# ARLINGTON SCHOOL DISTRICT

# STUDENT HANDBOOK



## 2026-27

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## WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

**Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.**

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact the superintendent.

## Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision

based on applicable school district policies, and state and federal statutes and regulations.

## Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Keri Statema at 605-983-5598, keri.statema@k12.sd.us or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Lisa Parry at 605-983-5598, lisa.parry@k12.sd.us, PO Box 359 Arlington, SD 57212 or in person at the school. The School District's specific Notice of Discrimination on the Basis of Sex may be accessed at the following link: https://www.arlington.k12.sd.us

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Lisa Parry at 605-983-5598, lisa.parry@k12.sd.us, PO Box 359 Arlington, SD 57212 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Principal at 605-983-5598, lisa.parry@k12.sd.us or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination

## MISSION STATEMENT

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

## VISION

*Everyone is actively engaged in the process of learning.*

## MOTTO

*Learning for Life*

## IMPROVEMENT GOALS

**Academic:**

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

**Affective:**

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

## HIGHLY-QUALIFIED

All administrators, classroom teachers, paraprofessionals, and behavior techs hold the credentials necessary to be considered "highly-qualified" in the state of South Dakota. The federal education law requires all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response.

## SECTION ONE

## BASIC SCHOOL RULES AND GENERAL PRACTICES

# Attendance

### Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

### Mandatory Attendance Age

All children who are or will turn five years old before September 1 of the current school year are eligible to attend kindergarten. Children who are or will turn six years old before September 1 but who have not turned eighteen years of age are of mandatory attendance age. Any child who transfers from another state may proceed in a continuous educational program without interruption, even if that student has not previously attended Kindergarten or does not meet the age requirements described in this policy.

### Exceptions

This policy does not apply when a child is provided with alternative instruction in accordance with state law.

### Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

### Excused Absences

The following absences may be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician’s verification is required after four (4) consecutive days of absence for illness)

2. Severe weather

3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. Personal or family vacations

**Exempt Absences**

Absences for college visits or school activities will not be counted toward truancy.

Students not in attendance for these reasons will still be responsible for completing all required schoolwork.

**Excessive Absenteeism**

The attendance officer will warn parents or guardians of excessive absences. If a student regularly fails to attend school and ignores the attendance officer's warnings, the school attendance officer may file a complaint before a circuit court judge against the student's parent or guardian.

Data shows a student missing 10% or more of the school year results in substantial harm to the student's learning. To avoid this harm, the District will use the following procedure to incentivize attendance.

Student's missing their 5th day of school will have a letter sent to the parent/guardian from the attendance officer. A copy of the district's attendance policy will be sent with the letter.

Students missing their 10th day of school will have a letter sent to the parent/guardian reviewing the student's absences. A copy of the letter will be sent to the superintendent. Parents/guardians will agree to a meeting regarding the student's absences. If the parents/guardians do not agree to a meeting, the attendance officer will consider the student truant and send a letter to the State's Attorney concerning the number of absences.

Students missing their 15th day of school will have a letter sent to the parents/guardians, the superintendent and the State's Attorney.

**Attendance Notification:**
Generally, the office will send attendance letters home when a child reaches five, seven, and nine absences per semester. In order to be consistent with attendance information, we ask that parents send doctor slips with your child when they have missed school days related to the same illness if they would like the absences grouped together.

**Student Sign In/Out:**
Students who arrive late or leave early must sign the sheet available in the elementary secretary's office.

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

**Students Observing Their Siblings' Activities During the Day:**
Please notify the office if a student is planning to attend a sibling's program or activity during school time. This will be recorded as an excused absence.

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

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

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

**Tardiness:**

It is important to arrive at school and class on time. A student who arrives late to class without an admit slip from a teacher will be considered tardy. When arriving late to school, the student will be counted tardy and will need to have an admit slip from the office to be admitted to class.

## Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided by state law and the school's student fee policy or other applicable policy.

## Bills

Students should pay bills owed to the school in the school business manager's office. Any check for these payments should be made out to Arlington School District unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty as imposed by the school's bank for any check returned from the bank for insufficient funds.

## Books and Supplies

Students must take care of books and other supplies provided by the district. Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Classroom teachers will prepare a supply list for students at the beginning of the school year.

## Bulletin Boards

Bulletin boards and other electronic publishing spaces of the district may be provided for the use of students and student organizations for purposes of notifications related to student activities and student groups. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.
3. Published material may be removed after a reasonable time.

Daily Announcements are available in student commons areas.

School Website (www.arlington.k12.sd.us) includes information about the school including activities, lunch menus, sport calendar, Arlington apparel, and board policies. Please consult the school website for this and other pertinent and timely information.

Facebook Page (Arlington School District 38-1) can be liked and followed for district information.

## Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, all garbage and leftover food should be placed in the trash cans. Plates should be placed on the cleaning station counter and silverware should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Students should remain seated at their tables until they are dismissed.
6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.

## Cell Phones and Other Electronic Devices

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school

activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

**Classroom:**

Staff members will have permission to implement a classroom phone policy. Students may receive Saturday School points and/or temporarily lose possession of their phone if using without permission.

## Chain of Command – District Administration

The superintendent shall be in control of all school district operations except as provided by another policy or as otherwise provided by law. The following is the administrative chain of command working from the lowest level on the chain upward.

| | |
|---|---|
| **Student Discipline:** | 1. Classroom Teacher<br>2. Principal<br>3. Superintendent |
| **Instruction or Curriculum:** | 1. Teacher<br>2. Principal<br>3. Superintendent |
| **Transportation:** | 1. Bus Driver<br>2. Transportation Coordinator<br>3. Superintendent |
| **Facilities, Grounds, or Maintenance:** | 1. Custodial staff<br>2. Head Custodian<br>3. Principal<br>4. Superintendent |
| **Policy or Handbook:** | 1. Principal<br>2. Superintendent |
| **Athletics:** | 1. Coach<br>2. Activities Director<br>3. Superintendent |
| **Personnel:** | 1. Employee in question<br>2. Supervisor<br>3. Superintendent |
| **All Other Matters** | 1. Building Principal<br>2. Superintendent |

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command. This policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation.

## Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.

- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person or artificial intelligence (AI) as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

## Child Abuse and Neglect

School employees and coaches who have reasonable cause to believe that a child has been abused or neglected will report suspected abuse or neglect as required by state law and school policy. South Dakota law defines "abused and neglected child" as child:

- Whose parent, guardian or custodian has abandoned the child or has subjected the child to mistreatment or abuse;
- Who lacks proper parental care through the actions or omissions of the parent, guardian or custodian;
- Whose environment is injurious to his welfare;
- Whose parent, guardian or custodian fails or refuses to provide proper or necessary subsistence, supervision, education, medical care or any other care necessary for his health, guidance, or well-being; or
- Who is homeless, without proper care, or not domiciled with his parent, guardian or custodian through no fault of his parent, guardian or custodian;
- Who is threatened with substantial harm;
- Who has sustained emotional harm or mental injury as indicated by an injury to his intellectual or psychological capacity evidenced by an observable and substantial impairment in his ability to function within his normal range of performance and behavior, with due regard to his culture;
- Who is subject to sexual abuse, sexual molestation or sexual exploitation by his parent, guardian, custodian or any other person responsible for his care;

- Who was subject to prenatal exposure to abusive use of alcohol, marijuana or any controlled drug or substance not lawfully prescribed by a practitioner as authorized by chapters 22-42 and 3420B;
- Whose parent, guardian or custodian knowingly exposes the child to an environment that is being used for the manufacture, use or distribution of methamphetamine or any other unlawfully manufactured controlled drug or substance.

## Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

### Regular Schedule

| | Begin | End |
|---|---|---|
| First Period | 8:15 AM | 9:05 AM |
| Second Period | 9:08 AM | 9:58 AM |
| Third Period | 10:02 AM | 10:52 AM |
| Study Time | 10:55 AM | 11:16 AM |
| First Lunch | 11:16 AM | 11:38 AM |
| Fourth Period | 11:41 AM | 12:31 PM |
| or | | |
| Fourth Period | 11:19 AM | 12:09 PM |
| Second Lunch | 12:09 PM | 12:31 PM |
| Fifth Period | 12:34 PM | 1:24 PM |
| Sixth Period | 1:27 PM | 2:17 PM |
| Seventh Period | 2:20 PM | 3:10 PM |

### Adjusted Schedule (10:15 AM Start)

| | Begin | End |
|---|---|---|
| First Period | 10:15 AM | 10:51 AM |
| Second Period | 10:54 AM | 11:29 AM |
| First Lunch | 11:32 AM | 11:57 AM |
| Third Period | 12:00 PM | 12:35 PM |
| or | | |
| Third Period | 11:32 AM | 12:07 PM |
| Second Lunch | 12:10 PM | 12:35 PM |
| Fourth Period | 12:38 PM | 1:13 PM |
| Fifth Period | 1:16 PM | 1:52 PM |
| Sixth Period | 1:55 PM | 2:31 PM |
| Seventh Period | 2:34 PM | 3:10 PM |

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

**Adjusted Schedule (Early Dismissals)**
Regular schedule - dismiss at early dismissal time

## Classroom Procedure/Classroom Behavior

Teachers will develop and implement classroom policies consistent with the procedures in this handbook and the policies of Arlington Public School. Teachers will establish classroom conduct rules that students must obey.

Student behavior and attitude in the classroom must be cooperative and serious. All students must:
- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

## Closed Campus

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.

Students may receive open campus privileges under criteria in the student handbook. These privileges may be revoked at any time.

## Communicable Diseases

Any student who has contracted a contagious disease may be restricted from physical attendance at school until the student is no longer contagious. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call school administration.

## Communicating with Parents

The school district will make reasonable efforts to keep parents informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing, either through communication from the school or through parental access to the district's student information system. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail, electronic communication, telephone calls, by personal contact or other appropriate method. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school. By providing the school district with their telephone number(s), parents agree to receive notifications from the school district's automatic notification system.

## Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

### Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who

is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

    c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

    d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

    a) Determine whether the complainant has discussed the matter with the staff member involved.

        1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

        2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or

her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaint involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint

can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

   a) When the complaint is about a board policy, not implementation of the policy;
   b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
   c) When the board is required by law, policy, or contract to hear a complaint or appeal.

   If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

   d) This appeal must be in writing.

   e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.

   f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or designee.

   g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent, do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

**No Retaliation**. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.** Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the South Dakota Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

**Bad Faith or Serial Filings**. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent or board president without providing final

resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

## Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has a formal parent-teacher conference near the end of the first quarter.

In addition to the formal conference, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Parent–School Communication Expectations: Email is the primary and official form of communication between families and school staff in regard to school related matters. To protect staff and student privacy and ensure consistent, documented communication, school-related information should not be sent to staff on their personal cell phones, including text messages, social media messages, or personal apps. Families can expect staff to respond to emails during contracted hours:

- Monday–Thursday: 8:00 a.m.–4:00 p.m.
- Friday: 8:00 a.m.–3:15 p.m.

Please allow a reasonable amount of time for a response. Staff will make every effort to reply soon when possible. Our goal is to maintain clear, timely, and professional communication while supporting strong school–family partnerships.

For absences, late arrivals, or appointments, families should continue to call the school office directly at 605-983-5597. Phone calls ensure timely reporting and allow office staff to update attendance records accurately.

## Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted

material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

## Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Bre Schwandt at 605-983-5598, bre.schwandt@k12.sd.us or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Lisa Parry at 605-983-5598, lisa.parry@k12.sd.us, PO Box 359 Arlington, SD 57212 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the superintendent at 605-983-5598, brian.sampson@k12.sd.us or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

## Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

## Emergency Closings

School shall be held on the dates set forth on the official calendar, and shall not be closed or dismissed except when the superintendent or his or her designee determines that it is impossible or impracticable to hold school. When school is closed there will be no school-sponsored activities held without the permission of the superintendent or building administrator.

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

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

## Emergency Contact Information

Parents must complete an emergency information form for each child enrolled in the district. The form should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

## Enrollment Requirements

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

**Immunizations:**

Each student wishing to enroll in the school district must be immunized as required by state law and the rules and regulations promulgated by the South Dakota Department of Health within 45 days of the start of classes. The required immunizations are:

- poliomyelitis
- diphtheria
- pertussis
- rubeola
- rubella
- mumps
- tetanus
- meningitis
- varicella

The district is not responsible for the cost of such immunizations. If a student is unable to afford the proper immunizations, the school district will reach out to the local department of health who will provide the required immunizations at public expense. Any student who does not comply with this policy shall not be permitted to continue attending school. The building principal shall be responsible for maintaining immunization records for the students enrolled in his/her building and shall share that information with the school's threat assessment and crisis teams as appropriate. The student will present a certification from a licensed physician that the child has received or is in the process of receiving the required immunizations.

**Exceptions.**

The student is not required to receive immunizations if the student can provide certification from a licensed physician that immunizations would endanger the student's health or the student's parent or guardian provides a written statement asserting adherence to a religious doctrine opposed to immunization.

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.

## Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

**Fire Drills/Tornado Drills:**

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

## Food Service Program (Breakfast and Lunch)

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students. Parents are encouraged to have breakfast and/or lunch at the school with your children.

### Breakfast

The school will serve breakfast daily from 7:45 a.m. until 8:10 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students $1.95 and adults $2.50 for breakfast.

### Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is $3.10. Lunch for 7-12 lunch is $3.50 for students and $5.25 for adults.

### Milk break

The school will offer a milk program to students in grades K-6. All milk served to a student (except the initial carton served with lunch) will cost $.45 per carton. The price for milk may change during the school year. Milk will be served at snack time (Each class has a designated time for milk break. According to the class schedule, it may be morning or afternoon). Teachers will record the student daily request on Infinite Campus with the cost being deducted from each family food service account.

### Payment for Meals

Students are encouraged to pay for meals in advance. Payment should be made to the business office or on-line through the Infinite Campus Parent Portal. When sending payment to the business office, be sure to include student name and payment designation information so that payment can be credited to the proper account. Account balances (bills) are available on-line on Infinite Campus Parent Portal. Any questions regarding your family meal account can be directed to the business office.

If a student has no funds available to pay for a meal and their account is negative at least $50.00, the student will be provided a limited "courtesy meal" option.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student.

**Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The business manager will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

**Notice of Non-discrimination**

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

## Field Trips

Classes occasionally take field trips off school property for educational enrichment. Field trips reward students for hard work and cooperation throughout the year. A student's parent or guardian must authorize a student to participate in field trips by signing the field trip permission included on the family enrollment form to be completed at the beginning of the school year. Arrangements may be made for students to stay back at school if work is not complete or if behavior has caused disruption in the classroom. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

## First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

## 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 school counselor is available to all students and their families. Please feel free to contact Mrs. Molengraaf for confidential assistance.

## Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

## Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill, injured and unable to attend regular classes for an extended period of time, or if the student's IEP or 504 team determines homebound instruction is appropriate. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

## Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless liaison is Superintendent Brian Sampson, who may be contacted at 605-983-5598 ext 4 or brian.sampson@k12.sd.us

## Library

Students can check out materials from the library. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found, the student must pay for it. Students must also pay for any damage they cause to library books.

## Lockers and Other School Property

Lockers are the property of the school district and students are permitted to use them without charge. If warranted, there will be a fee charged to the student for damage to the locker. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause. The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may

be conducted at the discretion of the administration. The state's drug dogs may be brought in and used to search lockers as the need arises.

**Damage to School Property:**

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration

## Lost and Found

All lost and found articles are to be taken to administrative offices. Found items will be located by the exit doors in the elementary. Items will be displayed for students to view and claim what belongs to them. Unclaimed items will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

## Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours.

**Prescription medication.**

Parents/guardians must provide a physician's written authorization for the administration of the medication. Parents/guardians must provide their own written permission for the administration of the medication. The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

**Non-prescription medication.**

Parents/guardians must provide written permission for the administration of the medication. The medication must be brought to the school in the manufacturer's container. The container must be labeled with the child's name and with directions for provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

**Self-Administration.**

Students in 6th grade or lower may not self administer medication. Students in 7th grade or higher may self administer medication. Students who violate this policy are subject to disciplinary action. Administration of medical cannabis is governed by Policy 3055.

**Administering medications procedure:**

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

**Self Management of Asthma/Anaphylaxis or Diabetes:**

Subject to the Self-Management of Asthma and Anaphylaxis Policy 5024.1 and the Self-Management of Diabetes Policy 5024.2, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with asthma, anaphylaxis, or diabetes.

## Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties in the classroom.

**PK-6 Classroom Snacks:**

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

**PK-6 Birthday Parties:**

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

## Personal Items

The school provides the necessary equipment for classroom and school day activities. **The school is not responsible for damaged or lost personal items or equipment.**

## Physical Exam

All students wishing to participate in athletics will provide evidence of a physical examination by a licensed physician in accordance with the rules and regulations of the SDHSAA.

**Objection to Examination.**

Any parent(s) or guardian(s) who object to a physical and/or vision examination and evaluation must submit a signed and dated refusal form to the school.

## Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

## Playground Rules

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

All teachers review our playground rules with their students at the beginning of each school year. Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Keep hands and feet to yourself.
2. Stay within the school boundaries.
3. Be courteous to others.
4. Follow the directions of the playground supervisor.
5. Use play equipment properly and safely.
6. Remain within the playground area unless an adult gives permission to come in. Students are to line up promptly when their class is called.
7. The playground is not supervised before 7:45 A.M. or after school.

8. Due to the number of students on the playground from 8:00-8:10 A.M., students are typically not allowed to play with balls or other toys.

Inappropriate behavior on the playground will have consequences.

**Additional Winter Rule:**
PK-6 must wear boots while PK-4 must have hats and snow pants or suits.

## Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted Protection of Pupil Rights Policy 5015 in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

## Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that unambiguously prohibits access to the records or child by either parent. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

## School Day

The school hours typically are as follows:

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

School staff will provide supervision for students on school grounds from when the school building opens to students until students are dismissed. Unless arrangements have been made with classroom teachers for additional learning or students are participating in supervised after-school activities, students are to leave the school grounds after dismissal.

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

## Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs according to the protocol set forth in the Use of Sniffer Dogs Policy 3045 to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

## Standardized Testing

Students are required to participate in Smarter Balanced assessments as they are state-mandated. Other listed standardized testing is optional.

Grades 3-6:

- NWEA in Fall, Winter, and Spring
- Smarter Balanced in Spring

Grades 7-8:

- NWEA in Fall, Winter, and Spring
- Smarter Balanced in Spring

Grade 9:

- NWEA in Fall, Winter, and Spring

Grade 10:

- PSAT National Merit Scholarship Qualifying Test
- NWEA in Fall, Winter, and Spring

Grade 11

- ASVAB (optional)
- NWEA in Fall, Winter, and Spring
- ACT in Spring

Grade 12

- ACT (for college admissions)

## Student Appearance

Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.

### Dress Code:

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

Clothing promoting alcohol, drugs, tobacco, sexual innuendo, obscene or questionable printing or slogans will be prohibited on all clothing. Other clothing that is prohibited would be shorts with no undergarments, mesh shirts with no undergarments, halter tops, tube tops, half shirts, shirts or tops that expose the midsection, and shirts or other clothing that exposes undergarments. Trench coats are prohibited. Chains that hang from clothing including wallet chains are prohibited. Undergarments are not allowed to be showing. All pants must fit around the top of the hip. Caps, hats, bandannas, or other headgear are not to be worn in the building between the times of 7:45 A.M. - 4:00 P.M. Exceptions to this rule may be made during special events. Spikes, chokers, dog collars, chains as well as other accessories that could be used to harm someone are not allowed.

Teachers are to address and deal with dress code if it can be done quickly and without disrupting the learning environment of others. If this cannot be done, the principal is to be contacted.
The principal will deal with the dress code violation based upon the report from the teacher.
Students will be disciplined according to the following for violation in the school dress code:

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

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

### Dress Code for Sanctioned/Formal Activities:

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

## Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

### Title I Tutorial Services:

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

## Student Bullying

### Definition of Bullying.

South Dakota statute defines bullying as:

> "A pattern of repeated conduct that causes physical hurt or psychological distress on one or more students that may include threats, intimidation, stalking [as defined by state law], physical violence, theft, destruction of property, any threatening use of data or computer software, written or verbal communication, or conduct directed against a student that:
>
> - Places a student in reasonable fear of harm to his or her person or damage to his or her property; and either
> - Substantially interferes with a student's educational performance; or
> - Substantially disrupts the orderly operation of a school.
>
> Bullying also includes retaliation against a student for asserting or alleging an act of bullying."

The Centers for Disease Control and Prevention defines bullying as:

> "Any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated."

The school district's administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

### Bullying Prohibited.

Students are expected to behave in a civil manner in compliance with the law and all school rules. Students are prohibited from engaging in any form of bullying behavior.

### Reporting Bullying.

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or

witness, but the students must also ultimately report the situation to a teacher or administrator.

Anonymous Reports. Students can use the district's anonymous platform Safe2Say to make this report. District administration may choose to consider anonymous reports made by other methods.

**Bullying Investigations.**

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

**Disciplinary Consequences.**

The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior. A student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Support for Students Who Have Experienced Bullying.**

Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

**Bullying Prevention and Education.**

Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

## Student Contact by Law Enforcement/Department of Human Services

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's

and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel. School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

## Student Driving and Parking

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is 5 miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of the administrative offices.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

## Student Fee Policy

The school district shall provide free instruction in accordance with the South Dakota State Constitution and South Dakota law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. The district is permitted to charge students fees for these activities. Fees assessed to students may include, but are not limited to, those related to overdue materials, misused or damaged school property, or materials needed for curricular or extracurricular courses or activities unless prohibited by law.

## Student Illness or Injury

Students who suffer from a significant illness or impairment which has an actual or expected duration of six months or more, including episodic impairments, may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP

team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who may be a risk to the health of other students or school employees due to the presence of communicable or infectious disease, parasite, etc., may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

**Health Information:**

Parents are frequently concerned about when students should stay home or attend school because of illness. Things to consider:

- Will the illness prevent the child from participating comfortably in activities as determined by staff members of the school?
- Will the illness result in a need for care that is greater than staff members can provide without compromising the health and safety of other children?
- Will the illness pose a risk of spread of harmful disease to others?
- Does the child have a severely ill appearance? Symptoms could include lethargy or lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.
- Does the child have a fever with behavior change or other signs and symptoms?
- Does the child have diarrhea (stool that is occurring more frequently than usual)?
- Has the child vomitted 2 or more times in the previous 24 hours?
- Has the child been fever free for 24 hours without fever reducing medication AND have symptoms improved?

**Lice and Nits:**

Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately. The District may exclude a student until the student is treated such that no live lice or louse eggs can be detected. The parent(s) or guardian(s) may be required to treat the student and accompany the student to school to be examined. The District may exclude the student from transportation until the district has cleared the student to return to school.

## Student Insurance

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

## Student Internet and Computer Access

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

**Student Expectations in the Use of the Internet**

**Acceptable Use**

- Students may use the Internet to conduct research assigned by teachers.
- Students may use the Internet to conduct research for classroom projects.
- Students may use the Internet to gain access to information about current events.
- Students may use the Internet to conduct research for school-related activities.
- Students may use the Internet for appropriate educational purposes.

**Unacceptable Use**

- Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.

- Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
- Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems.
- Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
- Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
- Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
- Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
- Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
- Students shall not falsify electronic mail messages or web pages.

**Enforcement**

**Methods of Enforcement**

- The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
- The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy

server-based filter that screens for non-curriculum related pages.

- Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
- The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

**Consequences for Violation of this Policy**

Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

- Loss of computer privileges;
- Short-term suspension;
- Long-term suspension or expulsion in accordance with state law; and
- Other discipline as school administration and the school board deem appropriate.

Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

**Children's Online Privacy Protection Act (COPPA)**

The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

## Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records

within its student information system but not in its learning management system. The official school district student information system is Infinite Campus.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

## Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Arlington School District receives a request for access.

   Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal or PK-12 secretary a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the Arlington School District to amend their child's or their education record should write the school principal or PK-12 secretary, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education

records, except to the extent that FERPA authorizes disclosure without con-sent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an ad-ministrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, audi-tor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an educa-tion record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Arlington School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

## Student Schedule Changes

Student schedule changes (Adds & Drops) may be made without penalty during the first seven class days of each semester. Students cannot change their schedule unless they first consult with appropriate instructors and have

parental approval. Any student who drops or is removed from an AHS class after the seventh class day of the semester will have a 50% recorded on their permanent record unless an agreement is reached between the student, the teacher, and the principal.

## Telephone

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

**Messages for Students:**

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

## Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

   All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

   THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Team

   The threat assessment team (team) shall consist of the superintendent of schools, building principals, and school counselors. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

## Title I Parent and Family Engagement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school

newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

## Title IX

As required by Title IX of the Education Amendments of 1972, it is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination,

including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at PO Box 359 – 306 South Main Arlington, SD 57212, lisa.parry@k12.sd.us, 605-983-5597. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

**Definitions.** As used in this policy, the following terms are defined as follows:

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

- **Formal complaint** means a document or electronic submission filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity.

- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

- **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.

- **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of

Investigation:

- **Sex Offenses**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
    - **Rape**—(Except Statutory Rape) Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
    - **Criminal Sexual Contact**—The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
- **Unlawful Sexual Intercourse**
    - **Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
    - **Statutory Rape**—Nonforcible sexual intercourse with a person who is under the statutory age of consent

- **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
    - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - where the existence of such a relationship shall be determined based on a consideration of the following factors:

        - The length of the relationship.
        - The type of relationship.
        - The frequency of interaction between the persons involved in the relationship.

- **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    - fear for his or her safety or the safety of others; or
    - suffer substantial emotional distress.
- **Supportive measures** are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably burden the parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

**Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the district's Title IX Coordinator. district personnel will not retaliate against any individual based on any report of suspected sexual harassment. Any district employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

**Response to Sexual Harassment**

**General Obligations.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's ability to impose discipline for off-campus misconduct does not necessarily constitute "substantial control" over the respondent and the context. The district's response to an allegation of sex harassment will treat complainants and respondents equitably.

**Limitations on Discipline.** No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

**Emergency Removal.** Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

**Grievance Process for Formal Complaints of Sexual Harassment**

**General Obligations**. All Title IX team members and individuals carrying out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

**Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

**Grievance Procedure**

**Time Frames.** The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

**Range of Possible Sanctions and Remedies.** At the conclusion of the grievance process, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these

policies provide for disciplinary sanctions and remedies up to and including expulsion and/or immediate discharge from employment.

**Separation of Roles.** The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

**Notice of Allegations.** Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

**Dismissal of Formal Complaint.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against a person in the United States.

The district **may** dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

**Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The district will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

**Determination Regarding Responsibility.** Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;

- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

- Findings of fact supporting the determination;

- Conclusions regarding the application of the district's code of conduct to the facts;

- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

**Appeals**. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

**Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the fifth calendar day after the written determination is issued. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal.

**Grounds for Appeal.** Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;

- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and

- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

**Informal Resolution.** The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide to the parties in writing a notice stating:

- the allegations;

- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

- that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

**Recordkeeping.** The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed, and any remedies provided;

- Any appeal and its result;

- Any informal resolution and its result; and

- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website, then the district will make these materials available upon request for inspection by members of the public.

The district will also create records documenting any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken. The district will maintain these records for a period of seven years.

**Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed

according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

**Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

**Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

**Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

**Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

## Tobacco Products on School Premises or at School Activities

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such

look-alike or imitation product, is not permitted on school property at any time.

## Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

### Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

### Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus. Parents are asked to discuss the following rules and consequences with their child. Obeying these rules will help ensure safe transportation to and from school and school events.

Rules of Conduct on School Vehicles:

- Students must listen to and obey the bus driver as the bus driver is in charge.
- Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- Students are prohibited from throwing or passing objects on, from, or into vehicles.
- Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.

- Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
- Student must respect the rights and safety of others at all times. Keep hands, feet, and objects to yourself.
- Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- Parents are financially responsible for any damage a student may do to the school vehicle.

Consequences

- Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be disciplined. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.
- These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

Records

- Records of vehicle misconduct will be forwarded to the appropriate administrator and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

### Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

## Video Surveillance

The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## Visitors

Members of the public who wish to visit the school are welcome, but should follow the district's requirements.

Any adults who are not employed by the District must check into the main office of the building to access school premises during school hours, except for public events, public speaking assemblies, and school concerts. Visitor will be provided a visitor sticker/lanyard from the office. Anyone on school property who has not checked-in may be asked to leave the premises immediately. The principal should be informed prior to any special visitors.

### Student Visitors:

Students from another school may come to school for part of a day with prior approval and at the discretion of the teacher. Student visitors must be approved 24 hours in advance.

### Volunteers:

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

hours before approval will be given.

**Withdrawal From School**

Students who are moving from the district must notify the school office.

## SECTION TWO

## ACADEMIC INFORMATION

### Academic Awards

The Arlington School District believes outstanding achievement and participation in all fields of schoolwork are deserving of suitable awards.

### Attendance Awards

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

### Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each class in which he/she was enrolled.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

### Examinations (Semester Tests)

Semester examinations will be administered using the following attendance incentives:

1. Students who have an "A or B" average in class and have missed three days or fewer and have a total of 5 points or fewer as of the day of the semester tests will be excused from their elective semester tests.

2. Students who have a "C" average or above in class and have

missed two days or fewer and have a total of five points or fewer as of the day of the semester tests will be excused from their elective semester tests.

3. Students who have a "D" average in a class and have missed one day or fewer and have five points or fewer as of the day of the semester tests will be excused from elective semester tests.

4. At the conclusion of the second semester, seniors who miss five days or fewer of school and have a total of five points or fewer as of one week from the last day of the semester tests will be excused from second semester tests.

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

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

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

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

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

Seniors can become eligible to avoid semester tests during second semester

if they have missed five days of school or fewer and have a total of five points or fewer.

**Semester Test Schedule:**

Grades 7-12 semester tests are to be administered on the scheduled test days-not before during regular classroom days. It is essential for each teacher to properly prepare his/her students for their exam in a timely manner. Tests are to last a minimum of one hour and students are not to be allowed to take any tests early without the principal's permission in writing. Test days are subject to change if there are emergency closings. If students are absent the day before the semester test, they still have two days to make-up the tests; however, an alternative test may be given. Students with a license may drive with parent permission.

| Day One | Day Two |
|---|---|
| Period 1 (8:30 - 9:55) | Period 5 (8:30 - 9:55) |
| Period 2 (10:05 - 11:30) | Period 6 (10:05 - 11:30) |
| *Lunch from 11:30 -12:00* | *Lunch from 11:30 -12:00* |
| Period 3 (12:00 - 1:25) | Period 7 (12:00 - 1:25) |
| Period 4 (1:35 - 3:00) | Make up tests (1:35 – 2:00) |

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

## Grading

Classroom teachers will use the following grading scales:

**Grades 2-6 (K & 1 provide a Standards-Based Report Card):**

| Grade | Minimum Percent |
|---|---|
| A+ | 98.75 |
| A | 94.99 |

| Grade | Minimum Percent |
|---|---|
| A- | 92.50 |
| B+ | 91.00 |
| B | 86.90 |
| B- | 85.50 |
| C+ | 83.89 |
| C | 77.50 |
| D+ | 75.89 |
| D | 71.10 |
| D- | 69.50 |
| F | 0.00 |

**Grades 7-12**
**Non-Weighted:**

| Letter Grade | Minimum % Needed | GPA Points | Band Size |
|---|---|---|---|
| A+ | 100-97.50 | 4.0 | 2.5 |
| A | 95.00 | 3.75 | 2.5 |
| A- | 92.50 | 3.5 | 2.5 |
| B+ | 90.00 | 3.3 | 2.5 |
| B | 87.50 | 2.9 | 2.5 |
| B- | 85.00 | 2.5 | 2.5 |
| C+ | 82.50 | 2.25 | 2.5 |
| C | 77.50 | 1.5 | 5 (No C-) |
| D+ | 75.00 | 1.3 | 2.5 |
| D | 72.50 | .8 | 2.5 |

| Letter Grade | Minimum % Needed | GPA Points | Band Size |
|---|---|---|---|
| D- | 69.50 | .5 | 3 |
| F | 0.00 | 0 | |

**Grades 7-12**
**Weighted (Some advanced AHS classes; some advanced distance learning classes including, but not limited to, anatomy & Spanish II or French II; and BOR/Dual Credit classes):**
Weighted Classes - The following classes will be on the weighted grading scale: trigonometry, pre-calculus, physics, anatomy, chemistry, Algebra II, accelerated geometry, AP Classes, Art IV, foreign language, and some distance learning classes.

| Letter Grade | Minimum % Needed | GPA Points | Band Size |
|---|---|---|---|
| A+8 | 101-100.50 | 4.8 | 1.5 |
| A+7 | 99.50 | 4.7 | 1 |
| A+6 | 98.50 | 4.6 | 1 |
| A+5 | 97.50 | 4.5 | 1 |
| A+4 | 96.50 | 4.4 | 1 |
| A+3 | 95.50 | 4.3 | 1 |
| A+2 | 94.50 | 4.2 | 1 |
| A+1 | 93.50 | 4.1 | 1 |
| A+ | 92.50 | 4.0 | 1 |
| A | 89.00 | 3.75 | 3.5 |
| A- | 86.50 | 3.5 | 2.5 |
| B+ | 84.00 | 3.3 | 2.5 |
| B | 80.50 | 2.9 | 3.5 |
| B- | 78.00 | 2.5 | 2.5 |
| C+ | 75.50 | 2.25 | 2.5 |

| Letter Grade | Minimum % Needed | GPA Points | Band Size |
|---|---|---|---|
| C | 69.50 | 1.5 | 6 |
| D+ | 67.00 | 1.3 | 2.5 |
| D | 63.50 | .8 | 3.5 |
| D- | 60.00 | .5 | 3.5 |
| F | 0.00 | 0 | |

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

| Letter Grade | Minimum % Needed | GPA Points | Band Size |
|---|---|---|---|
| A | 89.50 | 4 | 10.5 |
| B | 79.50 | 3 | 10 |
| C | 69.50 | 2 | 10 |
| D | 59.50 | 1 | 10 |
| F | 0.00 | 0 | |

**Incomplete Grades:**

Students who are absent from school just before the end of a quarter or the semester may be given an incomplete grade on their report card and extra time to make up the work. This allows the student to make-up all work missed during the absence without penalty. Teachers may also assign an Incomplete to students who, though not absent, neglect to complete assignments. When the work is submitted and assessed, an appropriate letter grade will be assigned.

## Graduation Awards

### Valedictorian & Salutatorian:

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

### Honor Student:

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.

## Graduation Requirements

Arlington School District's requirements for graduation are that a student must earn at least 22 credits in grades 9 through 12 to graduate. The credits must include:

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

*You may refer to Academic Credits and Graduation Policy 6005 for detailed information on above requirements.

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

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual

needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

## Homework

Classroom teachers will often assign homework. Homework is an extension or continuation of a school lesson or project. Being aware of and interested in what your child does at school is vital to his or her success. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment. Selecting a quiet area, as well as a specific time for homework, is important.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

## Honor Roll

The "A" honor roll will consist of students who earn all "A's" and one "B" on their quarterly report card. The "B" honor roll will be awarded to students who have A's, B's, and only one "C" on their quarterly report card.

## Promotion from Junior High

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

## Report Cards

Official report cards are issued at the close of each nine-week grading period. They will contain the student's attendance record, scholastic grade,

and, in some instances, specific comments concerning student work ethic and conduct.

## Student Classification

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

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

## Transfer of Academic Credit

### Transfer Credits.

The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements in order to be awarded a diploma from the district. Please refer to Grade Placement and Academic Credits of Transfer Students Policy 6009 for additional information on grade placement and academic credits.

## Unique Academic Experiences

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

### Independent Study:

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

1. Only those students who have scheduling conflicts will be allowed to take a class offered on the master schedule.
2. Permission to take an independent study class must be granted by the instructor and the principal.
3. The student must be classified as a sophomore, junior, or senior.
4. First year instructors will not be permitted to teach an independent course offered on the master schedule.

5. Students will be required to have all prerequisites completed before enrolling.
6. The course of study (curriculum) must be approved by the principal.
7. The amount of class time must be equal in length and in number of days as a regular, non-independent class.

**Local Distance Education Policy:**

It shall be the policy of the Arlington High School to manage any distance education (including dual credit) coursework as follows:

1. All students are required to enroll in a minimum of seven subjects at Arlington High School to be considered a full-time student. The principal may grant exceptions to this rule if it becomes necessary to remove a student from a class because of health, academic, attendance, or disciplinary issues.
2. Students are required to enroll in courses taught by Arlington High School instructors and offered at Arlington High School during the grade level designated unless otherwise approved by the principal. Failure to do this may lead to scheduling issues for the student in the following years.
3. Arlington High School students may enroll in courses completed through online or onsite educational institutions (local college, university, technical school, and South Dakota Virtual High School approved providers) according to the following criteria:
    a. Students must have a GPA of 2.6 or above at the time of the request.
    b. Students are required to follow the online class attendance policy regardless of activities that may be taking place at Arlington School or the Arlington school calendar.
    c. A distance education (online) or onsite course may be granted approval by the principal to students due to a scheduling conflict, attendance issue, disciplinary issue, credit recovery, or desired classes not offered at AHS.
    d. The Arlington School District will pay the costs involved with one semester of online or onsite course per student per high school career (Grades 9 – 12) provided the class is not for credit recovery efforts or disciplinary reasons. The school will consider funding additional classes on a case-by-case basis due to circumstances including, but not limited, to unavoidable scheduling conflicts, lack of in-house qualified teacher for classes required for graduation, etc.
    e. The district will pay the costs at the beginning for all costs associated with any approved class. If a student does

not maintain a semester grade of a "C" average in the class, then the student will be responsible to reimburse the school district for any money the district has paid in association with the class. (Any class that is being taken strictly for college credit will be the sole responsibility of the student.) Students are reminded that there are a few distance and online classes with no fees attached. All online coursework must meet South Dakota Department of Education certification guidelines noted in SDCL 13-33-21.

f. The student must take an online course in the building during the academic school day. The student will be assigned to a room and instructional period. The principal may grant an exception to this rule due to health, academic, attendance or disciplinary issues.

g. Students are responsible for their coursework, as well as initiating contact with their teacher and/or mentor, if necessary. The student code of conduct, grading scales, grading deadlines, course content, etc. are all available online. Students are expected to work independently, yet to ask for help, when needed! Do not wait for your online instructor to contact the school. I understand that Arlington School District will provide me with an on-site mentor to assist me with technical issues, proctored tests/quizzes, and monitoring my progress. However, I know that my online/distance instructor is my first point of contact for questions/problems with coursework, and it is my responsibility to stay in close contact with my online/distance instructor and to monitor my own progress.

4. The letter grade for the course will appear on the student's official transcript and factored into the student's grade point average.
5. Students (juniors and seniors) that meet the admission requirements to be eligible to enroll in High School Dual Credit (HSDC) college-level classes have the opportunity to earn both high school and college credit at the same time at a reduced tuition rate provided by the state. Students enrolled in HSDC are responsible for the total cost of the reduced tuition, course fees, textbooks, and course materials.
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.

Students may be required to sign a behavior contract with the university.

**South Dakota Dual Credit Policy:**

Students must meet the criteria below to participate:

- High school junior eligible to enroll in a high school in South Dakota who meets one of the following requirements: a) earn an ACT composite score of 24 reflective of the 70% percentile; or b) rank in upper one-third of their graduating class; or c) earn a cumulative GPA of at least 3.50 on a 4.0 scale
- High school senior eligible to enroll in a high school in South Dakota who meets one of the following requirements: a) earn an ACT composite score of 21 reflective of the 50% percentile; or b) rank in the upper one-half of their graduating class; or c) earn a cumulative GPA of at least 3.25 on a 4.0 scale

Students may be required to sign a behavior contract with the university.

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

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

## Additional Class Offerings

### Credit Recovery-Drop Out Prevention:

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

### Local Correspondence Study Policy:

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

- This must be approved by the counselor and principal in advance.
- Students may be required to sign a behavior contract with South Dakota Virtual School or local consortium.

### Peer Mentor 22054 (1/2 unit per semester)

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

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

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

Students who are interested in assisting staff members by completing office tasks are encouraged to take this class. Each teacher can have one student aide. Student aides must have permission from the specific teacher as well as from the administration. Students must have demonstrated academic success, better than average attendance, and have had very few discipline referrals prior to taking this class. Guidelines for students interested in being student aides in some of our school programs are listed below. Student will receive credit for being a student aide; however, it will not

affect their GPA or their honor roll status. Seniors can be student aides; however, if they choose to do work-study, they can only have work-study for one period.

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

## SECTION THREE

## STUDENT DISCIPLINE

Superintendents, principals, supervisors, and teachers have disciplinary authority over all students while the students are in school or participating in or attending school sponsored activities whether on or off school premises. Superintendents and principals may also discipline students for aggressive or violent behavior that disrupts school or that affects a health or safety factor of the school or its programs.

### Authority to Discipline

The board may discipline, suspend or expel from school any student for violation of rules or policies or for insubordination or misconduct, and the superintendent or principal in charge of the school may temporarily suspend any student as provided by law and this policy.

### Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state or federal law.

### Short-Term Suspension

The Principal or Superintendent may exclude students from school or any school function for a period of up to and including ten school days (short-term suspension) for violation of rules or policies, for insubordination or misconduct, or for aggressive or violent behavior that disrupts school or that affects a health or safety factor of the school or its programs. The following process applies to short-term suspension:

- The Principal or Superintendent shall give oral or written notice to the student as soon as possible after discovery of the alleged violation, stating the facts that form the basis for the suspension.
- The student shall be given the opportunity to respond to the alleged violation.
- If a student is suspended, the principal or superintendent shall give the parent or guardian oral notice of the suspension, if possible. This notice shall be provided directly to the student if the student is 18 years of age or older or an emancipated minor.

- If a student is suspended, the principal or superintendent shall send the parent or guardian a written notice which provides information regarding the student's due process rights. This notice shall be provided directly to the student if the student is 18 years of age or older or an emancipated minor.
- The student may be removed from the school's premises following either the written or oral notice, described above, or if the student's presence poses a continuing threat or danger, in which case the student may be immediately removed from the school and transferred into the custody of a parent or law enforcement.
- Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

**Long-Term Suspension**

Students may be excluded by the superintendent or school board from school or any school function for a period of more than 10 school days up to and including 90 school days (long-term suspension) for violation of rules or policies, for insubordination or misconduct, or for aggressive or violent behavior that disrupts school or that affects a health or safety factor of the school or its programs. The following process applies to long-term suspension:

- The student may be temporarily suspended at the discretion of the Superintendent if the Superintendent finds grounds for a long-term suspension from a class or classes. This suspension shall follow the procedures set forth above for short-term suspensions.
- The superintendent shall file a sealed, written report with the school board by the end of the fifth school day following the first day of the long-term suspension. The report shall include the facts of the situation, the action taken, the reasons for the action, and the superintendent's decision or recommendation. The report must remain in the possession of the school board secretary or business manager, sealed and unavailable for review by individual school board members, until the time set for a hearing.
- The superintendent shall send a copy of the report to the student's parent or to the student if the student is 18 years of age or older or an emancipated minor at the same time the report is filed with the school board's secretary or business manager.
- The superintendent shall also send written notice to the student's parent or to a student who is 18 years of age or older or an emancipated minor of:
    - the rule, regulation, or policy allegedly violated;
    - the reason for the disciplinary proceedings;

    - notice of the right to request a hearing or waive the right to a hearing;
    - a description of the hearing procedure;
    - a statement that the student's records are available at the school for examination by the student's parent or authorized representative;
    - a statement that the student may present witnesses.
- The student, if of the age of majority or emancipated, or the student's parent may waive the right to a hearing in writing to the superintendent.
- If a hearing is requested, the superintendent shall give notice to each school board member of an appeal to the board for a hearing. The superintendent shall set the date, time, and place for the hearing and send notice by first class mail to each school board member and by certified mail, return receipt requested, to the student's parent or to a student who is 18 years of age or older or an emancipated minor.
- If no hearing is requested or the hearing is waived, the action of the superintendent is final.

**Hearing Procedure - Long-Term Suspension**

The following process applies to any hearing requested and scheduled in relation to a long-term suspension:

- The board shall act as the hearing board and shall conduct the hearing.
- The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer.
- Each party shall be provided the opportunity to make an opening statement.
- Each party shall be provided the opportunity to introduce evidence, present witnesses, and examine and cross-examine witnesses.
- Each party shall be provided the opportunity to be represented by an attorney.
- The school administration shall present its case first.
- The hearing shall be closed to the public. A verbatim record of the hearing will be made and will be sealed pending court order.
- Witnesses shall be present only when testifying. All witnesses must take an oath or affirmation administered by the school board president or business manager.
- Each party may raise objections as to relevancy and scope of the question.
- All relevant evidence shall be admitted, except that unproductive or repetitious evidence may be limited by the hearing officer.
- The hearing officer may ask questions of witnesses and may allow other school board members to interrogate witnesses.

- Each party shall be provided the opportunity to make a closing statement.
- After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation, except that the school board may seek advice during deliberation from an attorney. Consultation with any other person during deliberation may occur only if a representative of the pupil is present.
- The decision of the school board shall be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The motion shall omit the name of the pupil and must state the reason for the board's action. The school board shall notify the pupil or the pupil's parents in writing of the decision. The notice must state the length of the suspension or expulsion.
- The student may appeal an adverse decision by the school board to the circuit court.

**Expulsion**

Students may be excluded by the school board from school or any school function for a period of not more than 12 consecutive months (expulsion) for violation of rules or policies, for insubordination or misconduct, or for aggressive or violent behavior that disrupts school or that affects a health or safety factor of the school or its programs. The following process applies to expulsion:

- The student may be temporarily suspended at the discretion of the Superintendent if the Superintendent finds grounds for expulsion from a class or classes. This suspension shall follow the procedures set forth above for short-term suspensions.
- The superintendent shall file a sealed, written report with the school board by the end of the fifth school day following the first day of the student’s exclusion from one or more classes and request that a hearing be held before the school board. The report shall include the facts of the situation, the action taken, the reasons for the action, and the superintendent's decision or recommendation. The report must remain in the possession of the school board secretary or business manager, sealed and unavailable for review by individual school board members, until the time set for a hearing.
- The superintendent shall send a copy of the report to the student's parent or to the student if the student is 18 years of age or older or an emancipated minor at the same time the report is filed with the school board's secretary or business manager.

- The superintendent shall send written notice to the student's parent or to a student who is 18 years of age or older or an emancipated minor of:
    - the rule, regulation or policy allegedly violated;
    - the reason for the disciplinary proceedings;
    - notice of the right to request a hearing or waive the right to a hearing;
    - a description of the hearing procedure;
    - a statement that the student's records are available at the school for examination by the student's parent or authorized representative;
    - a statement that the student may present witnesses;
    - a statement that the student may be represented by an attorney.
- The superintendent shall set the date, time, and place for the school board hearing. The superintendent shall send notice of the hearing to each school board member by first class mail and to the student's parent or to a student who is 18 years of age or older or an emancipated minor by certified mail, return receipt requested. If the superintendent recommends expulsion, the school board must act on the recommendation before it is implemented.
- The student, if of the age of majority or emancipated, or the student's parent may waive the right to a hearing in writing to the superintendent.
- If the hearing is not waived, the hearing shall be held on the date and at the time and place set in the hearing notice unless a different date, time, and place are agreed to by the parties.
- If the hearing is waived in writing, the school board may consider the matter at a regular or special meeting without further notice to the student or the student's parents

**Hearing Procedure - Expulsion**

The following process applies to any hearing requested and scheduled in relation to an expulsion:

- The board shall act as the hearing board and shall conduct the hearing;
- The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer;
- Each party shall be provided the opportunity to make an opening statement;
- Each party shall be provided the opportunity introduce evidence, present witnesses, and examine and cross-examine witnesses;
- Each party shall be provided the opportunity to be represented by an attorney;
- The school administration shall present its case first;

- The hearing shall be closed to the public. The school board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
- Witnesses shall be present only when testifying. All witnesses must take an oath or affirmation administered by by the school board president, hearing officer or other person authorized by law to take oaths and affirmations;
- Each party may raise any legal objection to evidence;
- All relevant evidence shall be admitted, except that unproductive or repetitious evidence may be limited by the hearing officer;
- The hearing officer may ask questions of witnesses and may allow other school board members to interrogate witnesses;
- Each party shall be provided the opportunity to make a closing statement;
- After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation, except that the school board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of the pupil is present; and
- The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The motion shall omit the name of the student and shall state the reason for the board's action. The school board shall notify the student's parent or parents or a student who is 18 years of age or older or who is an emancipated minor in writing of the decision. The notice shall state the length of the expulsion.
- The student may appeal an adverse decision by the school board to the circuit court.

**Early Reinstatement**

The board may act to grant the student an early reinstatement allowing the student to return to school before the end of the period of expulsion. Such reinstatement may be granted subject to conditions as the board deems appropriate. The superintendent may determine that a student has met or violated the conditions. The superintendent may revoke the conditional reinstatement opportunity provided by the board by following the process laid out in state law.

## General Discipline Philosophy

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

## Boys' Town Social Skills and Procedures

### Giving Criticism

1. Look at the person.
2. Stay Calm. Use a pleasant voice.
3. Say something positive, or "I understand…"
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.

## Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

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

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

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

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

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

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

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

II. Procedures during Implementation

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

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

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

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

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

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

G. Some infractions may require both Saturday School and in or out-of- school suspension.

III. Attendance at Saturday School

A. Excused absences (illness, family emergencies, approved in advance parental requests, and medical-type appointments approved by the principal) may arise and will be handled on an individual basis.

1. If no contact is established by parent/guardian on the day of the absence or before, this absence will be recorded as unexcused or truant. (If parent/guardian is unavailable, a call must be

received before 9:00 a.m. the following Monday morning to be excused.)

2. Any student who is truant from Saturday School is not eligible for athletic activities that day.

B. Medical Appointments (doctor, dentist, chiropractor, etc.)
Any student arriving late from an appointment must have a note from the office showing the date and time of said appointment in order to be excused.

**Saturday School Rules**

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

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

**Suspension**

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

**In-School Suspension:**

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

**Out-of-School Suspension:**

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

**Discipline for Extracurricular Activities**

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

**School District Right Reserved**

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

## SECTION FOUR

## EXTRACURRICULAR INVOLVEMENT AND AWARDS

### "A" Club

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

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

### "A" Pin Point System

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

| | | | |
|---|---|---|---|
| CLASS OFFICERS | | | |
| Senior Class Pres. | 4 | Junior Class Pres. | 6 |

| | |
|---|---|
| STUDENT COUNCIL | |
| President | 5 |
| Vice-President | 3 |
| Student Council | 2 |
| Secretary | 1 |

| | |
|---|---|
| PUBLICATIONS | |
| Co-Editor 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 |
| HOBY Delegate | 4 | | |

MUSIC

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

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

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

ATHLETIC

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

FORENSICS

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

**Homecoming Coronation**

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

## Prom

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

## Senior Athletic Plaques

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

## Student Council

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

### PK-6 Student Council:

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

### JH/HS Student Council:

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

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

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

Advisor: Deb Steffensen
President: Maria Steffensen
Vice President: TBD
Secretary/Treasurer: TBD

Senior Representatives: Kashley Goebel, Addison Marone, Maria Steffensen
Junior Representatives: Lizzie Bacon, Lincoln Hill, Karsten Lerwick
Sophomore Representatives: Spencer Antonen, Paige Fredrickson, Seeley VanOverbeke
Freshman Representatives: Natalie DeCurtins, Rachel Haufschild, Kennedi VanOverbeke
8th Grade Representatives: Anna Larsen, Josie Schneider, Hayden Schultz
7th Grade Representatives: Lainey Clelland, Brecken Lerwick, Jack VanOverbeke

Senior Advisors: Nikki VanBockern, Kelli VanOverbeke, Julie Hinker
Junior Advisors: Gail Jacobsma, Amber Misar
Sophomore Advisors: Mike Parry, Ashley Vostad
Freshman Advisors: Kelly Keller, Keith Fodness
8th Grade Advisors: Bailee Ramstad, Tim Boeck
7th Grade Advisors: Anita Boeck, Kim Bergstrom

## SECTION FIVE

## STAFF DIRECTORY

**Members of the Board of Education:**

Darrik Bunker..... President
Casey Hanson..... Vice-President
Paul Burns..... Member
Megann Murphy..... Member
Annette Schrock..... Member

**Administrative Staff:**

Brian Sampson..... Superintendent
Lisa Parry..... K-12 Principal
Keri Statema..... Special Education Director
Stacy Andersen..... Business Manager
Mike Parry..... Technology Coordinator
Megann Murphy..... Activities Director

**Certified Teaching Staff:**

Morgan Bjorklund..... Preschool/ELL
Lori Knadle..... Title
Kelly Clelland..... Kindergarten
Josie Weber..... First Grade
Tiffany Edman..... Second Grade
Richele Trooien..... Third Grade
Sage Aughenbaugh..... Fourth Grade
Tara King..... Fifth Grade
Lauren Antonen..... Sixth Grade
Tim Boeck..... Physical Education
Ashley Vostad..... Art Education
Kelli VanOverbeke..... Instrumental Music
Deb Steffensen..... Vocal Music
Julie Hinker..... School Counselor
Kaylee Hoffman..... Special Education
Brittany Schaefers..... Special Education
Kimberly Bergstrom..... Special Education
Kelly Keller..... Ag Education
Amber Misar..... English Language Arts
Lisa Parry..... AP English Language Arts
Anita Boeck..... Math Education
Amanda Hall..... Math Education
Keith Fodness..... Science Education
Mike Parry..... Technology/Business Education

Bailee Ramstad..... Technology Education
Nikki VanBockern..... Social Studies Education

**Paraprofessional Staff:**

Jill Christensen..... Librarian
Chad Anderson..... Education Assistant
Cheyenne Boeck..... Education Assistant
Jen Clelland..... Education Assistant
Courtney Doren..... Education Assistant
Jim Heflin..... Education Assistant
Michelle Madsen..... Education Assistant
Jamie Nelson..... Education Assistant
DeDe Schmidt..... Education Assistant
Denise Smith..... Education Assistant
Kristol Erickson..... Behavior Technician
Jill Miklos.....Behavior Technician
Shawna Williams..... Behavior Technician

**Office Staff:**

Kelsey Hoff..... Administrative Secretary

**Child Nutrition Program Staff:**

Sandi Waterbury..... Food Service Director
Cynthia Converse..... Cook
Dawn Jensen..... Cook

**Custodial Staff:**

Dean Kimpling..... Head Buildings & Ground Supervisor
Dave Fonseca..... Custodian
Zach Wicks..... Custodian

**Transportation Department:**

Stacy Andersen..... Transportation Coordinator
Barb Gisselbeck..... Route Driver
Dan Gisselbeck..... Route Driver
Brian Sampson..... Route Driver
Ruth Vincent..... Route Driver
Chad Clelland..... Substitute/Activity Driver
Keith Fodness.....Substitute/Activity Driver
Alex Fonseca.....Substitute/Activity Driver
Steve Gilbertson..... Substitute/Activity Driver
Shaun Peckenpaugh..... Substitute/Activity Driver
Jesse Vincent..... Substitute/Activity Driver
Luke Weber..... Substitute/Activity Driver

## SECTION SIX

## SCHOOL CALENDAR

### 2026 Fall Semester

August 17, Monday – Teacher In-Service, Open House

August 19, Wednesday – First Day of Fall Semester Classes

September 3-4, Thursday-Friday – No School (SD State Fair)

September 7, Monday – No School (Labor Day)

October 8, Thursday – No School (P/T Conferences)

October 9, Friday – No School (Teacher In-Service)

October 12, Monday – No School (Columbus Day)

October 16, Friday – End of First Quarter

November 25-27, Wednesday-Friday – No School (Thanksgiving Break)

December 22, Tuesday – End of Second Quarter/Fall Semester
(2:00 PM Early Dismissal)

### 2027 Spring Semester

January 4, Monday – First Day of Spring Semester Classes

January 18, Monday - No School (Martin Luther King Jr Day)

February 15, Monday – No School (Presidents' Day)

February 25-26, Thursday-Friday – No School (Spring Break)

March 11, Thursday – End of Third Quarter

March 12, Friday – No School (Spring Break)

March 19, Friday – No School (Spring Break)

March 26, Friday – No School (Good Friday)

March 29, Monday – No School (Easter Monday)

May 12, Wednesday – Baccalaureate

May 14, Friday – End of Fourth Quarter/Spring Semester
(2:00 PM Early Dismissal)

May 15, Saturday – Graduation

Make-up Snow Day Procedure:

The first five school days missed will be made up at the end of the school year.
Days 1-5: May 17, Monday through May 21, Friday

Beginning with the sixth school day missed, the missed school day will be made up using the first scheduled No School Day (Martin Luther King Jr. Day, Presidents' Day, and Spring Break/State Tournament Days) that is at least two weeks after the missed school day.
Days 6 plus: January 18, Monday - (Martin Luther King Jr Day)
February 15, Monday – (Presidents' Day)
February 25, Thursday – (Spring Break)
February 26, Friday – (Spring Break)
March 12, Friday – (Spring Break)
March 19, Friday – (Spring Break)

When there are no longer any scheduled No School Days available to use for a school day missed, the remaining missed school days will made up at the end of the school year.
If needed, any remaining make-up dates would begin:
May 24, Monday moving forward as needed

## SECTION SEVEN

## FORMS

This section contains an emergency information form and forms related to the administration of non-prescription and prescription medications to students.

**EMERGENCY INFORMATION:**

_____ _____

Student's Name Parent/Guardian's Name(s)

_____ _____

Mailing Address Home Phone

_____ _____

Father's Employer Business Phone

_____ _____

Mother's Employer Business Phone

_____ _____

Other Person Who May Be Contacted in Case of Emergency Phone

_____ _____

Choice of Doctor Phone

**PARENTAL AUTHORIZATION AND RELEASE FORM**
**ADMINISTRATION OF NON-PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or district policy. School personnel will not administer non-prescription drugs that are expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____.
(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this _____ day of_____, 20__.

_____
Parent/Guardian

**PARENTAL AUTHORIZATION AND RELEASE FORM**
**ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____.
(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through_____. (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of_____, 20__.

_____
Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS**
**PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____
CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.
Name of medication (as it appears on container in which the drug is stored)
_____
Dosage and time_____
Date administration of drug is to begin _____
Possible adverse reactions to be reported to physician _____
_____
Special instructions for the administration and storage of the drug _____
_____
I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.
Name of Physician and Designee

_____
Print or Type

_____
Primary Phone Number

_____
Secondary Phone Number

_____
Signature of Physician

**PARENTAL AUTHORIZATION AND RELEASE FORM**
**STUDENT SELF-ADMINISTRATION OF PRESCRIPTION MEDICATION**
**Pursuant to SDCL § 13-32-11**

The undersigned are the parent(s), guardian(s), or person(s) in charge of _____.
(name of the student)

The student has been diagnosed with (check one):
☐ **Asthma** ☐ **Anaphylaxis** ☐ **Diabetes** by a licensed health care provider.

The medication prescribed for this student is (name of drug) _____, as indicated by the prescription label on the medication or by the prescriber's school orders.

I hereby provide written authorization for the above-named student to possess and self-administer the prescription medication identified above, and to possess and use related equipment and supplies, while on school property or at a school-related event or activity.

I hereby release the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription medication, or possession or use of related equipment and supplies, while on school property or at a school-related event or activity, unless in cases of wanton or willful misconduct.

I agree to:

1. Submit this form and the Physician's or Licensed Health Care Provider's Statement below to the teacher.
2. Make sure personally that the drug is in the container in which it was dispensed by the prescribing physician or licensed pharmacist, marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
3. Submit a REVISED STATEMENT signed by the prescribing physician or licensed health care provider to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN OR PROVIDER CHANGES.

DATED this _____ day of_____, 20__.

_____

Parent/Guardian

**STUDENT SELF-ADMINISTRATION OF PRESCRIPTION MEDICATION**
**PHYSICIAN'S OR LICENSED HEALTH CARE PROVIDER'S STATEMENT**
**STUDENT SELF-ADMINISTRATION OF PRESCRIPTION MEDICATION**

*This statement must be retained in the student's educational record maintained by the school.*

DATE _____

CHILD'S FULL NAME _____ is under my care and must self-administer prescription medication which I have prescribed during the school day.
The student has been diagnosed with (check one):
☐ **Asthma** ☐ **Anaphylaxis** ☐ **Diabetes** by a licensed health care provider, and the student is capable of self-administering and managing the prescription medication.

Name of medication (as it appears on the container in which the drug is stored):_____

Purpose of medication:_____

Dosage and time: _____

Times at which or circumstances under which the medication may be administered: _____

Date administration of drug is to begin: _____

Date administration of drug is to end: _____

Types of related equipment and supplies the student is permitted to possess and use (if applicable): _____

I or my designee(s) have trained the student or approved alternative training as adequate to self-administer the medication, have evaluated the situation, the general self-administration plan and if applicable, the emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical devices.
Name of Physician or Licensed Health Care Provider and Designee

_____ _____
Primary Phone Number Print or Type

_____ _____
Clinic Name Signature of Physician/Provider

## ACCESS TO STUDENT HANDBOOK

Besides being posted to the school website, a printed copy of the Arlington School District Student Handbook containing basic rules and general practices, academic information, student discipline, organizations and awards, staff directory, school calendar, and forms can be requested by contacting the administrative office.

## RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. Any such changes will be updated on the Arlington School District Handbook posted to the school website.