

ARLINGTON HIGH SCHOOL STUDENT HANDBOOK

Mission Statement

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

AdvancED Goals

Academic:

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

Affective:

All students will demonstrate improvement in following school rules and policies and their understanding and their rights, safety, feelings, and values of others. All students will help to maintain a clean, safe, and pleasant environment.

Vision

Everyone is actively engaged in the process of learning.

School Motto

Learning for Life

BOARD OF EDUCATION

Board Member	Marshall Mix
Board Member	Curt Henry
Board Member	Martin Murphy
Board Member	Jolene King
Board Member	Mike Baker

ADMINISTRATION

Superintendent	Chris Lund
PK-12 Principal	Rhonda Gross
Business Manager	Brian Sampson
Administrative Secretary	Erin Larsen
PK-12 Secretary	Jeani Vincent
Lead Teacher	Becky Wendland

Dial Direct Telephone Numbers

Superintendent's Office	983-5597 ext.224
Principal's Office	983-5741 ext 223 & 267
Administrative Secretary Office	983-5598 ext 222
PK-12 Secretary Office	983-5741 ext 221
Business Manager's Office	983-5598 ext. 268
Elementary FAX	983-4652
High School FAX	983-2820

EMERGENCY CLOSINGS

In the case of an emergency or inclement weather, which necessitates a school closing, announcements will be made on:

KBRK of Brookings	(93.7 FM)
KWAT Watertown	(950 AM)
KJJQ of Brookings	(910 AM)
KJAM of Madison	(1390 AM)
KELO TV, KSFY TV	

The automated School Reach system will also be used to notify families.

COMPLAINT OF CONCERN

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

1. Speak to the person who you have the complaint about or with to discuss both sides of the story.
2. If the problem still exists or a solution cannot be found, contact the Principal.
3. If the problem still exists or a solution cannot be found, contact the Superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

ELASTIC CLAUSE

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

CLASSIFICATION OF STUDENTS

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

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

ACADEMICS

GRADUATION REQUIREMENTS FOR THE CLASS OF 2016

Class	A.H.S.	College
English	4 units	4 units
Social Science	3 units	3 units
Mathematics	3 units	3 units
Science	3 units	3 units
Fine Arts	1 unit	1 unit
Computer	1 unit	1/2 unit
PE/Health	.5	
Personal Finance	.5	
World Language or CTE Credit	1 unit	

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

PROMOTION FROM JUNIOR HIGH SCHOOL

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

OFFICIAL REPORT CARDS

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

WEDNESDAY FOLDERS

In order to improve parent-school communication students will receive a Wednesday Folder from their study-time teacher. Progress reports will be sent home weekly in the folders. Each student is to have his/her parent sign the folder and return it on the next school day to his/her study time teacher. Students will be fined \$1.00 for additional folders that have to be made for them. Anyone requesting information to be sent in the Wednesday Folders needs to have copies to Erin Larsen by 9:00 am on the Tuesday previous to the Wednesday Folder in which they want it sent with. Elementary copies need to be given to Jeani Vincent.

GRADING SYSTEM

In order to maintain an equitable reporting system, it is essential that teachers at all levels use a similar grading scale. The percentile grades used at Arlington High School may be interpreted as having the following values:

Weighted	Scale
Score	Min Percent
A+8	101
A+8	100.5
A+7	99.5
A+6	98.5
A+5	97.5
A+4	96.5
A+3	95.5
A+2	84.5
A+1	83.5
A+	92.5
A	89
A-	85.5
B+	83
B	81.5
B-	79
C+	77.49
C	69.5
D+	67
D	65
D-	61.5
F	0

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

WEIGHTED CLASSES

The following classes will be on the weighted grading scale. Trigonometry, Calculus, Physics, Advanced Biology, Chemistry, Algebra II, Accelerated Geometry, AP classes, Art III, Art IV, Spanish II, French II, as well as some of the distance learning classes.

DROPS AND ADDS

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

INCOMPLETE GRADES

Students who are absent from school just before the end of a quarter/semester may be given an incomplete. This allows the student to make-up any and all work missed during the absence without penalty. All incomplete grades are due five (5) school days following the end of the quarter/semester. Any student who does not have the work made up by this time will receive a zero on all outstanding assignments. The only exception to this policy will be for those students who have had an extension authorized through the office for a legitimate reason. Students who simply fail to turn in late or missing work will not be given the incomplete option.

DISTANCE LEARNING COURSES

The purpose of supervised correspondence study is to increase the offerings of a high school or to make up credits for graduation.

TRANSFER OF ACADEMIC CREDIT

Because AHS is accredited by both the South Dakota State Department of Education and by the North Central Association of Colleges and Schools, credit can only be accepted by school districts, which are accredited by state departments of education and/or regional agencies similar to the N.C.A. No credit will be granted for courses taken at a non-accredited school or any alternative school or any alternative educational programs pursuant to SDCL 13-27-3. Please refer to school board policy JECOA and IKF for further information on student transfer policy, the granting of credit and graduation requirements.

LOCKERS

Lockers are the property of the school and are subject to inspection at any time for any reason. Locker fines will be assessed at the end of each year or when a student transfers. There will be a fee for a student who damages or fails to maintain his/her locker.

LOCKER INSPECTION

Locker inspections will be held unannounced throughout the school year. The State's drug dogs may be brought in and used to search lockers in the school as the need arises.

DRESS CODE

Normal school day and non-formal school activities

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

Clothing promoting alcohol, drugs, tobacco, sexual innuendo, obscene or questionable printing or slogans will be prohibited on all clothing.

Other clothing that is prohibited would be shorts with no undergarments, mesh shirts with no undergarments, halter tops, tube tops, half shirts, shirts or tops that expose the midsection, and shirts or other clothing that exposes undergarments.

Trench coats are prohibited. Chains that hang from clothing including wallet chains are prohibited.

Undergarments are not allowed to be showing.

All pants must fit around the top of the hip.

Caps, hats, bandannas or other headgear are not to be worn in the building between the times of 8:00 A.M. - 4:00 P.M. Exceptions to this rule may be made during special events' weeks.

Spikes, chokers, dog collars, chains as well as other accessories that could be used to harm someone are not allowed

Clothing that represents threat/hate groups such as gangs or supremacist groups are prohibited. Teachers are to address and deal with dress code if it can be done quickly and without disrupting the learning environment of others. If this cannot be done the principal is to be contacted. The principal will deal with the dress code violation based upon the report from the teacher (similar to swearing.)

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

1. Students will be required to put on the Arlington attire that is given to them. They are to return the garment after it has been washed. If they do not do so they will be required to pay for the garment.
2. Warning if change takes place immediately.
3. Two (2) points each violation thereafter.

Dress Code for formal or semi formal type school activities

The dress code for the normal school day may not apply to such things as prom, concerts, oral interp meets and other formal or semi formal school activities. Students involved with these activities will need to check and follow the dress code established by the activity advisor.

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

SCHOOL VISITORS

Any visitor who is not an official member of the Arlington School District must check in with the office. Anyone wishing to visit the Arlington School must contact the secretary's office to ask permission at least 24 hours in advance.

CELL PHONE and CAMERA POLICY

Students will be allowed to have cell phones, digital cameras, and film cameras; however, they are only allowed to use them during lunch unless he/she has permission from the staff. Cameras cannot be visible in locker rooms or bathrooms.

Students will receive Saturday School points if they use their phone without permission. Staff members will have permission to implement their own phone policy in their room.

AWARDS

HONOR ROLL

The "A" honor roll will consist of students that have all "A's" and one "B" on their quarterly report card. The "B" honor roll will be awarded to students who have A's, B's, and only one "C" on their quarterly report card. Most courses taken will count in determining the Honor Roll.

It is important to note that every senior who maintains a 3.4 GPA (without rounding) or better for the first seven semesters shall be designated as an Honor Student. These individuals will be recognized at graduation with an Honor Student medallion.

VALEDICTORIAN AND SALUTATORIAN

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

AWARDS PROGRAM

AHS believes that outstanding achievement and participation in all fields of schoolwork are deserving of suitable awards. For this reason, there shall be an awards program when the awards for the year will be presented to the students. Because this is a semi-formal event, students are encouraged to dress appropriately, as the dress code will be strictly enforced and hats/caps are prohibited.

ATTENDANCE POLICY

OUTSTANDING ATTENDANCE

The complete attendance policy is separate from this handbook and a copy will be sent home from the principal's office to start the year.

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

Incentive for Attendance Students who have an "A or B" average in class and have missed three (3) days or less and have a total of 5 points or less as of the day of the semester tests will be excused from their elective semester tests.

Students who have a "C" average or above in class and have missed two (2) days or less and have a total of 5 points or less as of the day of the semester tests will be excused from their elective semester tests.

Students who have a "D" average in a class or above and have missed One (1) absence and have a total of 5 points or less as of the day of the semester tests will be excused from elective semester tests.

Second semester, seniors who miss five (5) days or less of school, and have a total of 5 points or less as of one week from the last day of the semester tests will be excused from second semester tests. In all cases where the student would not have to take semester tests because of their grade and attendance they may take the test and the grade will only raise their grade it cannot hurt their grade.

For semester test purposes only, students may be able to group absences of four (4) days or less if absences have been approved for grouping by the principal. Items, which may be grouped toward semester tests, if approved, are severe illness and family trips with your parent (s). **Funerals will not count toward the semester test incentive.**

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

As with any policy not everything will be covered or fit entirely into the policy every time there is a question. Please call or email the school secretary in advance so that information can be given to the teachers. When planning trips or other various absences please take into consideration that your student has time off in the summer, school holidays and with this plan could miss up to (18) more days during school with no consequences. Attendance at school is one of the most important items leading to a student's success in school.

Semester Tests

Semester test days are open campus with students only required to be in school during their testing times. Students are not allowed to drive during this time unless they are leaving for the entire day or have notes from parents with legitimate reasons and have been given permission by the administration. Schedules will be posted for all tests in the teacher's rooms. Which elective test a student has to take is based on their attendance, the grade in that class and their Saturday School Points. All students are required to take required class semester tests.

Seniors can become eligible to not take any semester tests during second semester if they have missed five days of school or less.

SEMESTER TEST SCHEDULES

1st Day Test Schedule

Period 1 (8:30 - 9:55)

Period 2 (10:05 - 11:30)

Lunch for all those who eat will be at 11:30 -12:00 during testing days

Period 3 (12:00 - 1:25)

Period 4 (1:35 - 3:00)

2nd Day Test Schedule

Period 5 (8:30 - 9:55)

Period 6 (10:05 - 11:30)

Period 7 (12:00 - 1:25)

Make up tests (1:35 – 2:00)

Test days are subject to change.

No driving vehicles on semester test days unless you are leaving for the day, have administrative permission in writing, or are a senior with senior privileges.. The first violation will be five points. Second violation will be five points and one day of I.S.S. and third violation will be ten points and three days of I.S.S. These consequences also apply to driving during the school hours without permission at any time.

STUDENT CHECK-OUT

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

DANGEROUS WEAPONS IN THE SCHOOL

State and Federal as well as board policy forbids the bringing of dangerous and illegal weapons to school or to school sponsored activities. A dangerous weapon is defined as any firearm, air gun, knife, device, instrument, material or substance whether animate or inanimate which is calculated or designed to inflict bodily harm or death. Any student who brings a dangerous weapon to school must be recommended for expulsion and referred to law enforcement authorities. The superintendent shall have the authority to recommend to the board that the expulsion requirement be modified on case-by-case basis vehicles, which visually display a dangerous weapon, are subject to a search.

Discipline Plans

In addition to the following plans, the Arlington School District will be using the Boys Town social skills techniques to help all of our students ensure success during their school years. At a minimum, the following skills will be addressed: Giving Criticism, Accepting Criticism, Accepting Compliments, Disagreeing Appropriately, Giving Compliments, Greeting Others, Following Instructions, and Making an Apology, Accepting No for an Answer, and Using Appropriate Volume.

SATURDAY SCHOOL PLAN (SS)

Full Saturday = 8:00 a.m. - 12:00 p.m.

I. 10 Point System - All points for items III - XII are combined and a running total is documented for the semester.

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

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

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

E. 26 total points equals possible long-term suspension/possible loss of credit.

F. Unforced documented community service work may be used to erase points provided they are earned before a student has reached the point where they need to spend time in Saturday School. Community service work can only be used to lower student's points once per semester by up to four points. You need to make special arrangements with your principal to do the community service work.

II. Procedures during Implementation

- A. A student may be called to the office upon receiving a referral or the referral may be placed in the student's Wednesday Folder.
- B. A letter will be sent home to parent/guardian in regards to the student's status in Part II-A before the student reaches 10 Saturday School points.
- C. Written or verbal verifications on assigned Saturdays will be sent to _____ parent/guardian and how points were accumulated.
- D. A conference will be requested of parents/guardians, with administrators in the high school office, when any student earns twenty (20) points total.
- E. Any referral, teacher requests or administrative situation, when deemed necessary, could also require a conference with the student, parent/guardian or both.
- F. Dates for Saturday School will be determined by the administration. The student will be required to see his/her teachers before Saturday School and complete a form showing the assigned work. This form must be turned in by the Friday before the scheduled Saturday School. Forms are in the principal's office. Students who accumulate points will be assigned to the next scheduled Saturday School. This is not negotiable.
- G. Some infractions may require both Saturday School and in or out-of- school suspension.

III. Attendance at Saturday school

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

ANY STUDENT ARRIVING TO SATURDAY SCHOOL LATE FROM AN APPOINTMENT MUST HAVE A CARD/SLIP FROM THAT OFFICE SHOWING THE DATE AND TIME OF THE APPOINTMENT TO BE EXCUSED.

RULES FOR SATURDAY SCHOOL (SS)

- 1. All SS starts at 8:00 A.M. Students must be in the room by 8:00 or they are absent. The door will be locked promptly at 8:00.
- 2. Hats, talking, food, liquids, cell phones, pagers, walkmans, dress code violations, improper literature, putting heads down sleeping, feet on furniture or leaving of seat may NOT be allowed. All other items that may come up are at the Saturday School teachers' discretion.
- 3. No student shall be anywhere inside or outside of the school except for the room assigned or restroom when allowed.
- 4. All students are responsible for their own writing utensils, assignments, books, and additional reading material. No student will be allowed to go to his or her lockers after 8:00 a.m.
- 5. Students are not allowed to leave Saturday School.
- 6. First violation of rules #1-4--The next immediate Saturday School will be assigned, plus one day of I.S.S. (Students will be required to leave whenever in violation of rules.)
- 7. Skipping SS the first time is two days of ISS and the next scheduled Saturday School.
- 8. Second violation of skipping SS will be the next immediate Saturday School day assigned plus four days of ISS.
- 9. Third violation will be the next immediate Saturday School day assigned plus four (4) days of in-school-suspension.
- 10. All students will be required to see their teachers before Saturday School and complete a form showing assigned work for that Saturday, or they will be in violation of Saturday School rules. Teachers

who have a priority assignment are to mark their assignment with a P on the sheet. Students are to get that homework done first.

11. All Saturday school days earned at the end of the first semester will be spent in the first Saturday school during second semester. All Saturday school days at the end of the year will need to be made up with a day in lieu of a Saturday within seven days of the last day of school. The principal will set the date. Failure to serve the day earned may result in loss of semester credit.

A complete Saturday School Plan can be requested from the principal's office, which will show you the suggested points given for each infraction.

IN SCHOOL SUSPENSION (ISS)

Serious or repeated violations of school policy could result in ISS. The length of the ISS will depend upon the offense. Students who have ISS for seven consecutive periods will not be able to attend or participate in any school activities on or off of school property. Students will take a 15% grade reduction on any work that can be done while they are suspended. Students will receive a 0% on any work that cannot be done while they are suspended. An example of work that cannot be done outside of school could be tests. Students who are suspended ISS will serve the time in the ISS room or a location designated at that time.

OUT OF SCHOOL SUSPENSION (OSS)

Serious or repeated violations of school policy will result in OSS. The length of the OSS will depend upon the offense. During this time, the student will not be allowed to attend or participate in any school activities on or off of school property. Students will take a 15% grade reduction on any work that can be done while they are suspended. Students will receive a 0% on any work that cannot be done while they are suspended. An example of work that cannot be done outside of school would be tests.

EXPULSION/LONG-TERM SUSPENSION

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

HARASSMENT POLICY

It is the policy of the Arlington School District that our employees should be able to enjoy a working environment free from all forms of harassment. Harassment that is directed at an employee outside of school time and off campus is just as detrimental to our employees as harassment that occurs during school time and on campus.

Harassment is herein defined as words and/or actions, which tend to annoy, alarm, or be physically or verbally abusive toward any employee of the school district should such conduct reasonably affect or interfere with the employee's work performance due to harassment by a student outside of school time and off location the student will be subject to disciplinary action.

ARLINGTON SCHOOL DISTRICT BOARD POLICY

Student Discipline-Inappropriate Behavior Procedure Concerning Bullying

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

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated.

Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

The forms of bullying:

Physical-involves harmful actions against another person's body

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

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

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

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

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

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

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

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

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

ARLINGTON SCHOOL DISTRICT BOARD POLICY

Student Discipline-Inappropriate Behavior Procedure Concerning Cyber Bullying

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

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

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

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

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

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

ACTIVITIES

Arlington Cardinal Code of Ethics

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

No student will be permitted to practice without a physical examination, proof of insurance or insurance waiver, a medical consent form, and an interim pre-participation history form. The physical examination is valid for up to three years.

All S.D.H.S.A.A. policies and procedures will be followed and conformed to along with the Arlington High School policies. The Arlington Cardinal Code of Ethics is in effect from the first day of practice or activity each year until the last day of practice or activity each year. The regulations come into play on the first day of practice for fall sports until the end of all spring sports for every one involved with activities regardless of which activities you are involved in.

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

These rules are the minimum and may be strengthened by the individual in charge of the activity. Activities under the Cardinal Code of Ethics are, but not limited to the following:

<u>Girls Sports</u>	<u>Boys Sports</u>	<u>Other Activities</u>	
Cross Country	Cross Country	FHA (Non Graded)	Prom
Basketball	Football	FFA (Non Graded)	Sr. Priv.
Volleyball	Basketball	*Band (Non Graded)	HC Royalty
Track	Track	*Vocal (Non Grade)	Dances
Cheerleading	Wrestling	* Plays	Field Trips
Golf	Golf	* Oral Interp	Sr.Skip Day

*Exceptions may be made as decided by the Administration based on what is best for the group involved.

1. Controlled substances or marijuana.

Athletes will follow SDCL 13-32-9. The law states that any student adjudicated convicted or the subject of a suspended imposition of sentence for a possession, use or distribution of controlled substances or marijuana as defined in 22-42 will be ineligible for all school activities for a period of one year. The 2nd such conviction will result in the student being declared ineligible for the remainder of their high school career.

In addition any student who needs to serve discipline concerning this section during an activity season will also be ineligible for all post-season awards that are given through the school for that activity where the discipline was served. This can and will include awards voted on by outside agencies.

2. The use, possession, acquiring, delivering, or transportation of tobacco, and/or alcohol will result in the following consequences:

1st offense - the students will be suspended for two games or performances or two weeks whichever is longer. The suspension will take place beginning the day the violation is confirmed. The student will be required to attend all practices and games during this time frame with no chance to play in the games or performances.

2nd violation - the student will be suspended for the remainder of the season or six weeks whichever is longer. (This may carry over into the next activity season.) The suspension will take place beginning the day the violation is confirmed. The student will be required to attend all practices and games during this time frame with no chance to play in the games or performances.

3rd violation - the student is no longer eligible for any extracurricular activities for the remainder of the year.

In addition any student who needs to serve discipline concerning this section during an activity season will also be ineligible for all post-season awards that are given through the school for that activity where the discipline was served. This can and will include awards voted on by outside agencies.

3. Unexcused absence from practice, an activity or an event.

1st violation – Each case will be handled at the discretion of the coach.

2nd violation - Possible suspension from the activity for the year.

In addition to the above each varsity athlete will need to have been involved in ten team practices before competing in a contest. J.H. sports will require ten practices or every practice that has been held before they will be eligible to compete.

4. Uniform policy - Students and athletes will only wear school issued equipment or uniforms. The coach or advisor must approve any clothing or jewelry other than school issued in advance.

5. Academic Eligibility - Each Tuesday grades will be posted by 9:00 am on DDN campus. Any student who has an "F" in any classes for three consecutive weeks will be ineligible for all games or performances starting immediately from Thursday through Wednesday and until all grades are above an "F"

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

7. Curfew - All athletes are to be home by 10:00 pm each night except on weekends when that time will be 12:00 midnight. The coach or director of the activity will define what constitutes a weekend depending on the schools schedule and holidays. Consequences are:

1st violation - Extra workout assignments to perform for the coach.

2nd violation - Suspension from one contest.

3rd violation - Suspension from the team for the season

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

9. Due Process- Students who are accused of misconduct are entitled to a due process hearing with the personnel involved with their activity and an administrator.

STUDENT GOVERNMENT

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

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

HOMEcoming CORONATION

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

JUNIOR-SENIOR PROM AND BANQUET

To attend the banquet and prom, the student must have received at least 12 units of credit by the end of the first semester. To have attended school 3 years is not enough. All Jrs. and Srs. will be required to register their dates prior to the prom. Those individuals who are not dressed formally (shirt and tie for the gentleman) will not be allowed to attend. Under no circumstances will a hat/cap or denim jeans be allowed.

"A" CLUB

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

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

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

"A" PIN POINT SYSTEM

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

CLASS OFFICERS

Senior Class Pres.	4	Junior Class Pres.	6
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STUDENT COUNCIL

President	5
Vice-President	3
Student Council	2
Secretary	1

PUBLICATIONS

Co-Editor Cardinal	10
Cardinal News Staff	6
Bus. Mgr Cardinal	6
Cardinal Staff	6

HONORS

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

MUSIC

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

ORGANIZATION AND CLUBS

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

ATHLETIC

Basketball	8	Track	8
Cross Country	8	Volleyball	8
Football	8	Cheerleading	6
Wrestling	8	Mgr. for Sports	4
All State	3	All Conference	2
Team Captain	2		

FORENSICS

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

ATHLETIC SENIOR PLAQUES

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

HEALTH PROGRAMS

All students entering a South Dakota school for the first time must have an immunization update and birth certificate in accordance with state law.

IMMUNIZATIONS

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

1. Exclusion of unvaccinated child until such time that proof of immunization or immunity exists.
2. Provisional enrollment for those students who are in the process of becoming immunized.
3. At the discretion of the school administration, children may be given up to 60 days to show compliance or be excluded from school.

INSURANCE

The school makes available a student protection plan open to all students on a voluntary basis. This application form along with a dental protection form will be sent home with the students during the first week of school. Students participating in physical education or sports are encouraged to carry insurance. The school is not obligated for any payments to claims.

GUIDANCE AND COUNSELING SERVICES

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

STUDENT GRIEVANCE PROCEDURE

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

SEXUAL HARASSMENT

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

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

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

SEXUAL HARASSMENT COMPLAINT PROCEDURE

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

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

PUBLIC NOTICE REGARDING PERSONALLY IDENTIFIABLE INFORMATION; ACCESS TO INFORMATION; AND DISCLOSURE OF DIRECTOR INFORMATION

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

ACCESS RIGHTS: Parents and eligible students have a right to:

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

DIRECTORY INFORMATION:

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

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

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

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

1. Types of personally identifiable information that the school district has designated as directory information.
2. A parent's or student's right to refuse to let the school designate any or all of those types of information about the student as directory information; and

3. Fifteen (15) days from this public notification of disclosing directory information, the parent must contact the school district in writing of their refusal to release some or all of the directory information.

DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION

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

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

2. The disclosure is subject to the subsection 99.34, to officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll.

3. The disclosure is, subject to the requirements of subsection 99.35, to authorize representatives of:

- i. The Comptroller General of the United States
- ii. The Secretary;
- iii. State and local educational authorities.

4. (i) The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: A) Determine eligibility for the aid, B) Determine the amount of the aid, C) Determine conditions for the aid, D) Enforce the terms and conditions of the aid.

(ii) As used in paragraph (a) (4) (i) of this section, "financial aid" means a payment of funds provided to an individual (or payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution. (Authority: 200.S.C. 1232G)

(b)(1)(D)

5. (i) The disclosure is to state and local officials or authorities, if a state statute adopted before November 19, 1974, specifically requires disclosures to those officials and authorities.

(ii) Paragraph (a)(5)(i) of this section does not prevent a state from further limiting the number or type or state or local officials to whom disclosures may be made under that paragraph.

6. (i) The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to:

- A. Develop, validate, or administer predictive tests;
- B. Administer student aid programs; or
- C. Improve instruction.

(ii) The agency or institution may disclose information under paragraph (a)(6)(i) of this section only if:

A. The study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization.

B. The information is destroyed when no longer needed for the purposes for which the study was conducted.

C. For the purposes of paragraph (a) (6) of this section, the term "organization" includes but is not limited to: federal, state and local agencies and independent organizations.

7. The disclosure is to accrediting organizations to carry out their accrediting functions.

8. The disclosure is to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954

9. (i) The disclosure is to comply with a judicial order or lawfully issued subpoena.

(ii) The education agency or institution may disclose information under paragraph (a) (9)(i) of this section only if the agency or institution makes a reasonable effort to notify the parents or eligible student of the order of subpoena in advance compliance.

10. The disclosure is in connection with a health or safety emergency, under the conditions described in subsection 99.36.

11. The disclosure is information the educational agency or institution has designated as "director information", under the conditions described in subsection 99.37

12. The disclosure is to the parent of a student who is not an eligible student or to the student.

This section does not forbid or require an educational agency or institution to disclose personally identifiable information from the educational records of a student to any parties under paragraph (a)(1) through (11) of this section. (Authority: 20 U.S.C. 1232G (a) (5) (A), (b) (1) and (b) (2) (x))

A copy of these policies and regulations may be obtained in the building principals or superintendent's office of the named school district. Complaints regarding violation of rights accorded parents submitted to the superintendent of schools of the Arlington School District, or the family rights or the Family Educational, Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independent Avenue SW. Washington DC 20201

Special Events

Each month a calendar is sent home in the monthly newsletter. However, for the most up to date information concerning special events please visit our website at www.arlington.k12.sd.us .

Current Extra Curricular Openings at Arlington year 2015-2016

Girls Basketball

Head Coach Tara King
 Ass't Coach **Open**
 7th & 8th **Open**

Boys Basketball

Head Coach Mike Parry
 Ass't Coach Aaron King
 7th & 8th **Open**

Volleyball

Head Coach Anita Boeck
 Ass't Coach Lisa Parry
 Richele
 7th & 8th Lemme

Wrestling (Co-op)

Head Coach Steve Gilbertson
 Ass't Coach Mike Johnson
 Ass't Coach None Needed

Girls Track

Head Coach Tim Boeck
 Ass't Coach Nikki VanBockern
 Ass't Coach Open

Boys Track

Head Coach Tim Boeck
 Ass't Coach Nikki VanBockern
 Ass't Coach Open

7th & 8th JHG & JHB

Shelby Gilbertson

7 - 12 Boys and Girls CC

Head Coach Shelby Gilbertson

Football

Head Coach Steve Gilbertson
 Ass't Coach Randy Schmidt

One Act Play	Meagan Irvine-Miller	Ass't Coach	Dana Felderman
Yearbook	Ashley Vostad	7th & 8th	2 Open
Boys and Girls Golf		Cheerleading	
Head Coach	Aaron King	Football	Kelly Clelland
Ass't Golf	Michael Ihlers	Comp	Open
		BB	None Needed
Band		Music	
7 & 8	Kelli VanOverbeke	7 & 8	Leo Warnke
9 & 12	Kelli VanOverbeke	9 & 12	Leo Warnke
Oral Interp		All School Play	Meagan Irvine-Miller
7- 12 Coach	Tammy Holzer		
Ass't Coach	Rebecca Wendland	NHS/JH NHS	Gayle Jacobsma
High School SC	Leo Warnke	FFA	Kelly Keller
Prom	Lisa Parry	Ass't Prom	Jami Hennrich
"A" Club	Lori Knadle		
"A" Club	Open	Elementary S.C.	Vikki Hasche
Lead Teachers		Concessions	Dianne Mulder
Elementary	Becky Wendland		
		Ass't AD	Anita Boeck
AdvancEd Coordinator Elementary		AdvancEd Coordinator High School	
Lauren Antonen		Tammy Schlechter	

**Arlington High School Student Government
Student Council Members**

President

Luke Weber & Mercedes Johnson

Vice President

TBD

Sec. /Treas.

TBD

Representatives

Senior	Nicholas Fuhr
Junior	Michaela Baker, Elizabeth Wingle, Logan Brandriet, Brayden Rowe
Sophomore	Scott Sampson, Will Parry, Alex Fonseca
Freshman	Jayna Haufschild, Koranna Clelland, Tyler Jensen
8 th Grade	Gavin Holland, Logan Whetsel, Kristen Myers
7 th Grade	Matthew Steffensen, Jonathon Tawzer, Jennica Weiss

Student Council Advisors

7 th grade	Mrs. Boeck, Mrs. Madsen
8 th grade	Mrs. Gilbertson, Mr. Boeck, Mrs. Mr. King
9 th grade	Mrs. Dahle, Mrs. Keller
10 th grade	Mr. Parry, Mrs. Vostad
11 th grade	Mrs. Swank, Mrs. Jacobsma, Mrs. Parry
12 th grade	Mrs. VanBockern, Mr. Gilbertson, Mrs. VanOverbeke

ADJUSTED CLASS SCHEDULES

9:15 Start

1st	9:15-10:00		
2nd	10:03-10:33		
3rd	10:36-11:00		
Study Time	11:03-11:16		
4th	11:19-12:09	4th hour for 7-9	Lunch 10-12 11:16-11:41
4th	11:41-12:31	4th hour for 10-12	Lunch 7-9 12:09-12:34
5th	12:34-1:24		
6th	1:27-2:17		
7th	2:20-3:10		

10:15 Start

1st hour	10:15-11:01	
Study Time	11:04-11:16	
2nd hour 7-8	11:19-11:38	Lunch for 9-12 11:16-11:41
3rd hour 7-8	11:41-12:09	2nd hour 9-12
3rd hour 9-12	12:09-12:34	Lunch for 7-8 12:09-12:34
4th hour	12:37-1:05	
5th hour	1:08-1:46	
6th hour	1:49-2:27	
7th hour	2:30-3:10	

2:00 or 2:30 Dismissal

Regular schedule - dismiss at 2:00 or 2:30

SEMESTER TEST SCHEDULES (see page 11 for semester test info.)

1st Day Test Schedule

Period 1 (8:30 - 9:55)

Period 2 (10:05 - 11:30)

Period 3 (12:00 - 1:25)

Period 4 (1:35 - 3:00)

2nd Day Test Schedule

Period 5 (8:30 - 9:55)

Period 6 (10:05 - 11:30)

Period 7 (12:00 - 1:25)

Make up tests (1:35 – 2:00)

Lunch for all those who eat will be at 11:30 -12:00 during testing days

Test days are subject to change.

No driving vehicles on semester test days unless you are leaving for the day, have administrative permission in writing, or are a senior with senior privileges.. The first violation will be five points. Second violation will be five points and one day of I.S.S. and third violation will be ten points and three days of I.S.S. These consequences also apply to driving during the school hours without permission at any time.

Staff extension list 2015-16

Line 1: 983.5597 Line 2: 983.5598 Line 3: 983.5741 Sheriff: 854.3339

room	Extension
Antonen, Lauren -Elem SPED	253
Boeck, Anita -Math	242
Boeck, Tim -PE	261
Clelland, Kelly -KD	238
Dahle, Vanessa -Science	234
DDN Room	265
Elem Reading Room -end of 5th & 6th hall	259
Fenner, Jerry -Maintenance	272
Gilbertson, Shelby -HS SPED	231
Gilbertson, Steve -Guidance	258
Gross, Rhonda -Principal	223 (HS) 267
Hasche, Vikki -4th Grade	229
HS Meeting Room -North Hall	243
Irvine-Miller, Meagan -3rd Grade	227
Jacobsma, Gail -Math	248
Keller, Kelly -Ag/Science	225
King, Aaron -Computer/English	246
King, Tara -5th Grade	232
Kitchen -Dawn, Cyndie, Deb, Lisa	256
Knadle, Lori -2nd Grade	228

Larsen, Erin -Admin Secretary	222
Library -Holzer, Tammy	230
Lounge	262
Lund, Chris -Superintendent	224
Parry, Lisa -English	241
Parry, Mike -Computer/Tech.	245
Sampson, Brian -Business Manager	268
Schlechter, Tammy Jo -6th Grade	233
Speech Room (on ramp)	237
Taylor, Dawn -Preschool	274
Transition Room (on ramp)	247
VanBockern, Nikki -Social Studies	244
VanOverbeke, Kelli -Band	236
Vincent, Jeani -PK-12 Secretary	221
Voicemail Retrieval	250
Vostad, Ashley -Art	252
Warnke, Leo -Music	255
Wellness Center	264
Wendland, Becky -1st Grade	226

Elementary Fax # 983-4652 Business Office Fax # 983-2820

Boys Town Social Skills and the procedures

Giving Criticism

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

Following Instructions

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

Disagreeing Appropriately

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

Giving a Compliment

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

Using Appropriate Volume

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

Accepting Criticism or a Consequence

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

Accepting Compliments

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

Making an Apology

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

Greeting Others

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

Accepting No for an Answer

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