

Riggs Academy Student Handbook

After School Program

Students wishing to recover credits after school should see their guidance counselor to obtain an Academy application. Academy staff are available in the Academy after school Monday through Thursday 3:00-5:00 PM.

Once scheduled in the Academy after school, students are required to attend Monday, Tuesday, Wednesday, and Thursday 3:00-5:00 PM. Conflicts with the after school schedule (school sponsored activities, church activities, medical appointments, work) should be approved with documentation on a case-by-case basis prior to the student's missing after school time. Students accumulating 12 unexcused absences will be removed from the after school program. Students may re-apply the following semester for consideration for the program. If a waiting list for the program exists, the student will be put at the bottom and notified when a slot opens.

Even though this program is after school hours, all Academy and school rules apply.

Attendance

All attendance is based on semesters. Students are allowed 12 absences each semester for each course taken. Additional absences for reasons other than the following will put a student in violation of the attendance policy and he/she may be dropped from the Academy.

- (1) Personal illness,
- (2) Funerals,
- (3) Appointments, either legal or medical,
- (4) Suspended from school,
- (5) An unforeseen circumstance or emergency that arises and is cleared by an administrator.

When a student is in jeopardy of being dropped from one or more classes, the parent/guardian of the student will be notified in writing by the administration. A meeting may be requested to discuss and attempt to resolve the student's attendance situation.

Any student who is gone from the Academy for 12 consecutive days without contact will be dropped from the rolls.

Beverages

Access to beverage machines outside the lunchroom is a privilege. Abuse of the privilege may result in students losing the privilege to access the machines. Students are responsible for cleaning up waste from beverage containers.

Students may have the following beverages in the Academy:

1. Bottled water, juices, sports drinks.
2. Bottled beverages that are sold in the beverage machines in school.
3. Hot beverages in containers with lids.

Students may NOT have the following beverages in the Academy:

1. Energy drinks
2. Pop

Calendar

Riggs Academy follows the Pierre Public School's schedule and calendar including holidays and early releases

Cell Phone Use

Cell phones must be turned off and put away in a pocket or backpack while in the Academy. Students cannot talk on the cell phone or text while in the Academy. Students found using cell phones during school time will have phones confiscated and may pick them up after school from the Academy teachers. Students may be allowed to talk or text outdoors between classes as needed. If a student is determined to be wasting time because of the phone, phone privileges will be taken away. Chronic violators will lose phone privileges and will be referred to the administration.

Credits Earned

To earn ½ credit, students must successfully complete an Apex or direct instruction course with a minimum of 65% on all assignments, quizzes, and tests.

Eighteen and over Year Old Students

Students who have reached 18 years of age are expected to meet all school rules and regulations required of all the other students. Eighteen-year-old and over students and legally emancipated students under 18 may submit their own excuses, only if they are residing outside the home of their parent/parents or guardian. The school will require legal notice of the emancipation of any minor student.

Electronic devices

Academy students may use CD players or MP3 players at the discretion of staff while working in the Academy. Students must use headphones while listening to such devices. Volume should be at a level that can only be heard by the student. The devices are the responsibility of the student. Pierre School District does not resume any responsibility for lost or stolen devices.

Food

Students may bring and eat snacks while in the Academy as long as it does not interfere with their studies. Students must throw away any trash and leftovers and clean up after themselves. Full meals should be consumed outside of the Academy.

Harassment

The Pierre School District is committed to providing a learning and working environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, gender, sexual orientation, national origin, disability, age or other basis prohibited by law.

It shall be in violation of this policy for any student or any school personnel of the School District to harass a student, any school personnel, or any visitor through conduct or communication of a sexual nature or communication disparaging a person's race, color, religion, creed, ancestry, national origin, gender, sexual orientation, disability, or age. For the purpose of this policy, "school personnel" includes School Board members, all school employees and agents, volunteers, contractors, or persons subject to the supervision and control of the School District. This policy applies on all School District property and to all School District sponsored, approved, or related activities at any location.

The School District will investigate complaints of harassment and will discipline or take appropriate action against any student or school personnel who is found to have violated this policy.

Every employee will be provided a copy of this policy and its regulation annually and will sign an acknowledgement form indicating having received a copy and having read the material. Supervisors and school principals shall submit the signed form to the Title IX Coordinator.

Inappropriate Language

Inappropriate language includes a student's use of profanity, obscenity or abusive language. This will not be tolerated whether the communication is written (including tattoos), spoken verbally, or is a gesture that would communicate profanity, obscenity or would be considered abusive.

The consequences for inappropriate language will be determined on a case by case basis. Possible consequences may range from a verbal reprimand to short term or long term suspension.

Narcotics, Alcoholic Beverages, Tobacco, and Stimulant Drugs

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco, or intoxicant of any kind.

This applies to incidents occurring on school property at any time and at any school activity, function or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

When the school administrator or certificated staff member has probable cause to suspect that a student or students have in their possession narcotics, alcoholic beverages, tobacco, or stimulant drugs on the school grounds or off the school grounds while at or on a school activity, a search of the person's locker, personal effects, etc. may be conducted.

Staff members should obtain administrative approval if it is feasible prior to the search.

Procedure for entering the Academy:

All Pierre students wishing to recoup high school credit through Riggs Academy must meet with a high school counselor.

If eligible for enrollment consideration, students will complete an Academy application form and return it to their counselor.

Student application will be evaluated based on academic need, personal situation, and potential for academic success in the Academy. Priority will generally be given to students closest to meeting the high school graduation requirements.

Students will be scheduled into the Academy based upon available slots.

Students may be placed on a waiting list.

Procedure for exiting the Academy:

Students meet monthly with the program director to review progress and set completion goals.

At each bi-monthly team meeting, individual student progress is discussed.

Students successfully completing all scheduled academic course work will be dismissed from the Academy. Freshman and sophomore students exiting the Academy will be scheduled into a study hall during their former Academy period.

For students not making academic progress the team (counselors, principals, Academy teachers, other resource personnel as needed):

- Outlines interventions that have been made (student intervention sheet filled out)
- Brainstorms interventions that could be done in order to ensure student success.

A plan of action is written which may include:

- Student/parent meeting with team members- with specific improvements outlined.
- Development of an academic progress contract with student.

Student progress will be evaluated at the next Academy Team meeting (or earlier).

The Academy Team will have the final authority to determine if a student continues in the Academy or is dropped from the program.

Students dismissed from the program may re-apply for enrollment in the following semester but will not be given top priority.

Tardies

Tardies will be documented and dealt with on an individual basis. Students not making it to the Academy before the tardy bell will be “swept” and will need to report to the main office. Riggs tardy procedures will be enforced for these students.

Students not attending class in the high school building will be given a five minute “break” between classes. If a student is habitually “tardy” the passing time may be shortened or break times restricted.

Vehicle Parking

Academy student parking is located on the north and west sides of the Academy building. Student parking spaces are clearly designated with yellow lines. Students who park inappropriately, in restricted areas, or without an appropriate parking sticker will be assigned appropriate consequences.

All student vehicles parked in the Academy parking lot must display an official school-parking tag issued at the time of registration. Student vehicles parked in the Academy parking areas without an official parking tag will be noted and referred to the office.