

perseverance  
inquisitive learner  
global citizen  
integrity  
responsibility  
respect

*Armour High School  
Student Handbook  
2024-2025*

For additional school information visit - [www.armour.k12.sd.us](http://www.armour.k12.sd.us)

**Mission Statement**

The Armour School District, in partnership with the community, will provide each student the opportunity to develop intellectually, emotionally, physically, and socially in a safe and orderly environment.

**Vision Statement**

The Armour School will provide a learning environment which is conducive to developing the unique intellectual, social, physical and emotional potential of each child. We will be responsive to the learning styles of every child because we believe all children can learn. We believe that high expectations are fundamental to peak performance. We are committed to developing life long learners who can compete in a global society.

Armour’s school vision is built upon the principle of the school as a community of learners and leaders. Teachers and support staff are valued members in a learning environment where cooperation, teamwork and continuous professional growth are expected. Teachers work as collaborative teams when planning curriculum; they design and implement an academic program that is appropriate at their grade level. Teachers enhance the program with their own creativity.

An essential component of the school vision is the school/community connection. We view parents as friends and colleagues and together we appreciate the broad diversity in our community. Staff and parents will play a critical role in developing a school where children are successful and thriving.

**Belief Statements**

- Students are our first priority.
- All students can learn and must be taught effectively according to their individual needs and differences and it is their responsibility to learn.
- Education is a partnership among students, staff, board of education, families and the community who share the responsibility of teaching students to value education and life-long learning.
- Schools must provide a positive and safe environment where mutual respect and individual accountability is learned and practiced.
- The school environment must promote the skills, knowledge and attitudes needed to become responsible, productive members of society.
- An effective educational system is attentive to the needs of a changing and global society.
- The district must be fiscally accountable while recruiting and retaining quality staff and maintaining and updating programs and facilities.

**NON-DISCRIMINATION POLICY**

It is the policy of the Armour School District that no person be subjected to discrimination on the basis of race, national origin, religion, sex, age, marital status, or individuals with disabilities in any program, service, or activity for which the school district is responsible as required by Title IX P.L. 93-112 Sec. 504.

**GRADING SYSTEM**

| <u>Percentage</u> | <u>Letter Grade</u> | <u>GPA Equivalent</u> |
|-------------------|---------------------|-----------------------|
| 96-100%           | A                   | 4.00                  |
| 94-95             | A-                  | 3.67                  |
| 92-93             | B+                  | 3.33                  |
| 87-91             | B                   | 3.00                  |
| 85-86             | B-                  | 2.67                  |
| 83-84             | C+                  | 2.33                  |
| 79-82             | C                   | 2.00                  |
| 77-78             | C-                  | 1.67                  |
| 75-76             | D+                  | 1.33                  |
| 71-74             | D                   | 1.00                  |
| 70-71             | D-                  | 0.67                  |
| 69-0              | F                   | 0.00                  |
| *Incomplete       | I                   |                       |

\* All incompletes must be made up within two weeks after the end of the nine week period unless special circumstances are granted by the principal. Incompletes that are not made up in the allotted time will become an F. Some dual credit, shared classes, distance ed, or online classes may have a different grading scale than that above. In these cases, the letter grade assigned by the provider will supersede the above scale.

Grade Point Averages (GPA) will be based on a 4 point scale. GPA and class rank will be based on semester grades only. Semester grades will be computed as follows: 2/5 for quarter 1, 2/5 for quarter 2, and 1/5 for semester test.

## ARMOUR HS GRADUATION REQUIREMENTS

22 total Credits including:

- 4 units of English (inc 1 unit Writing, ½ unit Speech, 1 unit Literature)
- 3 units of social science (including 1 unit of American History, 1 unit of American Gov't, ½ unit of World History and ½ unit of Geography)
- 3 units of Math (Algebra I & higher)  
All students must take a math class their junior year.
- 3 units of Science (including 1 unit Physical Science, 1 unit Biology)
- 1 unit of either Approved CTE or World Language or Capstone
- ½ unit of Foundations in Technology
- ½ unit of Physical Education
- 1 unit of Fine Arts
- ½ unit for senior venture project

## SD Graduation Requirements

SD has implemented a new set of requirements that must take affect by 2020. The Armour School District may allow students to select the tract from either option #1 or #2 depending upon which best serves the needs of the individual student and plan. Regardless of path, the Armour School District is requiring all students to, at a minimum, to enroll in all courses listed on the bottom of page 5. In addition, the district requires all students to complete a senior capstone project as a graduation requirement.

The new requirements have four paths to a diploma. Successful completion of three of these paths will result in an endorsement on the diploma.

**Remember: In addition to the requirements below, all Armour HS students are required to enroll in ½ unit Foundations of Technology, ½ unit World History, ½ unit World Geography, and additional ½ unit of US Gov't, and a capstone senior project. All students must take math their junior year.**

### Basic Diploma (22 Credits)

- 4 Units English (1 unit Writing, ½ unit Speech, 1 unit Lit (½ Am Lit)
- 3 Units Math (1 unit Algebra)
- 3 Units Science (1 unit Biology)
- 3 Units Social Science (1 unit US History, ½ unit US Gov't)
- 1 Unit Fine Arts
- ½ Unit Physical Education
- ½ Unit Health Education
- ½ Unit Personal Finance
- 1 Unit Approved CTE or World Language or Capstone Experience
- 5.5 Units of Electives

**Advanced Career Endorsement (22 Credits)**

4 Units English (1 unit Writing, ½ unit Speech, 1 unit Lit (½ Am Lit))

3 Units Math (1 unit Algebra)

3 Units Science (1 unit Biology)

3 Units Social Science (1 unit US History, ½ unit US Gov't)

1 Unit Fine Arts

½ Unit Physical Education

½ Unit Health Education

½ Unit Personal Finance

**2 Units Approved CTE from same career cluster or 2 units Capstone Ex**

5.5 Units of Electives

**AND Attainment of industry-recognized credential OR National Career Readiness Certificate of Silver or Higher**

7

**Advanced Endorsement (22 Credits) (Needed for University Entry)**

4 Units English (1 unit Writing, ½ unit Speech, 1 unit Lit (½ Am Lit))

**3 Units Math (1 unit Algebra, 1 unit Geometry, 1 unit Algebra II)**

**3 Units Science (1 unit Biology, 2 units Lab Sciences)**

3 Units Social Science (1 unit US History, ½ unit US Gov't)

1 Unit Fine Arts

½ Unit Physical Education

½ Unit Health Education

½ Unit Personal Finance

1 Unit Approved CTE or World Language or Capstone Experience

5.5 Units of Electives

**Advanced Honors Endorsement (22 Credits) (Opportunity Scholarship)**

**4 Units English (1.5 unit Writing, ½ unit Speech, 1.5 unit Lit (½ Am Lit))**

**4 Units Math (1 unit Algebra, Geometry, Alg II, Advanced Math)**

**4 Units Science (1 unit Physical Sci, Biology, Chemistry or Physics)**

**3 Units Social Sci (1 unit US History, ½ unit Gov't, ½ W Hist, ½ Geog)**

1 Unit Fine Arts

½ Unit Physical Education

½ Unit Health Education

½ Unit Personal Finance

**2 Units Approved CTE or same World Language**

5.5 Units of Electives

## **SD Opportunity Scholarship**

To meet the curriculum requirements for the Opportunity Scholarship, all recipients must receive a C or higher on all required coursework listed above for the Advanced Honors Endorsement. In addition, students must graduate with a GPA of 3.0 and score an ACT Composite score of 24 or higher.

### **CLASS LOADS**

All students must take a minimum class load of five academic courses or the number of classes determined a minimum load by an Individual Education Plan (I.E.P.) An exception may be made under certain circumstances with the permission of the principal and with parental consent.

All students will be full time students taking a minimum load unless one of the following situations exist:

1. The student has completed eight semesters of school, is classified as a senior, and is in his/her ninth semester of school.
2. An IEP alters full-time status.

### **GRADE CLASSIFICATION**

Students will be classified as follows:

|                    |  |
|--------------------|--|
| 0.00-4.5 Credits   | Freshman                                   |
| 4.75-9 Credits     | Sophomore and in 2 <sup>nd</sup> year      |
| 9.25-13.75 Credits | Junior and in 3 <sup>rd</sup> year         |
| Above 14.0 Credits | Senior and in 4 <sup>th</sup> year or more |

### **HONOR ROLL**

Honor roll will be based on quarter grades. Placement will be based on a graduated point scale. Points will be calculated on a 4.0 point system in which an A = 4.0, A- = 3.67, B+ = 3.33, B=3.0, B-=2.67, C+=2.33, C=2.0, & C-=1.67. Anyone with a grade lower than a C- will not be eligible for the either honor roll. Honor roll will be calculated shortly after grades are submitted. Anyone with an incomplete at that time will not be eligible for either honor roll. A student's average will be calculated by taking the total points divided by the number of courses taken. A student receiving a "D+" or lower will not be eligible for honor roll. A student with an incomplete at the time the honor roll is calculated will not be eligible for the honor roll. **Student must be taking 5 academic classes to be considered eligible for Honor Roll.**

A student must have an average of 3.0 average to be placed on the "B" Honor Roll. Placement on the "A" Honor Roll will be based on the following:

- Students must have a 3.67 or above to be on the A honor roll.

### **SEMESTER TESTS**

Students will take semester tests in all classes. Second semester seniors may be exempted. In addition, some distance ed, dual credit, shared classes, or AP classes may not include semester tests. Semester tests account for 1/5 of the semester grade.

### **PARENT PORTAL (via the Internet)**

Any parent and/or student with Internet access may view their child's academic and attendance records. Grades should be updated by Monday of each week. Parents and students must sign a permission slip and will be given a password to access their records. If interested, contact the school.

### **SENIOR PRIVILEGES**

Senior privileges may be available starting the 1<sup>st</sup> quarter of the school year with the criteria to be determined by the administration at the discretion of the school board. Rules for senior privileges shall be:

1. Parental consent.
2. Based on the semester grade.
  - a. No grade lower than a "C-" in any class.
  - b. Grades rechecked at mid-quarter and at the end of every nine-weeks with the same "C-" requirement.
3. Students must be in good standing with the faculty and administration.
4. Any teacher may recommend to the principal that a student lose his privileges for just cause.
5. The administration may suspend or cancel senior privileges for any or all seniors at any time.
6. With freedom comes responsibility--it is each senior's responsibility to meet all deadlines, obey all school rules, and set a good example for underclassmen.
7. Remember that this is a "privilege."
8. Students must be on-time to class with minimal tardies.

## **NATIONAL HONOR SOCIETY**

All policies and procedures for NHS chapters are based on the provisions of the National Constitution. A full copy of this constitution is available online at [nhs.us](http://nhs.us) or from the chapter advisor or principal.

Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to demonstrate these qualities. The Faculty Council will consist of five faculty members.

To be eligible to apply, candidates must be a member of these classes (sophomore, junior, senior). To be eligible to apply, students must have a cumulative scholastic average of at least 3.25 on a 4.0 scale.

The selection of each member shall be by a majority vote of the Faculty Council.

Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. For purposes of dismissal, a majority vote of the Faculty Council is required. A member who has been dismissed may appeal the decision to the principal.

## **ARMOUR VIRTUAL SCHOOL POLICY**

All virtual education programs and courses will be consistent with District instructional goals and aligned with South Dakota's academic standards, curriculum frameworks and assessments, and accredited by the South Dakota Department of Education.

### **Student Application for Virtual High School Courses**

Students applying for permission to take a virtual/online course will do the following:

- Meet with the counselor and/or administration to assess the student ability to function effectively in an online or virtual school environment
- Complete prerequisites
- Demonstrate proper academic ability, attendance history, and behavioral history

The Armour School District 21-1 requires that all students in high school take five academic classes each semester. Curriculum offered includes all courses required to graduate and also those necessary to receive a Regental Diploma and qualify for the South Dakota Opportunity Scholarship. The purpose of virtual school courses should therefore be for increased rigor or for courses which are deemed necessary but are not available in the high school, or courses which are required to graduate but are not available within the student's schedule.

### **Credit for Virtual Coursework**

Credit from a virtual course may be earned in the following circumstances:

- The course is not offered at the District's high school
  - In all cases, the course must be approved in advance by the administration. Factors including course content, rigor, and the necessity of the course in the student's plan of study will be considered. In addition, the availability of resources including room, equipment, and staff will be considered in every decision.
  - Exception: A student will be allowed to take a course currently offered at the district level through the virtual school if it is a sixth class taken in addition to the five classes being taken within the district's regular curriculum
    - All costs will be paid for by the student
    - If a student wishes to withdraw from the virtual class and enroll in the district's class they must do so within the first 10 school days of the start of the class
- The district does offer the course, but the student is unable to take it due to an unavoidable scheduling conflict
  - Every effort will be made to resolve the conflict
  - If the conflict is the result of a student failing a course, the student will pay for all costs of that class
- The course is an approved AP (Advanced Placement) course.

- The SD Dept. of Education has contracted to provide some online AP courses at no cost to students provided that the student passes the course with a “C” and passes the end of course exam with a score of “3.” AP courses can be taken as one of the five required academic classes.
- The course is a Dual Credit College Course
  - Including but not limited to the Dual Credit courses available through the SD Department of Education program.

### **Grades for Virtual Coursework**

Students must pass all virtual coursework to receive credit. The grade received for non AP classes and non college classes will be based upon the district’s grading scale and grading policies unless specified different by the provider and agreed upon by the administration. AP providers and college institutions will determine the grade for AP courses and college courses. AP courses are graded on a 4.0 scale. If a student does not score a 3 or better on an AP End of Course Exam, they do not receive college credit and must reimburse SD for all costs.

### **SD Dept. of Ed Dual Credit Coursework**

- Dual credit courses are offered by the postsecondary institution’s faculty members, are governed by the postsecondary institution’s policies, and follow the postsecondary institution’s established processes for admissions, registration, billing and grade reporting.
- Select dual credit coursework will be available to public high school students in grades 11-12 at a very reduced rate per credit.
- In order to access the reduced cost courses, students must register for the coursework through their local school district, and the local school district must agree that the dual credit coursework will be recorded on the student’s transcript and will be used to calculate academic standing. Students are responsible for the cost of the course credits and any required textbooks or related course materials.
- Each postsecondary institution’s academic drop/add dates apply. The student will incur any loss of payment that results from dropping course.
- If a student fails a dual credit course, the course grade must be reflected on the student’s high school and post-high school transcripts and used to calculate academic standing.
- A list of the courses available through this program can be found at:  
<http://www.sdmylife.com/educators/advanced-education-opportunities/>
- Enrollment Requirements for Technical Institutes vary depending upon the institution as well as the course. For example, several math and English courses require a set of achievement levels on ACT or other entrance tests.
- Enrollment Requirement for Dual Credit Courses from SD Bd of Regents Schools (4-year colleges).
  - Students must be a junior or a senior.
  - Students must meet one of the four requirements below:
    1. Juniors must meet one of the following requirements:
      - Earn an ACT composite score of 24
      - Rank in upper 1/3 of class
      - Earn a Cumulative GPA of at least 3.5
    2. Seniors must meet one of the following requirements:
      - Earn an ACT composite score of 21
      - Rank in the upper ½ of class
      - Earn a GPA of at least 3.25
    3. Juniors or seniors who meet all of the following:
      - ACT of 18 (21 for USD & SDSM&T)
      - Successful completion of:
        - Four years of English
        - Three years of advanced math
        - Three years of lab science
        - Three years of social studies
        - One year of fine arts
    4. Take the Accuplacer with the following scores:
      - Sentence Skills – Score 86
      - Elementary Algebra 0 Score 76

### **Remedial Coursework**

- South Dakota's Board of Regent universities determine a student's eligibility for college level courses based on ACT English and mathematic sub-scores. Students with an 18 or higher in English and a 20 or higher in mathematics can register for college level coursework. Students whose ACT scores are below this must take remedial coursework.
- SDVS, in partnership with the South Dakota Board of Regents, is introducing a new program to assist students in reaching their goal of being college ready. Starting mid-October, districts can register students for remedial course work in the English and math content areas. Students will begin by taking a proctored diagnostic assessment, called Accuplacer. The Accuplacer assessment will then place students into coursework specific to their academic needs.
- Students who fail to reach the benchmarks through the ACT may be exempted from remedial courses if they score a Level III or Level IV on the Smarter Balance Assessment.
- Courses range in cost from \$125-\$175 which is paid by the student. No secondary or postsecondary credit may be awarded for this program.

### **Other Policies Concerning Virtual Coursework**

- Students must complete all coursework within the calendar structure of the local district unless permission is granted from the administration in advance
- If the class taken is one of the five academic classes required by the district the student is required to be in attendance at the district building for a full regularly scheduled period as they would in any other academic class. This is also true if it is a sixth course being taken as a make-up for a previously failed course.
  - In this circumstance a student is still required to put in regularly scheduled seat time even if it is an online internet based course and even if the student has senior privileges.
- If the class taken is an online internet based course and is being taken as a sixth course the seat time requirement may be waved provided it is approved by the administration and the student demonstrates adequate grades and progress in the course.
- The student and parents must sign a contract for any virtual course.

### **Costs for Virtual Coursework**

- The school district will pay all costs for any course being delivered via the virtual school if it is part of the district's regular offering of coursework and it is the only delivery method of that course.
- In all other instances, the student will be responsible for all costs of the virtual school courses.
  - This includes the following:
    - registration and/or costs of the course from the delivery source
    - costs required for credit
    - costs for textbooks (provided the district does not have the textbook)
    - costs for resources including lab materials
  - If the class is taken over the VTEL system, the student will pay for
    - costs for training for staff
    - costs of compensation for staff
    - equipment and/or room fees
      - The minimum charge will be \$125 per semester
  - Textbooks will be purchased on a case by case basis. The school will furnish the textbook if so desired. School textbooks are not to be written in or abused in any way. Violations will be subject to fines or replacement. The student may choose to purchase the book and will retain the book after completion.
- The State of South Dakota will pay for each successfully completed "Learning Power" Advanced Placement AP semester course that a student completes and does not withdraw from for any reason. Successfully completing a course is achieved when a student receives a "C" grade or above from the Advanced Placement teacher. Withdrawing and/or incompleting of a course means that a student does not complete the course with a "C" grade or above. If a student does not successfully complete a course or withdraws from a course, the cost will be assumed by the student. The state will determine in all instances if a course requirement has not been fulfilled.

## **ATTENDANCE**

It is required by law that all children from age five to 17 regularly attend school until completing the first eight grades or reaching age 18. It is extremely important students regularly attend classes. The learning process involves class discussions, lectures, media presentations, etc. as well as homework. A missed class can never be made up. Written work is only about 25 percent of the learning that takes place in a class. Students and parents will have to make many sacrifices in order to have regular attendance at school.

### **ATTENDANCE RECORDS**

#### **Policies and Employment, Scholarships & School Choice**

Attendance will be taken each period of the day. Days of absence and tardiness will be accumulated and recorded on report cards and on the school's permanent records. The principal receives numerous calls from companies and employers requesting attendance information. As much or more emphasis is given to regular attendance as is to grades. Many students are not considered by employers because of too many absences or tardiness. In addition, scholarship committees and college/vo-tech admission departments place great emphasis on attendance records when considering awards and entrance to their schools.

#### **EXCUSED ABSENCES**

Generally, excused absences will be honored for:

1. Personal illness or injury.
2. Family emergencies (death, serious illness, catastrophe).
3. Funeral
4. Impassable roads.
5. Dental/medical appointments
6. Special occasions or parental requests cleared by the administration.
7. Written notes or a parent phone call are required.

#### **UNEXCUSED ABSENCES**

Unexcused absences consist of any absence not defined under the section of excused absences. Failure to complete work missed on these days will result in an incomplete for the course.

Excused absences will be considered unexcused until a written note signed by a parent or guardian is received by the office.

#### **SCHOOL ATTENDANCE POLICIES**

1. If a student is expected to be absent parents should call the school between 8:00 and 9:00 a.m.
2. A student shall not leave school during the school day without reporting to the principal's office and obtaining permission.
3. An absence from school without the authorization of the parents and the school is an unexcused absence.
4. Period attendance will be maintained.
5. As soon as a student returns following an absence, the student must:
  - a. Report to Andrea's office to receive a make-up slip.
  - b. Bring a written excuse signed by a parent or guardian unless one was given to the principal in advance.
  - c. See your teachers to get any make-up work
6. You will not be counted absent if:
  - a. You are participating in a school sponsored activity
  - b. You ride the bus and the bus is late.
  - c. National Guard exercises, college entrance exams, a limited number of college visits, or in special cases granted by the principal in advance.
7. It is the student's responsibility to see their teachers the morning following the absence.
8. Provided the student follows the above procedures, under normal circumstances the student will be given 2 days for the first day of absence and 1 day for each subsequent day to complete make-up assignments.

#### **9. Planned Extended Absence Policy**

- A. For the purposes of this policy, an absence of three or more days will be considered an extended absence. This policy is for planned absences only (ie. family trips, stock shows, etc.). It does not apply to emergencies, sudden illness, etc.
  - B. School officials must be notified of planned extended absences in advance. This notification must be equal to as many school days as the student is plans on missing. (ie. Three school days notice for a planned absence of three days.)
  - C. The student will receive a make-up slip at the time they give notice. The student will be expected to complete a reasonable amount of work before leaving. This work will be indicated on the initial make-up slip prior to their planned absence. It is not reasonable to expect a student to make-up all of the work in advance.
    - Failure to get a make-up slip in a timely manner will limit the time the student has to do the work prior to leaving. It will **NOT** reduce the amount expected to be completed prior to leaving.
    - Failure to do the work assigned prior to leaving will result in either a “0” for that assignment/assessment or, at the teacher’s discretion, a reduced grade upon completion after the student has returned.
  - D. Students should obtain a second make-up slip immediately upon their return. They will be given one day for each day gone in which to complete all of their work.
    - Teachers can require students to complete some of the work or take quizzes or exams prior to the final date that the make-up slip is due in the office, provided it is a reasonable timeline and the teacher has given the student prior notice. For example, a student may be required to take a test three days after they return even if the make-up slip itself is not due back in the office until five days after they return. These expectations will be written on the second makeup slip. If the student feels the request is not reasonable, they may ask for a principal’s intervention immediately.
    - Students will not be expected to take an exam or similar assessment the first day they return however they may **CHOOSE** to do so.
    - If teachers do not assign any work prior to the student leaving, the student will not be expected to complete any of the work until the date the second make-up slip is due.
10. A student not adhering to the policy explained below may be dropped from the class and receive no credit for the semester. The policy will be administered as follows:
- a. **AFTER A STUDENT HAS BEEN ABSENT FOUR DAYS** from any one class in one semester, a letter will be sent to the parents. The parents may be contacted by phone and a conference may be set up.
  - b. **AFTER A STUDENT HAS BEEN ABSENT EIGHT DAYS** from any one class in one semester, a conference with student and parents will be set up. Parents will be notified by telephone and/or by letter.
  - c. A student who misses 8 or more classes in a semester may only miss further days for doctor appointments, funerals, or family emergencies. In all cases, the absence must be documented and cleared through the principal.
  - d. Once a student has exceeded 8 absences from a class, a decision will be made whether or not to drop that student from the class with no credit.
  - e. If a student and his/her parents believe there were unusual circumstances causing these absences, a written appeal may be given to the superintendent within 5 days. If further considerations are sought, a written appeal may be given to the school board within 5 days who will render the final decision. If an appeal is in progress, the student shall continue to be enrolled in that class.
- In the event of severe illness, severe injury, special crisis situation, or I.E.P., an exception may be made. The final decision will rest with the school officials.

### **TARDINESS**

When you arrive late for your class, it causes a disruption in the learning of your fellow students and the instruction of the teacher. A student will be counted tardy if he/she fails to be at the assigned work station when the final bell sounds. If a student is tardy between classes because of a teacher conference, the teacher will provide a written excuse. In all cases, the teacher in charge, and/or the principal will decide whether the tardy is excused or unexcused.

If you arrive in school after the bell has rung, you first should report to the office.

More than three unexcused tardies in one Mid-Term will result in morning detention. Continual tardiness will result in increased detention time or in school suspension.

## ALCOHOL, DRUGS & TOBACCO POLICY

The Armour School Board is dedicated to providing a healthy, comfortable and productive environment for staff, students, and citizens. The School Board believes that education has a central role in establishing patterns of behavior related to good health and shall take measures to help its students to resist alcohol, drugs, nicotine and tobacco use. Curriculum related to prevention of the use of such substances is introduced at the primary grade levels and given greater in depth as the student proceeds through the school system.

Tobacco is an illegal substance for minors. The Armour School Campus is a tobacco free facility. Therefore, any tobacco products, including chew, hookah pipes, vapes, nicotine pouches, or e-cigarettes (regardless of content) are not to be in a student's possession while on campus or at school events.

Students found under the influence of, or in the possession of tobacco, alcohol, drugs, vapes, nicotine, marijuana, or any controlled substances during the school day, or on the school grounds, at any school event, at home or away, and on buses may be suspended from school. Any substance used for ingesting or inhaling with the purpose to become intoxicated will be classified as a controlled substance. Possession of any drug paraphernalia which can be used for ingesting or inhaling (ie. vape pen) is a violation of the district's drug policy.

In the event of violation of this policy, parents will be notified as well as law enforcement. The time of out of school suspension or in school suspension for first time offenders will be up to the following: 3 days for tobacco/vape violation; 5 days for alcohol violation; 10 days for violations involving drugs, marijuana, controlled substances, inhalants, ingesting or drug paraphernalia. Any subsequent violations will result in increased suspension time or expulsion.

Students will be required to complete all work assigned during their absence. The student may or may not get credit for their homework during the suspension, subject to the administration's discretion.

Suspension from extracurricular activities for controlled substance violations. (SDCL 13-32-9) Any person adjudicated, convicted ... for possession, use, or distribution of controlled drugs, or substance, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Dept. of Ed for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence.

The one-year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities.

## OTHER POLICIES OF AHS

### Pop, Gum, Candy, & Water

Students are not to have pop, candy or gum in the building during school hours without permission. Violations will result in detention. Detention throughout the semester will accrue in 1- minute increments up to one hour for each violation. Students may have pop, candy or gum outside of the building during noon break. Students may carry water bottles with them to class provided they have a cap on the bottle and the teacher allows such containers in their classrooms.

### Car Regulations

Any student who drives an automobile, motorcycle, or other vehicle to school will be expected to park such vehicles from the time of arrival until the time of departure. There will be absolutely **no** driving between the hours of 8:20 a.m. and 3:30 p.m. without permission from the principal. Parents can request their child be allowed to drive by giving written permission prior to the child driving. In addition, parents can grant their child permission to drive over lunch by completing and signing the form provided by the principal.

### Vandalism

Damaging or attempting to damage school or private property on school grounds, or at other locations of school events will be dealt with **severely**. The student and/or parent/guardian will be liable for damages and discipline action will be taken.

### **Cell Phones**

Cell phones are allowed in the school under the following guidelines:

They are NOT to be used for any purpose during class time, study halls, or SRB's without permission from their teachers. They may be used between classes. If a student has them on themselves during class or study halls, they are to be on silent and no vibrate or off and placed on the desk in the teacher's sight. If the cell phone is used for any purpose or rings or vibrates, it will be considered a violation. If a student picks it up to look at it will be considered a violation strictly prohibited during the school day. It is impossible to discern the purpose of the use so any use is a violation. If this policy does not work, cell phones will be banned from school for the entire day. Any student in violation will be subject to the following policy. If a student does need to use their cell phone, they simply need to get permission from the office or the teacher in charge in advance.

1<sup>st</sup> offense – loss of cell phone privilege for the day and 1 hour detention

2<sup>nd</sup> offense – loss of cell phone privilege for the day, parent notification, 1 hour detention.

3<sup>rd</sup> offense – loss of cell phone privilege for 1 week (5 school days), parent notification. Student will not be allowed to bring any phone to school for 5 school days. 1 hour detention.

4<sup>th</sup> offense – loss of cell phone privilege for 1 week (5 school days). Student will not be allowed to bring any phone to school for 15 days. Saturday detention.

Additional offense(s) – meeting with parent and superintendent.

Consequences to follow.

### **Dress Code**

Generally, it is the responsibility of parents to determine what is appropriate dress and grooming for their children. However, in the interests of cleanliness, decency, and good taste, restrictions on a student's dress and grooming are necessary when they create a danger to the student's health and safety, interference with the educational process, or a disruption of school.

Public schools are not in anyway to endorse or promote immorality or the use of illegal substances. This includes illegal substances for minors. Therefore, no student will be permitted to wear clothing that in any way endorses or advertises drugs, alcohol, tobacco, sex, pornography, ethnic slurs, or any other topic or matter that may violate the rights and dignity of others or in any way prove a distraction to the operation of the schools. This shall include buttons, signs, or any means of such demonstration. Examples of inappropriate for wearing to school include: sunglasses, caps, halter tops, tube tops, shirts short enough to expose bare skin above the beltline, tank tops, and threadbare or torn jeans which expose underwear.

### **Cheating**

Teachers will take the test paper, quiz, or other work from any student caught cheating and the student will be given a "0." In addition, any student allowing another to cheat off his/her work will also have their work removed and receive a "0" for that work. Plagiarism (using another's work as one's own) will result in the same action.

### **Book Fines**

Textbooks are furnished by the school district. Book fines will be levied against those students who mutilate, deface, destroy, or lose their books. The amount of the fines will be determined by the teacher. Lost books will be paid for based on the replacement value of the book.

### **School Closings**

Information concerning the closing of school during times of such emergencies as a snow storm can be obtained by tuning your radio to station WNAX, Yankton, KMIT FM, Mitchell, and your television to KELO-TV. School closings will also be posted on all social media outlets as well as on the mobile app and keloland weather app. Such information will be put out by 7:00 a.m. when possible. We will also attempt to reach all parents via an ALL-CALL, text message, and app notification.

### **Lockers**

Each student is provided with a locker. Each locker comes with a combination lock which must be used. Students are not to prop locks open. While the lockers are provided for student's use, convenience, and security, they remain school property and are subject to the search policy below.

### **Interrogations and Searches**

Searches by Staff. The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.), and the seizure of items in his possession:

1. All district property, including, but not limited to, real estate, buildings, offices, desks, storage areas, lockers, computer systems and equipment, voice mail, and vehicles, is owned by the district, and is

intended for educational purposes, and district business, at all times. Students shall have no expectation of privacy when using school property.

2. General housekeeping inspection of school property may be conducted with reasonable notice.
3. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

**Searches of Student Property by Police.** A proper search warrant is required for any search of a student's personal property kept on school premises; however, if the police have a reason to believe any item that might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.

**Interrogations by Police.** The school district has legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or the principal's designee will cooperate. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. Parents or guardians will not be contacted in child abuse cases if the law enforcement official requests confidentiality.
3. If custody and/or arrest involved, the principal will request that all procedural safeguards, as prescribed by law, be observed.

### **Hot Lunch**

The Armour School District participates in the school lunch program. This program is designed to make a nutritious and well-balanced lunch available to every student. Prices for lunches will be determined.

### **Medicines and Students**

Students will not be permitted to take medication while at school unless such medicine is under specific written request of the parent or guardian and under the written instructions of the student's physician.

The above policy covers all prescription and other drugs, except that aspirin, acetaminophen, and/or ibuprofen may be given at the discretion of the administration upon written or verbal authorization of the parent or guardian.

### **Weapons**

Guns and other dangerous weapons will not be tolerated on school grounds or in the possession of students during school hours. Violators will be severely punished which may include suspension or expulsion. In addition, proper authorities will be notified and legal action may result.

In the case of biology, art, wood and leather working, prom building, and any other cases where a knife or sharp instrument is to be used to complete a school project, an exception may be made. Any such use should be under the direction of an instructor and under proper supervision.

### **Bomb Threats**

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. No person shall make, or communicate by any means, whether verbal or non-verbal, a threat of a bomb has been, or will be, placed on school premises. It is also a violation to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises. A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to any employee in a position of authority.

Making a bomb threat is a crime. Any student suspected of making a bomb threat shall be reported to law enforcement. Apart from any penalty imposed by law, a student who makes a bomb threat shall be subject to disciplinary action including suspension or expulsion. Failure to report a bomb threat will result in disciplinary action as well.

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity. Time lost may be rescheduled on a vacation day, Saturday, or after the scheduled end of the school year.

### **Worker Assignments for Games**

Presidents of classes and organizations will assign all workers for all games to be worked for a complete sport season. This should be done prior to each season and be done as equitably as possible. Consideration must be given to participation in the event including band, cheerleading, statisticians, etc.

All workers are responsible to work their shift or find a suitable replacement within their organization. Failure to do so will result in a 1/2 hour detention plus reassignment for a future game. The second failure will result in further punishment.

If you are late for your shift, you will be assigned detention time accordingly, with a minimum of 15 minutes.

You are not to leave the concession stand during your shift without permission from the advisor. Also, you are not to leave your shift until your replacement arrives. If you must leave to prepare for your part in the contest before your replacement arrives, do so only after receiving permission from the supervisor.

The concession stand will be closed during basketball and volleyball contests. However, you may not leave until the supervisor agrees that all necessary work is done and dismisses you. Shifts will run as follows:

Basketball - 4 workers from 6:00 until the end of "B" game & 4 workers from 2 minutes to go in the "B" game until the end of the 3rd quarter.

Double Headers – Shifts will be announced but will generally run from 5:00 to 7:00 and 7:00 until dismissal or 4:00 to 6:30 and 6:30 until dismissal.

Football - 4 workers from 6:30 until the end of the 1st quarter & 4 workers from end of 1st quarter until dismissal.

Volleyball - 3 workers for each shift. Shifts will be determined depending upon the starting time and the number of matches (similar to BB above).

**\*Note.** The shifts may be adjusted as necessary during the season. 1<sup>st</sup> shift workers may be asked to come earlier if there is a "C" match.

### **Eligibility for Athletic Participation and Training Rules**

**\*\*\*A TDA Nighthawk Activity Handbook has been created and approved by the school boards of Armour and Tripp/Delmont. All athletes will be provided with this handbook by the coaches of their respective sports. All policies in the activity handbook will become part of the student handbook and will be enforced.**

The AHS athletic program includes football, basketball, volleyball, track and field, and cheerleading. It provides recreation for both girls and boys and all are encouraged to enter the program. Training rules will be set and strictly enforced.

The state eligibility code states that "any student who does not pass four (4) subjects in a semester is ineligible to participate in the subsequent semester." This rule will be enforced.

Students must be in attendance for at least one-half of the school day to participate in an activity held that evening. Exceptions must be cleared by the principal in advance.

### **Training Rule Policies**

#### **Athletics**

**\*\*\*** A TDA Nighthawk Activity Handbook has been created and approved by the school boards of Armour and Tripp/Delmont. All athletes will be provided with this handbook by the coaches of their respective sports. All policies in the handbook will be enforced.

#### **Fine Art Participants**

- 1<sup>st</sup> Offense - ineligible to participate in the next SDHSAA sanctioned fine art event.
  - ie. One-Act Play, All-State Chorus, Region Music Contest, Oral Interp. Does not include local events (Spring concert, pep band, school play)
- 2<sup>nd</sup> Offense - ineligible to participate in the next two SDHSAA sanctioned events
- 3<sup>rd</sup> Offense - Ineligible to participate for the subsequent 12 months. If a student participates in an administrative-approved counseling program for substance/alcohol use or abuse and the counselor/program can verify in writing that the student successfully completed the program, the suspension may be reduced to 6 months. Any costs associated with the outside counselor/program are the responsibility of the student and/or the student's family.

Participants in both athletics and fine arts

The timelines outlined in the TDA Activity Handbook for athletes will be implemented. Students would be ineligible for any SDHSAA sanctioned fine art events during the time of their athletic suspension.

#### Other Training Rule Policies

- Any student suspended from school for any reason will not be allowed to participate in any school activity until they have attended a full day of school following the suspension.
- All students are subject to training rules even if they are not currently involved in an activity.
- Students are required to participate in practice while ineligible. They are not allowed to dress for contests.

#### **Activity Participation Drug-Screening**

- A. Policy Statement:** The Armour School District 21-1 is conducting a drug-screening program for SDHSAA activity participants. The focus and intent of the policy is as follows:
1. To provide for the health and safety of all activity participants.
  2. To undermine the effects of peer pressure by providing a legitimate reason for activity participants to refuse to use illegal drugs.
  3. To encourage students who use illegal drugs to become drug-free.
  4. To encourage activity participants who use drugs to participate in drug treatment programs.
- B. Definitions:** Are as follows:
1. **Drug:** Any substance considered illegal by South Dakota statute.
  2. **Activity Participant:** Any student in grades 7 – 12 that would be participating in a competitive interscholastic program (fine arts activity or athletic competition) sanctioned by the South Dakota High School Activities Association and sponsored by the Armour School District 21-1.
- C. Procedures for Activities Participant:** Are as follows:
1. **Consent:** Each student wishing to participate in any SDHSAA competitive interscholastic program will be required to have legal parent/guardian consent in writing for drug screening. No student shall be allowed to participate in any interscholastic program absent such consent.
  2. **Initial Screening:** All students choosing to participate in any SDHSAA competitive interscholastic program may be required to participate in an initial screening prior to participation. An initial screening will be done at the beginning of the school year prior to the start of athletic practices or fine arts competitions. Students need only complete one initial screening. Students that do not participate in the initial screening for fall sports or activities but participate in either winter or spring sports or activities may be required to do an initial screening prior to participation.
  3. **Random Screenings:** Random screenings will be unannounced and conducted at any time. Tests may be administered to a random sampling or may consist of testing all of the members of a particular team or organization. In addition, the administration may choose to test all students involved in any SDHSAA sanctioned activity.
- D. Sample Selection:** The school district will contract with a nurse or certified clinic for sample collection. Samples will be collected at an assigned time on the same day the student is selected for screening. If a student is unable to produce a sample at any particular time, the student will be given time up to one (1) hour to provide the sample. Any student refusing to provide a sample will face the same sanctions as if he or she had failed the drug screening.
- E. Prescription Medication:** Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to the nurse or clinician at the time a sample is collected. Students who refuse to verification and screen positive will be subject to the sanctions specified below for "positive screens".
- F. Procedures in the Event of a Positive Result:** A student testing positive for an illegal drug or illegal substance will be subject to the same sanctions as if he or she had failed a screening done by law enforcement as provided for in state statute (SDCL 13-32-9). This statute imposes a one calendar year suspension of extra curricular activities for controlled substance violations from the date of adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of a controlled drug or substance or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15.
- G. Non-punitive Nature Policy:** No activity participant shall be penalized academically for testing positive for illegal drugs. The results of drug screening pursuant to this policy will not be documented in any student's academic records. Information regarding the results on positive drug screening will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit. The student and the student's parents/guardians will be notified at least 72 hours before response is made by the District.

## **Computer Network, Internet, and E-Mail Acceptable Use Policy**

The Internet is a vast global network, linking computers at universities, high school, labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading on the Internet, many which are of educational value. Because of its enormous size, the Internet's potential is boundless. It is possible to speak with everyone from prominent scientists to world leaders to a friend at college. In addition, Armour High School and many of its instructors have websites which provide information for students. However, with such great potential for education also comes some potential for abuse. It is the purpose of this list of guidelines, as well as the contract for Internet use, to ensure that all who use Internet, both students and faculty, use this valuable resource in an appropriate manner.

The Armour School is pleased to offer Internet access for all students. We believe the Internet offers valuable resources to students and teachers. However, with access to information comes the availability of material that may not be appropriate. Precautions have been taken to restrict access to controversial materials. However, it is impossible to control all materials. We believe that the benefits to students from access to the Internet exceed the disadvantages. We will respect each family's right to decide whether or not to apply for access.

### **The most important prerequisite for someone to use the Internet is that he or she take full responsibility for his or her own actions**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Parent permission is required. Access entails responsibility.

#### **Access is a privilege – not a right!**

Network storage areas may be treated like school lockers. School personnel may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private. All users, including students, faculty, and community members should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon the Armour School District. All users must behave in an ethical and legal manner.

In general, the following list of activities will not be permitted while using the internet:

Sending, viewing, or displaying offensive messages or pictures.

Using obscene language.

Using or engaging in chat line conversations without the direct permission and supervision of school personnel.

Damaging computers, computer systems, or computer networks.

Harassing, insulting, or attacking others.

Trespassing in another's folders, work, or files.

Violations will result in a loss of access to the Internet as well as other disciplinary or legal action. A user agreement and parent permission form must be signed and returned for a student to have access to the Internet.

The Acceptable Network and Internet Use Policy in its entirety can be found on pages 39, 40 & 41.

#### **Laptop Policy**

Armour High School will be participating in the One-to-One Laptop Initiative. Each student will be assigned and responsible for a tablet computer. This will require training, written promise of appropriate care and use, parental permission, and a great deal of responsibility from students and parents. There will be a laptop and technology use policy developed. This policy was still being developed and had not yet been adopted at the time of this printing. This policy will be distributed and handed out at a special meeting.

## **Harrassment & Bullying**

Any form of harassment and/or bullying is unacceptable and will not be tolerated. Incidents should be reported to administration and/or faculty. All cases will be investigated. All too often, that investigation involves a "he/she said – he/she said" situation. In such cases both parties will be dealt with and a resolution sought. In cases

where there clearly is a perpetrator and a victim, there will be punishment and such punishment may be severe. Depending upon the circumstances, suspension and notifying proper authorities may be implemented.

Simply put, ALL STUDENTS AND STAFF SHOULD FEEL AND BE SAFE WHILE IN SCHOOL! No one should be subject to any bullying or harassment from faculty or other students. Treat each other as you wish to be treated.

### **Sexual Harrassment**

It is the Armour School District's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

**Definition.** Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonable interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

**Responsibility.** School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander and are subject to disciplinary action.

**Complaints.** Any student who believes that he or she has been a subject of sexual harassment should report this incident immediately to a teacher or administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint of dissatisfaction with the handling of the complaint, they may utilize any applicable grievance procedure.

### **Cyber Bullying**

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or district property to harass or stalk another. The districts computer network and equipment, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology; harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, "sexting", instant messages, text messages, digital pictures or images, or web site postings, including blogs.

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

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

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

### **BEHAVIORAL PROBLEMS**

We all make mistakes from time to time. When this happens, the important thing is to learn from that mistake and avoid making it a second time. However, if you choose to continue to behave in a non-cooperative manner, you will be placing your opportunity to attend Armour High School in jeopardy. We will not accommodate students who are a serious or constant disruption to education.

#### **Loss of Privileges**

A student may lose privileges within the school for minor infractions. Exceeding three such incidents in one semester will result in detention.

#### **Teacher Assessed Detention**

A teacher may assess detention for less than 1 hour for an incident that they do not deem worthy of the after-school detention outlined below. Minor incidents, failure to do assigned work, non-participation in class

may be dealt with in this manner. Students who do not cooperate will be sent to the principal and after-school detention will be implemented.

### **After-School Detention**

Detention will be assessed when students fail to cooperate with school personnel or policies. You must serve detention when the teacher or principal designates it, unless otherwise approved. If you skip detention, your time will be increased and if unexcused will result in Saturday detention.

Rules while serving detention will be explained by the supervisor. Violations will result in more time or further disciplinary action.

When on the detention list, all check-out privileges will be removed, including rest-room, library, and computer lab privileges until your detention is served (privileges will be removed for a minimum of one week). Exceptions may be made if the library and/or computer lab is necessary for completion of school work. Seniors with senior privileges will lose their privileges until detention is served.

### **Saturday Detention**

A Saturday morning detention has been put in place to discourage more serious misbehavior or repeat offenders.

Saturday detention will be held from 8:30 to 11:30 a.m. Students who receive more than 3 behavior based detention in one semester will be assessed Saturday morning detention. Students will also be assessed Saturday detention for serious misbehaviors. Students who skip regular school time without permission from parent(s) and/or school officials will be assessed Saturday detention. Students who repeatedly do not have their work completed may be assessed Saturday detention.

Saturday detentions may be handed out only by the administration. Teacher reports and recommendations will be considered. Students will be allowed to complete school work while serving detention on Saturday mornings. They will not be allowed to read recreationally, talk, move about, work in computer lab, etc.

A student who skips Saturday detention will not be allowed back into regular classes until the student and a parent meet with the administration. Additional detention time and/or other punishment may be given.

Any student who receives 2 Saturday detentions in one semester is in danger of being suspended. A mandatory meeting will be set up with a parent, the student, and the administration to discuss the situation.

### **In-School Suspension**

More often than not, in-school suspension will be used prior to out-of-school suspension as a deterrent to unacceptable behavior. The following guidelines will accompany in-school suspension.

1. The parent/guardian will be notified when possible of the offense. In-school suspension may be applied even if parents cannot be reached.
2. From one to five days may be assessed by the principal.
3. The student will be placed in a room designated by the principal for the normal school day.
4. The student will be allowed to do homework in most cases. Additional work may be assigned to make up for missing material covered in the classroom.
5. The student will **not** be allowed normal contact with other students.
6. All suspensions are considered unexcused absences.
7. Skipping school is inexcusable and double time will be made up in in-school suspension.
8. Any misconduct during in-school suspension may result in out-of-school suspension or expulsion.

### **Out-of-School Suspension**

If in-school suspension does not help the student correct behavior, or if a student commits a serious violation, out-of-school suspension will be assessed. Parents/guardians will be notified of the offense and out-of-school suspension decision before a student is released unless the student is at least 18 years of age.

If a student needs to be suspended out of school a second time, strong consideration will be given to expulsion proceedings.

The principal may assess one to ten days of out-of-school suspension.

You will be suspended, or expelled in some cases, for the following:

1. Frequent and continued practice of unacceptable behavior, detention time, or abuse of school rules.
2. Found under the influence of, in the possession of, or dispensing of alcohol, drugs, tobacco, or controlled substances at any school event (home or away), or on school property.
3. Vandalizing school property or another person's property located on school grounds.
4. Excessive absenteeism.
5. Intimidation or disrespect of school personnel.
6. Any behavior that is extreme and unusual resulting in health or safety concerns.

### **Expulsion**

If suspension does not help the student improve behavior, expulsion procedures will be implemented. Expulsion means the student will not be able to attend school for the remainder of the semester or school year and will not receive credit for course work in that semester.

**NOTE:** Expulsion of a student may not occur without the approval of the board of education. All students will be afforded due process.

## **Student Due Process**

### **Definition of Terms.**

1. "**Expulsion,**" the action of the school board to terminate a pupil's membership in school for a period of time not to extend beyond the end of the school year;
2. "**Long-term suspension,**" the exclusion by the school board of a pupil from a class or classes for more than five school days;
3. "**Short-term suspension,**" the exclusion of a pupil by the principal or superintendent from a class or from school for not more than five school days.

### **Short-Term Hearing Procedure**

If a short-term suspension from a class, classes, or school is anticipated because of a pupil's violation of a rule, regulation or policy, the principal shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation stating the basis for the suspension. The pupil shall be given the opportunity to answer the charges. When a pupil is suspended following the hearing, the parent shall be given oral notice, if possible, and sent a written notice; however, a pupil shall not be removed from the school premises before the end of the school day without contacting a parent.

### **Long-Term Hearing Procedure.**

If a long-term suspension or expulsion is anticipated because of a pupil's violation of a rule, regulation, or policy, the principal shall file a written report with the superintendent.

Notice of hearing. If the superintendent deems that there are grounds for a long-term suspension from a class, classes or for expulsion from school, the superintendent may exclude the pupil from a class or classes before the hearing by using the short-term suspension procedure. The superintendent shall give notice of the necessity for the hearing in writing to each school board member. A written notice shall be given to the pupil's parents.

The pupil, if of the age of majority or emancipated, or the pupil's parent may waive the right to a hearing in writing to the superintendent.

The school board shall constitute the hearing board. An adverse decision to the student by the school board may be appealed to a court of law.

## **OTHER POLICIES OF THE ARMOUR SCHOOL DISTRICT**

### **Public Complaints About School Personnel**

The board believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and make decisions prior to involvement by the board. Any patron wishing to express a complaint should first utilize normal channels of communication, such as discussing the matter with the appropriate teacher, administrator, board member, or other employee in order to seek clarification of areas of concern and resolve the difficulty.

### **Formal Procedures**

Level One. If the patron is not satisfied with the disposition of the complaint through the informal procedure, the patron shall submit the complaint within 5 calendar days of the conclusion of the informal procedure. The written complaint shall be submitted to the principal or immediate supervisor of the building or employee involved in the complaint. The employee will be informed, the immediate supervisor will schedule a meeting with the patron and employee, and then render a decision.

Level Two. If the patron or employee is dissatisfied with the decision from level one, either may file a written complaint within 5 days of the level one judgment with the superintendent of schools. Arguments at this level must be made in writing and given to all parties. The superintendent will render a decision.

Level Three. If the patron, or employee is dissatisfied with the decision of the superintendent, they may file a written complaint to the board of education within 5 days of the superintendents judgment. The board will make a final judgment. A complete and full copy of the above policy can be obtained from school officials and/or will be given and explained to any patron at the start of the level one procedure.

## **Federal Programs Policy Prohibiting Discrimination and Grievance Procedure**

The Armour School District will not discriminate, in any of its policies and programs, on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability and will not violate any of the provisions of applicable federal programs, statutes, or regulations (e.g., Title IX, Title I, Rehabilitation Act Section 504, Americans with Disabilities Act). The District has appointed the Superintendent of Schools to coordinate District programs and compliance with federal mandates prohibiting discrimination.

**Informal Procedure.** Any person wishing to pursue the filing of a grievance should first utilize normal channels of communication involving the teacher, administrator or board in an attempt to seek clarification of areas of concern and resolve the problem. It is of utmost importance that students and employees first discuss areas of concern with their immediate supervisor to whom they are directly responsible prior to filing a grievance.

**Formal Procedure.** Level One – A grievance must be filed in writing to the federal programs coordinator within 90 days after the grievant knew, or should have known, of the act on which the grievance is based and the remedy requested.

Level Two – The aggrieved may appeal to the business manager.

## **Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Armour School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Armour School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Armour School District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. <sup>1</sup>

If a student's parent or guardian does not want the school district to disclose directory information from his or her child's education records without prior written consent, he or she must notify the district in writing by the date for student handbook forms to be returned to the school district each fall.

The Armour School district has designated the following information as directory information:

- Student's Name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended.

### **Parents Right-To-Know**

At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following: (i) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived. (iii) The baccalaureate degree major of the the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

## **ASBESTOS MANAGEMENT**

The Asbestos Hazard Emergency Response Act (AHERA) requires that all public school buildings be inspected or re-inspected for the presence of asbestos containing materials every three years after a management plan is in effect. The same statute also requires initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The Armour School System has a very limited amount of asbestos containing materials in the school building and it is being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report which details the locations of these materials and the proper management procedures is available for public inspection during normal working hours in the Administration office.

## **NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY**

It will be the policy of the District to adhere to the concept of nondiscrimination on the basis of handicapping conditions. The Board will support section 504 of the Rehabilitation Act of 1973. In doing so the Board will:

1. Not discriminate against a qualified handicapped persons in any aspect of school division employment solely on the basis of handicap;
2. Make facilities, programs and activities accessible, usable, and open to qualified handicapped persons;
3. Provide free appropriate education at elementary and secondary levels, including nonacademic and extracurricular services and activities, to qualified handicapped persons;
4. Not exclude any qualified handicapped person solely on the basis of handicap from participation in any preschool education or day care program or activity or any adult education or vocational program or activity;
5. Provide each qualified handicapped person with the same health, welfare, and social services as are provided other persons.

The Board holds the general view that:

1. Discrimination against qualified handicapped persons solely on the basis of handicap is unfair.
2. To the extent reasonably possible, qualified handicapped persons should be in the mainstream of life in a school community.

Accordingly, employees of the District will comply with the above requirements of the law and any regulations approved by the Board or its administration for ensuring a policy of nondiscrimination on the sole basis of handicap. The Board designates the superintendent or superintendent's designee to act as the District's compliance officer for employees and students.

No person in the District will, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activities.

## **Armour School District 21-1 District Policy on Enrollment, Transportation, School of Origin, and the Elimination of Barriers for Children or Youth Experiencing Homelessness including Unaccompanied Youth**

The Armour School District Policy is to:

- ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth. 3
- provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
  - Transportation services
  - Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar state or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
  - Programs in vocational and technical education
  - Programs for gifted and talented students
  - School nutrition programs

Every child of a homeless individual and every homeless child is entitled to equal access to the same free, appropriate public education as provided to other students. The district must assign and admit a child who is homeless to a district school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The district may not require an out-of-district attendance agreement and tuition for a homeless child.

The superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youth. In reviewing and revising such procedures, the superintendent will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation.

Homeless students will have access to services comparable those offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which a student meets eligibility criteria (eg. Title 1);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education;
5. Programs for gifted and talented students; and

6. School nutrition program.

The superintendent will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The superintendent will appoint a liaison for homeless children.

A "homeless individual" is defined as provided in the McKinney Homeless assistance act.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the district homeless liaison. Thereafter, a written complain must be filed in accordance with the District uniform complaint procedure.

## **INTERNET SAFETY POLICY ADOPTED TO COMPLY WITH THE CHILDREN'S INTERNET PROTECTION ACT AND SOUTH DAKOTA CONSOLIDATED STATUTES SECTION 22-24-55**

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### **Introduction**

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is adopted to implement these state and federal requirements.

### **Internet Safety**

It is the policy of this organization to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

*The organization has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors.*

*In order to protect their safety and security of its students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites.*

*All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure.*

### **Implementation of Technology Protection Measure**

*All school owned computers [used on campus] must be equipped with a technology protection measure.*

*Adult users may request the Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.*

### **Acceptable Use Policy**

Each network user shall be required to sign an Acceptable Use Policy annually in the form prescribed by the Superintendent or his/her designee. The Acceptable Use Policy shall implement this Internet Safety Policy. Violation of this policy and/or the Acceptable Use Policy shall be subject appropriate discipline and sanctions.

### **Monitoring of Online Activities**

It shall be the responsibility of all personnel of this organization to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy.

### **Cyberbullying and Appropriate Online Education**

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the activities undertaken to comply with this subsection. The curriculum shall consist of: assemblies, teacher instruction, library media specialist instruction, online instruction, etc.

### **Definitions Used in this Policy:**

**Minor:** *The term "minor" means any individual who has not attained the age of 17 years.*

**Obscene:** *The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.*

**Child pornography:** *The term "child pornography" is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.*

**Harmful to minors:** *The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.*

**Technology protection measure:** *The term “technology protection measure” means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.*  
**Computer:** *Any electronic device that has the ability to connect to the Internet including but not limited to desktop computers, laptop computers, tablet computers and electronic book readers.*

## **Acceptable Network and Internet Use Policy Armour School District**

### **I. Introduction**

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

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

### **II. Acceptable Use**

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District’s Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District’s Internet Safety Policy and this AUP.

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

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

### **III. Network Etiquette**

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

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

### **IV. Prohibited Use**

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

- A. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- B. Criminal activities that can be punished under law;
- C. Selling or purchasing illegal items or substances;
- D. The unauthorized collection of email addresses (“harvesting”) of e-mail addresses from the Global Address List and other District directories;
- E. Obtaining and/or using anonymous email sites; spamming; spreading viruses;

- F. Circumvention of the District's Technology Protection Measure/filter to access blocked sites;
  - G. Disclosure of minors' personal information without proper authorization;
  - H. Students' disclosure of personal information such as the student's name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites
  - I. Causing harm to others or damage to their property, such as:
    1. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
    2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
    3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
    4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
    5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
  - J. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
    1. Using another's account password(s) or identifier(s);
    2. Interfering with other users' ability to access their account(s); or
    3. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).
  - K. Using the network or Internet for Commercial purposes:
    1. Using the Internet for personal financial gain;
    2. Using the Internet for personal advertising, promotion, or financial gain; or
    3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.
- V. Off-Premise Use of Network**  
The student's parent or guardian is responsible for monitoring the minor's off-premise use of the Network and ensuring such use complies with this AUP.
- VI. Disclaimer**  
The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.
- VII. Enforcement**  
Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.  
When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.