculum.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGA
School board Policy Reference Manual	

BASIC INSTRUCTIONAL PROGRAM

The determination of curriculum is fundamentally the responsibility of each school district in the state. However, the curriculum must meet certain educational requirements set by statute and by the Division of Elementary Secondary Education.

Because education is a life-long process, the educational program in this school district will provide both formal studies to meet the general academic needs of students, and opportunities for students to develop individual talents and interests that will help them progress in vocational, business, and other specialized fields.

In our schools, an atmosphere will prevail in which healthy growth is fostered, ability is recognized, and excellence encouraged, and in which a productive life is held before pupils as a model to emulate.

The various instructional programs will be developed so that each child, in his or her progression through the various grades of our schools, receives a balanced, varied, and sequentially organized education that will serve his or her educational needs and prepare him or her for a productive, useful life in society. Different abilities and interest levels will be served to meet this goal.

COMMITTED TO THE BASICS

As one of its educational priority objectives, the Board has endorsed the concept that a good basic education is the heart of preparation for any career or life goal.

The Board believes that a prime important objective of our schools should be to adequately provide each student with the basic skills of reading, writing, oral communications, and basic mathematics. No citizen can function adequately without these skills.

In addition to its commitment to the teaching of basic skills, the Board in its educational philosophy and its statement of goals and objectives, has committed itself to developing in students the means for self-realization and self-expression; the ability to form positive human relationships; a positive attitude towards—and fundamental skills to function within—the world or work; a sense of civic responsibility; self-discipline; and an attitude towards learning that will recognize that education is a life-long process that does not end with formal education. To develop these skills and abilities the Board will encourage exposure to the fine arts, physical education, sciences, and social sciences.

Legal References: SDCL 13-3-48;

SDCL 13-33-1; 13-33-11.
ARSD 24:43:11

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGAA
School Board Policy Reference Manual	

CITIZENSHIP EDUCATION

It is a prime responsibility of the district to help students understand, appreciate, and feel a responsibility to perpetuate our American heritage, customs, traditions, and ideals. Therefore, the Board directs that students will be instructed in the history and the Constitution of the United States, the history and constitution of the state of South Dakota, and the general principles of free government so they can comprehend the rights, duties, and dignity of American citizenship. Also, students will be instructed on the proper manner to honor, respect, and display the flag of the United States.

The following citizenship education activities will be made available at the appropriate grade level on a regular basis:

1. Learning and reciting the Pledge of Allegiance;
2. Learning and singing a variety of patriotic songs, including the National Anthem;
3. Listening to or reading stories about famous and/or historical facts or events;
4. Participating in student government activities;
5. Participating in a wide variety of local, state, and national government classroom simulations that include, but are not limited to, mock elections, mock trials, and/or mock legislatures;
6. Participating in patriotic exercises and observances in the classroom and/or in conjunction with school programs and events deemed appropriate for the occasion;
7. Participating in any other activity that will lead to making students aware of their responsibility for the preservation of a free and democratic society as citizens of the United States.

Individual staff members who wish to provide a citizenship program different from the activities outlined above should submit such programs in writing to the building administrator in charge of instruction.

Legal References: SDCL 13-24-17; 13-24-17.2;
SDCL 13-33-4

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGAB
School Board Policy Reference Manual	

HUMAN RELATIONS EDUCATION – MORAL AND CHARACTER INSTRUCTION

Although the home and other community institutions play an important role in contributing to the moral attitude of students, the Board recognizes that the schools may also influence a student's attitude and thinking.

The district will provide special character instruction intended to impress upon the minds of students the importance of truthfulness, temperance, purity, self discipline, self respect, sexual abstinence, AIDS instruction, public spirit, patriotism, citizenship, respect for honest labor, obedience to parents, respect for the contributions of minority and ethnic groups to the heritage of South Dakota, regard for the elderly and respect for authority.

In developing curriculum for various courses, the Superintendent and the professional staff will keep in mind lessons, which can contribute to the character instruction of the students. In addition, through the performance of their own activities staff members should keep in mind that they serve as role models for the students, and instruct students in these areas.

The Board will encourage parents and other community members to join them in providing guidance to students to enable them to develop their own code of ethics.

Legal References: SDCL 13-33-6.1

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGAC
School Board Policy Reference Manual	

TEACHING ABOUT RELIGION

The Board recognizes that religious education is the responsibility of the home and church. Within the school district, neither the Board nor any of its employees will promote any particular religious belief or non-belief. All students and staff members will be encouraged to appreciate and be tolerant of an individual's religious views. In the spirit of tolerance, students and staff members may be excused from participating in school activities—such as holiday assembly programs—which may be contrary to their religious beliefs.

The Board, however, realizes the importance of religion in history, culture, and the arts cannot be ignored and should have a place in education. A distinction will be made, however, between the studies as part of the curriculum and the celebration of religious holidays in a manner that is devotional, or doctrinal, or both. The distinction rests on whether the purpose or effect of such practices is the advancement of religion.

The Superintendent will develop administrative regulations that will include guidelines which are in consonance with the philosophy that religion in the schools must be educational in nature, and that the schools must be sensitive to all beliefs.

Legal References: SDCL 13-33-9

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGAD
School Board Policy Reference Manual	

GENERAL AND SPECIFIC OCCUPATIONAL EDUCATION

Consistent with its commitment to meet the instructional needs of students, the Board recognizes that the goal of general and specific occupational education is to develop productive citizens. In meeting this goal, it is essential to provide the district's students with necessary decision-making and job-entry level skills.

General and specific occupational education will be an integral part of the general curriculum in the high school, and also will be provided for post-secondary and adult students. The rules and regulations for carrying out an efficient general and specific occupational program will be in accordance with those established by the State Board of Education. The program will be geared to technological and economic conditions and changes and, as a core component of comprehensive education, will share with other aspects of the high school curriculum the purpose of development of character and attitudes as well as skills.

In an effort to meet the general and specific occupational training needs of regular high school students, adults, post-secondary students, and others identified by their needs, the district may provide programs in the following educational areas:

1. Agricultural;
2. Business and Office;
3. Marketing Education;
4. Health Occupations;
5. Family and Consumer Science;
6. Trade and Industrial;
7. Technology Education.

Guidance and counseling services will be provided each general and specific occupational student throughout the program and at the time for placement in the chosen career.

Legal References: SDCL 13-39

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGAG
School Board Policy Reference Manual	

TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

The Board views with grave concern the serious implications of drug, alcohol, and tobacco use by people, specifically young people, all over the United States and especially in the school district. In keeping with its primary responsibility--the education of youth--the Board charges the professional staff of the district to continue to investigate the causes of student and school staff involvement with drugs and alcohol, and to develop suitable preventive measures however and whenever feasible.

The Board and the professional staff will continue to seek ways to educate students and school staff of the district about the dangers of the illegal use of drugs and the abuse of alcohol; they will support the majority of our students and staff who are resisting such use. Instructional units will include sessions about the causes and effects of drugs and alcohol abuse, especially in young people.

The following objectives must be realized if the goal of minimizing drug and alcohol abuse is to be achieved:

1. Students must be encouraged to identify the problem and its causes, and to organize to solve it.
2. They should understand the nature of legal and illegal drugs.
3. They must be encouraged to develop a set of values and behavioral insights, which will give them a deeper understanding of themselves and society.
4. They must be encouraged to identify the variety of alternative forms of behavior, other than drug or alcohol abuse, which are available to satisfy their needs.
5. They must be encouraged to make constructive decisions concerning the use of drugs and alcohol.

While the Board in no way condones the abuse of illegal or harmful substances, it is in the interest of students and staff health that an "ombudsman" climate be created in the schools so that people with problems may seek and receive help without fear of reprisal.

Legal References:

Cross References: JFCH, Alcohol and Other Drug Use by Students JFCI,
Student Drug Abuse

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGAH
School Board Policy Reference Manual	

FAMILY LIFE AND SEX EDUCATION

The Board believes that the purpose of family life and sex education is to help students acquire factual knowledge, attitudes, and values that will result in behavior that contributes to the well-being of the individual, the family, and society.

Helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents have the prime responsibility to assist their children in developing moral values. The schools should support and supplement parents' efforts in these areas by offering students factual information and opportunities to discuss concerns, issues, and attitudes inherent in family life and sexual behavior, including traditional moral values.

In addition to the requirements listed below, the customary policies and regulations concerning the approval of new curriculum content, units, and materials will apply to any course(s) dealing with family life and sex education offered by the district:

1. Instructional materials to be used in family life and sex education will be available for review by the parent or guardian during school hours.
2. If, after review of materials used and a conference with the instructor and principal, a parent requests that his child not participate in a given aspect of the course, an alternate educational assignment will be arranged for the student with the approval of the principal.
3. Teachers who provide instruction in family life and sex education will have professional preparation in the subject area, either through pre-service or in-service education.

Legal References: SDCL 13-33-6.1

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGBA
School Board Policy Reference Manual	

PROGRAMS FOR HANDICAPPED CHILDREN

In keeping with the philosophy that a public school system is responsible for the education of all children within the community and, further, that every child is entitled to equal education opportunity, the Board will provide programs and services designed to meet the individual needs of handicapped children, birth through 21.

The ultimate goal of these programs will be to have children with handicapping conditions become as self-sufficient as their handicaps permit and to increase their life options and opportunities for personal liberty, happiness, and participation in our society.

Seeking out young children with handicapping conditions so that they may receive special instruction in early childhood is part of this responsibility. The purpose of identifying these and older children and their handicaps is not to categorize them as handicapped, but to determine and provide the most appropriate education and related service possible for each one.

The Board believes that most children with handicaps can be educated in the regular school program if they are given special instruction, accommodations, and the support they need. These children should also be given opportunity to participate in the school's nonacademic and extracurricular activities.

However, the Board recognizes that the needs of certain children are so great that special programs, special classes, or special schools may be necessary. When appropriate programs, services, or facilities are not possible within the district's schools, the district will provide these children with access to schools where such instruction and accommodations are available.

It is the desire of the Board that the schools work closely with parents in designing and providing programs and services to children with handicaps. Parents must be informed, and conferred with, whenever a child is referred for a comprehensive evaluation of a diagnosis of learning disability or other handicap. In event of any disagreement concerning diagnosis, program plan, special placement, or evaluation, the parents must be accorded the right of due process. The schools must also obtain parental consent before releasing the child's records to anyone other than a school official.

The Board will secure properly trained personnel to work with the handicapped children. The financial commitment necessary to meet the needs of all handicapped children is extensive, and the Board, in accordance with state law, will include an amount in the district tax levy, which will be earmarked as the special education fund, to meet the needs of children who require special or prolonged assistance. In addition, the Board will seek other available funding for these programs.

DEVELOPMENT OF AN INDIVIDUAL EDUCATION PROGRAM (IEP)

A local placement committee will be comprised of parents, the child when appropriate, the Superintendent or designee, a regular classroom teacher receiving or referring a child, an educator from the field of special education, and, if necessary, an evaluator to interpret the multidisciplinary data. This committee will be responsible for the identification of handicapped children, the diagnosis of handicaps, the design of an individual education program (IEP), and for placement and evaluation procedures. All procedures will be in accordance with federal and state requirements.

The individual plan determined by the local placement committee will be developed in accordance with each child's individual needs. The IEP will be approved by the local placement committee. The plan will provide for frequent reevaluation of the child's needs, progress, and of the effectiveness of the program being offered.

The local placement committee will base its decision as to whether to place a child in a regular classroom, or in a special program, class, or school on the best interests of the child. However, the needs of other children in the school will also be considered.

Legal References: SDCL13-37 (Special Assistance and Related Services);
ARSD 24:05:13 through 24:05:35
Section 504 of the Rehabilitation Act of 1973;
Americans with Disabilities Act of 1990;
34 C.F.R. 300 et seq.;
42 U.S.C. §12101 et seq. American with disabilities Act
29 U.S.C §794 Rehabilitation Act of 1973, Section 504
20 U.S.C. §1400 et seq. Individuals with Disabilities Education Act;
P.L. 108-446 the 2004 reauthorization of the Individuals with Disabilities Act;

Adopted: FY2012

Next Review Scheduled For: FY2017

LIMITED ENGLISH PROFICIENCY INSTRUCTION

The School Board will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency:

A student who:

1. Was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant.
2. Is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency.
3. Is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant.
4. Who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to team successfully in classrooms where the language of instruction is English or to participate fully in our society.

TUTORIAL PROGRAMS

Students who are certified to receive educational services through the State Migrant Education Department in cooperation with the State Department of Education are offered 30-minute tutorial help during the school day in the areas of reading, math, and language arts. Criteria for eligibility include students who have moved into a district within the last six years from another district or state and whose parents seek either seasonal or temporary employment in agriculture.

NO CHILD LEFT BEHIND ACT OF 2001

If this district receives federal funding for Limited English Proficient (LEP) Programs, the following will be provided:

1. Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as LEP and the reasons for placing the child in the specified program. Notification must be made within 30 days of the beginning of the school year or within two weeks of child's placement into the program.

NEPN Code: IGBC

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2. Students will participate in regular assessments in a manner that will yield an accurate assessment. Test waivers may be granted on a case-by-case basis for LEP students who demonstrate unusual and unique circumstances; however, students who have been educated in the United States for three years are required to participate in reading/language arts assessment in English.
3. Certification that teachers in the program are fluent in English as well as other languages used in instruction (if the district receives sub-grants).
4. Evaluation of the program and the academic success and language achievement of the students in the program.

Parents will be notified of:

- A. Their child's level of English proficiency and how such a level was assessed,
- B. The status of their child's academic achievement.
- C. The method of instruction used in the program in which the child is placed, and the methods of instruction used in other available programs.
- D. Information as to how the program will meet their child's educational strengths, assist him/her to learn English, and meet age-appropriate academic achievement standards.
- E. Exit requirements for the program.
- F. If the child has a disability, a statement as to how the LEP will meet the objectives of the child's IEP.

Consequences of inadequate yearly progress include notification of parents, development of improvement plans, and restructuring of programs or the district will lose federal funds.

For non-English speaking parents, the district will arrange to provide translations of this information in their native language.

Legal References: P.L.107-110, No Child Left Behind Act of 2001

Cross References: IL, Testing Program

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGBG
School Board Policy Reference Manual	

HOMEBOUND INSTRUCTION

The Board will provide, as appropriate, homebound instruction for students who are expected to be out of school for an extended period of time due to illness or injury, upon the request of the parents and with the approval of the family physician.

In each case, the physician must certify that the student will be unable to attend school for the length of time specified and that he/she is capable of receiving home instruction.

Upon the recommendation of the building principal to the Superintendent, either a homebound instructor will be employed, or a classroom teacher will provide instruction after regular school hours with compensation set by the Board. Courses and methods of instruction will be consistent with those provided in the regular school setting.

Home instruction will be given only on those days when school is in session. The Superintendent will approve each application before home instruction can commence.

Home instruction will be terminated when the student is capable of returning to school, based on recommendations of the student's parents, the family physician, and the homebound instructor.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGBH
School Board Policy Reference Manual	

ALTERNATIVE SCHOOL PROGRAMS

Some children have great difficulty coping with the conventional school program and, as a result, will drop out of school. Some children require more support and direct supervision than is reasonably available in conventional school settings. And, some children, along with a highly structured academic experience, require a special focus on life skills and an appropriate vocational involvement.

The Board will provide alternative education programs where these needs have been identified, where establishment of such programs is feasible, and where the proposed programs fall within the function normally associated with the public school system.

These alternative educational programs will seek to provide an appropriate academic, social, and vocational experience to aid these young people either to reenter the regular school system, move into another educational setting, or prepare them for successful employment.

Legal References: SDCL 13-8-1; 13-8-39

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGC
School Board Policy Reference Manual	

EXTENDED INSTRUCTIONAL PROGRAMS

The Board recognizes that learning can and does exist beyond the confines of the school walls, and that students may participate in diverse learning programs throughout the school year. Upon recommendation of the Superintendent, the Board may award credit for promotion and/or graduation through the results of proficiency testing, correspondence courses, life experiences, work experiences, and other informal educational endeavors. In awarding credit for such programs and experiences, the Board will use the following guidelines:

1. That the course be accepted as responsive to the learner's needs.
2. That it be administered by pre-approved and responsible persons or organizations, which meet the standards for accreditation described in state law.
3. That the individual request has the approval of a teacher in the academic area of study, the building principal, and the Superintendent.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGCA
School Board Policy Reference Manual	

SUMMER SCHOOLS

The Board will conduct summer sessions as a supplement to the instruction offered during the school year, when funding for such programs is available and the need is established.

In general, no tuition is charged students who: are residents of the district; whose need for a summer program through their IEP has been identified by the IEP Team; and who has been recommended for enrollment in the program to the Superintendent by the appropriate building principal.

Special activities or programs for which a fee is to be charged may be conducted only with the approval of the Board and in compliance with state law.

The summer program will be designed to include enrichment, remedial, and recreational experiences--such as playground crafts--typing, music, and high school subjects, as needed.

Summer school will be under the direction of a summer school principal appointed by the Board. Teachers for summer sessions will be recruited from the district staff insofar as possible. The Board will set summer salaries and make appointments upon the recommendation of the Superintendent.

Legal References: HB1195

Adopted: FY2012

Next Review Scheduled For: FY2016

Arlington School District 38-1	NEPN Code: IGCB
School Board Policy Reference Manual	

DISTANCE EDUCATION POLICY

It shall be the policy of the Arlington High School to manage distance education 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 and when 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 those junior or senior students due to a scheduling conflict, attendance issue, disciplinary issue, credit recovery, Advanced Placement College Board course or other upper level 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 $\frac{1}{2}$ 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.

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGCD (LEB)
School Board Policy Reference Manual	

ADVANCED COLLEGE PLACEMENT

The Board recognizes that there may be some high school students who exhibit exceptional academic progress and who are capable of performing college-level work while enrolled in high

school. In order to encourage these students to their fullest capabilities, assistance will be given to these students to enroll in advanced courses.

Advanced placement courses may be offered by the district provided a sufficient number of students request a particular course and qualify for it, and that a staff member qualified to teach it is available.

If a particular course is not offered by the district, a qualified high school student may enroll in a college-level course offered by an approved college or university, and may be released from high school attendance for such hours as are required for the college course(s). If the student wishes to receive high school credit for the course, he may request permission from his principal, who will recommend to the Superintendent that the course apply to high school graduation requirements.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2016

Arlington School District 38-1	NEPN Code: IGCF
School Board Policy Reference Manual	

**PRESCHOOL PROGRAMS
(Nursery Schools)**

The Board recognizes the critical importance of the early years in determining the educational development of children. In so far as resources permit, programs designed to help meet the

physical, emotional, social, intellectual, and self-care needs of young children will be encouraged. In using resources, including available space, first priority will be assigned to the regular school program for grades K through 12.

Nursery school programs will meet all state requirements and follow a comprehensive, sequential curriculum, which is geared to the individual child and emphasizes educational purposes. It will provide a variety of opportunities for growth in areas of language arts, mathematics, science, art, and music.

Eligibility will be limited to children who will be at least four years old by September first of the year enrolled. The state of South Dakota does not require nor fund pre-school. The Arlington School District funds the entire pre-school by blending the following revenue sources: Parent Tuition, Federal Funds and Arlington School District General Funds. Parents that are required to pay for pre-school are also being subsidized through the use of the Federal Funds and the Arlington School District General Fund.

At the time of registration, parents or guardian of the child must submit a birth certificate and immunization record.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGD
School Board Policy Reference Manual	

CO CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

The Board, in the interest of affording the children attending its schools the highest level of educational experience obtainable, believes that student activities are an essential part of deliberate education in the United States. Such activities form a logical adjunct to the required or general curriculum and the elective or special curriculum.

Recognizing that student activities are a legitimate part of the school program, the Board has established the following criteria, which all student activity programs must meet:

1. Student activities must have educational value for students.
2. Student activities must be in balance with other curricular offerings in the schools.
3. Student activities must be managed in a professional manner.

GUIDELINES FOR ACTIVITIES PROGRAM

The following guidelines will govern the student activities programs:

1. Student activities are those school activities that are voluntarily engaged in by students, have the approval of the school administration and are sponsored by the faculty, and do not carry credit toward promotion or graduation.
2. Each school, under the direction of the principal and professional staff, will have a well-balanced and effectively administered student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities.
3. Each activity should be designed to contribute directly to the educational, civic, social, ethical, and leadership development of students involved.
4. The student activity program should receive the same attention in terms of philosophy, objectives, social setting, organization, and evaluation that is given the regular school curriculum.
5. The expenses involved in participating in any student activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain.
6. Activities must be open to all students, regardless of race, religion, sex, national origin, or handicaps.
7. Activities must not place undue burdens upon students, teachers, or schools.
8. Activities should be held on non-school time or at an appropriate designated school time.

NEPN Code: IGD

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9. Activities at any level should be unique, not duplications of others already in operation.

In addition to the above guidelines district high schools will abide by the rules and bylaws of the South Dakota High School Activities Association (SDHSAA). Membership in the SDHSAA will be renewed annually by approval of the Board.

Legal References: SDCL 13-36-4

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGDA
School Board Policy Reference Manual	

STUDENT ORGANIZATIONS

Student organizations have an important place in the educational program of our schools. When properly organized and operated they will:

1. Extend and reinforce the instructional program.
2. Give students practice in democratic self-government.

3. Build student moral and spirit of positive support for the school.
4. Honor outstanding student achievement.
5. Provide wholesome social and recreational activities.

GUIDELINES FOR STUDENT ORGANIZATIONS

In recognition of the potential educational value of student organizations, the Board authorizes the establishment of such according to the following guidelines:

1. The organization or club must have a regularly employed school staff member or an approved in advance community member as an advisor.
2. The organization must have a direct relationship to or be an extension of some school class, area, or department.
3. The objectives of the organization must respond to an educational need of students in the public schools.
4. There must be enough student interest to warrant the formation or continuance of the organization.
5. The future status of an existing or proposed organization must be recommended by the school principal to the Superintendent and then by the Superintendent to the Board.

The Board will approve the formation or dissolution of all student organizations according to the above guidelines.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGDB
School Board Policy Reference Manual	

STUDENT PUBLICATIONS

Students will enjoy the constitutional rights of freedom of expression. They will have the right to express their views in speech, writing, or through any other medium or form of expression within limitations comparable to those imposed on all citizens but specifically designed for children and youth in a school setting.

The Board will encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding

responsible journalism, but also because they provide an opportunity for students to express their views.

All student publications will be expected to comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations, or materials designed to disrupt the educational process will not be permitted.

The Superintendent will establish guidelines that are in keeping with the above and provide for the review of the content of all student publications prior to their distribution.

Review of content prior to publication is not censorship, but part of the educational process as this concerns student publications. It can be pointed out to students, as it frequently is to journalists, that a publisher (in this case, the school system) enjoys freedom to determine what it will and will not publish.

DISTRIBUTION OF LITERATURE

Students have a right to the distribution of literature on school grounds and in school buildings, except that the principal may prohibit the distribution in school buildings of a specific issue or publication if it does not comply with rules for responsible journalism. The principal may require that no literature be distributed unless a copy is submitted in advance.

The time, place, and manner of distribution of literature will be reasonably regulated by the principal.

Legal References:

Adopted: 2012

Next Review Scheduled For: 2017

Arlington School District 38-1	NEPN Code: IGDD
School Board Policy Reference Manual	

STUDENT PERFORMANCES

The Board recognizes that worthy and appropriate educational values accrue from student participation in civic and community affairs. Teachers will be encouraged to provide students for public performance when:

1. Such performances fit both the aims of the schools and the needs of the students.

2. Such performances are free from the kinds of appeals, and pressures that limit the best development of participants.
3. No student is excluded because of race, color, creed, religion, sex, handicap, national origin, or ancestry.

Students may perform where admission fees are charged only if the proceeds are used for charitable, educational, or civic purposes. Payment for performances may be accepted by the school but not by the individual students. Costs directly related to performances, the supervision of the students, and liability protection for the participants will be responsibilities of the school district.

Approval for all public performances will be given by the Superintendent when the above criteria have been met.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGDF
School Board Policy Reference Manual	

STUDENT FUND-RAISING ACTIVITIES

Money drives will not be encouraged unless there is justification for purpose and the need is adequate.

Justified fund-raising will be permitted for school classes or groups of students, under the sponsorship of a faculty member, provided they are approved by the Superintendent and that benefits derived therefrom will be made available to all members of the class or group.

No project will be allowed that will involve the servitude of an individual.

A categorical, itemized accounting of money raised at school or in connection with the school other than money deposited in the extracurricular account which is the responsibility of the building principals, will be submitted by the principal to the business manager, to be filed with the district financial records.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGDG
School Board Policy Reference Manual	

STUDENT ACTIVITIES FUNDS MANAGEMENT

The Board authorizes the establishment and maintenance of a student activity fund for each school, which will be the only authorized depository fund for student clubs or organizations. The principal of the school will be responsible for the proper administration of the financial activities of each student activity account in accordance with the provisions of state law and appropriate accounting practices and procedures. All payments made from the student activity fund will have the prior approval of the faculty advisor and of the principal.

Reserves will be limited to amounts estimated as necessary for the beginning of the following year's operation.

Moneys raised by student organizations must be expended for the benefit of students.

All fund-raising projects must be approved in advance by the organization advisor and the superintendent. This approval will be based upon the intended usage of the funds raised; the nature of the fund-raising activity and the degree to which the proposed activity fulfills the purposes of the organization.

When appropriate, the superintendent may require the faculty advisor to submit for approval a yearly budget listing proposed activities and projected expenditures and income.

Legal References: SDCL 13-16-19 through 13-16-21

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGDI
School Board Policy Reference Manual	

INTERSCHOLASTIC ATHLETICS

The Board believes that students benefit from the experiences made possible through participation in interscholastic sports. Learning how to deal with success and failure, developing self-discipline, experiencing the successes of teamwork, and developing physical skills are some of the benefits which can come from these programs.

All interscholastic programs will require Board approval and will operate under the general supervision of the Superintendent. Qualified personnel will be assigned to supervise and coach the various sports as needed.

Membership of the district or an individual school in an interscholastic athletic association or league will be subject to annual approval by the Board. The Board will review the constitution and bylaws of any such organization, and its rules and regulations for member teams, before granting approval.

It is the practice of the Board to maintain membership for the district schools in the South Dakota High School Activities Association (SDHSAA). In the conduct of interscholastic athletic programs, the rules, regulations, and limitations outlined by that association will be followed.

Eligibility requirements for participating in athletic programs will be set by the school administration with the approval of the Board and will conform to the regulations of the SDHSAA. They will include the requirements that a student have the written permission of his parent or guardian to participate and will have been determined as physically fit for the sport by the school physician or his personal physician.

Additionally, all students participating in interscholastic athletics must purchase insurance available through the school, or the parent or guardian must sign a waiver to the effect that such coverage is not necessary.

Legal References: SDCL 13-36-4

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGDJ
School Board Policy Reference Manual	

CONCUSSION AND HEAD INJURY AWARENESS

On an annual basis, a concussion and head injury information sheet shall be completed and returned by District athletes and their parents or guardians. The information sheet must be returned prior to the athlete's participation in practice or competition.

An athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. An athlete who has been removed from participation during a practice or game based on a suspected concussion or head injury may not participate in practice or game-play until the athlete is evaluated by a licensed health care

provider trained in the evaluation and management of concussions and has received written clearance to return to participation from that health care provider.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGDJ-Form
School Board Policy Reference Manual	

ARLINGTON SCHOOL PARENT/ATHLETE CONSENT FOR CONTINUED PARTICIPATION

NOTE: This is to be completed only if there has been a CONCUSSION during the season!

I hereby knowingly and voluntarily allow _____ to participate in _____
Name of student Sport

understanding the possibilities of further injury including: brain damage, paraplegia and quadriplegia, loss of limb or body part and permanent damage to a body part. I will not hold the school district, its employees,

or its contractors (including athletic administrator, trainer and coaches) accountable for any further injury that may occur.

The undersigned Parents certify to the District that they have consulted with a health professional or professionals of their choice concerning the Athlete's injury, and are not relying upon the School District or its employees in making the determination that the Athlete may return to participation in sports.

I have read the above statement and understand it in its entirety.

Parent _____ Certified Doctor or Certified Physicians
Ass't _____

Parent _____ Project IMPACT Designee _____

Coach _____ Athletic Director _____

I have read and understand the above statement and I willfully will participate in _____
Sport

Athlete

Date

AN AUTHORIZATION FROM THE STUDENT'S TREATING PHYSICIAN PERMITTING
THE STUDENT'S RETURN TO ATHLETIC PARTICIPATION MUST ACCOMPANY THIS
FORM.

Parent Information and will need to be filled out should an athlete suffer signs of a concussion.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGDK
School Board Policy Reference Manual	

PARTICIPATION OF ALTERNATIVE INSTRUCTION STUDENTS

The school district will grant permission for alternative instruction students to participate in interscholastic contests.

As a condition of participation, the alternative instruction student must annually fulfill the following conditions:

1. Demonstrate compliance with Chapter I, Part IV: Student Eligibility and Chapter II, Part I: Further Eligibility Requirements for Athletic Contests of the SDHSAA By Laws (as applicable) by submitting the SDHSAA Eligibility Checklist for Alternative Instruction Students.

2. Provide documentation on the Application for Public School Exemption Certificate Request and nationally standardized achievement tests in grades tested under the state testing program.
3. Comply with all the District's eligibility requirements with the exception of attendance requirements. Scholastic/academic eligibility shall be verified per the District's administrative policy following the same procedure used to accept credits towards graduation when an alternative instruction student requests a transfer to the district.
4. Any student, who was unable to maintain academic eligibility in an accredited school, shall be ineligible to participate as an alternative instruction student for a period of one year. After one year, the student may regain eligibility per the District's administrative policy.
5. Satisfy the responsibilities and standards of behavior and performance, including related class or practice requirements, as expected of other student participants as a condition for both the initial acceptance and continued membership in the activity including, but not limited to:
 - (a) All the District training rules and codes of conduct will be applicable.
 - (b) In order to be eligible to audition for and participate in Region Music Contests, All-State Chorus, All-State Orchestra or All-State Band, the student must be currently enrolled and attending the District's parallel musical organization (if one exists) i.e. vocal music, instrumental music, orchestra.
 - (c) A student who is a member of a high school team may not participate in games, practice, tryouts, etc. in that particular sport during the same season on an independent or non-high school team, or as a member of any "All- Star" team, or completely unattached on an individual basis.
 - (d) All references to calendar shall refer to the District's calendar.

NEPN Code: IGDK

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6. A student who leaves an accredited school for any reason to enter an alternative instruction program shall be ineligible for interscholastic competition for a period of one year, beginning on the date the student enters the alternative instruction program.

Arlington School District additional requirements to be followed by the student

- ____ Attend and pass a minimum of three classes on school grounds each day. Two of the three classes taken must be from the core classes of English, Science, Math or Social Studies.

_____ Student must provide a portfolio once a week of work completed in a minimum of two subjects being taught at home each week and turn in the grades for the two classes. The student will then be academically eligible based on the grades of all classes in school and at home.

_____ Students who use the open enrollment procedure are only eligible for activities if they are attending Arlington schools full time and meeting the requirements.

_____ Student will be required to follow all other Code of Ethic policies and procedures in relationship to the activity participating in including the attendance portion in relationship to the three classes taken on school grounds.

Legal References: SDCL 13-27-3 – Child Excused if provided alternative instruction
SDCL 13-36-4 – High school interscholastic activities associations SDCL
13-36-7 – Participation in interscholastic activities

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IGE
School Board Policy Reference Manual	

ADULT EDUCATION PROGRAMS

The Board recognizes that education is a life-long process, and that it has an educational responsibility to the entire community. Accordingly, adult education courses will be provided to meet the needs of adults and out-of-school youth for basic education, general and academic education, occupational education, and development of special interests in various arts, crafts, and recreation.

The adult education program will be administered by the superintendent and will be supported by a combination of district funds, state and federal aid, and fees. Tuition charges will be as determined by the Board.

Legal References: SDCL 13-28-35; SDCL
13-28-8; SDCL 13-
33-3.

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IH
School Board Policy Reference Manual	

Independent Study

Independent Study describes any class, which is taught during a non-scheduled time to assist those students with scheduling conflicts. Students are allowed to take two independent classes each semester and must have and maintain a 2.0 GPA. The following criteria must be met before a student will be allowed to enroll into an independent study course:

- 1) Only those students who have scheduled conflicts will be allowed to take a class independently from an instructor.
- 2) Permission must be granted by both the principal and the instructor.
- 3) The student should be classified as a junior or a senior.
- 4) First year instructors will not be allowed to teach an independent study course.
- 5) Sophomores who are interested in taking an independent class must have a 3.0 GPA for their freshman year.

Procedure for 9th or 10th grade students 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.

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IIA
School Board Policy Reference Manual	

INSTRUCTIONAL MATERIALS

The Board believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the Board subject to budgetary constraints.

The task of selecting instructional materials and programs will be delegated to the professional staff of the school system.

INSTRUCTIONAL MATERIAL CRITERIA

Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the Board:

1. They must present balanced views of international, national, and local issues and problems of the past, present and future.
2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic, and ethical values.
3. They must help students develop abilities in critical reading and thinking.
4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, or physical disabilities.
6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IIAA
School Board Policy Reference Manual	

TEXTBOOK SELECTION AND ADOPTION

The Board will officially adopt textbooks and textbook programs for use in the district schools upon the recommendation of the Superintendent.

Responsibility for the review and selection of textbooks to be recommended will rest with textbook and/or curriculum committees as appointed by the Superintendent or the Superintendent's designee. Membership on such committees shall include representation by teachers who will use the texts, administrators, and other staff members as found desirable. Students and parents may be asked to serve.

Principles that apply generally to the selection of instructional materials and library materials will apply to the selection of textbooks and books. The State Board of Education will have the power to review any books or other instructional material selected for use in the district schools. Additionally, basic textbooks and textbook programs will be chosen:

1. To advance the educational objectives of the school system and particular objectives of the course or program;
2. To contribute toward continuity, integration, and articulation of the curriculum;
3. To establish a general framework for the particular course or program.

Because the instructional purposes of textbooks, as stated above, are of such importance, particular care will be taken in their selection as to content.

TEXTBOOK CONSIDERATIONS

Although many points must be examined, the Board directs the staff to be particularly mindful of the following considerations:

1. The needs of all learners, including slow learners and the exceptionally able, must be provided for.
2. Insofar as possible, multiethnic materials which depict a pluralistic society should be selected.
3. Attention should be given to sex roles depicted in the materials.
4. The textbook or textbook program should lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences.
5. If the textbook deals with problems and issues of our times, it should present and encourage examination of all points of view.
6. Because textbooks are selected for several years' use, special attention shall also be given their physical characteristics, durability, format, and price.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IIAC
School Board Policy Reference Manual	

LIBRARY MATERIALS SELECTION AND ADOPTION

The Board endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.

5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, administrators. Students will also be encouraged to make suggestions. The librarian will be responsible for evaluation and recommendation of all library materials recommended to be included in the school library. Final approval and authority for distribution of funds will rest with the building principal, subject to the approval of the Superintendent and in keeping with the Board-approved budget.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with Board policy on complaints about instructional materials.

Legal References:

Cross References: KLB, Public Complaints About the Curriculum or Instructional Materials

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IIBA
School Board Policy Reference Manual	

TEACHER AIDES

In approving the employment of instructional or teacher aides in the schools, the Board believes that their services will permit:

1. Teachers more time to devote to actual instruction.
2. More effective grouping for instructional purposes.
3. Wider use of audio-visual equipment in the classrooms.
4. Greater individualized attention for meeting pupil needs.
5. More effective group instruction.

The use of instructional aides will be individually determined and will require a written recommendation from the appropriate school building administrator and approval by the

Superintendent. Official appointment to such a paid position will be made by the Board acting upon the recommendation of the Superintendent.

Under no circumstances will instructional aides be given responsibility and duties which are properly and/or legally those of a regularly employed and certificated professional staff member.

Legal References:

Cross References: GDA, Support Staff Positions

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IIBD
School Board Policy Reference Manual	

SCHOOL LIBRARIES

The Board recognizes that an effective school library media center is an important and integral part of the instructional resources of each elementary and secondary school. Consequently, the school district will provide and maintain adequate school library media centers.

Materials in school libraries will include a full range of print and audio-visual media. Library services will include instruction and help in the use of library resources. A school librarian will be employed in accordance with state regulations. The school librarian and assistants will act as teachers in the use of these resources.

The school librarian, together with the school principal and Superintendent, will develop such teaching programs and rules for library use as necessary to ensure maximum use of the library services and materials, and control of material.

The Superintendent, upon the recommendation of the school librarian, will annually request sufficient funds from the Board to maintain library services at a high level.

Legal References: SDCL 13-1-31

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IIBE
School Board Policy Reference Manual	

INSTRUCTIONAL TELEVISION

The Board recognizes that instructional television can provide educational experiences and cultural involvement for students and adults alike. Therefore, the Board endorses the use of instructional television as an integral part of the school curriculum when practical.

When using instructional television in addition to general curriculum materials, a teacher should keep in mind that the program should be suitable to the maturity level of the students, and that the subject matter should be of specific interest to the class curriculum.

Cultural and enrichment television presentations of general interest to the community may also be used for instructional purposes to supplement the curriculum materials. Before recommending the viewing of such a program, the teacher should ascertain that the format and content of the program is suitable for students.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IIBG
School Board Policy Reference Manual	

USE OF COMPUTERS AND NETWORKS

Access to the internet is available to students and teachers of the school district. Online resources will allow classroom projects such as pen-pal discussions, scientific data collection, and international cultural exchanges. The internet enables worldwide connection to electronic mail, discussion groups, databases, computer software and informational sources such as libraries and museums. The goal of the district through online resources is to promote educational excellence by facilitating resource sharing, innovation and communication within our own community, our nation and worldwide.

With the access of online resources comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. However, it is the district's belief that the valuable information and interaction on these networks far outweigh the possibility that a user may locate material that is not consistent with the educational goals of the district.

Internet users, like traditional library users, are responsible for their actions in accessing online resources. Before faculty, staff, students or parents have access to the Internet, they must

complete a mandatory workshop. The intention of the workshop is to educate users on proper Internet conduct.

The administration will formulate the necessary regulations to carry out the policy of acceptable Internet use and the consequences if violations occur. These regulations can be found in the school district student handbooks.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IIBG-R
School Board Policy Reference Manual	

Acceptable Network and Internet Use Policy Arlington School District

- I. Introduction** The Children’s Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This District’s Acceptable Network and Internet Use Policy (hereinafter “AUP”) is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District’s Network, and to ensure such use complies with the CIPA requirements.

“Network” is defined as any and all District owned computers, servers, hardware or software, the District’s local area network, wireless access points, the Internet, Internet 2, the District intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (laptops, tablets, etc.) is used on or off premises of District property.

- II. Acceptable Use** The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District’s Network is a privilege and not a right.

Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

All members of the staff who wish to use the Network must sign this AUP whenever requested by the District, to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the District.

III. Network Etiquette Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

- A. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.
- B. Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.
- C. All communications and information accessible via the Network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

IV. Prohibited Use The District reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

- A. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- B. Criminal activities that can be punished under law;
- C. Selling or purchasing illegal items or substances;

- D. The unauthorized collection of email addresses (“harvesting”) of e-mail addresses from the Global Address List and other District directories;
- E. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- F. Circumvention of the District’s Technology Protection Measure/filter to access blocked sites;
- G. Disclosure of minors’ personal information without proper authorization;
- H. Students’ disclosure of personal information such as the student’s name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites
- I. Causing harm to others or damage to their property, such as:
- J. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
- K. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
- L. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
- M. Using any District computer to pursue “hacking,” internal or external to the District, or attempting to access information protected by privacy laws; or
- N. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- O. Engaging in uses that jeopardize access or lead to unauthorized access into others’ accounts or other computer networks, such as:
 - 1. Using another’s account password(s) or identifier(s);
 - 2. Interfering with other users' ability to access their account(s); or
 - 3. Disclosing your own or anyone’s password to others or allowing them to use your or another’s account(s).
- P. Using the network or Internet for Commercial purposes:
 - 1. Using the Internet for personal financial gain;
 - 2. Using the Internet for personal advertising, promotion, or financial gain; or
 - 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

V. Off-Premise Use of Network Students under the age of 18 should only access District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers off of District premises if a parent or legal guardian supervises their usage at all times. The student’s parent or guardian is responsible for monitoring the minor’s off-premise use of the Network and ensuring such use complies with this AUP.

- VI. Disclaimer** The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

- VII. Enforcement** Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

I have read, understand and agree to comply with this Acceptable Network and Internet Use Policy.

Date: _____ School: _____

Student Name: _____ Student _____

Signature:

Parent/Legal Guardian or Parent/Legal Guardian Faculty
 Name: or Faculty Signature:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IIC
School Board Policy Reference Manual	

COMMUNITY INSTRUCTIONAL RESOURCES

Helping each child develop to his full potential and become a contributive citizen to this community are important objectives of this district's educational program.

Toward these ends, the Board will encourage administrative and instructional personnel to rely on the community as one available educational tool. The administration will direct the development of a community instructional resources program designed to involve the citizens, the institutions, and the environment of our community in the education of its children.

The Superintendent will have supervisory control over the community resources program, which will include the school volunteer service. Members of the staff and of the community will be encouraged to offer their ideas and services through the channels developed by the administration. Community resource files will be developed, noting contacts for voluntary assistance, program contribution, and an evaluation of the effectiveness of each contribution.

From time to time, each school principal may be asked to provide the Superintendent with a summary of the extent and effect of using such volunteers. At least annually the Superintendent will report to the Board on the involvement and effectiveness of the community in the resource program.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IICC
School Board Policy Reference Manual	

SCHOOL VOLUNTEERS

The School Board recognizes the need to develop a volunteer program to support district instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

1. Assist employees in providing more individualization and enrichment of instruction;
2. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
3. Strengthen school/community relations through positive participation.

A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer worker will serve in that capacity without compensation or employee benefits of any type, except for Workers' Compensation. (To be covered for workers' compensation, the appointment of a volunteer should be entered into official minutes.)

Volunteers will work with students under the immediate supervision and direction of a certificated person.

Volunteers are expected to comply with all rules and regulations set forth by the district.

Volunteers are immune from civil liability when acting in good faith and within scope of individual's function and duties for the school district.

Legal References: SDCL 47-23-29; SDCL
62-1-5.1.

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IICD
School Board Policy Reference Manual	

CHAPERONES FOR SCHOOL-RELATED ACTIVITIES

The Board acknowledges the need for chaperones to support staff during school-related activities. The Board defines a chaperone as a district employee, parent or adult community member who volunteers to work on a temporary basis at a school site or off-campus event for the purpose of supporting the district in its education of students.

Chaperones will work with students under the immediate supervision and direction of a certified teacher or staff member, and are expected to comply with all rules and regulations set forth by the District.

The board approves the use of staff, parental or community members as school chaperones, and will consider any chaperone a volunteer of the School District.

As such, the Board will generally approve the coverage of chaperones under the District's workers' compensation insurance in order to provide coverage in instances of injury that occur during the time that the chaperone is acting as a volunteer worker of the district. The approval will be done during a regular meeting of the Board.

The Board authorizes the Superintendent or Superintendent's designee to establish guidelines and procedures for chaperones for school-related activities.

At the discretion of the Superintendent, non-employee chaperones may be required to undergo a criminal history check.

All chaperones will abide by the school chaperone rules established by the Superintendent or Superintendent's designee, and will be given a copy of this policy and any subsequent regulations or procedures.

A copy of this policy and subsequent regulations will be provided to each chaperone.

Legal Reference: SDCL 47-23-29;
SDCL 62-1-5.1

Cross Reference: IICC, School Volunteers

Adopted: FY2012
Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IIGBA
School Board Policy Reference Manual	

DISTRICT OWNED COMPUTERS

The School District will check out District owned equipment, such as laptop computers, to staff and students. Equipment will be used to fulfill requirements of school programs. To ensure laptops are used to their fullest benefit and in an appropriate capacity, the Superintendent, or a designee, will develop a Laptop Use Agreement.

The Laptop Use Agreement will:

1. State the length of the time that a computer will be checked out;
2. Provide an avenue for staff, students and parents to acknowledge responsibility for the care and use of District property;
3. Set forth guidelines for appropriate laptop use, including consideration the inform users how to properly care for laptops;
4. Inform staff, student and parents of the consequences of violating the Laptop Use Agreement, which could include restricted laptop privileges; and

5. State that abuse, damage, negligence or loss of this equipment will result in an assessment of cost to the staff member or to the parents of students checking out the equipment.

A Laptop Use Agreement must be filed prior to laptop check out. Students must have a parent or guardian sign the Laptop Use Agreement.

The Superintendent is responsible for establishing and maintaining a system to inventory and to maintain a record of all signed Laptop Use Agreements.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IH
School Board Policy Reference Manual	

Independent Study

Independent Study describes any class, which is taught during a non-scheduled time to assist those students with scheduling conflicts. Students are allowed to take two independent classes each semester and must have and maintain a 2.0 GPA. The following criteria must be met before a student will be allowed to enroll into an independent study course:

- 1) Only those students who have scheduled conflicts will be allowed to take a class independently from an instructor.
- 2) Permission must be granted by both the principal and the instructor.
- 3) The student should be classified as a junior or a senior.
- 4) First year instructors will not be allowed to teach an independent study course.
- 5) Sophomores who are interested in taking an independent class must have a 3.0 GPA for their freshman year.

Procedure for 9th or 10th grade students 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.

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IJ
School Board Policy Reference Manual	

GUIDANCE PROGRAM

A guidance program will be incorporated into the curriculum to aid students in making informed and responsible decisions and in using effective decision making process.

The major objective of the guidance program is to help each child make the best of his or her educational opportunities toward a normal, useful, and happy life.

The program will be directed toward the growth and improvement of all pupils in the school, recognizing, however, that some pupils are in greater need of individual guidance than others.

The program will attempt to provide for each pupil a sense of belonging, self-respect, emotional security, achievement and recognition. It will help students develop an appreciation and understanding of the world in which they live by providing a classroom and school environment in which effective learning and good behavior takes place.

A positive program of correction and prevention of antisocial behavior of students will be provided and will provide a sense of responsibility and self-respect in students.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IK
School Board Policy Reference Manual	

ACADEMIC ACHIEVEMENT

The philosophy of the Board concerning academic achievement is based on the premise that children have diverse capabilities and interests and individual patterns of growth and learning.

Therefore, the Board feels it important that teachers have as much and as accurate knowledge of each student as is possible through tests and observations of students' intelligence, achievement, work habits, skills, health, and home environment.

The Board recognizes that many factors which cannot be clinically tested—attitude toward others and work habits, for example—may influence a student's success in school as much as his knowledge of subject areas.

In fairness to each student, achievement will be judged by assessing each student's work in relation to his or her own progress, and also in terms of his or her degree of mastery of the course work in relation to his or her peer group.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IKA
School Board Policy Reference Manual	

GRADING SCALE

The grading scale to be used in grades seven through twelve, as a basis for measuring student achievement on classroom work and/or assignments, and to assign an overall class grade at the end of term, is established as follows:

GRADES 7-12

100 - 92.5	A	4.0
92.49 - 85.5	B	3.0
84.49 - 77.5	C	2.0
76.49 - 69.5	D	1.0
69.49 - Below	F	0.0

WEIGHTED SCALE

In addition, the grading scale to be used for measuring student achievement in Advanced Placement (AP) courses is established as follows:

A	5.0
B	4.0

C 3.0
D 1.0
F 0.0

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IKAB
School Board Policy Reference Manual	

STUDENT PROGRESS REPORTS TO PARENTS

The Board feels that it is essential for parents to be kept fully informed of their children's progress in school.

The type of progress reports sent to parents will be devised by the professional staff in cooperation with parents. Report cards will be uniform throughout the district at comparable grade levels except as special forms may be developed for special programs or new forms tried out on a temporary basis. Parents are urged to coordinate with the technology coordinator so that they can check student grades from any computer. This can be done by registering with the coordinator and receiving a password.

Report cards will be distributed on a nine-week basis. The nine-week grade will be based on many factors, such as: basal text assignment, both oral and written; class participation; special assignments; research; activities of various types and kinds; special contributions.

Supplementary reports will be required for students in danger of failure. Conferences with parents also will be used as an integral part of the reporting system.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IKB
School Board Policy Reference Manual	

HOMEWORK

The Board believes that homework -- as long as it is properly designed, carefully planned, and geared to the development of the individual student -- meets a real need and has a definite place in the educational program.

The Superintendent will develop regulations for the assignment of homework according to these guidelines:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems.
3. Homework should help develop the student's responsibility by providing an opportunity for the exercise of independent work and judgment.
4. In assigning homework, a teacher should consider a student's age and mastery of skills; his need for play time; and/or, his out-of-school responsibilities and activities, which

often aid a student in developing his interests or tastes. However, the homework grade is dependent on performance by the student.

5. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated.
6. The schools should recognize the role of parents by suggesting ways in which parents may assist the school in helping a child carry out his responsibilities.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IKE
School Board Policy Reference Manual	

PROMOTION AND RETENTION OF STUDENTS

The administration and teaching staff must strive to create plans of instruction and instructional organization that will permit students to progress through school according to their needs and abilities.

Students will normally progress annually from grade to grade. However, exceptions to this general policy may be made when it becomes evident that a student should proceed more slowly.

Retention will not be used until other possibilities have been exhausted, including special help, remedial work, and summer school opportunity.

In all cases of retention, parents must be informed of such possibility well in advance (usually by the third reporting period) and a conference with them sought. In all instances, the advice and help of the guidance and other special school personnel will be used by teachers.

Although teachers may recommend retention, all retentions (as well as promotions) will be assigned by the school principals. Teachers, in recommending retentions and principals in assigning them, will give the reasons why they feel the student should repeat. The school system shall have final authority in the promotion or retention of a student in grades 1-12.

The principal will take particular care in assigning more than one retention during a child's elementary school life. The Superintendent must approve a second retention assigned any student.

Legal References: SDCL 13-27-1

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IKF
School Board Policy Reference Manual	

GRADUATION REQUIREMENTS / EARLY GRADUATION

The Board desires that its standards for graduation meets or exceeds the minimum standards of the South Dakota Department of Education as well as those of the North Central Association of Colleges and Secondary Schools.

All students in grades 9 through 12 must have a Personal Learning Plan. The Personal Learning Plan must document a minimum of 22 units of credit for graduation.

Students will need to meet the minimum credit requirements of the South Dakota Department of Education as well as the Arlington School District requirements.

EARLY GRADUATION

Graduation in less than four full academic years will be discouraged. However, students who will meet the graduation requirements by the end of their first semester senior year or final semester of the junior year must submit a letter of application to the Principal not later than the end of the first semester of the junior year. This letter must be signed by the student's parents and have the approval of the guidance counselor, at least one classroom teacher and the Principal. The student may be graduated early at the discretion of the Board.

Legal References: SDCL 13-1-12.1,
SDCL 13-3-47, 13-3-1.4
SDCL 13-33-1, 13-33-19
ARSD 24:43:01:01
ARSD 24:43:11

Adopted: FY2012

Next Review Scheduled For: FY2016

Arlington School District 38-1	NEPN Code: IL
School Board Policy Reference Manual	

TESTING PROGRAMS

The Board believes that a program of group testing can provide a meaningful source of information about the curriculum and overall student achievement. The Board, therefore, authorizes a program of group testing to help accomplish the following objectives:

1. To evaluate strengths and weaknesses of the current curriculum and instruction to identify areas needing change.
2. To compare achievement of district students with themselves and with students nationally as one means to evaluate student growth.
3. To provide a degree of diagnostic instructional information to teachers about the group(s) of students they work with.
4. To provide general information about a student's probable attitude for school-related tasks.
5. To provide one basis for longitudinal study of student achievement.

Information gained through the use of group tests will be used to design educational opportunities for students to better meet their individual and collective needs. The Board views

such information gathering as a primary function of the public schools. Therefore, individual permission of parents will not be required for the administration of these group tests.

The Board recognizes that all tests provide only a limited source of information about an individual student. Information drawn from group tests will therefore be used only in conjunction with all other information known about a student in advising the student or assisting the student in improving his work.

Records of the results of group tests shall be maintained in accordance with the Board's policy on student records.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: ILB
School Board Policy Reference Manual	

STATE REQUIRED ASSESSMENTS

The Superintendent is charged with the administration of all state assessments and is responsible for designing procedures that result in accurate data relating to student progress under district and state accountability systems. As a valuable measurement of student progress, results of state assessments will be shared with the Board so the Board can use accurate and up-to-date data in district decision making.

If the Superintendent has sufficient evidence that cheating on a state-required academic test occurred; the Superintendent shall investigate the situation and circumstances. The Superintendent shall, per South Dakota Codified Law, report the findings of the investigation to the South Dakota Department of Education. The Superintendent will also make a formal report the Board, excluding any personally identifiable information of individuals involved.

Cheating is defined as any form of academic dishonesty or cheating, including the unauthorized knowledge of the achievement test by a student or providing unauthorized access to secure test questions or tampering or altering of student answer sheets by school district personnel.

Student and staff handbooks will contain information what constitutes cheating and communicate the possible personal and district sanctions.

Legal References: SDCL 13-3-55; 13-3-56.1; 13-3-56.2

Cross References: GBCB, Staff Conduct;
JFC, Student Conduct;
CHCA, Approval of Handbooks and Directives.

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: INB
School Board Policy Reference Manual	

TEACHING ABOUT CONTROVERSIAL ISSUES

Training for effective citizenship is accepted as one of the major goals of the district's schools. The instructional program developed to achieve this purpose properly places great emphasis upon teaching about our American heritage, respect for our established institutions, the rights and privileges we enjoy as citizens, and the citizenship responsibilities that must be assumed in maintaining our American way of life.

To enable students to learn how to become effective citizens, the public schools have an obligation to prepare them for intelligent and conscientious participation in a democratic social order. Such participation requires that students have the opportunity to become cognizant of public issues; to learn the skills of analyzing current problems and arguments; to distinguish between fact and opinion; to gather and organize pertinent facts; and to respect the opinions of others. The schools have the additional responsibility of providing students the opportunity to identify, form, and express their own opinions on controversial issues.

Teachers will use the following guidelines for selection and study of controversial issues in the classroom:

1. The topic and method used in its study should contribute toward helping students develop techniques for examining other controversial issues.

2. The issue should be appropriate to the maturity level background of the students in the class.
3. The issue should be related to the course content and help achieve course objectives.
4. A balanced and fair presentation of the issue should be presented.

Teachers desiring to bring resource people into the class to discuss a particular viewpoint on a controversial issue must first obtain the endorsement of the principal. Care must be taken by the teacher not to expose any one viewpoint as more acceptable than another.

Legal References:

Cross References: IB, Academic Freedom
 Adopted: FY2012
 Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: IND
School Board Policy Reference Manual	

SCHOOL CEREMONIES AND OBSERVANCES

During the course of a school year, many opportunities are available to the instructional staff in the district schools to recognize the plural characteristics of American culture. What these days mean to minorities must be understood by the total society and viewed by educators as a unifying principle of our democracy.

In view of recent Supreme Court opinions, the school district will not sanction prayers, invocations, or benedictions at school sponsored ceremonies and observances as the Court says this would be a violation of the U.S. Constitution.

Legal References: Lee vs. Weisman, (U.S. Supreme Court #90-1014, June 24, 1992)

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: INDA
School Board Policy Reference Manual	

PATRIOTIC EXERCISES & FLAG DISPLAYS

The American flag will be flown from the mast at each school every day that school is in session. The principal is responsible for flying the flag on school days. A small flag and standard is furnished for each classroom and must be unfurled and in evidence each school day. The Pledge of Allegiance or other patriotic activity will be performed each day in elementary classrooms. In secondary schools, the Pledge of Allegiance or other patriotic activity will be performed at each assembly of the entire student body.

Observation and commemoration of special days and events will be considered a valuable part of the instructional program of the school.

Legal References: SDCL 13-24-17; 13-24-17.2

Adopted: FY2012

Next Review Scheduled For: FY2017

Arlington School District 38-1	NEPN Code: ING
School Board Policy Reference Manual	

ANIMALS IN SCHOOLS

CLASSROOM / BUILDING

The governing board recognizes that some students have a moral objection to dissecting or otherwise harming or destroying animals.

Students will not be discriminated against for a decision to exercise this right.

The accommodation of students' requests for alternative educational projects will be left to the discretion of site administrators and teachers.

Agriculture education classes would be exempt from this policy.

ANIMALS ON GROUNDS

When an uncontrolled dog or other animal is discovered on school property, the principal or designee(s) should call the animal control officer or local law enforcement.

In the event of an animal bite, suffered while the animal is being removed from or controlled on school premises see the Safety Handbook and/or seek medical attention. After medical attention has been given, the Student Accident Report or Employee Accident Report should be completed and turned into the Administration Office.

ANIMALS IN CLASSROOMS

When a staff member is interested in bringing an animal into the classroom a request should be made in writing to the building principal. The animal should not be brought into the classroom until the animal has been approved by the principal. The request should list the type of animal, the reason for bringing the animal into the building, the liability involved with bringing the animal into the classroom, and the length of time that animal will be in the classroom.

Legal References:

Adopted: FY2012

Next Review Scheduled For: FY2017