



# 2019-2020 Armstrong High School Information Guide for Students and Families

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## **ADMINISTRATION**

|                                     |                |
|-------------------------------------|----------------|
| Interim Principal .....             | Erick D. Norby |
| Assistant Principal, Grade 9 .....  | Krista Range   |
| Assistant Principal, Grade 10 ..... | Robert Ware    |
| Assistant Principal, Grade 11 ..... | Jim Calhoun    |
| Assistant Principal, Grade 12 ..... | Lori Sundberg  |
| Activities Director .....           | Patti Weldon   |

## **STUDENT SUPPORT SERVICES**

|   |                 |
|---|-----------------|
| Counselor, Grade 9 (A-K) .....                                | Melinda Vogel   |
| Counselor, Grade 9 (L-Z) .....                                | Jamie Dukowitz  |
| Counselor, Grade 10 .....                                     | Arianna Crosby  |
| Counselor, Grade 11 .....                                     | Marilou Exner   |
| Counselor, Grade 12 .....                                     | Antiwan Easley  |
| School Climate and Culture Specialist, Grades 10 and 12 ..... | Charles Vickers |
| School Climate and Culture Specialist, Grades 9 and 11 .....  | Syra Yang       |
| Nurse .....   | Gail Dzurak     |
| School Psychologist, Grades 10 and 12 .....                   | Tim Shaikoski   |
| School Psychologist, Grades 9 and 11 .....                    | Ally Shaw       |
| School Resource Officers .....                                | Plymouth Police |
| Social Worker, Grades 10 and 11 .....                         | Marcy Alexander |
| Social Worker, Grades 9 and 12 .....                          | Nancy Burkhardt |
| Academic Support Specialist .....                             | Derek Fisher    |

## **INDEPENDENT SCHOOL DISTRICT 281 SCHOOL BOARD**

|                  |               |
|------------------|---------------|
| Chair .....      | John Vento    |
| Vice Chair ..... | Mike Herring  |
| Treasurer .....  | Helen Bassett |
| Clerk .....      | Pam Lindberg  |
| Director .....   | Sherry Tyrell |
| Director .....   | Sam Sant      |
| Director .....   | David Boone   |

## **INTRODUCTION**

This guide is an information tool to be used to locate important student/parent information on academics, student support services, and athletics. Students will review the guide and the District 281 Student Handbook: Rights and Responsibilities with their advisory teacher during the first week of school. Parents are asked to read and review this guide with their student(s) also. Students and their parents will be asked to sign the District 281 gray

discipline/Chromebook use card prior to issuance of the student Chromebook to indicate understanding of/agreement to follow district expectations.

Students are responsible to know and understand school and district policies, and we ask that parents familiarize themselves with both school and district policies (available for viewing online at [www.rdale.org](http://www.rdale.org)). Not all possible information items can be covered in this guide, but we have made every effort to give students and parents information necessary for a positive learning and work environment. We want students to be responsible in their decision making and to use the material contained herein to guide their choices.

Armstrong administration and the school district reserve the right to make necessary changes in school and student policies/procedures throughout the year, as needed. Changes in policy/procedures will be communicated through advisory and/or public address announcements. If a major policy change becomes necessary, it will be communicated in writing to students and/or parents as deemed appropriate by the school administration.

### **GENERAL INFORMATION**

Address: 10635 – 36<sup>th</sup> Avenue N.                      Main Number: 763-504-8800  
 Plymouth, MN 55441                                      Fax Number: 763-504-8831

Web Sites: District: [www.rdale.org](http://www.rdale.org)  
 Armstrong High School: <http://ahs.rdale.org>  
 Student/Parent Portal: <https://campus.rdale.org>

Armstrong sends an Athletic and Activities Calendar to your home in late August. We make every attempt to accurately identify dates for school activities on this calendar, however, unforeseen changes can and do occur. If your student does not inform you of the date and/or time change, you could miss an activity that is important to you. Please stress to your student the need to listen to announcements and communicate these to you, especially if a change in date/time has occurred. Situations also arise where you have a question(s) and you are unsure where to direct your call. Use the following list to guide you in directing your question(s) to the right office and/or person(s).

| <b>IF YOU HAVE A QUESTION ABOUT...</b>   | <b>CALL</b>   |
|--|---|
| Athletic/activities registration, events, fees, etc.   | Activities Clerk      763-504-8833  |
| Club activities, dates, times  | Receptionist      763-504-8800<br>(ask for club or activity advisor)          |
| Requesting a transcript or other transcript concerns, setting up a counseling appointment, ACT and SAT test dates, high school and post-high school planning, PSEO, scholarships, etc. | Guidance Registrar      763-504-8819<br>(or ask for your student’s counselor) |
| Your student’s academic progress, classroom concerns, course grades  | Receptionist      763-504-8800<br>(ask for teacher’s voice mail)              |
| Your student’s medical records   | Nurse      763-504-8809   |
| Your student’s attendance  | Attendance Clerk      763-504-8836  |
| Your student’s lunch account   | Kitchen Manager      763-504-8813   |
| Media Center fines, overdue books, etc.  | Circulation Desk      763-504-8741  |

## **ARMSTRONG FAST FACTS**

School Name: Neil A. Armstrong Senior High School

School Opened: 1970

Enrollment: 2,000 in grades 9-12

Student School Hours: 7:20 a.m. – 2:10 p.m.

Main Office Hours: 7:00 a.m. – 3:00 p.m.

School Colors: Red, White, Blue

Mascot: Falcon

## **MISSION STATEMENT**

*The mission of Armstrong High School is to inspire and educate all learners to discover their potential and positively contribute to their community.*

## **ACADEMICS**

Students at Armstrong receive a solid education based on a wide range of curricular choices. We offer Advanced Placement courses in the areas of English, social studies, science, math, global language and the arts. Armstrong offers rigorous curriculum in all areas for all students and ability levels. Students will complete a Personal Learning Plan in Advisory.

## **THE ARTS**

The arts are a central part of Robbinsdale Armstrong High School. Students have opportunities to foster lifelong interest and self-expression in the arts through courses in drama, vocal and instrumental music, and visual arts. The school's vocal and instrumental music programs receive top ratings at state competitions and are recognized throughout the state and the upper Midwest for their excellence. The plays, musicals, and award-winning one-act plays are outstanding examples of the finest high school productions throughout the state. Our student artists have won local, state and national recognition.

Recent highlights for the Armstrong music program have included:

- Minnesota Music Educators Association Mid-Winter Conference performances in 2001, 2005, and 2013
- Grand Champion Award to the Marching Band at the 2012 Outback Bowl
- Concert Choir performance at the NCACDA Regional Convention in 2012
- Numerous Band/Choir/Orchestra members selected for All-State ensembles
- Symphonic Band performance at Carnegie Hall in 2014
- Numerous All-Conference Band/Choir/Orchestra members
- Superior ratings and "Best of Site" awards at both solo/ensemble and large group contests
- Performance tours to Europe, Chicago, Boston, New York, Denver, Orlando, Madison, Los Angeles, San Diego, San Antonio, and Florida
- Multiple invitational collegiate festival performances and collaborations
- Annual District Music Festival at Orchestra Hall every fall, as well as collaboration performances with local artists such as The New Standards, Jeremy Messersmith, LOTT, etc.
- Three appearances by the Concert Choir at the Choral Arts Finale Festival at Orchestra Hall

The Armstrong Visual Arts program offers art classes in painting, drawing, mixed-media, jewelry and ceramics. The ceramics studio has 26 potter's wheels which is a unique opportunity for high school students. Student artwork is on display throughout the community over the school year. Students also have opportunities to enter their work in national art competitions including the National Scholastic Art and Writing Awards where we have had several "Silver Key" winners. Local competitions include the 5<sup>th</sup> Congressional Arts competition, both which offer scholarships to art students. Art students who choose to pursue a career in the visual arts will have guidance in creating digital portfolios.

### **STAFF**

Armstrong has a professional staff of more than 120 educators who prepare students to pursue quality and excellence. Half of the classroom teachers have earned advanced degrees (including master and doctorate), and others are pursuing master's degree programs to enhance their ability to provide students with optimum teaching and learning experiences.

### **STUDENT ACTIVITIES AND ATHLETICS**

There are more than 75 school-sponsored teams, clubs, performing and fine arts activities, and sports. Some popular activities include musicals, plays, tech crew, choir, marching and jazz bands, debate, speech, yearbook, math team, Quiz Bowl, National Honor Society, global language clubs, Ultimate Frisbee, cycle club, and intramural sports.

Armstrong's school sports teams compete in the Northwest Suburban Conference. There are 15 varsity sports teams for girls and 14 varsity sports teams for boys. Our teams and individuals are always strong competitors at the region and state level.

### **STUDENT SERVICES**

- Guidance counselors
- School psychologists
- School social workers
- People Inc. school-based mental health therapist
- Special education staff
- School resource officers
- Health nurse

### **TEST SCORES**

Students regularly score above state averages on ACT and SAT tests.

**ARMSTRONG REGULAR CLASS SCHEDULE**

| <b><u>7-PERIOD</u></b>                                | <b><u>LUNCH PERIODS*</u></b>                              |
|---|---|
| <b>1</b> 7:20 – 8:10 (50 min.)                        | <b><u>Lunch A</u></b>                                     |
| <b>2</b> 8:16 – 9:03 (47 min.)                        | Class: 10:06 – 10:31 (25 min.)                            |
| <b>3</b> 9:09 – 9:56 (47 min.)                        | Lunch: 10:33 – 11:03 (30 min.)                            |
| <b>4</b> 10:02 – 10:49 (47 min.)                      | Class: 11:05 – 12:21 (76 min.)                            |
| <b>5</b> 10:55 – 12:21 (54 min. class)                | <b><u>Lunch B</u></b>                                     |
| <b>6</b> 12:27 – 1:14 (47 min.)                       | Lunch: 10:55 – 11:25 (30 min.)                            |
| <b>7</b> 1:20 – 2:10 (50 min.)                        | Class: 11:27 – 12:21 (54 min.)                            |
| <b><u>BLOCK</u></b>                                   | <b><u>Lunch C</u></b>                                     |
| <b>1</b> 7:20 – 8:10 (50 min.)                        | Class: 10:55 – 11:32 (37 min.)                            |
| <b>2</b> 8:16 – 9:03 (47 min.)                        | Lunch: 11:34 – 12:04 (30 min.)                            |
| <b>3 / 4</b> 9:09 – 10:49 (100 min.)                  | Class: 12:04 – 12:21 (17 min.)                            |
| <b>4 / 5</b> 10:06 – 12:19 (99 min.) (Lunch A)        | <b><u>Lunch D</u></b>                                     |
| <b>5 / 6</b> 11:32 – 1:13 (101 min.) (Assigned Lunch) | Class: 10:55 – 11:49 (54 min.)                            |
| <b>6 / 7</b> 12:26 – 2:10 (104 min.)                  | Lunch: 11:51 – 12:21 (30 min.)                            |
|   | *Lunch period determined by<br>Period 5 teacher schedule. |

**ARMSTRONG ADVISORY CLASS SCHEDULE (WEDNESDAYS)**

| <b><u>7-PERIOD</u></b>                               | <b><u>LUNCH PERIODS*</u></b>                              |
|--|---|
| <b>1</b> 7:20 – 8:03 (43 min.)                       | <b><u>Lunch A</u></b>                                     |
| <b>2</b> 8:09 – 8:52 (43 min.)                       | Class: 10:18 – 10:44 (26 min.)                            |
| <b>Adv.</b> 8:58 – 9:23 (25 min.)                    | Lunch: 10:46 – 11:16 (30 min.)                            |
| <b>3</b> 9:29 – 10:12 (43 min.)                      | Class: 11:18 – 12:30 (72 min.)                            |
| <b>4</b> 10:18 – 11:02 (44 min.)                     | <b><u>Lunch B</u></b>                                     |
| <b>5</b> 11:08 – 12:30 (50 min. class)               | Lunch: 11:08 – 11:38 (30 min.)                            |
| <b>6</b> 12:36 – 1:19 (43 min.)                      | Class: 11:40 – 12:30 (50 min.)                            |
| <b>7</b> 1:25 – 2:10 (45 min.)                       | <b><u>Lunch C</u></b>                                     |
| <b><u>BLOCK</u></b>                                  | <b><u>Lunch D</u></b>                                     |
| <b>1</b> 7:20 – 8:03 (43 min.)                       | Class: 11:08 – 11:40 (32 min.)                            |
| <b>2</b> 8:09 – 8:52 (43 min.)                       | Lunch: 11:40 – 12:10 (30 min.)                            |
| <b>Adv.</b> 8:58 – 9:23 (25 min.)                    | Class: 12:12 – 12:30 (18 min.)                            |
| <b>3 / 4</b> 9:29 – 11:02 (93 min.)                  | <b><u>Lunch D</u></b>                                     |
| <b>4 / 5</b> 10:18 – 12:30 (98 min.) (Lunch A)       | Class: 11:08 – 11:58 (50 min.)                            |
| <b>5 / 6</b> 11:08 – 1:19 (98 min.) (Assigned Lunch) | Lunch: 12:00 – 12:30 (30 min.)                            |
| <b>6 / 7</b> 12:36 – 2:10 (94 min.)                  | *Lunch period determined by<br>Period 5 teacher schedule. |

**CODE OF CONDUCT**

The Armstrong High School staff provides a quality education for our students. To that end, we strive to promote a quality learning environment, to foster intellectual development, to promote positive integration among our students, and to prepare our students for the responsibilities of independent and productive living. We believe that all persons in our school have the right to a safe, respectful, and productive learning environment. In addition, we



believe the maintenance of a quality educational climate requires expectations, behavior guidelines and consequences.

The code of conduct set forth in this section of the guide is in accordance with the District 281 discipline policy. It includes policies for attendance and behavior and is in effect on school grounds, on district-provided transportation, and at all school-sponsored activities, wherever they are held.

### **EXPECTATIONS**

High school staff and administration expect students to excel in their education at Armstrong. Students who put forth consistent effort and seek to learn from their teachers and peers will reap the rewards of an excellent education. The guidelines listed below are our expectations for success for our students.

#### **Students are expected to:**

- Attend school regularly and be in class on time with the proper materials, prepared to learn.
- Conduct themselves in a way that promotes a positive teaching/learning environment.
- Respect the rights and property of others.
- Be cooperative, courteous, and respectful with school staff and other students.
- Maintain a clean and safe school environment.

### **ATTENDANCE POLICY**

It is the educational philosophy at Robbinsdale Armstrong High School that classroom attendance and academic success are directly related. We believe that every day students are exposed to many valuable experiences and interactions in the classroom, and students need to attend class to take full advantage of those educational experiences. Additionally, we believe there are many long-term benefits resulting from developing and maintaining good attendance which carry over to other aspects of life and work. The importance of attendance and the impact on lifelong learning cannot be overstated. The attendance policy has been developed to encourage academic success.

Class attendance is a joint responsibility shared by the student, parent or guardian and school personnel. The attendance policy is intended to hold students accountable for their class attendance.

#### **Student Responsibility**

It is the student's responsibility to be in school and to attend all classes, including Wednesday advisory and assigned study hall(s). It is also the student's responsibility to follow the correct attendance procedures when absent from a class, study hall, advisory, or for the entire school day.

#### **Parent/Guardian Responsibility**

It is the responsibility of the parent or guardian to encourage and monitor his or her student's school attendance, to report all student absences according to the school's attendance policy and procedures, and to work cooperatively with the school and student to solve any attendance problems that may arise.

## Parent Portal

Parent Portal is a valuable online tool that is available to parents and guardians to assist them in monitoring their child's attendance, grades, discipline record, food service balance, immunizations, class schedule, and emergency contact and demographic information. Parents may sign up to be notified of their child's absences and/or tardies via e-mail. For Parent Portal registration information, please contact the district office at 763-504-8000.

## Teacher Responsibility

It is the teacher's responsibility to maintain an accurate record of daily student attendance and enter it into the attendance system. It is the teacher's responsibility to communicate attendance concerns to the student's parents/guardians. Teachers must report any student who is a chronic truant to administration. Students will receive interventions for unexcused absences and tardies.

## Administration Responsibility

It is the administration's responsibility to monitor the attendance policy and procedures and to assist teachers in their efforts to improve student attendance. It is also the administration's responsibility to work cooperatively with students, teachers and parents to promote acceptable attendance habits.

## ABSENCES AND ATTENDANCE REPORTING PROCEDURES

### What is an Excused Absence?

Absences for illness, hospitalization, medical or dental appointments (**with doctor's slip**), approved school-sponsored activities, court appearances, family emergencies, funerals, religious holidays or absences caused by natural disasters will be excused if the parent or guardian calls 763-504-8810 before 2:45 p.m. on the day of the absence. Students will be allowed to make up work, tests and/or quizzes missed due to excused absences. Students with excessive absences or tardies to first hour will need to produce a doctor's note to excuse the absences or tardies.

### What is an Unexcused Absence?

All other absences not described above, including absences caused by oversleeping, missing the bus, or failure of cars will be unexcused, ***even if the parent calls***. **Students will be allowed to make up work they missed due to unexcused absences but will not receive credit. The student will receive no credit for any tests or quizzes given during an unexcused absence.**

### What are the consequences for unexcused absences?

Additionally, unexcused absences accumulate. The consequences for unexcused absences range from detention to Tier 3 placement.

In serious cases of truancy, the school will file a petition with the county attorney's office, which will likely require an appearance in court by the student and his/her parent(s) along with other court-assigned consequences.

Also, an automated telephone system makes calls daily for unexcused tardies/absences. Parents will be sent a letter when a student has accumulated three or more unexcused absences from a class.

### **What are the consequences for excessive excused absences?**

If your student has a medical condition that may cause excessive absences, please call the school nurse at 763-504-8809.

The school nurse monitors excused absences. If your student has excused absences that exceed the district recommendation for each half quarter, the nurse will contact the student's parent/guardian and school staff to obtain more information. That information will be shared with the Tier III team. If necessary, a letter will be sent to the family offering assistance and alerting the family of the excessive absence rate. The letter will also explain the potential need for a physician's note to excuse absences.

Excused absences will continue to be monitored every half quarter. If the absences continue, the team may send a second letter that would explain that a doctor's note will be required for each additional excused absence.

### **Tardiness**

The staff and administration at Armstrong High School expect students to arrive to each class on time. There is adequate passing time between classes, and students need to plan ahead so they do not have to go to their locker between each class period.

Students will be assigned lunch detention if they are tardy to classes. Students with excessive tardies will be assigned further consequences. Failure to serve consequences will result in assignment to the Tier III Intervention Room. Students who drive to school and have excessive tardies may lose parking privileges, with no refund.

### **Absent or Tardy**

If a student misses more than ten minutes of a class, he or she is considered absent from that class. Missing less than ten minutes of class is a tardy. Missing class by coming late to school is truancy, unless it is excused by an administrator.

### **Only School Officials Excuse Absences**

School officials determine whether an absence is excused or unexcused.

### **Excusing an Absence**

Either a note or a parent/guardian call is necessary each time a student is absent. That call must be made before 2:45 p.m. on the day of the absence.

### **Signing a Student Out of School During the School Day**

The student must present a note from a parent/guardian to the school receptionist before 7:20 a.m. explaining the reason and time the student needs to leave school. The receptionist will give the student a "**Permit to Leave School**" form to present at the front door at the designated release time.

If a student becomes ill during the school day, he/she must get a pass from his or her classroom teacher and report to the school nurse. The school nurse will coordinate the student's release from school if necessary.

Students who leave the school without permission and attempt to reenter the building will be considered truant. Parents will be notified of the truancy and consequences.

### **Consequences for Truancy**

When a student is absent unexcused from a class, the computer calling system will call home to inform the parents of the truancy. If a parent would prefer this call be made to a cell or work phone, he/she may inform the school so the appropriate number can be listed in the calling system. The student will lose credit for the day's work. The school will send at least one letter to the home when students have been truant from classes. The letter will explain the school's attendance policy and the truancy laws of the state. Parents are welcome to call the school at any time to check on their student's attendance. Chronically truant students may be assigned to lunch detention and/or Tier III intervention.

Students who are truant will not be eligible for and/or may lose their parking permit and open lunch privileges. Students will be placed on an attendance contract if they reach five or more unexcused absences in a course. School officials will file truancy action with the court system in the case of students who are chronic/habitual truants. **In Minnesota, this is legally defined as any student who misses one or more class periods on seven (7) different days within the same school year without a lawful excuse.** A truancy petition may result in the denial, delay or revocation of driving privileges. Truancy may also jeopardize the status of students open-enrolled to the district.

### **Prearranged Absences**

If a student plans to be absent for three (3) consecutive days or more, a special absence request form must be completed in advance of the planned absence. This form is obtained from the attendance clerk by presenting a note written by a parent/guardian that explains the reason for the impending absence. The student is responsible to present this form to each of his/her teachers to sign. The form is then returned to the attendance clerk for a principal's signature. (Students anticipating extended absences for surgery or other hospitalization should also inform the school nurse at 763-504-8809.)

### **School-Authorized Absences**

School-authorized absences are those student absences initiated by the school for a school-sanctioned activity. Examples are:

- field trips, co-curricular or athletic participation
- required school appointments that are pre-scheduled (support groups, a counselor or principal appointment)
- other reasons as authorized by a principal

### **Excused School-Authorized Absences and Homework**

The student is expected to be prepared for class if he/she has a single-day absence. Previously announced tests and assignments will be administered unless the teacher feels that the student's success would be seriously jeopardized by the single day absence. The student will have the opportunity to complete and gain credit for assignments missed. Some activities are not able to be duplicated outside of class. Students will be given an alternate assignment. The student should check with his/her teachers for specific class policies for assignment completion.

## **BEHAVIOR GUIDELINES**

Promoting effective discipline at Armstrong High School requires a comprehensive program supported by everyone—parents, teachers, administrators and students. We believe a well-disciplined school not only guarantees a safe and comfortable environment for all, but a friendly, cooperative atmosphere where learning can flourish.

Your school has an obligation to provide a safe, orderly, and purposeful learning environment. As students, you are expected to behave in a manner which enables you to gain the very best educational experience(s) without impeding the orderly operation of the school and/or the learning of others.

School administrators will administer discipline within the guidelines of the district discipline policy and other specific school policies relating to student behavior. Additionally, administrators will have the authority to enforce other reasonable disciplinary actions which they find warranted by situations not covered in the school or district policy. Armstrong High School administration and staff will provide direction and encouragement for students to make positive choices and contributions to the school and will maintain a suitable environment for learning.

To help students make good choices, we have identified student expectations for conduct. Students who know what is expected of them and meet the expectations listed below will find Armstrong High School to be a safe, friendly, and orderly place to learn and work.

### **Students are expected to:**

- Attend school regularly and be in class on time with the proper materials, prepared to learn.
- Conduct themselves in a way that promotes a positive teaching/learning environment.
- Respect the rights and property of others.
- Be cooperative, courteous, and respectful with school staff and other students.
- Maintain a clean and safe school environment.

### **District 281 and Armstrong High School Discipline Guidelines**

A separate district handbook for parents and students that describes students' rights, opportunities and responsibilities, as well as the discipline policy is available online at [www.rdale.org](http://www.rdale.org). The handbook is reviewed with students every school year. This handbook also includes co-curricular activity policies.

## **ACADEMICS**

### **Academic Achievement Awards Program/Academic Lettering**

An important component of our school is to recognize outstanding student educational achievement in academic areas and to celebrate our students' success through award ceremonies. These ceremonies are held in May.

Academic letters will be presented at the awards ceremony in May. Students receive an academic letter by earning a 3.8 quarter G.P.A. or higher two of the first three quarters of the academic year. Students who letter for the first time receive an academic letter "A". Each additional time a student letters, they earn an academic bar. Full-time PSEO students are not eligible for academic letters but are eligible for graduation honors. On-line courses through

Northern Star Online (NSO) and non-Robbinsdale formats as well as PSEO classes are not calculated in the GPA to determine academic letters.

For senior scholarship winners to be recognized at graduation, the school needs to have the scholarship information before the program-printing deadline. (The Guidance Office will notify students of the deadline in May.) A separate scholarship awards pamphlet will be printed and distributed with the commencement program.

### **Academic Load/Full-Time Student Status**

Students at Armstrong High School are expected to carry a six (6) credit minimum load. However, student involvement in special school programs (e.g., work program, post-secondary options, etc.) may prohibit a student from scheduling six (6) credits. A student scheduled for less than five (5) credits is not considered a full-time student. Students earning less than five (5) credits will be required to do one of the following:

- Have a conference with principal, counselor, and parents/guardians to develop an educational plan.
- Explore other educational alternatives.

### **Advanced Placement Courses/Tests**

Advanced Placement courses are offered in multiple subject areas. Courses that prepare students for the Advanced Placement test are noted specifically as AP courses in the course guide. Advanced Placement tests are typically held in May. A student who takes a challenging college-level Advanced Placement course and passes the Advanced Placement test with a grade of 3 or higher, may be awarded college credit or advanced placement from the college or university he/she chooses to attend. See your counselor for details about AP courses and specific Advanced Placement test dates and fees.

### **Advisory**

Students are assigned to an advisory and generally stay with their advisory teacher all four years of high school. During the advisory period, information is disseminated about programs, activities, and events. In addition, the school uses advisory as a vehicle to communicate and interpret school policies, procedures and processes.

### **Block and Single Classes**

Armstrong's schedule is a combination of traditional single-period classes and block classes. Single-period classes meet 47-51 minutes every day for an eighteen-week semester. Students earn one (1) credit.

Block classes meet every day for 101-105 minutes. Breaks during a block classes are given at the discretion of the teacher. Block courses assign a final grade at the end of the semester and it is worth two (2) credits.

### **Chromebooks**

All Armstrong students will be provided with a Chromebook to support learning in the classroom and at home. As part of the Chromebook Acceptable Use Agreement, students and parents/guardians agree to the following conditions:

- Take good care of the Chromebook in all locations.
- Transport the Chromebook in the district-provided case.
- Bring the Chromebook to school every day, fully charged.

- Be a responsible digital citizen.
- Use the Chromebook for instructional purposes.
- Report any damage or loss, whatever the cause, to the Media Center as soon as possible.
- Take responsibility for any damage or loss caused by neglect or abuse.
- Report vandalism or theft to the appropriate police department.
- Pay the personal device insurance fee or assume full financial responsibility for theft or damage.

Students will be assessed fines for loss or damage to their school-issued Chromebooks and related accessories. Items lost, intentionally damaged or not cared for properly will be at the expense of the student. Items accidentally damaged will be covered by insurance.

### **Class Rank**

Class rank is based on final semester grades earned in all subjects. Grades are not weighted in calculating class rank.

### **Credit and Graduation Requirements – District 281 Board Policy**

**Graduation:** It is the policy of Independent School District 281, Robbinsdale Area Schools, to require 46 credits for graduation.

Independent School District 281 requires 46 credits for graduation, earned during grades 9-12. Credits are semester credits with 18 and 19 weeks per semester, making 37 weeks per school year. Credits are distributed as follows:

#### **Graduation Requirements for Class of 2017 and beyond:**

|                    |  |
|--------------------|--|
| English            | 8 semester credits   |
| Social Studies     | 8 semester credits ( <i>1 year each of Geography, U.S. History, and World History; 1 semester each of Economics and Government</i> ) |
| Science            | 6 semester credits ( <i>1 year of Biology; 1 year of <b><u>either</u></b> Physics or Chemistry</i> )                                 |
| Mathematics        | 6 semester credits ( <i>must include Algebra II</i> )  |
| Physical Education | 2 semester credits   |
| Health Science     | 1 semester credit  |
| Arts Education     | 2 semester credits   |
| Electives          | <u>13 semester credits</u>   |
| <b>Total:</b>      | <b>46 total credits</b>  |

In addition to earning credits, students can take one or more career, college, or military aptitude tests, such as the ACT, SAT, Accu Placer, and ASVAB.

**Please see your guidance counselor if you have questions regarding credits or graduation requirements.**

### **Credit for Prior Learning**

It is the policy of Robbinsdale Area Schools to grant credit for prior learning when the student successfully completes an approved assessment of competence in the content standards and learner outcomes of a subject course or grade level. To be eligible to request credit for prior learning, a student must be enrolled in a district high school and maintain full-time status in accordance with district policy.

A student initiates a request for credit for prior learning by discussing its appropriateness with his/her counselor. An application is then submitted to the counselor who then submits the application to Teaching and Learning Department to determine the appropriateness of each application and monitor the assessment process. If approved, the guidance counselor will work with the student and a teacher for the assessment process. If a credit is earned, it will appear in the transcript as a passing grade (P).

A student may request credit for prior learning only once for each subject, course or grade.

### **Credits, Transfer**

According to District Policy on Secondary Course Credit, building counselors/principals have the authority to interpret credits from other educational institutions and equate these credits in a fair and equitable manner with the standards applied to those credits awarded in the regular school program of District 281.

### **Final Exams**

Final exams are scheduled for the last two student contact days of each semester. Students are expected to take exams and/or participate in final exam activities at the scheduled exam time(s). Final exams will not be given early. If there are extenuating circumstances surrounding the final exam schedule, the principal will have to approve any changes. This will be done on an individual basis.

Seniors with an outstanding achievement record during the semester may be exempt from final exams in certain courses. See your teachers for details.

### **Grading Periods (2019-20)**

Progress reports will be distributed at the end of each quarter and semester. Grades are available to view on Schoology.

|                         |                                      |
|-------------------------|--------------------------------------|
| <u>First Semester</u>   | September 3, 2019 – January 17, 2020 |
| 1 <sup>ST</sup> Quarter | Ends November 1, 2019                |
| 2 <sup>ND</sup> Quarter | Ends January 17, 2020                |
| <u>Second Semester</u>  | January 22 – June 3, 2020            |
| 3 <sup>RD</sup> Quarter | Ends March 20, 2020                  |
| 4 <sup>TH</sup> Quarter | Ends June 3, 2020                    |

### **Grading System**

Grades are reported at the end of each quarter and semester. Only the final semester grade shows on the student's transcript and becomes a part of the student's permanent record.

All A, B, C, or D grades are passing and earn credit. **"NC"** means **No Credit** is earned. An **"I"** means **Incomplete** and the student is required to complete course work missed at the end of a grading period due to an excused or school authorized absence. Incompletes ("I") are assigned only if there is an extended absence or unique circumstance that prevents the student from



completing the coursework before the end of the quarter or semester. Students who receive an incomplete should check with their teacher to verify the requirements to receive a grade. The deadline for the completion of incompletes earned in the first and third quarters will be the seventh week after the end of the quarter; the deadline for completion of incompletes for second and fourth quarter course work and exams is the third week of the following quarter.

### **Graduation Eligibility of Seniors – District 281 Board Policy**

Twelfth grade students who have earned **45** credits and indicate they will complete the remaining credit requirements within three months following graduation may be allowed to participate in graduation ceremonies at the discretion of the principal.

The student will not receive a diploma or be certified as a graduate until all credits are completed.

A senior who has earned at least 41 semester high school credits by the end of his or her high school seventh semester and who has enrolled in post-secondary option classes equivalent to five high school semester credits may participate in graduation ceremonies. This student will receive the high school diploma upon verification of **46** high school semester credits in the appropriate areas.

(Policy adopted by the school board: October 6, 1975; Reviewed/ revised: August 19, 1985; Amended: April 21, 1986; September 19, 1988)

### **Honor Points**

Students in grades 9-12 will receive the following honor points for letter grades:

|            |                                       |
|------------|---------------------------------------|
| A = 4.000  | C- = 1.670                            |
| A- = 3.670 | D+ = 1.340                            |
| B+ = 3.340 | D = 1.000                             |
| B = 3.000  | D- = 0.670                            |
| B- = 2.670 | NC = 0.000                            |
| C+ = 2.340 | I = no credit until work is completed |
| C = 2.000  | P = pass, no honor points             |

### **Honors, Academic**

The number of seniors who receive recognition honors at commencement will depend on the size of the senior class and be determined by a student's overall G.P.A. at the end of the first semester of the senior year. If, for example, there are 500 students in the graduating class, then the top 100, or 20%, will be named honors graduates. No changes in honor status will be recognized after the first semester. Students must have attended Armstrong during their junior year to be eligible for commencement honors. International Exchange students may be eligible for honors but will not be factored in the number of students in the graduating class. All honors distinctions are as follows:

- Highest Honors = Top 1% of senior class
- High Honors = Top 10% of senior class
- Honors = Top 20% of senior class

### **G.P.A. sample calculation:**

To compute your G.P.A., add the G.P.A. points for each letter grade received and divide by the number of credits in which you are registered. A two-credit class doubles the honor points earned for that letter grade.

|                              |    |   |                          |
|------------------------------|----|---|--------------------------|
| <b>Example:</b> Math (1 cr.) | A  | = | 4.000                    |
| Phy Ed (1 cr.)               | B  | = | 3.000                    |
| English (2 cr.)              | B+ | = | 6.680                    |
| Science (1 cr.)              | A- | = | 3.670                    |
| Choir (1 cr.)                | B- | = | <u>2.670</u>             |
|                              |    |   | 20.020/6 credits = 3.336 |

### **Late Start/Early Release**

Juniors and seniors with period 1 or period 7 study hall may apply for a late start or early release. Students must remain in good academic standing to maintain this privilege.

### **Media Center**

The media center contains print and non-print material for teacher and student use. A media specialist is available to assist students to acquire print and non-print information for independent study and/or classroom presentations.

Students can access the media center if they are:

- issued a media center pass by a teacher
- with a teacher as part of a class

The media center is a learning environment, and students are expected to comply with all school rules and expectations when utilizing the media center for a class or as an individual resource.

### **National Honor Society (NHS)**

The Robbinsdale Armstrong High School Chapter of the National Honor Society was established to acknowledge and encourage outstanding student achievement in scholarship, character, service and leadership. A faculty council determines and conducts a selection process.

Students who meet the following criteria are eligible to be considered for selection:

- currently a student in grade 11 or 12, or in a post-secondary program
- in attendance at RAHS for at least one semester
- cumulative G.P.A. of at least 3.6
- return selection information materials by mid-September due date

All eligible students who return selection information materials by the established due date are evaluated by the faculty council. Students are selected based on their service, leadership, scholarship and character. **Not all eligible students are selected for membership in NHS.** Eleventh grade students not selected last year and who are eligible again this year may be reconsidered for membership and are encouraged to submit selection materials.

Membership in NHS is not only an honor, but a responsibility and, once selected, students are expected to continue to demonstrate the qualities of scholarship, service, leadership and character. Each member will participate in selected NHS service projects, along with individual service activities. First year members complete a total of 30 hours of service, while returning

members complete a total of 40 hours of service. Seniors are eligible to be nominated to apply for NHS national scholarships.

The RAHS local NHS chapter conforms to the national constitution set forth by the National Council and the local chapter bylaws. Students who fail to meet the expectations set forth in the local chapter's bylaws may be dismissed from NHS. There is an annual local chapter membership fee.

The RAHS chapter of the National Honor Society will hold its annual induction of new members in November in the school auditorium.

Information regarding NHS, selection materials, and the deadline for completing materials will be communicated through junior and senior advisories, posted outside the main office, and published in the *Falcon Flyer*.

### **Pass/No Credit**

All required and elective courses are graded A to NC or I. However, **one elective single course per semester or one block class per year may be taken on a pass/fail basis per school year.** A "Pass" grade means a credit is awarded which has no effect on the grade point average. A "No Credit" grade means no credit is given and the "NC" counts 0.0 in the G.P.A. as a failed course. Students should always confer with the teacher to be clear about the class expectations for earning a "P" grade. **A course taken as pass/no credit can only be used to meet the elective credit category.**

A student requesting to take a course P/NC must obtain a form, "Request for Pass-No Credit Basis," from the Guidance Office. It is the student's responsibility to obtain the required signatures and to return the form to the teacher for that class by the eighth week of the semester. P/NC status will not be granted after the stated deadline. The teacher notifies the data processing clerk of the student's P/NC status.

### **Post-Secondary Enrollment Options (PSEO)**

The Post-Secondary Enrollment Options Act was signed into law as part of the 1985 Omnibus Education Aids Bill. It allows high school junior and senior students to attend a college, either full-time or part-time, at no cost to the student. Colleges carefully evaluate high school rank and test scores when considering high school students for enrollment. Generally, juniors must be in the top one-third of their class, while seniors must be in the top half. Tenth grade students are now eligible to enroll in one Career and Technical Education (CTE) course on a college campus through the PSEO program. If a student earns a C in the first semester, she/he can take more courses. Transportation funds are available for low income students who want to participate in PSEO. In order to be eligible, a 10th grade student must have taken the 8th grade MCA reading test in the 8th grade and have met the composite proficiency level of "meets or exceeds." Information about these options is available in the guidance office. Online PSEO courses are available. Any student interested in the PSEO program should contact his/her counselor.

All school rules apply to PSEO students while they are on our campus and at school activities. Post-secondary students who fail to comply with school rules and district discipline policies will be subject to the same disciplinary rules in effect for all Armstrong students.

### **PSEO Clearance for Graduation**

Seniors enrolled in college spring quarter classes must receive grades before a diploma will be issued. Students will receive the high school diploma upon verification of 46 high school semester credits in the appropriate areas.

### **Registration for Courses/Drop**

Students register for the next school year in the spring. They are required to register for six credits each semester equaling 12 for the school year. Because registration directly influences the school's schedule, students need to fulfill their requests unless: 1) the student is misplaced in a class (determined by the teacher); 2) the student fails to meet prerequisites; 3) a student with 13-14 credits elects to drop a class; 4) the student is enrolling in post-secondary options, or some other extended alternative program, e.g., work experience, technical college, "A" School; or 5) the student has duplications, irresolvable schedule conflicts or a credit or course imbalance. Before each semester commences, a student may change his/her schedule at the stated schedule change time(s) for reasons 1-3 stated above. Students registered for AP courses must stay in the course for the duration of the term. Drop requests are initiated with the counselor and need administrative approval.

### **Report Cards**

Report cards are distributed to students after first, second, and third quarters. The fourth quarter/final report card is mailed to the parent/guardian current address on file. The final report card is sent approximately two weeks after the last teacher workday of the school year.

Final exam grades may appear on the semester report card; however, they do not appear on the student's transcript.

Questions or concerns regarding a grade on the report card should be addressed to the classroom teacher. When teachers are no longer on campus at the end of the school year, office personnel will route grade concerns to the teacher, or leave a message for the teacher to contact the student and/or parent when school resumes.

### **Resource Centers, Use of**

Resource centers are designed to provide a place where students have access to specific subject materials, equipment, and staff that will assist students in their independent study activities. Students must have a pre-signed pass to use the resource centers and must report directly there during passing time.

### **Student Records/Directory Information/Release of Student Information**

In accordance with state and federal data privacy laws and regulations, District 281 student directory information is considered public information. Student directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent educational institution attended.

By completing a district request form, parents or students over 18 years of age may request that directory information not be made public. Forms are available from the data processing clerk.

Directory information may be released only to an individual in person and not over the telephone or by mail. Requests for directory information must be presented on the appropriate form and submitted to the building principal.

Student information that is not public and that may not be released without student/parent/guardian permission includes grades, grade point average, specific courses taken, daily attendance, test scores, parent/guardian names and addresses, and health or medical records.

Public information shall include names and pictures of students participating in or attending extracurricular activities, school events, and High School League activities or events.

Limited personal information about students may be released or made public without the consent of parents, or of a student over 18 years old.

### **Student Records, Who May See**

Access to private data in student records is limited to:

- “Eligible Student” (student who is 18 years of age or older, or a student attending a post-secondary school)
- parent/legal guardian of minor students
- staff members who have educational responsibility for the individual student
- administrative and clerical staff whose work assignments require access

### **Study Halls**

Students with 12 credits will be assigned a study hall. At AHS we emphasize academic achievement and support this through our study hall program. Study hall is a time for academic study, review, and assistance. Students may receive pre-signed passes from their academic classroom teachers for access to the academic resource centers or individual teacher classrooms and must report there during passing time. Nuisance items are not allowed.

## **ARMSTRONG STUDENT POLICIES AND PROCEDURES**

### **Absences and Make-Up Work**

Students are encouraged to check with their teachers in advance of any prearranged absence to obtain make-up work. Teachers will assign work, in advance, when the student presents a prearranged absence form. This policy includes field trips or other approved absences. If a student has an extended illness, he/she may contact their counselor to arrange to obtain assignments. Students who have unexcused absences may complete their assignments but will receive no credit for their work.

### **Make-Up Work for Suspensions**

Suspended students should use their Chromebook/Schoology to keep up to date with assignments. A student who is suspended is not to be on school property, and therefore should not return to school to obtain assignments.

### **Activity Buses**

Students who participate in after-school activities and need transportation home may utilize the district activity buses. These buses run Monday through Thursday after extracurricular activities have ended. Students must have a valid school identification card and an activity bus

pass to ride this bus; they will not be allowed admittance without the appropriate activity bus pass. See your coach or activity advisor to receive a bus pass. Students must wait in room 240 for the activity bus.

### **After-School Activities/Loitering**

Students are permitted to stay after school if they are involved in a sanctioned school activity or have received permission from a teacher or principal. They must report to room 240 after the activity to wait for their ride or the activity bus. For the safety and security of our students and staff, students who loiter in the building or on school grounds after school hours will be required to leave. Violators will also be subject to school disciplinary consequences and referred to school resource officers for possible legal consequences.

### **Announcements, Public Address**

Announcements or bulletin items for clubs, athletic activities and items of general interest to the whole school population will be announced during first period over the public address system, posted on the bulletin board outside of the main office, and published on the AHS website. Generally, changes in events or additional necessary announcements will be made at the end of the school day.

### **Authorization to Leave Building**

A student who leaves the building/campus during the school day will need to provide evidence that he/she has been authorized to leave. A student who leaves the building without authorization will be marked unexcused and will face other disciplinary actions. Students who attempt to return to school will face disciplinary action. When leaving the building, a student must present one of the following authorizations to any requesting staff person, including parking lot attendants, or the student will be brought to the principal:

- Permit to Leave Early\*
- Early release/late start (must show ID with current sticker at front door; valid only periods 1 or 7)
- Open lunch permit
- Work program release form or I.D. (see your coordinator)
- Post-secondary student permanent pass
- Pass signed by a principal
- Mentor Connection

\* Student should retain the copy to verify that he/she left the building. This will be the student's only proof of legitimate absence from class.

\* Students who leave the building with a forged pass will face disciplinary action.

\* When leaving for and returning from open lunch, students must show their school identification card with the necessary open lunch stickers to school security staff. Failure to do so will result in a suspension of open lunch privileges and/or other consequences as assigned by an administrator. Students who leave for open lunch without permission will face administrative consequences. Parents will be notified.

### **Backpack Policy**

In order to comply with state health, safety, and fire codes, only small, personal backpacks and string bags will be allowed in the classroom, hallways, cafeteria or commons area during the school day from 7:20 a.m. to 2:10 p.m. Backpacks must be able to fit under a desk. Larger

backpacks must be stored in student lockers. Individual teachers may not allow backpacks in their rooms due to safety reasons around specialized equipment. Students have sufficient passing time between classes to go to their lockers as needed.

Backpacks are subject to search by school personnel under reasonable suspicion.

### **Banners, Posters, Signs, and Literature**

Banners, posters, signs and literature must be approved to be posted or distributed, in or outside the building. School clubs and other school organizations' supervisors must have prior approval from the principal to post or distribute material. Any item to be posted must first be approved by the principal. Students who have received approval to put up banners are responsible to remove them in a timely manner. Supervisors of activities are expected to put the expiration date on all posters and banners. We do not advertise for non-school organizations unless the principal determines there is a legitimate benefit to our students.

### **Dance Policy**

An Armstrong student is permitted to bring one guest to a dance if the dance is open to guests. The Armstrong student must register his/her guest on the guest list and obtain approval from the principal of the requesting student. The list of approved guests will be given to dance security. **Students are prohibited from bringing guests to dances, including prom, who are 21 years of age or older.** RAHS students and their guests must have school I.D.'s in their possession when attending school dances. Students who are dressed inappropriately will not be admitted into a school dance or prom. Armstrong High School reserves the right to close any or all dances to guests. Armstrong High School also reserves the right to refuse admittance to any dance guest. Once a student leaves the dance, he/she will not be readmitted. Students are subject to the District 281 Discipline Policy at all school functions, including those that take place off-campus.

### **Detention and Tier Interventions**

Students may be assigned consequences for infractions of school rules and for unexcused tardies or absences from classes. Consequences become progressive for repeated offenses. Tier II and Tier III consequences include removal from class for a period up to multiple days.

### **Dress Code**

Armstrong High School wishes to create a respectful educational environment that is conducive to learning and free of distractions. As such, District 281 has adapted student dress guidelines that lay out dress/grooming expectations both at school and at school events. These expectations include, but are not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- Clothing that shows intimate parts.
- Clothing bearing a message that is lewd, vulgar or obscene.
- Apparel promoting products or activities that are illegal for minors.
- Objectional emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a

protected minority group, evidences gang membership or affiliation, or approves, or advances any form of religious, racial, or sexual harassment and/or violence against other individuals.

- Any apparel or footwear that would damage school property.
- Masks, face paint or clothing that limits or prevents identification of a student.
- Wearing clothing in a manner that displays undergarments.

### **Drug Sniffing Dogs, Use of**

Armstrong High School will be working in conjunction with the Plymouth Police Department in using their resources, which would include police dogs trained to detect the presence of drugs and explosives on campus. These searches will occur randomly and unannounced.

All property owned/controlled by the school including lockers, school facilities, as well as vehicles parked on school property will be subject to search.

A student's personal belongings may be searched if reasonable suspicion is indicated by a pattern of alerts by the trained dog.

Students and their parents whose property may be involved in a search will be notified of the results of the search and of any tests that may be conducted upon materials confiscated or considered under question during the search.

### **Eighteen-Year-Old Students**

Students 18 years and older are legal adults and have all the legal rights and responsibilities that adults possess. When enrolled in school, it is their responsibility to obey school regulations and the school authorities who enforce them. In relation to issues requiring parental permission for minors, 18-year-olds must abide by the same guidelines unless they have obtained legal emancipation from their parents/guardians through court order and have presented that court order to the school authorities.

### **Entering/Leaving School**

Entering and leaving school between 7:20 a.m. and 2:10 p.m. is permitted through the **main entrance** only. **Admitting others through a locked or secured door without the permission of school personnel is prohibited by District Discipline Guideline 36(B). A student will be disciplined for violating this policy. The rear door is a security entry, and it will be locked; it is not to be used during the school day.**

### **Field Trips**

Field trips and other school-sponsored trips are extensions of the school program. All school and district rules and regulations are to be followed and enforced. A student must have parent permission to attend a school trip and must follow behavior and participation guidelines established by the classroom teachers. A student may be denied the opportunity to attend a field trip due to failing grades, office referrals, or for other behavior which demonstrates that the student is uncooperative. Students who do not participate in school field trips will receive alternate assignments.



### **Fines and Fees**

Students are encouraged to promptly pay fines or fees for books and other items. Unpaid fines and fees can delay graduation clearance.

### **Fire Drills**

Emergency exit drills are essential for all students to practice in order to exit the building as quickly and safely as possible. Exit drills are a necessary precaution and will be held at irregular intervals. Check the instructions posted in each classroom, which indicate how to leave the building in case of a fire. Teachers will also provide information to students regarding procedures to follow. Students are to exit the building in an orderly fashion, moving quickly and quietly, and should listen for additional instructions given by staff. Students are to return to their classes when the all-clear signal has been given.

### **Food/Beverages**

Food is to be consumed in the cafeteria area only. Teachers may authorize exceptions for special circumstances, provided consumption is confined to a classroom under their supervision. Food and/or drink items in a student's possession upon arrival to school must be left at the front door. No food or beverage items are to be carried in the halls or taken to classrooms.

### **Game Playing**

Game playing, including card games and other gambling activities, are prohibited on our school campus. All outdoor ball games are restricted to the approved areas of the back lawn, away from windows, and are only permitted during the lunch period. Game playing is prohibited in the building (includes cafeteria) and on patio areas. Additionally, students are never to be inside the pond area for any reason.

### **Graduation**

Students are not required to participate in the graduation ceremony to receive their diploma. Any student who does not wish to participate in the ceremony should inform the school as indicated in the graduation information that is sent to seniors. Students must attend graduation practice if they wish to participate in the evening graduation ceremony. More detailed information about graduation is distributed to seniors in May. (See also Credit and Graduation Requirements.)

### **Halls**

**Students in the halls during class time must have passes.** Students are expected to be in class, resource rooms, or study halls. Students who are in the halls or in locker areas during class time will be asked to present a pass. Students who do not have passes and are loitering in any area of the building will be referred to a principal. During lunch periods, students are to remain in the cafeteria area or patio (weather permitting) . Students are not to be in the halls.

### **In-Line Skates/Skateboards**

The use of in-line skates and skateboards inside the school building or on the campus is prohibited.

### **Loss of School Privileges**

Students may lose the privilege of attending school activities for violation of school rules and district policies. When a student is dismissed or suspended from school, the student cannot participate in or observe any extracurricular, club, or school-sponsored activities regardless of location. On-the-job training (OJT) is a school-sanctioned program. As such, students may lose the opportunity to participate in OJT if they have been suspended or dismissed from school.

### **Lost or Destroyed Textbooks/School-Issued Property**

Textbooks are school property and are loaned to students for their use. Students are expected to take proper care of textbooks and other school materials that are checked out to them for their use and are to return books and materials to classroom teachers at the end of the course, or by the date due. **Students are responsible for all books and materials checked out to them.** Report lost or stolen books immediately. A report form is available in the main office.

**The school will charge the student an appropriate replacement fee for any school-issued items that are LOST OR DESTROYED. The replacement fee is the cost of purchasing the book, textbook, etc.**

### **Lunchroom Conduct**

Our goal is to have all students sit comfortably at a clean table to eat lunch. For this to occur, students need to bus their trays/silverware and place refuse in the garbage containers provided. Students may eat outside on the patio, weather permitting. Students are not allowed in classroom hallways during the lunch periods to ensure a learning environment that is conducive to learning.

All students who leave the lunchroom are expected to leave the tables clean. If something spills, a custodian or supervisor will provide appropriate cleaning supplies for the student to clean up. **Students are expected to properly dispose of all their own refuse or face consequences assigned by the lunchroom supervisor(s).** Food and beverages must remain in the cafeteria.

### **Messages/Deliveries**

We strongly recommend that deliveries of items (balloons, flowers, treats, etc.) to students not be arranged to occur at school. These items cannot be delivered to the classroom and end up in the office areas until students can pick them up at the end of the day. (Latex balloons are not allowed due to allergies.) Transporting these items home, especially for those who ride the school bus, can be a problem for the student. Emergency messages will be delivered to students as soon as possible. To maintain the integrity of instructional time, non-emergency messages are to be avoided. Parents are asked not to call school during the day unless it is a family emergency. Also, individual student food deliveries are not permitted.

## **Motor Vehicles/Parking**

A student who needs to drive to school may park in the student lot if he/she meets one of the following conditions and observes safe driving practices:

- Purchase a daily permit for \$3.00 from the main office or bookkeeper.
- Clearly display your parking permit purchased from the bookkeeper on your rearview mirror.

A student has the option of paying for a full-year parking permit for \$170, or to purchase a permit for the semester for \$90. First semester parking passes expire at the end of first semester (mid-January). Your car will be towed if you continue to use the expired parking pass. To purchase a semester or full-year parking permit, complete the "Parking Permit Application" form obtained from the school office and return it along with payment (check, credit card or cash) to the bookkeeper. **Make checks payable to Armstrong High School.**

A student who transfers out of Armstrong before the end of the year, or a student who decides not to continue to park on school property, can receive a prorated parking refund if the student takes the parking permit to the bookkeeper.

The school does not guarantee immunity from theft or vandalism, nor does it have insurance to cover such losses. Students assume all liability that may result from parking in the student lot. Report any vehicle tampering to the school resource officer or the Plymouth Police Department. Consequences of parking violations are outlined on the "Parking Permit Application." Vehicles parked in the student lot without the appropriate parking permit or displaying a counterfeit parking permit may be towed. Students who park their vehicle on school grounds other than in the student lot may be towed. Parking in spaces designated for "Visitor," "Reserved" or "Faculty" is prohibited before, during, and after school hours, and vehicles may be towed.

**Armstrong administrators and parking lot security staff have the right to suspend parking privileges for any reason.** In addition, parking lot security staff are required, by the school, to report students who are driving carelessly and recklessly, and, in addition, police will be notified. **The right to park on the campus grounds is revocable without refund.**

## **Open Lunch (Juniors and Seniors only)**

Open lunch is an opportunity for students in grades 11 and 12 to leave the campus during their lunch period. Open lunch is subject to annual School Board approval. Open lunch forms will be available from the main office beginning in August. Students must meet the criteria listed on the open lunch form to be approved for open lunch. Open lunch forms require parent/guardian consent via written signature. **Students must have a school I.D. displaying an open lunch sticker with them when they leave and return to the building during the lunch period.**

Students must also return on time for class. When an alternate schedule is used, the return time is at the end of the last lunch scheduled. Failure to comply with the open lunch requirements will jeopardize the student's open lunch privilege. A student who uses an open lunch pass after it has been revoked or uses another student's open lunch pass or I.D. will face administrative consequences.

### **Patio Areas**

Students may use the patio area directly outside the lunchroom area, weather permitting. The patio is closed when the weather turns cold and through the winter months and early spring.

### **Pledge of Allegiance**

The Pledge of Allegiance will be recited during advisory every Wednesday morning. We invite and encourage, but do not require, students to stand and recite the pledge. Students should not disrupt the process or disparage another's choice to participate or not to participate.

### **Private Property**

Property adjacent to the school campus is private property. Students are not permitted to trespass or loiter on this property before, during or after school. **Students trespassing on such areas during the school day, including before and after school, are not immune from other school rules and should be aware that trespassing is a violation of the law. School rules will be enforced on adjacent property. Remember, be a good neighbor and respect our neighbors' property and privacy.**

### **Spectator Behavior**

It is expected that Armstrong High School students will exhibit respect and appropriate behavior at all activities, athletic competitions, and assemblies. Student behavior reflects not only on the school, but the community as well. Our students and school/community have a reputation for good sportsmanship and spectator behavior, and we will not allow any student(s) to detract from that positive image. Students attending school events, regardless of location, are governed by the District Discipline Policies and the Northwest Suburban Conference Sportsmanship Policies and Procedures.

### **Sportsmanship Policies, Northwest Suburban Conference**

As a member school of the Northwest Suburban Conference, Armstrong High School offers an activities program which promotes respect for persons of all ethnic, racial and religious backgrounds while fostering sportsmanship that is based upon clearly defined fundamentals. The responsibilities of this code of conduct apply to faculty, cheerleaders, students and adult spectators.

Basic Fundamentals of Human Respect, Sportsmanship and Acts of Good Conduct: Know, understand and appreciate the rules of the contest; show respect for officials, players and fans regardless of school affiliation or ethnic, racial or religious background; maintain self-control at all times; be in the appropriate spectator area.

The following are prohibited conduct and may result in spectator warning, removal without refund, delay or forfeiture of game: use of noisemakers, banners, placards, throwing of any object(s), unauthorized entry to any scheduled contest, inappropriate dress, being on the premises and under the influence of chemicals, including alcohol.

### **Student Identification**

Student identification is **required** for all students, and it is part of the district's security plan. Each student is issued an official school ID with his/her picture and student number in bar code. The ID is required to check out materials, purchase lunch credits, display open lunch sticker, and for personal identification during the day and at school activities and functions. **Students are always expected to carry their IDs and to show it to any requesting staff member.** Refusal to identify oneself will result in disciplinary action (see District Discipline Guideline #29). Lost IDs may be replaced at a cost of \$6.00 and are ordered through the data processing clerk in the guidance office.

### **Technology Devices**

Headphones, Bluetooth speakers, cell phones, etc. are not to be used during class time.

Cell phones may be used during passing time and lunch time but may not be used or visible in classrooms unless directed by a teacher for educational purposes.

Students using electronic devices, or having them on display during class time, will be subject to the following consequences:

**First offense** = Item confiscated by staff\* and brought to the main office for student pick up at the end of the day.

**Second/multiple offenses** = Item confiscated by staff\* and brought to the office. Administration follows progressive discipline for technology violations.

\*Refusal to give electronics to staff may result in additional consequences.

**Armstrong High School assumes no responsibility for lost or stolen electronic devices and may not investigate if those items are lost or stolen.**

### **Tornado Drills**

Tornado drills will be held during the school year. Classrooms and teachers are assigned specific shelter areas. Teachers will inform students where their shelter area is in the building, and drills will be conducted to practice evacuation to the shelter areas. Students are expected to participate in the drill and follow all directions given by staff members.

### **Video Surveillance**

Our school is equipped with video cameras to maintain the health, welfare, and safety of students, staff and visitors as well as the protection of school property.

### **Visitor Policy (Student)**

Students may not have visitors during the school day.

### **Withdrawing from School, Procedures for**

A student withdrawing from school, for any reason, must obtain and complete a withdrawal form. Completion of this form requires the student's teachers to assign a grade-to-date, and the form serves as a record of materials returned such as textbooks and student I.D. card. The student and parent are encouraged to meet with the student's counselor; the counselor will contact the student's parent before withdrawing the student from school. (A student who has a passing quarter grade at the time he/she withdraws from school may attempt to complete the course at any area alternative learning center. The student must obtain and complete a partial credit form with a counselor. However, if a student withdraws from Armstrong High School with a failing final grade, he/she cannot expect to earn a credit for any work completed during the course and must begin the course over.)

### **STUDENT SUPPORT SERVICES**

#### **Address/Telephone Number, Change of**

It is essential that the school office maintain accurate address, home and work telephone numbers, and name information on students and parents/guardians. Anytime you experience a change in the status of any of this directory information, you are asked to notify the data processing clerk in the Guidance Office. Many school communications are time sensitive, and inaccurate school directory information can delay important school information from reaching students and parents.

#### **Cafeteria Services**

Cafeteria services are provided to students daily for breakfast and lunch. Breakfast price is \$1.40; lunch price is \$2.95. The reduced breakfast and lunch are free. Milk is \$.50 and juice is \$.40.

Students may purchase lunch credits which are monitored electronically through each student's I.D. online through [www.paypams.com](http://www.paypams.com), or with check/cash. All cash in bill form can be put into student accounts from 6:30 a.m. – 12:30 p.m. using the NetCash machines. Checks and coins are accepted at the checkout register. Students must have their IDs with them to purchase and cash lunch credits. Lunch credits may be purchased during serving times in the cafeteria between 7:00 – 7:15 a.m. and 10:33 a.m. – 12:19 p.m. on Monday/Tuesday/Thursday/Friday, and 7:00 – 7:15 a.m. and 10:46 a.m. – 12:28 p.m. on Wednesday (Advisory day).

Each student has a personal identification number (PIN) and must use it when purchasing any food item. Students who attended Armstrong last year will use the same PIN number.

#### **Class Rings**

Students in grades 10-12 may order class rings in the fall. Information packets are distributed through advisories. A representative from a selected ring company takes orders at school and notifies students through the mail about the delivery date, balance due, etc.

## Closing School Announcements

When a decision is made to close school due to inclement weather or utility emergencies, information will be shared via school messenger, posted on school and district websites, and broadcast on local television channels. Evening events will be held unless announced as canceled on websites and local television channels.

## College Fair

Armstrong High School makes every effort to provide students with opportunities to learn about post high school education facilities around the country. We have information available about colleges, universities, etc., in school and **recommend that students attend the college fair during evening hours with a parent/guardian, and not during the school day.**

## Counseling

Counseling services are available to assist students with career exploration, post-secondary planning, personal concerns, course selection for future high school years, and self-evaluation through testing and other means. Counseling services are available through the school social worker, school psychologist, and other agencies when appropriate. Appointments may be made in the Guidance Office at any time during the school day.

## Curfew Law

Students under 18 should know the curfew law. If you are in a public place or business after the hours listed below without a parent, guardian, or other responsible adult, the police may give you a ticket. A public place includes schools, streets, parks, movie theaters, restaurants, bowling alleys, a car that is in a public place, etc. It is also against the law for parents to allow you to be out past curfew. If you would like to review the ordinance in its entirety, please visit the Hennepin County website.

**Under Age 12:** Sunday through Thursday – home by 9:00 p.m.

Friday and Saturday – home by 10:00 p.m.

**Age 12-14:** Sunday through Thursday – home by 10:00 p.m.

Friday and Saturday – home by 11:00 p.m.

**Age 15-17:** Sunday through Thursday – home by 11:00 p.m.

Friday and Saturday – home by 12:00 a.m.

## Health Service

Students who become ill during the school day should consult with the school nurse.

**Procedure for being dismissed from school if ill:** A student who is ill and in class should ask the teacher for a pass to the nurse's office. If it is passing time, the student should report to the next class and ask the teacher for a pass to the nurse's office. **Students should not call parents from the classroom or their cell phones.** One of the nurses needs to contact the student's parent/guardian before the student can be dismissed from school. **If a student leaves school before the nurse calls the parent/guardian and the parent/guardian calls the attendance office after the student has left the building, the student will not be excused.**

It is important that current parent work/cell numbers and/or emergency contact numbers are on file. Students may consult with the nurse about health problems and ask for advice or information on other health agencies. **Students requiring physician-prescribed medication during the school day must have medicine registered with the school nurse (this includes inhalers).** It is important to notify the school nurse of medical conditions that interfere with

learning, affect mobility, or require medical attention during the school day. Students requiring crutches need to report to the nurse's office for appropriate accommodations.

### **Immunization Law**

The Minnesota School Immunization law requires all students in grades 7-12 to be in compliance with the Tdap (Tetanus, Diphtheria, Pertussis) booster requirement and provide proof that it has been given after the student's 11<sup>th</sup> birthday. Students not in compliance by the first day of school will not be allowed to attend school until in compliance with the immunization law.

If a student cannot be vaccinated due to medical reasons, or the student's parents are conscientiously opposed to immunization, the student may receive a legal exemption. **A medical waiver must be signed by a physician and conscientious objections must be notarized.**

### **Lockers**

School lockers are the property of the school district and are provided as a convenience for students to have a place to store school materials and personal possessions necessary to school life. The school maintains control of the lockers and may conduct inspections of the interior of lockers for any reason and at any time, without notice, student consent, or a search warrant.

The contents of a locker, including the personal possessions of students within a locker, may be searched when reasonable suspicion exists that the search will uncover evidence of a violation of school rule or law.

Lockers are not absolutely safe, and valuable items or large sums of money which must be brought to school should be stored in the school office.

Students are responsible for their assigned lockers and should not write on or deface their lockers in any way and should not hang inappropriate or irremovable items inside. Any type of destruction of a school locker will be considered vandalism.

### **Lost and Found**

Students finding lost or stolen items are asked to bring them to the main office. If a student knows he/she has found a stolen item, that student should immediately take the item to the main office or a school resource officer. Students who have lost items or have had an item stolen should pick up a report form from the school receptionist, complete it, and return it to the receptionist. All report forms are referred to a school resource officer.

### **School Pictures**

Students in grades 9-11 and students in grade 12 who are new to Armstrong will have their ID pictures taken prior to the start of school. Students have the option to order picture packages. The school automatically receives copies of student pictures from the vendor for the yearbook and a student ID. All students must have their pictures taken for the ID card, but picture packets do not need to be purchased. Seniors customarily have their photos taken at a private studio and need to provide the school with a print for inclusion in the yearbook.



### **School Resource Officers**

The Plymouth Police Department provides two school resource officers to Armstrong High School. Our school resource officers provide a service to the school and its students and will investigate crimes committed on the school campus. The officers will also fulfill other law enforcement functions as they relate to the school. Students are encouraged to meet with the school resource officers whenever appropriate (main office).

### **Tutors**

National Honor Society (NHS) students volunteer to assist students needing help with specific subject areas. Students who would like to have help from a tutor should check with the NHS advisor(s) to see if someone is able to tutor that subject. If NHS does not have a tutor available, the student should check with his or her classroom teacher for assistance. (Any student who wants to volunteer to tutor can do this through NHS even if you are not a member.)