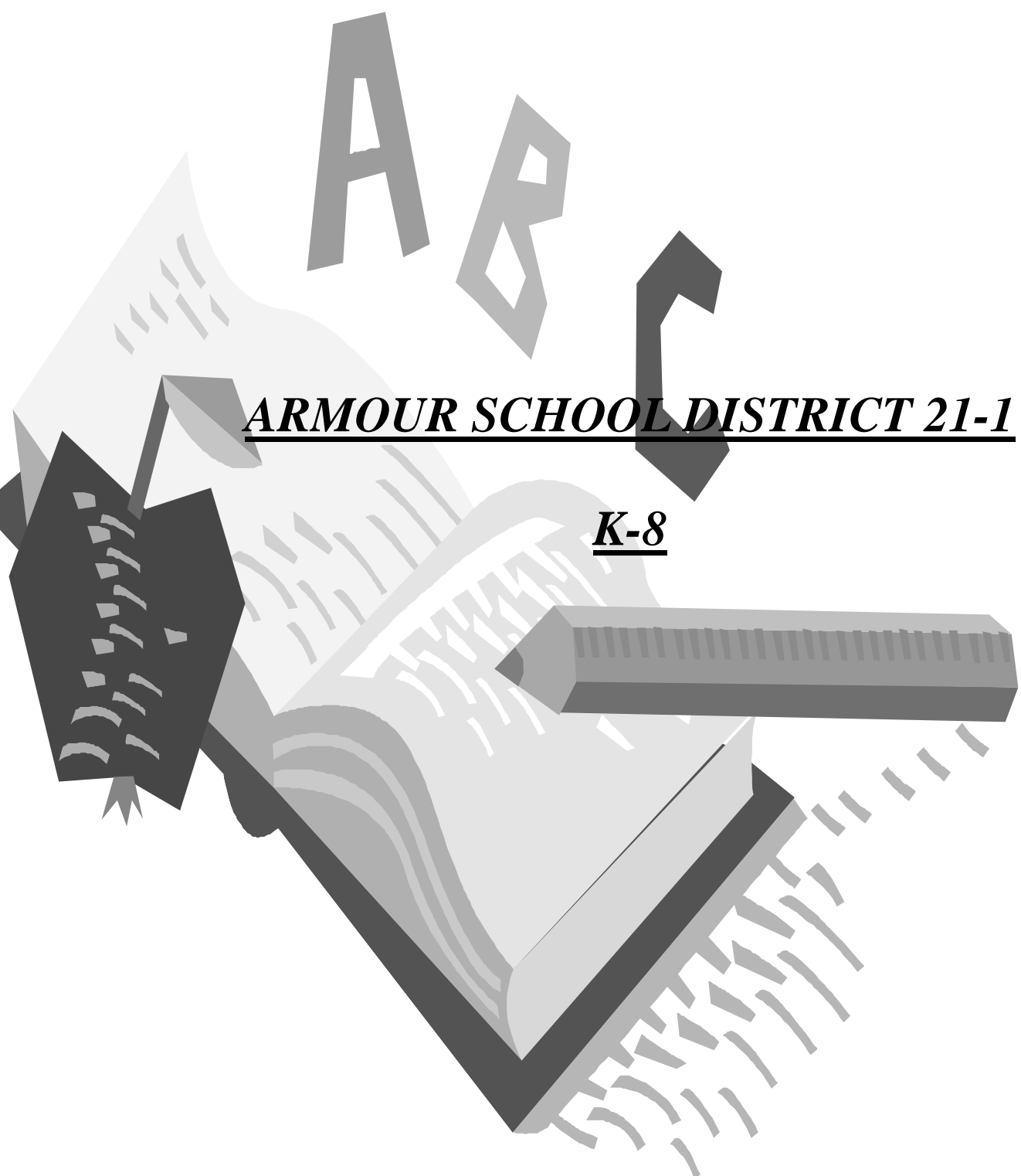


*Student Handbook*

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*ARMOUR SCHOOL DISTRICT 21-1*

*K-8*



## ARMOUR PUBLIC SCHOOL DISTRICT 21-1

### BOARD OF EDUCATION

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#### 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**

The Armour School District 21-1 does not discriminate in its employment and practices, or in its educational programs. No person shall be subjected to discrimination on the basis of race, color, creed, national origin, religion, marital status, or individuals with disabilities in any program, service, or activity for which the school district is responsible.

Inquiries concerning the application of Title VI, Title IX, or Sec. 504 may be referred to the superintendent of the Armour Schools or the Regional Director of Civil Rights, 1961 Stout Street, Denver CO. 80294.

#### **GENERAL POLICY STATEMENT**

The Board of Education of the Armour School District believes that a self-disciplined citizenry is essential for the maintenance of a free society. The Board of Education shall expect all employees to be concerned with student behavior and when unacceptable behavior occurs, to take that action which is most appropriate. Under no circumstances will vandalism, violence, destructive acts, intimidation, extortion, harassment, malicious disturbances, or other violations be tolerated, condoned, or excused, and immediate steps will be taken to discipline any student involved in such behavior. The Board of Education of the Armour District, acting through the Superintendent of Schools, holds all school employees responsible for the supervision of the school.

The school principals shall be responsible to the Superintendent for the total operation of his or her school. The principal shall have the responsibility and the authority to formulate school rules and regulations and not in conflict with district policies relating to standards of student behavior to govern areas and situations not included in the handbook. At all times the rights of

individuals shall be protected and each student shall be expected to respect the person and rights of all other students, teachers, and all other school personnel. The principals are authorized in disciplinary cases exercise those methods allowed by law such as corporal punishment, suspension, or expulsion.

All teachers shall be responsible of the behavior of all students in the school. This includes not only those students who are regularly assigned to the teacher, but also to all other students with which the teacher comes in contact. All classified and certified employees of the Armour District are expected to participate directly in the supervision and guidance of the behavior of all students.

Parents or guardians are expected to exercise the required controls so that their children's behavior at school will be conducive to their own progress and not be disruptive to the school's educational program. Each student shall be expected to obey all school rules and regulations as well as the laws of the community, state, and nation. The principals shall be expected to inform all parents or guardians of any student whose behavior is in conflict with established rules, laws, and procedures.

#### **NOTE TO PARENTS**

Armour has established a parent-teacher organization known as PTT(parents-teachers together). It meets monthly with special programs and presentations for parents and teachers. Current school issues are also discussed. **ALL PARENTS ARE WELCOME AND URGED TO ATTEND.** This is a chance to communicate and be appraised of issues concerning your children and the school.

Communication between parents and the school is very important. This Student/Parent Handbook was prepared to give the major rules, regulations, and services of the Armour Elementary and Middle School. We wish to extend a personal invitation to you to visit your child's school. Please call in advance to schedule convenient visitation times or if you just drop in, please check in with Principal or building supervisor. Feel free to visit with the staff regarding problems, ideas, and desires. Please make yourself known to your child's Teachers throughout the year. Good discipline originates in the proper attitudes toward school.

#### **A parent should:**

- 1. Recognize that the teacher takes the place of the parent while the student is in school.**
- 2. Teach the student respect for the law, authority, the rights of others, and for private and public property.**
- 3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.**
- 4. Work with the school in carrying out recommendations made in the best interest of the students, including discipline.**
- 5. Talk to your son/daughter about school activities show an active interest in your child's report card and progress.**

Your interest and support at home are very important to our young people and greatly appreciated by the teachers.

#### **STUDENT CONDUCT**

Students in the district schools are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for fellow students; and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations.

Any of the following actions or similar behavior will subject a student to suspension, expulsion, or other school disciplinary measure:

1. Intentionally causing or attempting to cause substantial damage to school property; or stealing or attempting to steal school property;
2. Intentionally causing or attempting to cause substantial damage to private property; stealing or attempting to steal private property;
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense;
4. Knowingly possessing or transmitting any firearm, knife, explosive, or other dangerous object, except as allowed by law;
5. Knowingly possessing, using, transmitting, or being under the influence of, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind except pursuant to a valid prescription which has been provided to the school;
6. Knowingly using or copying the academic work of another and presenting it as his or her own without proper attribution;
7. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators, and/or causing interruption of the school program;
8. Using a substance or device to communicate a terroristic threat;
9. Using a hoax substance or device to cause fear of a terroristic act;
10. Falsely reporting a threat.

In addition to school disciplinary measures some of the above actions are subject to punishment through civil and criminal authorities.

#### **ATTENDANCE**

**Regular attendance at the designated time is important for the continued academic growth of a student. Irregular attendance and tardiness tend to discourage children and this may lead to unsatisfactory work. It is the parent's duty to see that their children are in school every day unless there is a valid reason for the absence.**

**Lengthy vacations during the school days of a term are discouraged as these cause undue hardship on students and staff. Parents are encouraged to consult the district calendar for scheduled vacation dates. There is no substitute for being in school.. The learning process includes class discussion, media presentations, hands-on experience, lectures, etc., as well as homework.**

### **EXCUSED ABSENCES**

General, excused absences will be honored for:

1. Personal illness, injury, dental or medical appointment.
2. Family emergencies (death, serious illness, catastrophe).
3. Funerals.
4. Impassable roads.
5. Dental/medical appointments, which cannot be made on Saturdays or after school hours.
6. Special occasions or parental requests, which are cleared by the principal.

Excused absences will be considered unexcused until the office receives a written note signed by a parent/guardian and/or the parent/guardian notified the principal or teacher in advance.

### **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. (724-2698). If no call is received by 9:00 a.m., the school may attempt to call the home and make every effort to contact the parent to verify the absence.
2. A student shall not leave school during the day without reporting to the principal's office and obtaining permission. Failure to report shall result in being charged with an unexcused absence.
3. If a student becomes ill while in school, he/she shall report to the principal's office. An attempt will be made to contact a parent before allowing the student to go home.
4. An absence from school without authorization from the parents and the school is an unexcused absence.
5. For the K-4 attendance register, a student will be considered absent one-half day if that student is not in school by 9:30 a.m. for morning classes or one-half day if not in school by 1:30 p.m. for afternoon classes.
6. After an absence, the middle school students must:
  - a. Report to the principal's office to receive an admit slip.
  - b. Bring a written excuse signed by a parent or guardian unless one was given to the principal in advance.
  - c. Present your make-up slip to all teachers so that completion of make-up work can be arranged.

Students will be given two days to make up work for each day missed. Failure to make up work in the allotted time will result in a "0". Note, the work must still be completed to avoid an incomplete for the assignment. It shall be the RESPONSIBILITY of the STUDENT to see that they complete their assignments in time.

7. 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. In special cases, permission is granted by the principal in advance.

### **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 workstation when the scheduled class begins. If a student is tardy between classes because of 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.

### **BOOK FINES**

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

### **BUSING**

The Armour School District provides free busing. Bus routes are established to best serve the greatest number of students. The bus driver is an official representative of the school and has full authority to discipline students on the bus. It is the responsibility of each

student who rides the bus to abide by the rules. Violation of these rules could mean the cancellation of bus privileges for the student. The student would then have to arrange for the transportation at no expense to the school district. We urge parents to insist that their children comply with all safety and courtesy rules.

**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 or riding in cars unless with a parent between the hours of 8:30 a.m. and 3:30 p.m. without permission from the principal.

**DISCIPLINE POLICY**

An important goal of our school is to help students develop into responsible adults. School employees can all assist in working toward that goal. We must encourage positive behavior and discourage the negative. We must also communicate clearly what our expectations are and demonstrate how we expect students to live up to them. Students need to realize that they are able to control their actions because they can make responsible decisions. Appropriate consequences must follow inappropriate behavior, but just as importantly, appropriate encouragement must follow appropriate behavior. We must communicate the benefits of good behavior regularly rather than focusing too much on what is the result of bad behavior. Discipline will be addressed on a case by case basis by the teacher and administration.

Middle school (grades 5-8) discipline will be handled as follows: Teachers will warn a student only once for disruptive behavior. The second time the student displays such a behavior the teacher will give a 30-minute detention. Detention day will be Thursday immediately after school. When a student receives detention, they or the principal, must call the parent/guardian to notify them that they have detention and why they have detention. Detention periods will be for a minimum of 30 minutes to a maximum of 60 minutes per day. The assigned detention should be served within one week from the time it was received. If there are special circumstances that make this a hardship, the detention may be served the next week with approval by the principal. **For those students that ride the bus, it will be the responsibility of the student and their parents/guardian for transportation home. We realize that this is an inconvenience for parents, but it is their and the student’s responsibility to minimize these episodes, so that detention is not a necessity.**

**ENTRANCE POLICY**

The State law provides that no child shall be admitted to school for the year immediately preceding the first grade unless he/she is five years of age on or before the first of September of the current school year.

**FIGHTING**

Fighting will not be tolerated between students in the school building, on school grounds, or at any school function. Our goal is to reduce, as much as possible, any injuries.

**GRADING POLICY**

**GRADING SYSTEM**—Grades are just one reflection of a student’s learning. Accurate records of student’s accomplishments are kept at all times. The following grading scale is used to evaluate your child’s performance.

PERCENTAGE	LETTER GRADE
96-100%	A
94-95%	A-
92-93%	B+
88-91%	B
86-87%	B-
84-85%	C+
80-83%	C
78-79%	C-
76-77%	D+
71-75%	D
70-71%	D-
69-0%	F
*INCOMPLETE	I

## **HONOR ROLL**

Placement on the quarter honor roll of Armour Middle School 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 honor roll. A student's average will be calculated by taking the total points divided by the number of courses taken. For example, a student with one B-, one B, one B+, and two A's would have 17 points (2.67+3+3.33+4+4) divided by 5 resulting in a GPA for the grading period of 3.4.

A student must have an average of 3.5 or above to be placed on the "A" Honor Roll. A student must have an average of 2.67 (B-) average to be placed on the "B" Honor Roll. Honor rolls will be calculated on a 9-week quarter basis only.

## **FEEDBACK**

Students should be given feedback on graded work as early as possible. Research shows that the student achievement is increased when feedback is provided in a prompt manner. Pointing out the positive as well as the negative should be regularly and tactfully done. Teachers use feedback to encourage rather than discourage students.

## **MAKE-UP WORK**

Make-up work needs to be designed so that the student demonstrates to the teacher that he/she has met the objective(s) of the missed lesson(s). Most make-up work will be brought home as the child will not have time during the normal school day and we find that it is not beneficial to the child to keep them in during recesses and lunch break. Encourage and assist your child as they finish the work assignments they are given. Students will be allowed and some times requested to stay after school or arrive before school to work with a teacher if they are behind in their work or if they need extra assistance with daily assignments.

## **MAKE-UP SLIPS**

Fifth through eighth grade students who have missed classes need to get a make-up slip from the principal's office. Written excuses from home are necessary for any absence and should be presented when getting the make-up slip. Teachers should fill in missed work on the make-up slip prior to the start of the class and initial the slip when the make-up work has been completed. Homeroom teachers should encourage students to complete make-up work on time. The make-up slip needs to be turned into the office when it is complete. For each day of absence, a student has two days to make up the work.

## **LATE ASSIGNMENTS**

An assignment not completed on time will have points deducted from its grade. For each day an assignment is late, five percentage points shall be subtracted from the final grade. The assignment must be completed. A student will not be allowed to simply accept a zero for a grade and not complete the assignment. In special circumstances the teacher or principal may allow additional time to complete the assignment.

## **SEMESTER GRADE**

The semester grade on the report card is an average between the two nine weeks.

## **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.

## **HOMEWORK POLICY**

Since it seems wise to bridge the gap between no homework in the lower grades to expected homework assignments in the middle school, the following is suggested as a guide by the teachers in the respective grades:

K-2—Assigned homework is not expected at this level. Parents are encouraged to lend a hand with reading, spelling, and math skills.

Grade 3—Homework for the 3<sup>rd</sup> graders should consist of spelling lists, math review, reading stories, and occasionally any other subject as needed.

Grade 4—Homework assignments will vary. Completion of daily work and reading subjects may be taken home. Spelling, math tables, special reports, and other materials may require homework.

Grade 5-8—Students in these grades are expected to do homework which would consist of materials not able to be completed in the school day and/or reading assignments. It is suggested that all homework be constructive study material. To be of value, it should be corrected and returned to the student in a timely manner. Homework should pertain to the subject area taught within our curriculum.

Each 5-8 student is given a daily planner and is encouraged and required to note all assignments and upcoming tests in it as an aid to organization. Teachers should check the assignment planners weekly to make sure this is being done and parents can do the same.

### **GRADES 7-8 ELIGIBILITY REGULATION**

To be eligible for extracurricular activities (including cheerleading) a student must have at least a passing grade in all classes except one. Teachers will be asked to average grades of students who are failing every week to assist the principal in maintaining a timely list of ineligible participants. Ineligible students must not participate for a minimum of one week. After one week, the student may participate when his/her grades meet minimum eligibility requirements.

### **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 resist alcohol, drugs, 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, 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, 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, will be suspended from school. Any substance used for ingesting or inhaling with the purpose to become intoxicated will be classified as a controlled substance.

In the event of violation of this policy, parents will be notified as well as law enforcement. The time of out of school suspension for first time offenders will be as follows: 3 days for tobacco violation; 5 days for alcohol violation; 10 days for violations involving drugs, marijuana, controlled substances, inhalants, or ingesting. 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.

**Note that the Armour Schools have put into place, a drug testing policy. All students participating in any SDHSAA sponsored activity will be required to submit to an initial drug test, and then be subject to random tests monthly for the duration of the act**

### **TRAINING RULE POLICY**

Training rules are in effect for all students the first day practice is allowed by the SDHSAA, and remain in effect for all students until the State Track Meet is finished.

#### Athletes

- 1<sup>st</sup> Offense - suspended for 3 weeks or next 3 contests, whichever is longer
- 2<sup>nd</sup> Offense - suspended for 6 weeks or next 6 contests, whichever is longer and loss of letter
- 3<sup>rd</sup> Offense - suspended for the subsequent 12 months

#### 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

#### Participants in both athletics and fine arts

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

- 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.
  - There are no training rules in effect over the summer months.
  - However, suspensions will carry over from one school year to the next.
  - All students are subject to training rules even if they are not currently involved in an activity.
  - Suspensions will start for such students at the start of the first season in which they choose to participate.
  - Students are required to participate in practice while ineligible. They are not allowed to dress for contests.
  - Students must complete the season for their weeks/contests to count as missed participation to meet the requirements to become eligible.
- Ie: A student who is ineligible for 3 weeks cannot come out for track for 3 weeks and then subsequently quit that sport so that they can play in the first football game of the season. They either need to remain out for track or not dress for the first 3 football games to regain their eligibility.

## ARMOUR ELEMENTARY AND MIDDLE SCHOOL PROMOTION POLICY

### GUIDELINES

1. All efforts will be made through the regular classroom and special services to help the student achieve promotion.
2. Retention will be viewed as an appropriate placement for maximal learning rather than as punishment for failure.
3. When achievement patterns are identified, which indicate that the student is not acquiring the necessary skills to function (socially, emotionally, or especially academically) at the next grade level, retention will be considered.
4. In-grade retention will be considered on an individual basis. For example, the student's age, physical size, maturity level, and motivation to learning will be considered.
5. Retention in primary grades (K-2) is preferable; however a child may be retained at any grade level when deemed necessary.
6. An IEP may override retention policy requirements.

### K-4 CRITERIA FOR PROMOTION

1. Although Reading will receive the most emphasis, the student must acquire the necessary skills to pass in both Reading and Math.
2. The student must be able to work **independently**, as is appropriate, at his/her grade level.
3. If the child has missed a significant number of days of school, and has fallen so far behind in his/her skills that he/she will not be able to function at the next grade level, retention will be considered.
4. Data will be gathered from formal assessments, including achievement test results, indicating that the student is achieving at grade level. Tests such as Dakota Step, , Stanford Achievement, Dibels testing, Star Reading and Star Math will be used along with classroom grades, as criteria.

### 5-8 CRITERIA FOR PROMOTION

1. The student must accept the **responsibility** for his/her own actions. Assignments and make-up work must be consistently completed on time and independently. (Teachers will be available to assist students.)
2. The student's motivation will be considered in decisions concerning promotion.



3. Students must pass 4 or the 6 core classes with a D or better, to be promoted to the next grade level. (Core classes include Reading, Math, English, Spelling, Social Studies, and Science.)
4. If the student has missed a significant number of days from school, and has fallen so far behind in his/her skills that he/she will not be able to function at the next grade level, retention will be considered.
5. Data will be gathered from formal assessments, including achievement test results, indicating that the student is achieving at grade level. Tests such as Dakota Step, Stanford Achievement, Dibels testing, Star Reading and Star Math will be used along with classroom grades, as criteria.

#### **TIME SCHEDULE**

1. Appropriate interventions will be attempted and documented prior to consideration of retention.
2. Teachers will notify the principal and the parents that the student may be a possible candidate for retention after the first semester.
3. Teachers will notify the principal and parents that their child is a probable candidate for retention by the end of the third 9 weeks.
4. Any academic problems after this time will be brought to the parent's attention when they occur.
5. The classroom teacher, principal, and parents will make the final decision on promotion or retention.
6. Whether a parent accepts or refuses a retention decision, a form signed by the parent will be placed in the student's permanent file.

#### **BREAKFAST PROGRAM**

Armour School Dist 21-1 has a breakfast program. Cost for students is \$1.00. Students may eat breakfast between 8:05 and 8:30. Please make sure your student is at school in the appropriate time if they want to take advantage of the breakfast program.

#### **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 \$2.00 for students in grades K-6 and \$2.25 for students in grades 7-12. Meal tickets may be purchased in the office. Adult tickets will be \$3.00.

Please call ahead if you wish to have lunch with your child so that we may inform the kitchen staff of extra meals for the day. You may pay Eric at the desk in the lunch room. Milk is part of the meal but will be available to students that bring their own lunch for \$.25.

#### **LITTERING**

It is important to keep our building and grounds, and adjacent properties clean and free from litter. If caught littering, detention time and clean up duties may be assigned. Remember that this is your school.

#### **LIBRARY SERVICES**

Use of the library should be considered a privilege and should be enjoyed by all students as long as behavior earns it. The rules of conduct and of operation will be determined by the library media specialist. All rules will be enforced. Library fines will be assessed for late or damaged materials. The librarian will set the fines.

#### **PARENT-TEACHER CONFERENCES**

Scheduled conferences for all students are held at the completion of the first quarter and sometime during the third quarter. Conferences for K-4 are usually scheduled with the teacher, while conferences for 5-8 are usually open to parents anytime within the conference hours. If, at any time during the year, the parents wish to meet with the teacher, they may contact the teacher directly or through the office and arrange at time convenient to both parties. If a student is having difficulty with the school or there is some misunderstanding, the procedure to follow should be:

1. The parents should arrange to confer with the teacher(s) involved.
2. If difficulty or misunderstanding is unresolved, the parents and teacher should arrange a time to meet with the principal.

#### **POP, GUM AND CANDY**

Students are not to have gum or candy in the building or on the playground during the school hours. Students are allowed to have pop for special occasions only. Water is permitted in appropriate water bottles.

#### **RECESS**

Recess is considered an essential part of the learning experience. We make every effort to send students outside when weather permits. I would like to ask for cooperation from the parents to assist with this policy by not sending notes for your child to stay in for

recess unless it is recommended by a doctor for a current illness. You must remember the teachers go out for recess with the children and it is not always possible to find someone free to supervise the child. Please be sure to send your child dressed appropriately for cold weather, which sometimes changes suddenly during the day.

### **SAFETY- DISASTER DRILLS**

Our school is committed to providing a safe environment for your child's education. Disaster drills approved by the Local Department of Civil Defense are held at regular intervals.

### **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.

### **FIRE DRILLS**

Fire drills are held in the elementary building according to the regulations suggested by the State Department of Safety. Two drills are conducted each semester.

### **SAFETY ON THE STREET**

Parents are encouraged to urge their children to:

1. Walk on sidewalks.
2. Cross the streets at intersections.
3. Refuse to ride with strangers.
4. Board the cars from the passenger side or the sidewalk rather than from the traffic side of the car.

### **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.

### **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 570 AM, Yankton, KMIT 105.9 FM, Mitchell; and your television to KELO TV. In addition the School Reach phone system will be used if school is cancelled or must be let out early.

### **SPORTING EVENTS/SCHOOL ACTIVITIES**

We encourage parents of students under the fifth grade to attend activities or events with their children, or to send them with an adult chaperone. Students will be asked to stay seated on the bleachers during the activities or events until the intermission time. At this time, they should use the restrooms and get refreshments. When the intermission period is over, the students should return to their seats, and remain seated until the next intermission, or until the activity is over. If the students are up and running around during the activity or event, a teacher or administrator may ask them to be seated. If they need to ask the student more than once to be seated, the student will be escorted to sit with a parent, teacher, administrator or asked to leave the activity. When an activity is over, we ask the students and spectators to leave the gym in a reasonable time period. The custodial staff appreciates the opportunity to finish their cleanup and get home in a timely manner as well.

### **STUDENT DRESS**

Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress which may be considered contrary to good hygiene or may be considered a distraction, or disruptive in appearance, and detrimental to the purpose or conduct of the school, will not be permitted. Clothing advertising alcoholic beverages, tobacco products or those with obscene or questionable printing will not be permitted. If an article of clothing is deemed to risqué or glorifying inappropriate products, the student will be asked to go home and change, or a t-shirt will be given to them to wear over the offending article.

All elementary students will need suitable tennis shoes to be left at school for PE and inside wear only. They need not be new, but must be clean. Shoes must not make black marks.

Students need to take their sports clothing and towel home at least once a week for laundering. Please send an excuse slip on the days your child should not participate in PE.

It is suggested that all families plan early for cold and wet weather. The following items for outdoor clothing are necessary:

- a. Coat, jacket, or sweater
- b. Gloves or mittens
- c. Caps or hoods
- d. Overshoes, snow boots, or rubber boots

Mark all your jackets, caps, and boots with a permanent label so that your child can always identify his/her belongings.

### **TELEPHONE**

The office telephone is for school business. Students may use the school phones only for important or emergency calls. These should be sanctioned by a teacher or the principal. Please discuss with your child what he/she is to do after school in the morning, so your child will not need to call after school.

### **CELL PHONES, IPODs and MP3 players**

Cell phones are strictly prohibited. If a student needs to bring their cell phone to school, it must be turned off and left in their locker or turned in to the office. Any student caught using a cell phone or having one on their person 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 for the day and 1 hour detention
- 2<sup>nd</sup> offense – loss of cell phone for the day, parent notification, 1 hour detention.
- 3<sup>rd</sup> offense – loss of cell phone for 1 week (5 school days), parent notification.

## **THE SCHOOL DAY**

Morning start time. K-8 students begin the day at 8:35 a.m.

Afternoon dismissal time. K-8 students are dismissed at 3:35 p.m.

It is recommended that students arrive at school at **8:15 or Later**. If parents **MUST** bring their children earlier so as to get to their jobs by 8:00 special arrangements have been made. In any event,

**STUDENTS ARE NOT TO ARRIVE AT SCHOOL BEFORE 7:45 A.M AND SHOULD LEAVE AT 3:35 P.M.** The school door will not be open until 7:45 and students who come between 7:45 and 8:15 will only be allowed into the lunch room to wait for 8:15 and teacher/supervisors. They will not be allowed to go to their rooms or outside until 8:15, as there is no supervision. Outside playground supervision is not provided until 8:15 a. m. There is no playground supervision after 3:35 p.m.

## **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.

## **VISITATION**

We maintain an 'open door' policy for adult visitation. There are no restrictions as to time, but we suggest that you do not visit the first week of school as we are getting organized and settled into the new school year and in the last week of school as we are devoting time to testing, evaluation, and making final summaries and reports.

It is wise to call or send a note to the teacher before you visit to ensure your child will be involved in an activity you wish to observe. Please check in with the Principal or building supervisor when you arrive. While visiting in the classroom, keep in mind that children in class are easily distracted by conversation between adults. A discussion should be saved for a conference time that the teacher will be happy to provide.

## **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 possible legal action may result.

## **SEXUAL HARASSMENT**

It is the Armour School Districts 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 unreasonably interfering with an individual's academic or work performance or of creating intimidating, hostile, or offensive employment or educational environment 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. Workshops and activities will be provided by the school district explaining the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

## **COMPLAINTS**

Any student who believes that he or she had been a subject of sexual harassment by a district employee or another student, should report this incident immediately to his/her teacher or principal. If the teacher or principal is involved in the activity, the violation should report such incidents to the guidance counselor or another responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with the due process will be maintained.

If any employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable 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.

## **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 detentions 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 parents and/or school officials will be assessed Saturday detention.

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

A student who skips Saturday detention will not be allowed back into his/her 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, student, and the administration to discuss the situation.

## **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.

Copies of the Armour School District's grievance policies may be seen or picked up in the administrative and business offices. They will advise you of the action to take if you feel a grievance is necessary.

**NEW: Armour Elementary (K-4) and Armour Middle School(5-8) are both schoolwide title programs for this and the coming years. That means EVERY student and EVERY teacher are title teachers. All students are eligible for title services which may look different than they have in the past. All students will be able to use equipment purchased with Title funds. Students struggling in a certain area will have title help but may not need that help in the next area. The kids receiving the extra help may change from day to day and week to week. Come visit with us if you want more information about the changes in title services.**

#### NOTICES REQUIRED FOR TITLE I

100% of the teachers in the Armour School District are highly qualified. You may obtain information regarding a certain teacher's certification and degrees by discussing this with the Superintendent. Information can be found in the Superintendent's office regarding the licensure and certification for the grade levels and subject matters in which the teacher provides instruction. The college major and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree can also be found there. In addition, information regarding the highly qualified status of the district's teachers can be found in the School Profile which is on the school website and distributed throughout the community in which school patrons can read the report. If the situation would arise that a substitute teacher who is not highly qualified would be needed for a period of 4 or more consecutive weeks, parents would be notified by mail.

### **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.

**Armour High School Internet  
Acceptable Use Policy**

**Network, Internet, and Electronic Mail Acceptable Use Policy**

The Internet is a vast global network, linking computers at universities, high school, science 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, files are available for downloading on the Internet, many of 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. 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 make sure that all who use Internet, both students and faculty, use this valuable resource in an appropriate manner.

The Armour School District is pleased to offer Internet Access for all students. We believe the Internet offers valuable resources to both students and teachers, electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. However, with access to information from all over the world comes the availability of material that may not be appropriate for use in the school setting. The Armour School District has taken precautions to restrict access to controversial materials through the use of specially designed software. However, it is impossible to control all materials and a persistent user may discover controversial information. We believe that the benefits to students from access to the Internet exceed any controversial information. We believe that the benefits to students from access to the Internet exceed any disadvantages. We will support and 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 takes 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. General school rules for behavior and communications apply.

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 and inappropriate use will result in cancellation of those privileges.

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 always 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 as a whole. All users must behave in an ethical and legal manner. As such, the following list of activities will not be permitted while using the school network. This list is not expected to be complete. There may be other things not specifically mentioned that will also result in loss of privileges:

- Sending, viewing, or displaying offensive message or pictures
- Using obscene language
- Using or engaging in chat line conversations without the direct permission and supervision of school personnel
- Harassing, Insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Trespassing in another's folders, work or files - respect other's privacy
- Intentionally wasting limited resources
- Employing the network for commercial purposes

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.



PLEASE SIGN AND RETURN THIS BOTTOM PORTION TO THE SCHOOL

**I HAVE READ AND AM AWARE OF THE POLICIES WITHIN THE STUDENT/PARENT HANDBOOK.**

\_\_\_\_\_  
Parents Signature



## Internet User Agreement and Parent Permission Form

As a user of the Armour Public School is computer network, I have read and hereby agree to comply with the rules stated in the Acceptable Use Policy - communicating over the network in an appropriate fashion while honoring all relevant laws and restrictions.

I agree not to participate in the transfer of inappropriate or illegal materials through the Armour School Internet connection. I realize that in some cases, the transfer of such material may result in legal action against me.

I realize that the use of the Internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including loss of access to the Internet, disciplinary action, and/or legal action.

Student signature \_\_\_\_\_

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet, according to the rules stated in the Acceptable Use Policy. I realize that the Armour School District has taken precautions to help eliminate controversial materials. However, I also recognize that it is impossible for the school district to restrict access to all controversial materials and will not hold them responsible for materials acquired on the Internet.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Dear Parents:

The teachers and staff would like to find the best method to communicate with you. As postage is becoming increasingly expensive, it is more cost effective to send newsletters and notes via email or the web page. In addition to saving money, in many cases it is a faster and easier way to communicate. Of course, if you don't have internet or email address, we will be happy to send you mailings through the USPS.

Your child's name \_\_\_\_\_ Grade \_\_\_\_\_

Your name(s) \_\_\_\_\_

Your email address \_\_\_\_\_

Please mark one of the following:

Newsletters

I will use the web page to access newsletters.

I would rather have newsletters sent to my email address.

I would like to have my information sent through the post office.

I would have my child bring the information home.

Other Communications (notes, announcements, concerns, news, digital photos, etc.)

I would rather have my information sent to my email address.

I would like to have my information sent through the post office.

I would have my child bring the information home.

You can find the email address of all staff members at the Armour School website at:

<http://www.armour.k12.sd.us>

Click on the tab - "Teacher/Admin Email" and you will be able to connect with the staff member of your choice. Daily announcements, schedules, etc. along with a great deal of other information can be found at the school website as well. Of course, feel free to stop in or give us a phone call anytime you have a question or concern or to set up a visit.

Please have your child return this form to their teacher or principal no later than Friday, **August 27, 2010**. We hope this will help further communication between teachers and parents. We are looking forward to a great school year!

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