



George S. Mickelson Middle School ***2012-2013***

--Choices--

*Watch your thoughts;
they become words,
Watch your words;
they become actions,
Watch your actions;
they become habits,
Watch your habits;
they become character,
Watch your character,
it becomes your destiny.*



*George S. Mickelson
Middle School
Student Handbook*



This book is assigned to: _____ Grade _____

Homeroom Teacher _____ Team _____

Working Together ~ Educating with Excellence ~ Inspiring Learners for Life

George S. Mickelson Middle School is committed to providing a secure and stabilizing environment to meet the unique and personal needs of the early adolescent. Our students explore an expanded curriculum that builds on their elementary school program and prepares them for the specialized curriculum of the high school. Our primary task is to help each student become a productive citizen through a partnership of school, family, business, and community in a dynamic, healthy environment. No student will be denied the benefits of the middle school academic or activities program on the basis of race, religion, sex, national origin or handicapping condition.

The achievement of our mission shall be accomplished by working toward the following goals:

1. To provide for the continuing development of basic communication and learning skills throughout the curriculum.
2. To encourage academic achievement, respect for learning, and the development of organizational skills that prep our adolescents for attaining their goals in life.
3. To encourage students to become aware of and explore special interests--developing these interests for personal growth, building self-confidence, promoting leisure activities, and gaining information and skills.
4. To offer services and opportunities for students to develop leadership and interpersonal skills that enables their development as unique, responsible and well-adjusted individuals.
5. To teach a belief in human dignity and concern for fellow human beings.
6. To encourage a strong partnership among home, school, and community.
7. To recognize the importance of developing, maintaining, and extending the skills of all staff members.
8. To recognize that the primary responsibility for learning rests with the individual student.
9. To encourage students to look to the present for their opportunities and the future for their dreams.
10. To teach and reinforce a respect for self, for others and for property.

**“Believe that the future belongs to
those who prepare for it.”**

SCHOOL HOURS

School begins at 8:15 a.m. We do not recommend sending your child(ren) to school before 7:45 a.m. However, if students arrive before 8:05 a.m., they must stay in the cafetorium area until the area supervisor releases them. Students with a pass from a teacher for early morning assistance should present that pass to the supervisor and sign in before going to the teacher. Students with library needs may sign in at 7:45 a.m.

All visitors must stop at the office and pick up a visitors pass before going to any rooms.

School is dismissed at 3:22 p.m. **Students should be out of the building by 3:30 p.m. unless supervised by a staff member.** (On Wednesday, school is dismissed is 2:22 p.m. and students must leave the building by 2:35 p.m.)

Teachers are available to provide help and to check out texts and materials until 3:45 p.m. each day except Wednesdays.

School Period Schedules

M, T, TR, F SCHEDULE

Period 1	8:15 - 8:55
Period 2	8:58 - 9:38
Period 3	9:41 - 10:21
Period 4	10:24 - 11:04
*Period 5A	11:07 - 11:47
**Period 5B	11:50 - 12:30
Period 6	12:33 - 1:13
Period 7	1:16 - 1:56
Period 8	1:59 - 2:34
Period 9	2:37 - 3:12
Homeroom	3:15 - 3:22

WEDNESDAY SCHEDULE

Period 1	8:15 - 8:53
Period 2	8:56 - 9:34
Period 3	9:37 - 10:16
Period 4	10:19 - 10:57
*Period 5A	11:00 - 11:38
**Period 5B	11:41 - 12:19
Period 6	12:22 - 1:00
Period 7	1:03 - 1:41
Period 8	1:44 - 2:22

Two Hour Late Start Schedule

M, T, TR, F SCHEDULE

Period 1	10:15 - 10:51
Period 2	10:54 - 11:30
*Period 5A	11:33 - 12:08
**Period 5B	12:11 - 12:46
Period 3	12:49 - 1:25
Period 4	1:28 - 2:04
Period 6	2:07 - 2:43
Period 7	2:46 - 3:22

WEDNESDAY SCHEDULE

Period 1	10:15 - 10:43
Period 2	10:46 - 11:14
*Period 5A	11:17 - 11:46
**Period 5B	11:49 - 12:18
Period 3	12:21 - 12:49
Period 4	12:52 - 1:20
Period 6	1:23 - 1:51
Period 7	1:54 - 2:22

*7th Grade and 8th Red Team eat lunch

** 6th Grade and 8th Black Team eat lunch

MMS Guidelines

ABSENCES AND TARDIES

I. EXCUSED - the school reserves the right to determine whether or not the absence is 'excused'.

- A. **School-sponsored Activities** - Students who will be absent from school for athletics, concert rehearsals, play rehearsals, field trips, etc., must see their teachers several days in advance to get make-up assignments and complete those assignments before they leave school. (It is not necessary to get a blue slip from the office for school sponsored activities.)
- B. **Illness** - The administration may request a verification statement from a physician following each 3-day absence due to illness. Failure to comply may result in contact by the truant officer.
- C. **Emergencies** - in the home which are unforeseen or serious illness in the immediate family may be excused at the discretion of the administration.
- D. **Death in the Immediate Family**
- E. **Parental Requests** - parents should limit the number of days requested for "Parental Request" to 0-5 days per school year.
- F. **Tardies** - No more than **3 tardies** per semester will be excused unless they are related to medical appointments, dental appointments, bus problems, family emergencies, or the weather.

II. UNEXCUSED

- A. An absence **without the consent or knowledge** of the parent/guardian.
- B. Leaving school for all or part of the day without proper permission through the middle school office.
- C. Attending a show, athletic event, or some similar activity which is **not approved** by the school. The absence may occur *with or without* the consent or knowledge of the student's parent/guardian.
- D. **Truancy** - If the school is not notified by 9:00 a.m. daily concerning a student absence and it has not been possible to make parental contact, the administration may report the absence to the district's designated truant officer to help locate the student. It is the duty of the school officials to know the whereabouts of students during school hours. It is the legal responsibility of the parent/guardian to make sure the student is in school and to assist the school in fulfilling its duty to the student.
- E. **Unexcused Tardies** - **ALL NOON HOUR TARDIES WILL BE UNEXCUSED.** Only tardies which are related to medical appointments, dental appointments, bus problems, family emergencies, and the weather may be excused. An unexcused tardy will result in makeup time. In addition, those students who are repeatedly tardy will face further consequences determined by administration.

WHETHER AN ABSENCE IS EXCUSED OR UNEXCUSED, it is the student's responsibility:

1. To report to the office upon returning to school to obtain a blue slip
 2. To obtain make-up assignments and tests
 3. To complete the work within the designated time period. Two days' time is allowed for the first day of the absence and one day for each day thereafter.
- * STUDENTS WILL MAKE UP AT LEAST DOUBLE THE TIME MISSED FROM SCHOOL FOR EACH UNEXCUSED ABSENCE OR TRUANCY.

WHETHER A TARDY IS EXCUSED OR UNEXCUSED, it is the student's responsibility:

1. If the student is late for school, report to the office for admittance slip.
2. To secure a pass from the teacher who detained him/her if the student becomes tardy in passing from one class to another. If that teacher does not excuse the student, s/he must report to the teacher for whom s/he was tardy and make arrangements to make up the time.
3. To make up the time with the teacher for whom the student was late.

ACTIVITIES

Every student has the opportunity to join the activities offered to enrich the curriculum. Information, including meeting dates and times, will be available in the daily announcements. No school activities will be scheduled before 4:00 p.m. or after 6:30 p.m. on Wednesdays.

ACTIVITIES/ELIGIBILITY POLICY

1. A student will be considered to be ineligible for extra-curricular competition/performance (games, meets, concerts, contests, etc.) if s/he earns a grade of "F", in any of the subjects as demonstrated by either report card or mid-term reports.
2. A student that earns a grade of "F" will be considered ineligible and will not be allowed to participate in any extra-curricular competition/performance for one week after the midterm eligibility list is posted and two weeks after the end of the quarter grades. However, the student may still attend after-school practice, but should work on academic areas until 4:00 p.m.
3. Ineligibility lists will be posted by Wednesday following the week that the academic reports are due.
4. Grades earned in the resource classes will carry the same weight as those earned in other classes and will be used in determining eligibility.
5. Students participating in extra-curricular competition/performance must be in attendance by 1:00 p.m. on the day *for said activity*. Valid excuses will be considered such as dentist, doctor, funeral, etc.
6. Students serving time in the office for disciplinary referrals will not be allowed to compete/perform that day. However, s/he is still expected to attend practice.
7. All physical, parental/guardian approval, and insurance requirements must be met before participation will be permitted.
8. Extra-curricular activities covered by the above policy are volleyball, track, football, basketball, wrestling, gymnastics, golf, tennis, band/chorus/orchestra, oral interpretation, quiz bowls, etc. It is the responsibility of the instructors/coaches in these activities to check the ineligibility list prior to contests/performances.

ACTIVITY TICKETS

Our activity ticket plan gives each student an opportunity to enjoy all high school events at a minimum expenditure. They may be purchased through the MMS office. All students who participate in interscholastic activities are expected to purchase a ticket. Cost is \$20 (subject to change).

ATHLETIC POLICY FOR MIDDLE SCHOOL

Whenever a sport is offered at both the high school and middle school levels, it is the policy of the Brookings School District to restrict Mickelson Middle School student-athletes to middle school or junior high inter-school competition, unless coaching skills, equipment and facilities, are not adequate to meet the talented middle school athletes' needs as determined by the middle school principal, coaching staff, activities director and parent or guardian. In these exceptional cases the following rules shall apply:

- 1.) Parent(s)/guardian(s) must give their permission for their son/daughter to compete at the high school level. The head coach must get this permission and explain all conditions of varsity participation before the student is contacted.
- 2.) The head coach must explain all conditions of varsity participation to the student.
- 3.) A SDHSAA physical examination is required before any student (7-12) may participate in interscholastic athletics at the high school (9-12) level.
- 4.) Whenever a sport is not offered at the middle school level, MMS (7th and 8th) students are eligible to compete on Varsity teams. All local and SDHSAA rules for interscholastic athletics must be adhered to by the student and the coaching staff.

5.) Listed by sport below are the strict guidelines that must be adhered to by the MMS student to participate on a varsity squad.

<u>CROSS COUNTRY:</u>	No MMS program	<u>GOLF/TENNIS:</u>	No MMS programs
<u>GYMNASTICS:</u>	No MMS program	<u>BASKETBALL:</u>	Starting team
<u>FOOTBALL:</u>	Starting offensive or defensive team		
<u>TRACK:</u>	Must be one of the top 3 by measurement in an individual event or one of four on a relay. Times or distance at the MMS level may be used to qualify the student.		
<u>VOLLEYBALL:</u>	Starting team		
<u>WRESTLING:</u>	Starting line-up at one of the weight classes (line-up will vary due to wrestle-offs, injury, making weight, etc). Due to the uniqueness of the sport, 7th and 8th grade students may fill weight classes on the JV squad when there are no eligible high school students.		

*If these criteria are not met and sustained, the student may not remain on the BHS varsity team for further competition or practice.

ATTENDANCE

Students will be expected to attend classes regularly and to be on time for those classes. Attendance at school is imperative if a student is to receive maximum benefit from the instructional program; develop habits of punctuality, self-discipline and responsibility and keep the disruption of his or her educational environment to a minimum. While it is possible for an absent student to make up much of the school work missed, it is impossible to completely compensate for absence from classes.

Attendance is a part of each student's permanent record. It is one of the major concerns of an employer. A casual attitude toward school attendance extends into adulthood. Days of absence will be accumulated and recorded on report cards each quarter and on permanent records at the end of the year.

- If a parent/guardian finds that a student will be unable to attend school for the day, **the school requests that the parent/guardian call the middle school office (696-4500) by 9:00 a.m. to report the reason for the student's inability to attend school. The same procedure should be followed each day the student is absent.** *The telephone calls can be made 24 hours a day.*
- If the school does not receive a call to verify the student's absence, an unexcused absence slip will be issued to that student. The parent/guardian must call about any absence other than school sponsored activities.
- **If the school is not notified of an absence by 9:00 a.m., a call will be made to parents.**
- **If this occurs a second time, a call will be made and a letter of reminder will be sent to parents. Thereafter, anytime the office is not notified by the designated time, the office will call, the truant officer will be contacted, and s/he will also contact parent(s).**
- ***Students leaving for any reason must check out through the office.*** A blue slip will be issued from the office to the student who needs to leave class early. It is the student's responsibility to obtain that pass from the office and give the pass to the teacher whose class s/he will be leaving. Teachers will not allow students to leave their class without a pass.
- If a student has been ill/absent, it is the student's responsibility to stop at the office and get a blue slip when they return to school. Failure to do so may result in an infraction.
- If a student becomes ill during the school day, the school requires him/her to inform the parent/ guardian from the office telephone and make arrangements for someone to take him/her home. It is imperative that parents provide the office with alternative emergency contact persons to expedite this process.
- If a student is going to be absent for any length of time for reasons other than illness, the student is responsible for making arrangements with teachers to complete some or all of their class work before leaving.

BEHAVIORIAL EXPECTATIONS

It is necessary for adolescents to realize personal and academic fulfillment as well as to gain control of their lives. It is a goal of the MMS staff to help students understand that discipline is not limited to what happens to a student when s/he has done something wrong, but is also the development of responsible behaviors which will help students both academically and socially. We believe that our students must learn how to accept responsibility for their behaviors; how to make decisions and accept the consequences of those decisions; how to look for solutions to problems, with the best interests of all in mind. Self-discipline and self-control are necessities if our students are to be successful in the classroom and in the community. School and classroom expectations (rules) are established to help students maintain self-control and to gain the vital social skills they need for success now and in the future.

BEHAVIORAL PLAN CONSEQUENCES

INFRACTION	CONSEQUENCES
1st Infraction	1. Written in assignment book.
2nd Infraction	1. Written in assignment book.
3rd Infraction	1. Written in assignment book. 2. Parental contact by telephone (HR teacher). 3. Team review of infractions at conference with student. 4. Completion of "Student/Team Behavior Conference" form (one copy to parent/guardian, one copy to assistant principal.)
4th Infraction	1. Written in assignment book. 2. Parental contact (office). 3. Student placed in quiet room for equivalent of one day. (8:15am-4:00pm)
5 th Infraction	1. Written in assignment book. 2. Parental contact (office). 3. Student placed in quiet room for equivalent of two days. 4. Conference with student, parents, team, counselor and administrator.
6 th Infraction	1. Written in assignment book. 2. Parental contact (office). 3. Upon the 6 th infraction the administration will determine the consequences.

After the sixth infraction, administration will determine additional consequences, which may include suspension or expulsion.

***Infractions will not be transferred from one nine week period to another.**

***However, on-going behavior issues will be considered when consequences are determined**

STUDENT RESPONSIBILITIES:

- 1.) Student is responsible for understanding all expectations in the student handbook.
- 2.) Student is responsible for his/her behavior.
- 3.) Student is responsible for taking care of his/her student handbook and is to have it in possession during class and whenever he/she leaves team area. (Exception:#8 of "Lunch/Cafetorium Rules")
- 4.) Student is responsible for purchasing a new handbook if his/hers is lost, stolen, or misused.
- 5.) Student is responsible for attending conferences scheduled on his/her behalf with team teachers, administrators, and/or parents.
- 6.) Student is responsible to share with parents the information written in the assignment book and "Intervention Log" at least once a week.

PARENT/GUARDIAN RESPONSIBILITIES:

- 1.) Parent/Guardian is responsible for reading through the student handbook with his/her student at the beginning of the year and signing page 20 to acknowledge comprehension.
- 2.) Parent/Guardian is responsible for checking his/her student's handbook frequently each quarter and for initialing infractions.
- 3.) Once notified by the homeroom teacher, parent/guardian is responsible for contacting the staff person who noted the infraction if the parent/guardian has questions.
- 4.) Parent/Guardian is responsible for attending the conference with administration, team and student upon the fifth infraction.
- 5.) Parent/Guardian is responsible for making certain that student uses his/her assignment book to record homework assignments and other information pertaining to school.

HOMEROOM TEACHER RESPONSIBILITIES:

- 1.) HR teacher is responsible to check student assignment books at least three times a week.
- 2.) HR teacher is responsible to make parental contact after infraction #3.
- 3.) HR teacher is responsible to check the bulletin board each morning to determine if any of his/her students have been written up the previous day by lunchroom supervisors, before/after school supervisors or bus line supervisors.
- 4.) HR teacher is responsible to keep a separate log of homeroom students' infractions.

TEAM RESPONSIBILITIES:

- 1.) Review third student infraction.
- 2.) Conduct student conference after third infraction, complete behavioral conference form and send a copy to parent/guardian and assistant principal.
- 3.) Attend conference after student's fifth infraction.

ADMINISTRATION RESPONSIBILITIES:

- 1.) Supervise quiet area and determine appropriate quiet room activities.
- 2.) Parental contact after fourth and other consequential infractions.
- 3.) Conduct student/parent/team conference after fifth infraction.
- 4.) Determine consequences for seventh infraction and beyond.
- 5.) Determine consequences of serious infractions which require student's immediate removal from the classroom or designated area.
- 6.) Post student lunchroom, playground, before/after-school infractions in teacher work area.

BEFORE SCHOOL/LUNCH/PLAYGROUND/AFTER SCHOOL SUPERVISORS' RESPONSIBILITIES:

- 1.) Record students' infractions and deliver the list to the assistant principal.
- 2.) Fill out an incident report for any immediate office referrals.

BEHAVIORS CONSIDERED UNACCEPTABLE AT GEORGE S. MICKELSON MIDDLE SCHOOL AND WILL RESULT IN AN IMMEDIATE OFFICE REFERRAL:

1. **ABUSIVE LANGUAGE/OBSCENITIES** - The use of improper, profane, or threatening language/gestures toward another student or staff member is prohibited and offenders may be removed from classes/cafetorium/playground.
2. **ALCOHOL/DRUGS** - Any student possessing, consuming, or under the influence of alcohol or drugs will result in immediate suspension and police involvement. This applies to the regular school day and all school-sponsored events.
3. **DISTURBANCE OF SCHOOL AS MISDEMEANOR. SECTION 13-32-6.** A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor. (PL13-32-6)
4. **FIGHTING** - Fighting before or after school or during the noon hour in/on school property is not permitted.
5. **INSUBORDINATION** - Defying or opposing a person of authority is unacceptable and will result in an immediate office referral.
6. **SEXUAL HARASSMENT** - All persons associated with this school system are expected to conduct themselves so as to provide an atmosphere free from sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Students or staff members who choose to become involved in activities of this sort face the possibility of suspension from the classroom or from their staff duties.
7. **SMOKING** - Use, or possession, of tobacco products within the building, on the school grounds, or at school activities will result in immediate suspension and police involvement.
8. **SNOWBALLS** - Throwing snowballs on school grounds is prohibited and will result in after school detention. We ask that no snowballs be thrown in any area adjacent to the schools.
9. **STEALING** - Taking the property of someone else without permission or payment is dishonest and will result in police involvement if totaling over \$10.00.
10. **THREATS/HARASSMENT/BULLYING** - No student will physically or verbally threaten, coerce, intimidate, or annoy, either singly or in groups, any other students or staff members.
11. **TRUANCY** - (see p. 4) Skipping class/school is unacceptable. Students will make up at least double the time missed from school.
12. **VANDALISM AND PROPERTY DAMAGE** - Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension may be necessary along with police involvement. If a student should happen to damage something by accident, that student should report it to a teacher or to the office immediately.
13. **WEAPONS** - See policy JICI on p. 24. State and Federal laws as well as school board policy forbid the bringing of weapons to school, school grounds or school sponsored activities.

BUS AREA RULES

1. Only students who intend to ride a bus are allowed in the bus area.
2. Stand in an orderly fashion, as determined by bus area supervisor.
3. Stay in the designated area until the bus area supervisor(s) direct(s) you to proceed to the bus. (Students who ride the bus are not to leave the bus waiting area.)
4. When your bus has come to a complete stop, you may enter in an orderly manner.
5. Follow directions without arguing, whining, or complaining.
6. Wait for the bus inside only if told to do so by the supervisor(s) during inclement weather.
7. Get onto the earliest bus possible going to your destination. Waiting for the latest bus to have time to hang out with your friends is unacceptable.

REMEMBER THAT WITH THE PRIVILEGE OF RIDING THE BUS YOU ALSO ACCEPT THE RESPONSIBILITY OF MAKING THE WAITING AREA SAFE FOR YOU AND THE OTHER RIDERS.

BUS TRANSPORTATION RULES

1. The driver is in full charge of the students and the bus. The driver's relationship with the students should be on the same plane as that of a teacher in a classroom. Bus transportation is *not entirely a right, but more like a privilege, conditioned upon courteous behavior and obedience to the established rules.* The safety of the bus and its passengers demands complete cooperation from the students. It shall be the duty of the driver to report to the school administrator the names of any children who persist in violating the rules and regulations. **The transportation director and/or the administrators may find it necessary to temporarily withhold the privilege of riding on the bus from those students who fail to cooperate accordingly. (Further disciplinary action to be determined upon receipt of the bus report.)**
2. Students shall obey all instructions from the school bus driver and authorized student monitors.
3. Students must occupy the seat assigned to them, if seats are assigned.
4. The same courteous conduct as is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. *Loud and vulgar language is not permitted.*
5. Students must refrain from unnecessary conversation with the driver. Driving requires his full attention.
6. Students must be on time at the designated bus stops; the bus cannot wait to depart beyond its regular scheduled time. A time schedule will be posted in the bus and will be followed.
7. Students must not stand in the traffic lanes while waiting for the bus.
8. Students will assist the driver in keeping the interior of the bus clean, sanitary, and in an orderly condition. Students must not throw garbage on the floor or out of the windows of the bus.
9. Students will not open or close the windows without the permission of the bus driver.
10. Students must not, at any time, put hands, arms, or heads out of the bus windows.
11. Students must not move about inside the bus or try to get on or off while the bus is in motion.
12. Students will immediately report to the driver any damage occurring to the bus.
13. Students must follow the instructions of the driver when entering or leaving the bus and when they must cross the road or highway.
14. Students must await the signal from the driver to cross a road or highway, then cross promptly. *The crossing should be approximately 10 feet in FRONT of the bus, in FULL VIEW of the driver.*
15. Students desiring to leave the bus at other than their designated bus stop **MUST PRESENT TO THE DRIVER WRITTEN PERMISSION** from their parent/guardians.
16. Students will be courteous to the driver, fellow pupils, and the general public.
17. Students must ride assigned bus to and from school with any changes to be approved by the Transportation Department.
18. Students who are planning on going home on the bus with other students— and are not usually on the bus route (outside of the city boundaries) are required to have **WRITTEN** permission from their parents. A request over the phone does not cover this requirement.

COMPUTER USE

We are pleased to offer students of MMS access to the district computer network for the Internet. To gain access to the Internet, all students must obtain parental permission and must sign and return the "Use of Computers for the Internet" form to the MMS Library. Should a parent prefer that a student not have Internet access, it must be understood that use of the computers is still necessary for more traditional purposes such as word processing, PowerPoint, Excel, use of the library automation system (electronic card catalog), and required state testing. *MMS does not allow the use of personal e-mail for students.*

Our intent is to make Internet access available under teacher supervision to further educational goals and objectives. We believe that the benefits of the Internet in the form of information resources exceed the disadvantages. We have software that continues to filter offensive Internet sites. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using any media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or in the hallways. General school rules for behavior and communications apply. *The use of the network is a privilege, not a right, and may be revoked if abused. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.*

Below are guidelines to follow to prevent the loss of computer network privileges.

1. Do not share your user name or password nor allow anyone to use a computer under your log in account.
2. Do not damage or misuse the computer, accessories, or the network in any way.
3. Do not interfere with the operation of the network by installing software, shareware, or freeware.
4. Do not view, display, download, import, copy or share offensive or prohibitive materials such as pictures, music, video files, and games. *[If students encounter such material by accident, they should report it to their teacher immediately to protect themselves against a claim of violation of computer guidelines.]*
5. Do not waste limited school resources such as paper and ink cartridges.
6. Do not trespass into restricted accounts or another's folders, work, or files.
7. Do not access personal e-mail accounts, chat rooms, or other questionable websites.
8. Do not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others as one's own.
9. Due to network interference, a laptop, Nintendo DS, PSP, or any outside wireless device is not allowed without prior administrative approval.
10. Students are NOT allowed on teacher's computers.

Loss of privileges or disciplinary action may occur if these guidelines are violated.

CONDUCT EXPECTED AT GEORGE S. MICKELSON MIDDLE SCHOOL

The staff in this school believes that all students can behave appropriately. Therefore, the students are expected to behave in the following ways:

- 1.) be on time
- 2.) participate positively in class
- 3.) follow the school dress code (see page 13)
- 4.) use courteous, polite language
- 5.) exhibit positive non-verbal communication
- 6.) follow directions without arguing or talking back
- 7.) keep hands and feet to themselves

- 8.) resolve conflicts in an appropriate manner
- 9.) respect and care for school property
- 10.) keep gum/candy/pop out of the school setting
- 11.) use the property of others or school equipment with permission only
- 12.) choose activities/actions which promote a positive educational environment and are not disruptive to the educational process (writing/passing notes during school is unacceptable)
- 13.) treat office staff, teaching assistants, substitutes, and visitors with respect.
- 14.) understand that the use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
- 15.) shall not knowingly use or copy academic work of another student and present it as his/her own.

CONFERENCES with PARENT/GUARDIAN

Parent(s)/guardian(s) may make appointments for conferences with teachers, counselors, or administrators by phoning the school office (696-4500). Student led conferences are held with parent(s)/guardian(s), student, and homeroom advisor the first nine weeks for all students. All parents will have an opportunity to schedule conferences at the end of the third quarter.

CYCLES (MOTERCYCLES OR BICYCLES), IN-LINE SKATES, SHOES W/WHEELS, SCOOTERS AND SKATEBOARDS

Students who ride bicycles, in-line skates, shoes with wheels, scooters or skateboards to school, upon reaching the school grounds, must walk their bicycle to the bicycle rack, remove the wheels from shoes with wheels and carry their in-line skates, scooters or skateboard to their locker. When students arrive at or leave the school, they are not to use those items while on the sidewalk, in the bus area and the main parking lot area. Students who consistently disregard this rule will not be allowed the continued use of these devices.

DETENTION

Our procedures concerning the expected behavior of students during school hours are explained to the students via the handbook. Therefore, when an infraction occurs and the student needs to be re-taught concerning the procedure, as well as accept the consequences of his/her actions, the student will be placed in detention. If the infraction is of such nature as merits some detailed consideration at home, parent(s)/guardian(s) will be contacted. A specified amount of time in detention is issued to the student for the infraction. Students may also be placed in lunch time or after-school detention to make up time and work missed because of extensive absences/tardies. These detentions may be served in the administrative area or the teacher's classroom depending on the student's acceptance of responsibility for his/her behavior. Detentions served in the administrative area are assigned by the administration. Teachers may consult with administration concerning assignment of any office referrals.

When a student is assigned to after school office detention, a telephone call or note will inform the parent(s)/ guardian(s) of the reason for the student spending some time there. If teachers assign after school detentions in their teams, it is their responsibility to make sure parents have been notified.

DELIVERIES

MMS does not accept deliveries of flowers, balloons, or other gift items for students. Students may not order food or beverages to be delivered to the school.

DISTURBANCE OF SCHOOL

Section SDCL 13-32-6. A person, whether pupil or not, who intentionally disturbs a public or non-public school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or pupil from performing his/her duty is guilty of a Class 2 misdemeanor.

DRESS CODE

Student dress is expected to be appropriate and reflect favorably upon the individual, the school, and the community. Any apparel that is considered inappropriate, disrupts the learning environment, or distracts others from learning/teaching will be addressed as a violation. No warnings will be given.

Use the following guidelines to direct decisions about appropriate clothing for school.

- Excessive exposure of skin or under-clothing not only disrupts the educational process, but may also indirectly cause sexually harassing statements or actions.
- Short shorts or skirts, low cut tops, bare shoulders, midriffs and navels exposed are considered excessive in an air-conditioned building.
- No clothing promoting alcohol, tobacco, drugs, profanity, or that depicts/uses sexual innuendos or derogatory language will be allowed at school.
- Wearing caps, hoods, or bandanas in the building is not allowed except when designated by the administration.
- Long chains, spiked dog collars, purses, backpacks and all other hazardous jewelry are not permissible.
- Coats, ponchos or jackets must be placed in lockers when students enter the building.

Students will not return to class until the clothing/article is removed or changed as determined by school personnel.

DRILLS (FIRE & TORNADO)

Fire drills and tornado drills are required by law. They are an important safety precaution. It is essential that when the signals are given, everyone obeys orders promptly and clears the building or reports to the assigned areas as quickly as possible. The teacher in each classroom will give the students instructions. The drill should be taken seriously--it could save a life.

EMERGENCY DISMISSAL

When there is a possibility of dismissing school because of weather, listen to Q102/KJJQ, KBRK, B93.7FM. Parent(s)/guardian(s) may come for their children at this time.

EQUAL EDUCATION OPPORTUNITY NOTICE

The policy of the Brookings School District No. 5-1 is that discrimination against any individual for reason of race, color, creed, religion, national origin, sex, age, marital status, or handicap is specifically prohibited by the Board of Education. Inquiries concerning sex discrimination may be made directly to Dr. Roger DeGroot, Superintendent of Schools at 2130 8th Street South, Brookings, SD 57006
Title IX coordinator for Brookings School District is Michelle Powers.

FYI: US Dept. of Education Office For Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. Phone (816) 268-0550 Fax (816) 823-1404 TDD (877) 521-2172 Email

OCR.KansasCity@ed.gov

FOOD SERVICE/LUNCH

- **BREAKFAST** (Prices are subject to change)
 1. Service begins at 7:45 each morning. (Adult \$2, K-12 \$1.50) Students and food must remain in the Cafetorium
 2. REGULAR MENU ITEMS include several main entrees, fresh fruit or 100% juice and 8 oz. milk. Prices range from .75 cents to \$1.50 when purchased individually.
 3. ALA CARTE items may include cereals, bagels, rolls, milk and water, 100% juice, breakfast pizza, French toast sticks, and other assorted items. Prices range from .75 cents to \$1.50
- **FOOD**
 1. Students are encouraged to eat "hot" lunch or "sack" lunch.
 2. Students who bring sack lunch may purchase milk or juice. No pop/soda is allowed.
 3. Students may not order food to be delivered to the school.
 4. Treats for birthdays may be brought to homeroom.
 5. Students need to feel empowered to tell & remind MMS staff of any allergies or health concerns.
- **LUNCH** (Prices are subject to change)
 1. Students have 40 minutes.
 2. REGULAR MENU ITEMS meet US Dept of Ag Standards. Each menu includes several main dishes, bread item, fruits, vegetables, and milk. This is the most cost-effective selection. (Adult \$3, 6-12 \$2.40). Prices range from .75 cents to \$1.50 when purchased individually.
 3. ALA CARTE items allow you to supplement the regular menu or make your own combination. Items may include individual items from Regular Menu, milk, water, 100% juice, subs, chef salad, yogurt, and healthy snacks (baked chips, Rice Krispie treats, fruit bars, and low-fat ice cream snacks).
 4. ALA CARTE items range in price from \$.75 to \$1.50.
 5. Written authorization from parent is required before a student is allowed to purchase Ala Carte.
Parents may remove ala carte privileges at any time of year - call 696-4713.
- **ACCOUNTS**
 1. Students/parents may pay on their accounts IN THE CAFETERIA from 7:45-10:00.
 2. Students must have money in their accounts prior to eating school lunch.
 3. There are NO charge accounts. Change from large bills is not given but applied toward the account balance.
 4. Parents should discuss the amount that students may spend for meals and snacks. Remember that each student and his/her sibling is on a FAMILY SPENDING ACCOUNT that must cover all family members. Low balances will be communicated by email or letter sent home with student (Fridays)
 5. Free and Reduced Lunch applications are available in the school office or in the lunchroom. Applications must be submitted at the beginning of each school year.
- **"CLOSED" NOON HOUR**
 1. Students may not leave school grounds during the lunch period without a pass.
 2. Parent/guardian must phone the school office to give permission for his/her child to leave during lunch.
 3. Please call before 8:45 on the day that permission is requested.
 4. Students may only leave for lunch with parents/guardians or may walk/bike home for lunch if they live within a designated distance (approximately 6 blocks) of the school.
 5. Students may not drive themselves off school grounds for lunch.
 6. Unexcused tardy following lunch. Extending one's lunch time causes a direct interference with scheduled classes and will not be excused. Loss of privileges may also occur. A parent call and pass to class are required for tardy students.
 7. Any abuse to the pass or leave system, the privilege of eating off school grounds may be revoked by administrator.

8. A student may leave the building to go outdoors to the playground areas. (If the weather is cool enough to wear a jacket, the student must bring a jacket with him/her before getting into the lunch line. No one will be allowed to go to lockers for jackets following his/her noon lunch.) An area is provided for students to place lunch containers if they wish to go outside after they have eaten.
9. Students may go to another teacher or counselor when the student presents a pass to the noon supervisor. The pass must be signed by the person requesting to see the student.
10. When the weather is such (cold, wet) that it may be difficult to go outdoors, students will be instructed to stay in designated areas during each of the lunch periods (to be determined by the principal/vice-principal). Once a decision had been made to go outdoors or to another area which has been assigned - the student must stick with this decision or commitment until the noon period is over.

• **LUNCH/CAFETORIUM RULES**

1. Follow directions of lunchroom personnel and supervisor(s).
2. Speak in a quiet voice tone. Excessive noise is not appropriate.
3. No gum, candy, or pop.
4. Wait quietly in a single-file line; no cutting or saving spots.
5. Students may not order food to be delivered to the school; no pop allowed.
6. Each person is responsible for cleaning up his/her own area; any trash should be placed in the garbage containers which are provided; no tossing or throwing food.
7. Use acceptable language; no profanity/name-calling/obscene gestures.
8. Leave Assignment Book in locker unless it contains a pass for a student to work in a classroom or during lunch time.
9. No headsets/music/cell phones.
10. Raise hand for permission to use the restroom or return your lunch tray.

GRADING SCALE

A+ (98-100%)	A (93-97%)	A- (90-92%)
B+ (87-89%)	B (83-86%)	B- (80-82%)
C+ (77-79%)	C (73-76%)	C- (70-72%)
D+ (67-69%)	D (63-66%)	D- (60-62%)
F = below 60%	E = Effort	

P = Passing, but is below grade level.

INC = Incomplete - This mark is given to denote that the student has not turned in the required amount of work for the grading period. An incomplete mark on the report card can become any mark listed above when the work is completed according to teacher specifications. Failure to do so within two weeks results in a grade of "F".

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. Scheduling individual conferences whenever a student, a teacher/administrator, parent/guardian, or the counselor deems it necessary.
3. Providing a testing program designed to help the student learn as much as possible about his/her capabilities.

The counselors welcome the opportunity to talk things over with any student, parent/guardian, or teacher.

HALLS

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission from a staff member. Students in the halls away from their team area during school hours **must have their assignment book in hand.** Students are expected to fill out the requested information in the "Hallway Passport". Their teacher will verify the pass by initialing the space provided. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running, shouting, and tripping in the halls are inappropriate behaviors.

HEALTH INFORMATION

Please note any allergies on the Student Health Form. Students need to feel empowered to tell and remind staff of any allergies or health concerns.

HOMEROOM ADVISORY

Each student in middle school is assigned to a homeroom advisor. Class and administration details are taken care of in homeroom advisory, which is the last period of the day.

HOMEWORK POLICY

Homework is an integral part of the instructional program at our school. Teachers will be reasonable regarding the amount of homework and length of time required for completion. Middle school students should expect to spend about 60-90 minutes (on average) each day on homework. These are average times and may vary because of individual abilities and study habits and because of special projects. While this is a general guideline, there will be times when additional homework time is warranted - for example, studying for a test or completing a long term project. The entire school district policy regarding homework (IKB) is available online and in the middle school office.

HOMEWORK WEBSITE/FOLDERS

<http://brookings.k12.sd.us/education/school/school.php?sectionid=69>

The MMS website listed above is available for parents to view a calendar of events and provide links to access teachers' email addresses and homework. A link to the homework page is also on the parent portal. Parents requesting that homework be collected for a student and picked up at the middle school office should notify the office before 9:00 a.m. Homework folders can then be picked up at the office between 3:30 p.m. and 5 p.m.

INSURANCE

The school does not have insurance coverage on students. However, all students have the opportunity at the beginning of the year to take out student protection insurance. An insurance form will be sent home with each student with the current rates listed. *Participation is voluntary.* The insurance offers protection to the student from the time s/he leaves home for school --protection while at school -- and protection until s/he returns home. Another plan offers protection for the entire year.

LOCKERS

Lockers are issued to students at the beginning of the year. Each student is responsible for keeping his/her assigned locker clean both inside and outside. If students wish to place posters, etc. inside their assigned locker, they must be attached with magnets. Damages caused by misuse of tape, etc. will be charged to the student responsible. Any locker malfunction should be reported to the proper advisor or the office. Students are not to change lockers without permission from the office. **The locker is NOT the student's private property and may be opened by school authorities at any time.** Any unauthorized items found in the locker may be removed.

MANDATORY REPORTING OF CHILD ABUSE & NEGLECT

Any person who has contact with a child through the performance of services of a public or private school, shall immediately notify the person in charge of the facility or their designee of suspected child abuse. That person shall report the information in accordance with the provisions of the SDCL 26-8A-8.

MEDICAL EXAMS

We recommend a medical exam prior to enrollment in 6th grade. The South Dakota High School Athletic Association does not require a physical to participate at the 6th, 7th, or 8th grade level sports. We do, however, encourage each athlete to have a physical examination. It will be up to each parent/guardian to determine if they wish their child to have a physical.

Athletic medical exam forms may be obtained at the Brookings Clinic, school nurse's office, or the middle school office. Medical examinations are not required for participation in intramural activities. The school district does not pay for medical examinations.

NURSE

There is a school nurse on call for those who are injured or become sick during the school day. Aspirin and similar items cannot be secured from the school nurse without parental/guardian or physician contact. Prescribed medications will be dispensed through the school office with the nurse's authorization. Parents/Guardians are required to complete a "Parent/Guardian Consent Form Medication Administration/Medical Procedure" if it is necessary for the student to take any type of medications during school time. Contact the school nurse or the office to complete this form.

PARENT PORTAL

For your convenience we offer the Parent Portal, which allows parents to access student grades, attendance, student schedule, behavior incidents and reports via the Internet. Applications for the parent portal are available in the school office.

PARTIES/DANCES

Each year student council plans three school sponsored social activities. The middle school is only responsible for parties/dances for middle school age students which have been scheduled by MMS. Students who leave before the social event is over will not be allowed to return. If there is an issue with your child, parents/guardians will be contacted and informed of the situation.

SUPERVISION: Mr. Steffensen (Advisor/Vice Principal), Mrs. Jensen (Principal), Police Officer

CHAPERONES: Volunteer teachers and parents/guardians - Parents are ALWAYS welcome!

PARTICIPANTS: Students presently enrolled full time at MMS (no guests allowed)

DATE/TIME: October 26th, February 22nd, and May 3rd from 7:00 - 9:30 p.m. (unless otherwise noted)

PERSONAL PROPERTY

Security of personal property is the individual responsibility of each student. Bicycles, book lockers, and gym lockers should be kept locked at all times. The school cannot and will not accept responsibility for the valuables of students. The lock combinations are for individual student's use alone. **A student should not under any circumstances reveal his/her combination to anyone else.** Any special item of value can be checked in with the homeroom teacher for the day. Generally speaking, items of sizable value should not be brought to school. Book bags/back packs should be left in your locker until the end of the day.

PHONES

The office telephone is for school business and it may be used by students only in cases of emergency with the permission of the secretary, the principal, or the vice-principal. We encourage parents/guardians to finalize all after-school plans and other arrangements for their child(ren) at night or before the child(ren) leaves for school. Normal messages will be delivered via the school message board. Students are requested to check it daily before leaving the building. ***Students will not be called to the phone for personal calls unless they are of an urgent nature.*** When students stay after school with a teacher, they should make phone contact with parent(s)/guardian(s) from that teacher's room. There is a telephone available in the office hallway for student use after school. **Cell phones are to be kept in the students' lockers and may not be used during the school day (8:05-3:22).** Violations will result in phones being confiscated until parent/guardian claims them.

RELEASE OF INFORMATION - PUBLIC NOTICE

THIS IS PUBLIC NOTICE OF THE INTENT OF THE BROOKINGS SCHOOL DISTRICT NO.5-1 TO RELEASE PERSONALLY IDENTIFIABLE INFORMATION REGARDING STUDENTS OR FORMER STUDENTS

DIRECTORY INFORMATION: The Brookings School District designates the following personally identifiable information contained in a student's education record as Directory Information, and will disclose that information without prior written consent:

- A. Student's Name;
- B. Name of the Student's parents;
- C. Student's address;
- D. Student's date of birth;
- E. Student's class designation (i.e. 1st grade, 10th grade, etc.);
- F. Student's extracurricular participation;
- G. Student's achievement awards or honors;
- H. Student's weight and height if a member of an athletic team;
- I. Student's photograph;
- J. School or district the student attended before he/she enrolled in Brookings School District 5-1.
- K. Student's phone number (restricted to military recruiters as required by law)

Directory information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to the information without the written consent of the student. The district reserves the right to deny access to directory information.

RIGHT OF PARENT, GUARDIAN, OR STUDENT TO PROHIBIT RELEASE OF INFORMATION:

A parent, guardian, or student over the age of 18 years of age may refuse to permit the release of any of the Directory Information by notifying the principal of the student's school in writing which of the Directory information may not be released in respect to the particular student. Such refusal must be made in writing to the building principal within fifteen (15) days after the notice is given.

STUDENT'S RECORDS POLICY: The Board of Education has adopted a student records policy and, in implementing the release of all other student records information, that policy shall be used.

REPORT CARDS

Report cards are issued four times per year. Midterm reports, which may warn of impending failure are also issued four times per year to all students. These reports are mailed if a student is doing D and/or F work. If you are unsure at any time about your child's academic progress, contact his/her homeroom teacher or check the Parent Portal. Applications are available in the school office.

<https://sis.ddncampus.net:8081/campus/portal/brookings.jsp>

RESOURCE OFFICER



Officer Joe Fishbauger

Visit our School Resource Officer's website at:

<http://jf085.k12.sd.us/>

or email him at: Joe.Fishbauger@k12.sd.us

SPONSORING SCHOOL ACTIVITIES

All fund-raising projects must be approved in advance by the sponsoring organization advisor and the administrator in charge of the activity. Any expenditure by a school organization must be handled in the same manner. These approvals will be based upon the intended usage of the funds raised, the nature of the fund-raising activity, and the degree to which it fulfills its purpose for the organization. All monies collected by a school organization are school funds and must be deposited in a school account.

STUDENT COUNCIL

The Middle School Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, develops high ideals of personal conduct, and acts as a clearing house for student activities. Sixth and seventh grade members of the council are the students' representatives and elected on a semester basis. First semester representatives are elected in September. All second semester representatives will be elected in January of the current school year. To allow maximum leadership opportunities, sixth and seventh graders may only participate one semester each school year. Only eighth graders will serve as officers. They are elected in September and will serve for the entire year.

STUDENT IMPROVEMENT TIME (SI TIME)

During SI Time students may visit any teacher as long as they have a written request in the hallway passport area of the assignment book. The student should present this pass to the teacher before leaving the room. Absences from band, choir, or orchestra without prior approval from the teacher may result in an unexcused absence.

SUMMER SCHOOL POLICY & RETENTION

There will be no summer school offered at Mickelson Middle School during the summer of 2012. The retention policy is as follows.

6th Grade

Students who fail **both** math and language arts (English or reading) will be required to repeat the grade.

Students who fail **either** math or language arts (English or reading) will be allowed to move on the next grade, but will be required to accomplish a recovery curriculum in the failed subject during the next school year.

7th Grade

Students who fail **both** math and language arts (English or reading) will be required to repeat the grade.

Students who fail **either** math or language arts (English or reading) will be allowed to move on the next grade, but will be required to accomplish a recovery curriculum in the failed subject during the next school year.

8th Grade

Students who fail math will be required to start with Pre-Algebra in their 9th grade year.

Students who fail language arts (English) will be required to start with Language Arts I in their 9th grade year. Students who fail both math and language arts will be required to have a conference with MMS Administrators, staff and parents to determine if they should repeat the grade.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Student's name and grade are written on the book label in case the book is misplaced. We request that students make or purchase book covers for all of their textbooks. S/he will be required to pay for lost or damaged books. The Student Assignment Book, which includes the handbook is considered to be a textbook and must remain intact. **The assignment book will need to be replaced if lost or damaged in any way at the student's expense.**

WELLNESS (P.E./HEALTH)

If a student must be EXCUSED from participating in physical education, s/he must have a written note or telephone confirmation from home or from the school nurse. If the student will not be participating for a time period of more than three days, it is requested that the child's physician provide a note. S/he presents the excuse to the office where it will be approved or rejected. Then the student will present the excuse to the physical education teacher who may assign the student to other duties not requiring physical exercise.

I have read the student handbook with my student. We will attempt to the best of our ability to follow these rules and regulations.

Parent Signature

Student Signature

Date



RESPECT



Definition - To show honor or consideration for; to refrain from intruding upon or interfering with.

Respectful MMS students:

- Listen effectively.
- Obey school rules.
- Accept differences in others.
- Display good manners.
- Show kindness to others.
- Take care of their surroundings.
- Are honest to self and others



RESPONSIBILITY



Definition - Accountability for personal acts; answerable

Responsible MMS students:

- Complete homework on time
- Bring all needed supplies to class.
- Stay on task/stay focused.
- Follow directions.
- Put forth their personal best effort.
- Stay organized

SEXUAL HARASSMENT	GBAA
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It is the policy of the Brookings School District that sexual harassment is unacceptable and shall not be tolerated. All persons associated with this school system, including, but not necessarily limited to, the Board, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The staff, administrators and students of the Brookings School District are responsible for maintaining a working and learning environment free from sexual harassment. It is the obligation of each employee and student to become fully informed of the provisions of this policy and to assure individual compliance. To assure dissemination of this policy, copies will be distributed to all administrative units serving both employees and students. Copies will be posted at appropriate locations throughout the District and the policy will be announced in appropriate District publications.

The Board will annually appoint the superintendent of schools or designee as the sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

Any employee who feels subjected, in the work place, to sexually harassment should report the incident immediately to the employee's immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to that supervisor's immediate supervisor. Students may report such incidents to their teacher, principal, superintendent or Board of Education, depending on involvement of the listed individuals. Resolution of complaints or problems may be pursued informally or formally at the option of the person who feels subjected to sexual harassment. The sexual harassment grievance officer shall be notified of all formal complaints or sexual harassment. The grievance officer will attempt to resolve the problem in an informal manner through the following process:

- a. The grievance officer will confer with the charging party in order to obtain a clear

understanding of that party's statement of the facts.

- b. The grievance officer will then attempt to meet with the charged party in order to obtain a response to the complaint.
- c. The grievance officer may hold as many meetings with the parties as necessary to gather facts.
- d. On the basis of the grievance officer's perception of the situation, the officer may:
 1. Attempt to resolve the matter informally through conciliation.
 2. Impose any sanctions deemed appropriate, including a recommendation to the Board for termination or expulsion.

Since sexual harassment is illegal under both South Dakota (Executive Order 81-08) and Federal (Title VII, Title IX) law, in some cases, it may also be liable to prosecution under criminal statutory law.

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

All matters involving sexual harassment complaints will remain confidential to the extent possible. False allegations that are malicious or ill-founded may constitute libel or slander.

Adopted, January 9, 1992
1st Reading: 1/10/94
2nd Reading: 2/14/94 /Adopted

POLICY TITLE: STUDENT CONDUCT--STUDENT ACTIVITIES	JJC
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General Statement of Philosophy:

The Brookings School District encourages students to participate in activities due to the benefits of such participation. The Brookings School District also recognizes the need to establish a code of conduct for activity participants that reinforces behaviors that reflect positively on the individual, school, and community.

1. Student participation in student activities is a privilege, rather than a right, and
2. Students who voluntarily exercise the privilege of participating in student activities shall consequently, be expected to exemplify high standards of behavior, and
3. The program of student activities should address the need for good order and a concern for student health and safety.

Definintions:

1. "Student activity" shall apply to all performing or competitive activities as follows: Football, Basketball, Cross Country, Golf, Tennis, Wrestling, Volleyball, Gymnastics, Track & Field, Drama, Student Council,

Band, Bobcat, Broboca, Choir, Debate, Oral Interpretation, Orchestra, Cheerleading, Dance Team, Improvisational Theater, FFA, and FCCLA.

2. "Activity advisor" shall apply to any employee of the Brookings School District who is assigned the responsibility for coaching, directing, or advising an activity.
3. "Public appearance" shall include, but not be restricted to, the recognized schedule of performance, competitive events, and trips.
4. "Year-round" shall mean, 24-hours a day, 365 days a year.
5. Conduct violations for seventh and eighth grade students shall commence on the first day of each school year.
6. Conduct violations for high school students shall commence on the first day of the freshman year or the first day of an activity if a freshman becomes a member of an activity that starts before the first day of the freshman year of school.
7. "Suspension" begins with the date of adjudication (as determined) by school officials, or in the case of SDCL 13-32-9, when the accused is adjudicated, convicted, or a suspended imposition of the sentence is imposed.
8. "Crime" shall mean a violation of any city, state, or federal law, excluding Class II misdemeanors and all motor vehicle offenses not classified as felonies.
9. "Evidence" of a violation may be the result of:
 - A. Information received from law enforcement or court services personnel which provides reasonable cause to believe that an infraction has occurred;
 - B. A student found guilty, pled guilty, or enters a no contest plea in either juvenile court or adult criminal court;
 - C. A self-reported violation by either the parent or student; or
 - D. An observed, violation reported by a staff member.

General policy statements:

1. The Code of Conduct is in force, year-round, for all students in grades 7-12, participating in student activities within the Brookings School District.
2. The possession, use, or distribution of tobacco, alcohol, anabolic steroids, marijuana, or controlled substances is a violation of the Code of Conduct.
3. The possession, use, or distribution of controlled substances or marijuana, as defined in Chapter 22-42, is a violation of SDCL 13-32-9.
4. All other crimes as defined in this policy are a violation of the Code of Conduct.
5. Student leaving eighth (8th) grade will have their previous violations expunged.
6. Conduct violations are cumulative from grades nine (9) through twelve (12). All violations will, however, be expunged after eighteen (18) months without further violations.
7. A student must successfully complete a season in order to satisfy a suspension.
8. The principal, or the principal's designee, shall be responsible for the fair and equitable administration of the Code of Conduct.
9. Students in violation of the Code of Conduct are subject to the following consequences.

Consequences:

1. SDCL 13-29-9 Violation

- A. First Violation – any person adjudicated, or convicted of a suspended imposition of sentence for possession, use, or distribution of controlled

substances or marijuana, as defined in Chapter 22-42, is ineligible to participate in any extracurricular activities at any secondary school accredited by the Department of Education and Cultural Affairs for one (1) year from date of adjudication.

- B. Subsequent Violation – that person is ineligible to participate in any extracurricular activity under South Dakota High School Activities Association for the entire period of time said student attends a school under accreditation of the Department of Education and Cultural Affairs.

2. Non-SDCL 13-32-9 Violations and Crimes

- A. First Violation – suspension from participation in all public appearances in all student activities until four (4) points are served.
- B. Second Violation – suspension from participation in all public appearances in all student activities until twelve (12) points are served.
- C. Subsequent Violations – suspension from participation in all public appearances in all student activities until thirty-six (36) points are served.
- D. Suspension Reduction (Second and Subsequent Violations) – consequences may be reduced by fifty per cent (50%) if the student agrees to enroll in, and successfully completes, a rehabilitation program, approved by school officials. If the student fails to successfully complete the program requirements, the consequences will be reinstated.

<u>Category</u>	<u>Activity</u>	<u>Points</u>
I.	Bobcat, Broboca, Drama, Student Council, FFA, FCCLA	5
II.	Choir, Orchestra, Dance Team	4
III.	Football, Cross Country, Oral Interp, Improv	3
IV.	Golf, Tennis, Wrestling, Volleyball	2
V.	Gymnastics, Track & Field, Debate	1
VI.	Basketball, Band Cheerleading (see specific sport)	

Evaluation and Treatment (First Violation – Alcohol):

A student in violation of the possession, use or distribution of alcoholic beverages will be referred to the East Central Mental Health and Chemical Dependency Center of Brookings, or other similar agency as approved by school officials. The total cost of such referral will be borne by the student. Arrangements shall be made for information, gathered during the evaluation process, to be forwarded to the building principal along with agency recommendations for further treatment. Compliance with treatment recommendations is mandatory. Students who fail to complete the scheduled evaluation or treatment will not be allowed to participate in any public appearances of any student activity.

Grievance Procedure

A student penalized for violating the Code of Conduct may file form "JII-E" with the building principal, indicating the following. That

1. A rule is unfair;

2. A rule in practice discriminates against or between students based on gender, age, race, color, religion, national origin, or handicap;
3. School personnel used an unfair procedure in assessing a form of punishment against a student.

Adopted 5/11/87 (51 I P9) First Reading 519194; Second Reading 6/13/94 – Adopted
 First Revision Reading: July 14, 1997, Second Revision Reading: August 11, 1997 – Adopted
 First Reading – April 10, 2000
 Second Reading – June 12, 2000

**POLICY TITLE:
 CONTROLLED DRUGS OR SUBSTANCES JICH**

The Board of Education recognizes that the problem of substance abuse among students at all grade levels requires continued efforts in the areas of educational programs, counseling, referral services, and law enforcement. Since substance abuse is a problem for society at large as well as for schools, it must be addressed with all the resources of the community.

The Board also recognizes that the use, possession, and distribution of controlled drugs or substances on school property and at school activities are not only unlawful, but they are also disruptive to the educational environment of a school. These activities create the potential for fear, intimidation, and violence. Such conditions cannot be allowed to exist in our schools. The Board believes that the vast majority of students in the school system, their parents, and the school staff support a rigorous substance abuse program.

Therefore, the Board directs the Superintendent to develop administrative regulations and programs to help prevent the use, possession, and distribution of controlled drugs or substances.

Adopted: 1st Reading: 5/9/94; 2nd Reading: 6/13/94

WEAPONS JICI

A. General statement of no tolerance

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public. State and federal laws as well as board policy forbid the bringing of weapons to school, school grounds or school sponsored activities.

The Board of Education has no tolerance for weapons or weapon facsimiles:

1. On any school property, including parking lots, athletic fields or any other premises under the control of the school district, in a school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions.
2. Off school property where the carrying, bringing, using, or possessing of a weapon or weapon facsimile creates a threat of physical harm to or physically harms a student or school personnel is prohibited because this activity affects the welfare of a student or school personnel, discipline of the school, and the educational

programs in the school.

A student who violates this policy may be suspended and/or expelled, depending on the nature of the violation, except that a student who carries, brings, uses, or possesses dangerous weapon or firearm facsimile in or on school property will be referred for mandatory expulsion.

Exceptions to this policy include: weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or airguns at fire ranges, fun shows, and authorized supervised school training sessions for the use of firearms.

Any employee of the district shall confiscate a weapon from a student who is in violation of this policy. Any weapon taken from a student shall be reported to the parents or guardian of the student, law enforcement authorities shall be contacted, and any dangerous weapons turned over to said authorities.

B. Definitions

1. **Weapon:** Any dangerous or standard weapon as defined herein;
2. **Dangerous weapon:** For the purposes of this policy, a "dangerous weapon" is defined as any firearm, or airgun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.
 - a. A firearm, whether loaded or unloaded, or a firearm facsimile;
 - b. Any pellet or "bee-bee" gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
 - c. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches; or
 - d. Any object, device, instrument, material, or substance, whether animate or inanimate, that is (1) used or intended to be used by the student to inflict death or serious bodily injury; or, (2) designed to inflict serious bodily injury or death, regardless of the student's intent. For purposes of this subsection, a dangerous weapon includes, but is not limited to : bludgeons, brass knuckles, artificial knuckles, bows and arrows, blow guns, sling shots, poisons, mace, explosive devices, and any other object, device, instrument, material, or substance defined as an unlawful weapon pursuant to city ordinance, state statute, or as otherwise provided by law.
3. **Standard weapon:** For purposes of this policy, a "standard weapon" is defined as any object, device, instrument, material or substance, whether animate or inanimate, that is
 - a. used or intended to be used by the student to inflict bodily injury of a lesser degree than serious bodily injury; or
 - b. designed to inflict bodily injury of a lesser degree than serious bodily, regardless of the student's intent.
 - c. for purposes of this subsection, a standard weapon includes, but is not limited to, all knives that do not meet the definition of a dangerous weapon under this policy.

4. **Weapon facsimile:** A weapon facsimile is any object, device, instrument, material or substance that substantially mimics a weapon (note: a weapon facsimile may also be considered a weapon under this policy, based, among other things, on its use or intended use);
5. **School property:** As used in this policy, school premises includes, but is not limited to, parking lots, athletic fields or any other premises under the control of the school district, school vehicle or any vehicle used for school purposes, any school building or other building or premises used for school functions.
6. **School personnel:** As used in this policy, school personnel means any employee, director, volunteer, representative, or agent.

C. Grounds for suspension and expulsion

Under applicable laws, the grounds for disciplining a student for a weapons violation depend upon where the violation has occurred and the kind of weapon or weapon facsimile involved. More than one ground may apply to each violation.

1. In or on School Property:

a) Mandatory expulsion: Any student carrying, bringing, using, or possessing a dangerous weapon or firearm facsimile on school property shall be expelled for twelve (12) months and will be referred to law enforcement authorities. The Superintendent shall have the discretion to increase or decrease the length of this expulsion on a case by case basis.

This policy shall be implemented in a manner consistent with IDEA and Section 504. If the Superintendent reduced the expulsion to less than twelve (12) months but more than ten(10) days, it will be termed a long-term suspension, and if the expulsion is for ten(10) or less days, it will be termed a short-term suspension. The due process rights of the student for these penalties are set forth in Policy JKD and JICIA.

b) Mandatory suspension/optional expulsion:

The knowing, purposeful, or reckless carrying, bringing, or possessing of a standard weapon, a standard weapon facsimile, or a dangerous weapon facsimile (other than a firearm facsimile) by a student in or on school property without the authorization of the school or the district, or any use of a standard weapon by any student in or on school property is prohibited and shall be grounds for suspension and/or expulsion as a serious violation of the conduct and discipline code and as conduct which is detrimental to the welfare or safety of other pupils or of school personnel.

c) Optional suspension: The inadvertent or accidental carrying, bringing, or possessing of a standard weapon or standard weapon facsimile by any student in or on school property is prohibited and shall be grounds for suspension as conduct which is detrimental to the welfare or safety of other pupils or of school personnel, except that repeated or flagrant violations shall be grounds for mandatory suspension and expulsion as serious violations of the conduct and discipline code and as conduct which is detrimental to the welfare or safety of other pupils or of school personnel.

2. Off school property

a. Optional suspension/optional expulsion:

The carrying, bringing, using, or possessing of any weapon or weapon facsimile by any student

off school property where such conduct creates a threat of physical harm to or physically harms a student or school personnel shall be considered grounds for suspension and/or expulsion as conduct which is detrimental to the discipline in any school, education program, welfare or safety of other pupils or of school personnel.

D. Weapons violations by persons other than students.

Any person other than a student who carries, brings, uses, or possesses a weapon or weapon facsimile while on school property or any area under the control of the school district, is in violation of state law and may be removed from district property and activities by district officials and may face criminal charges.

E. Application of this Policy

1. This policy shall apply whether or not a weapon or weapon facsimile is operational.
2. For purposes of determining a student's intent in section B(2)(d)(1) of this policy, there shall be a presumption that the primary purpose of carrying, bringing, using, or possessing the object, device, instrument, material or substance is to inflict death or serious bodily injury.
3. For purposes of determining a student's intent in section B(3)(a), there shall be a presumption that the primary purpose of carrying, bringing, using, or possessing the object, device, instrument, material or substance is to inflict bodily injury of a lesser degree than serious bodily injury, to create a threat of physical harm to or physically harm a student or school personnel, to engage in conduct that is detrimental to the welfare or safety of a student or of school personnel, to adversely affect the discipline in a school, and to adversely affect the educational program in a school.
4. For purposes of determining a student's intent with respect to weapons facsimiles, there shall be a presumption that the primary purpose of carrying, bringing, using, or possessing a weapon facsimile is to engage in conduct that is detrimental to the welfare or safety of a student or of school personnel, to adversely affect the discipline in a school, and to adversely affect the educational program in a school.
5. It shall be no defense or excuse that a student carried, brought, used, or possessed a weapon or weapon facsimile for the purpose of self-defense of another.
6. Any student carrying, bringing, using, or possessing a dangerous weapon or firearm facsimile on school property shall be expelled for twelve (12) months and will be referred to law enforcement authorities. The Superintendent shall have the discretion to increase or decrease the length of this expulsion on a case by case basis. All other violations of this policy may result in expulsions of up to one calendar year.
7. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of weapons such as firearms.

First Reading: July 13, 1998

Second Reading/Adoption: August 10, 1998

INSPECTIONS/SEARCHES/SEIZURES JIHA

The Board of Education seeks to maintain a climate in the schools, which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school administrators or their designee (school officials):

1. To authorize a general inspection at any time of all, a portion of, or selected lockers, desks, parking lots, or other storage areas as a matter of course, with or without reasonable suspicion that the inspection will result in the discovery of a prohibited substance or material (contraband) and without notice to student or students. If as a result of the general inspection reasonable suspicion exists that contraband is contained in a student's personal possession such as a motor vehicle, purse, briefcase or backpack, etc., school personnel may search the student's possessions in the presence of at least one witness whenever possible. The search may be done without the knowledge of the student.
2. To authorize a specific search not connected with a general inspection, reasonable suspicion must exist that the selected area and/or student's personal possessions may contain contraband. If the selected area to search contains a student's personal possessions such as a motor vehicle, purse, briefcase or backpack, etc., whenever possible the student and another person shall witness the search.
3. To arrange for law enforcement officials to use canines during inspections and searches. Canines will not be utilized to search individual students.
4. To seize any contraband or other items that violates this policy.

School Property

School lockers, desks, parking lots and other storage areas are school property, and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search pursuant to this policy. Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school.

Motor Vehicles

Students, by virtue of having the privilege of parking a motor vehicle on school property or other premises under the control of the school district, are deemed to have given prior consent to have their motor vehicle searched when reasonable suspicion exists that contraband is contained within the motor vehicle.

Students shall assume full responsibility for the security and contents of their motor vehicles.

1. If the motor vehicle subject to a search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the district shall contact the student's parents. If the parents also refuse to permit a search of the

vehicle, the district will turn the matter over to local law enforcement officials.

Search of the Student's Person

School officials may search the person of a student if school officials have reasonable grounds to believe that the student is in possession of contraband.

Search of the person shall be limited to the student's pocket, any object in the student's possession such as a purse or briefcase, and/or a "pat down" of the exterior of the student's clothing.

Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one, but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search.

Searches of the person, which require removal of clothing other than a coat or jacket, shall be referred to a law enforcement officer. School employees are prohibited from conducting a strip search on a student.

Any search conducted by school officials shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.

Law Enforcement Officers' Involvement

1. Assistance Requested by School Personnel or Designee

School officials may request law enforcement officers assist with general inspections, specific searches and a search of the student's person. When law enforcement authorities are involved in these types of inspections and searches, the search will be conducted under the provisions of this policy.

2. Searches Conducted by Law Enforcement Authorities with the assistance of School Officials

When law enforcement authorities are involved in this type of search, the search will be conducted under criminal law standards rather than under the provisions of this policy.

If law enforcement personnel seek permission from school officials to search a student, a student's property or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted unless:

- * There is uncoerced consent by the student.
- * There is probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search.
- * The search is incident to an arrest and is limited to the person and the immediate surroundings.

Law enforcement officials must gain school personnel's permission to question students when students are in school or participating in a school activity. If the student is under 18, his parent(s) or legal guardian also shall be present or have

granted permission to question the student unless the student is emancipated as that term is defined in state law. Effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible. When custody and/or arrest by the police is involved, school officials shall request that all procedural safeguards as prescribed by law be observed by the law enforcement officers. This includes all due process procedures including but not limited to obtaining proper arrest warrants where required.

Seizure of Items

Anything found in the course of a search conducted by school officials which is evidence of a violation of law, board policy, or school rules or which by its presence presents and immediate danger of physical harm may be treated in the following ways as allowed or required by law:

- * Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
- * Returned to the student or their parent or guardian.
- * Turned over to law enforcement officer in accordance with this policy.

Parent Notification

The student's parent or guardian shall be notified if any contraband is found in a student's locker, personal possessions, or on the student's person, as a result of an inspection or search conducted in accordance with this policy.

First Reading: July 13, 1998
 Second Reading/Adoption: August 10, 1998

THREATS	JIHB
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General Statement of no tolerance

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public. Board policy forbids threats to take the life of another person or to cause them great bodily harm to occur at school, school grounds or school sponsored activities. The Board of Education prohibits threats to take the life of another person or to cause them great bodily harm.

The Board of Education seeks to maintain a climate in the schools, which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school administrators or their designee (school officials) to investigate any alleged incident. The Board of Education prohibits threats to take the life of another person:

1. On any school property, including, parking lots, athletic fields or any other premises under the control of the school district, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions.
2. Off school property where the threat to take the life of another person is detrimental to the welfare or

safety of a student or school personnel, adversely affects the educational program in any school. A student who violates this policy may be suspended and/or expelled, depending on the nature of the violation.

Definitions:

School Property: as used in this policy, school premises includes, but is not limited to, parking lots, athletic fields or any other premises under the control of the school district, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions.

School personnel: as used in this policy, school personnel means any employee, director, volunteer, representative, or agent.

Maximum Discipline:

- * Twelve (12) month expulsion from school

Minimum Discipline shall include, but not be limited to, the following:

- * Short-term suspended (1-10 days)
- * Evaluated by school psychologist (report provided to school administration). There may be further disciplinary action to be determined upon receipt of the report from the psychologist.
- * Referral to authorities
- * Parent/guardian contacted

First Reading: July 13, 1998

Second Reading/Revision/Adopted: August 10, 1998

CODIFIED SCHOOL LAW 13-32-2

Physical force authorized when reasonable and necessary-- Attendance at school functions away from premises-- Authority of bus drivers. Superintendents, principals, supervisors, and teachers and their aides and assistants, have the authority, to use the physical force that is reasonable and necessary for supervisory control over students. Like authority over students is given any person delegated to supervise children who have been authorized to attend a school function away from their school premises and to school bus drivers while students are riding, boarding, of leaving the buses.



BOBCAT PRIDE

(optional)



First Quarter

Date	Proud Moment	Teacher

Second Quarter

Date	Proud Moment	Teacher

Third Quarter

Date	Proud Moment	Teacher

Fourth Quarter

Date	Proud Moment	Teacher

AE = Outstanding Academic Effort
 AI = Outstanding Academic Improvement
 AK = Acts of Kindness

PP = Patience/perseverance
 R = Respectful of differences
 IR = Individual Responsibility