

# **Georgia Morse Middle School**

## **Student Handbook 2019-2020**

Principal: Dr. Kiley Cumbow  
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Georgia Morse Middle School Web Page: <http://pierre.k12.sd.us/subpages/gmms.html>

**Georgia Morse Middle School**  
**309 E. Capitol**  
**Pierre, SD 57501**  
**605-773-7330**

The staff of Georgia Morse Middle School welcomes you to the 2016-2017 school year. We hope you have an enjoyable and successful year. This handbook is provided to help students and parents become familiar with the rules and procedures employed in your school.

We are committed to providing a safe and orderly environment for students and staff in which the most effective teaching and learning can occur. The school staff supports a student management plan which is based upon each student accepting responsibility for his/her own actions and working toward self-management.

While we have attempted to provide comprehensive information in this handbook, there are undoubtedly issues which will arise or circumstances which will occur which are not herein addressed. Students will be expected to conform to reasonable expectations for situations not specifically addressed in this handbook.

We at Georgia Morse Middle School believe it's important for all students to be aware of their responsibilities as a member of the school. We suggest that you read the Student Handbook with your parent(s) so that you become familiar with student responsibilities and school policies. We also request that students and parents work with the school in supporting the school rules we have deemed important in providing our students with a positive educational experience in a safe, orderly environment.

The student handbook are also available on-line at  
[http://pierre.k12.sd.us/documents/middleschool/2014\\_gmms\\_handbook.pdf](http://pierre.k12.sd.us/documents/middleschool/2014_gmms_handbook.pdf)

Thank you.

Sincerely,

Dr. Kyley Cumbow  
Principal

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## Georgia Morse Middle School Staff

<b>INSTRUCTOR</b>	<b>ROOM</b>	<b>DEPARTMENT</b>
Allen, Renee	239	Special Services
Armstrong, Hope	339	Science
Bauck, Rodd	103	Chorus
Boender, Timothy	Office	Guidance
Bowman, Nicole	227	Mathematics
Brewer, Ashley	101	Social Studies
Carr, Jessica	325	Science
Clancy, Elizabeth	217	Special Services
Clancy, Sean	228	Social Studies
Cronin, Kirby	335/Gym	Health/PE
Davis, Kim	347	Social Studies
Diehm, Randi	331/Gym	Health/PE
Entwisle, Eamin	221	Science
Ferrilli, Alicia	118	Language Arts
Frankenhoff, Adriann	225	Science
Hart, Laura	340	Mathematics
Heasley, Travis	334/Gym	Health/PE
Hesla, Scott	338/Gym	Health/PE
Hunter, Guy	219	Mathematics
Isburg, Leslie	320	Language Arts
Lehman, Joe	328	Social Studies
Lehman, Renae	240	Library
Mack, Shannon	318	Social Studies
McLain, Jim	326	Language Arts
Meier, Mallory	218	Social Studies
Merrill, Tami	125	Special Services
Moore, Victoria	221	Science
Norwick, Kathy	327	Math
Repman, Corina	317	Special Services
Rogers, Kim	Office	Guidance
Roth, Karla	118	Language Arts
Schlekeway, Jeff	346	Special Services
Schoenhard, Alicia	226	Language Arts
Skroch, Patrick	115	Science
Stahl, Kelsee	308	Speech/Language
Stangeland, Jason	319	Math
Stotts, Tom	238	Computers
Stowe, Rebeka	220	Language Arts
Strand, Michelle	117	Mathematics
Todd, Stephanie	344	FACS/Lifeskills
Tostenson, Justin	300	Tech Ed./Computers
Vasilie, Mike	104	Band/Music
Winger, Michael	116	Art

## CURRICULUM

<b>6TH</b>	<b>7TH</b>	<b>8TH</b>
<b>Required</b> Language Arts Math Social Studies Science PE/Health	<b>Required</b> Language Arts 7 <sup>th</sup> Grade Math/Pre-Algebra Geography Science PE/Health	<b>Required</b> Language Arts 8 <sup>th</sup> Grade Math/Algebra US History Science Health
<b>Exploratory Block:</b> Basic Keyboarding STEM Art General Music Family/Consumer Science	<b>Encore Block:</b> Computers Tech Ed Family/Consumer Science Art Project Based Learning	<b>Encore Block:</b> Multimedia Technology Tech Ed Family/Consumer Science Art Physical Education Band Chorus High School History Spanish (When Offered) Introduction to Performing Arts Study Hall
<b>Optional:</b> Band	<b>Optional:</b> Band Chorus	

### TIPS FOR SUCCESS

(Suggestions from fellow students at GMMS)

<b>GET ORGANIZED!</b>	<b>HAND IN WORK ON TIME!</b>	<b>STUDY FOR TESTS!</b>	<b>HAVE A POSITIVE ATTITUDE!</b>
Be on time to school and class.	Do all your work and do it well!	Keep class notes especially in math.	Be nice to others.
Use agenda to write down all of your assignments.	Use folders for each class; not your books!	Focus in class.	Respect the teachers and staff.
Don't lose your books or loan your books to others.	Ask for help when you don't understand something.	Pay attention and listen to teachers.	Follow the rules and don't chew gum! (unless the teacher allows you to)!
Keep your locker clean!	Work hard!	Come to school well rested!	Dress for success!

## 2019-2020 - SCHOOL CALENDAR

<b>Aug. 21</b>	<b>First Day of School</b>
<b>Aug. 22</b>	<b>Open House 5:30 – 6:30</b>
<b>Sept. 2</b>	<b>Labor Day</b>
<b>Oct. 7 &amp; 10</b>	<b>Parent – Teacher Conferences 4:00-7:30</b>
<b>Oct. 11</b>	<b>No School - Conferences</b>
<b>Oct. 14</b>	<b>Native American Day- No School</b>
<b>Oct. 23</b>	<b>Half Day In-service</b>
<b>Nov. 27</b>	<b>Early Dismissal for Thanksgiving Break</b>
<b>Nov. 28 &amp; 29</b>	<b>Thanksgiving Vacation</b>
<b>Dec. 20</b>	<b>Early Dismissal for Christmas Break</b>
<b>Dec. 23 – Jan. 6</b>	<b>Christmas Break</b>
<b>Jan. 6</b>	<b>No School - Teacher In-service</b>
<b>Jan. 20</b>	<b>Martin Luther King Day – No School</b>
<b>Jan. 29</b>	<b>Half Day In-service</b>
<b>Feb. 10 &amp; 13</b>	<b>Student Led Conferences</b>
<b>Feb. 14</b>	<b>No School – Conferences</b>
<b>Feb. 17</b>	<b>President’s Day – No School</b>
<b>Mar. 20</b>	<b>Spring Break - No School</b>
<b>Mar. 25</b>	<b>Half Day In-service</b>
<b>Apr. 10 – Apr. 13</b>	<b>Easter Vacation - No School</b>
<b>May 22</b>	<b>Last Day of School</b>

### SCHOOL HOURS & BELL SCHEDULE

Classes begin promptly at 8:15 a.m. and dismissal time is at 3:16 p.m.  
7:30 A.M. -- Time students are allowed in the building\*

#### BELL SCHEDULE

Period	Time
1	8:15 – 9:05
2	9:08 – 9:58
3	10:01 – 10:51
4(a)	10:54 – 11:19
4(b)	11:19 – 11:44
5(a)	11:47 – 12:12
5(b)	12:12 – 12:37
6(a)	12:40 – 1:30
7	1:33 – 2:23
8	2:26 – 3:16

A Grab-n-Go breakfast will be available between 7:30am to the start of the school day. (The cost of the breakfast is charged against the student’s lunch account.) Breakfast can be eaten in the cafeteria or taken to class and eaten within the first part of the first period. Each first period classroom will have their own expectations and guidelines for those eating breakfast during first period.

Students are expected to leave the building within ten minutes following dismissal unless they are involved in activities or have been asked to remain after school at the end of the day. \* During periods of inclement weather, students will be allowed in the building at 7:30 a.m. During inclement weather, please make ride arrangements for after school prior to the start of the school day.

## **PHILOSOPHY OF EDUCATION**

### **Preamble**

Recognizing that the future of America depends upon an informed and educated citizenry; and acknowledging that it is the responsibility of the public schools to provide the opportunity to acquire knowledge, to inspire learning, and to foster personal responsibility in the young people entrusted to them, the Pierre Board of Education sets forth the statement of philosophy.

### **Statement of Philosophy**

It is the intent of the Pierre Board of Education that each student who attends the Pierre Public Schools be encouraged to develop his or her academic and social potential to its fullest.

Furthermore, it is the intent of the Pierre Board of Education that students in the Pierre Public Schools be afforded the opportunity to acquire and develop intellectual and physical skills, as well as aesthetic appreciation, under conditions which stimulate ethical choices, responsible citizenship, effective leadership, and respect for the rights and freedoms of others.

In striving to attain these goals, the Pierre Board of Education acknowledges the obligation to seek and maintain (a) academic and social participation of students regardless of race, sex, creed or economic background; and (b) open lines of communication among students, parents, teachers, administrators, and counselors for effective understanding and guidance of students within the Pierre School District.

## **NON-DISCRIMINATION POLICY**

The Pierre School District #32-2 does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, handicap, national origin or ancestry.

Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to Superintendent Dr. Kelley Glodt at 211 S. Poplar, 773-7300, Pierre, SD 57501 or to the Regional Director, Department of Education, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106, Phone (816) 268-0550.

## **SCHOOL'S RESPONSIBILITY TO THE STUDENT**

The school will provide each student the right of access to an education.

The school will permit students to participate in and affect the total educational program.

The school will not violate the student's right to confidentiality of private and personal information.

The school will permit freedom of association on the campus within the established school regulations.

The school will permit student representation in its governance through recognized student councils.

The Legal Role and Responsibility of School Authorities

- A. School administrators will provide the student body with the best educational opportunities possible and provide reasonable health and a safe environment for each student.
- B. School administrators will guarantee that Student Rights and Responsibility programs agree with local, state and federal law.



- C. School administrators will see that Student Rights and Responsibility programs are appropriate to the ages and maturity of the students.
- D. School administrators and teachers will act in lieu of parents where necessary in the best interests of the individual as well as the entire student body.

### **RESPONSIBILITY OF THE STUDENT**

Just as students deserve protection of their rights, they also must accept responsibilities so as not to infringe upon the rights of others in the school community. Some student responsibilities are as follows:

- A. Obtain an education. The student must regard the opportunity of obtaining an education as one of their duties to the community. It is the student's responsibility to attend all of their classes regularly.
- B. Know the grievance process. The student's right to an education implies a responsibility to follow recognized rules, through recognized channels, in any case in which they feel that their rights are being jeopardized.
- C. Respect the rights and property of others. Respect for the rights and property of other students and teachers carries with it the responsibility to adhere to the requirements of law and morality.
- D. Practice self-control. The student must refrain from inflicting bodily or emotional harm on other persons. Everyone has the right to a safe school environment.
- E. Respond to community needs. Students must obey community rules and respect community property, and the environment.

### **STUDENT DISCIPLINE**

**Georgia Morse Middle uses a student management system that incorporates coaching and addressing of behaviors that is appropriate to the adolescent student.**

1. We need to take pride in our school and in our community. Running, pushing, physical abuse of school property, unnecessary noise, use of electronic devices, i.e. cell phone, MP3 players, games, etc., profanity, and littering will result in detention or other disciplinary action.
2. Detention for the above offenses will be served as assigned by school staff. Subsequent or severe offenses will be subject to more stringent disciplinary action, which may include suspension or expulsion.
3. Each teacher will inform the offending student what rule/rules was/were violated and will notify the office regarding assigned consequences.
4. Students assigned detention are required to be on time to the detention. Staff is required to contact parents when a detention is assigned. Students may be asked to make the parent contact at the request of the teacher.
5. Students who do not adhere to the detention room rules or fail to follow the directives of the supervisor may receive additional detentions and their time served for that day will not count.

A copy of the Georgia Morse Middle Discipline Matrix can be found on page 44 of this document.

## **SERIOUS STUDENT MISCONDUCT**

Student suspension or expulsion is a very serious matter. It is a disruption of the educational process and affects teachers and parents as well as students. Because it is a complex process, the rules regarding suspension and long term expulsion as written here are technical in nature; therefore, if you have any questions, please ask.

### **Disruption of School**

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. To do so constitutes a Class 2 misdemeanor under state law ( SDCL 13-32-6 ).

Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

While this list is not intended to be exclusive, the following acts when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school illustrate the kinds of offenses encompassed here:

- 1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
- 2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or rooms;
- 3) setting fire to or substantially damaging any school building or property;
- 4) possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
- 5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus;
- 6) preventing students from attending a class or school activity;
- 7) except under the direct instruction of the principal or assistant principal, blocking normal pedestrian or vehicular traffic on a school campus;
- 8) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct their class.

Any violation of the above mentioned acts shall be a basis for suspension or expulsion from school.

### **Damage or Destruction to School Property**

A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property. Restitution will be made for the damage/destruction of property and appropriate disciplinary consequences applied. Referrals may be made to appropriate authorities.

### **Damage or Destruction of Private Property**

A student shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds.

Restitution will be made for the damage/destruction or theft of property and appropriate disciplinary consequences applied. Referrals may be made to appropriate authorities.

### **Assault on a School Employee**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee:

- on the school grounds during and immediately before or immediately after school hours;
- on the school grounds at any other time when the school is being used by a school group;
- off the school grounds at a school activity, function, or event.

Violation of this rule shall be a basis for suspension or expulsion from school. Referrals may be made to appropriate authorities.

### **Physical Abuse of a Student or Other Person not Employed by the School**

A student shall not do serious bodily injury to any person:

- on the school grounds during and immediately before or immediately after school hours;
- on the school grounds at any other time when the school is being used by a school group;
- off the school grounds at a school activity, function, or event.

Violation of this rule shall be a basis for suspension or expulsion from school. Referrals may be made to appropriate authorities.

### **Bullying/Cyber Bullying**

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and /or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending him or herself. Cyber bullying is the use of computer, email, instant messaging and/or text messaging to bully someone. When reported, staff and/or administration will follow through with consequences and/or conferences.

### **Harassment (Policy adopted 01/08/07)**

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

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

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

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

### **Definitions:**

**Harassment:** Harassment consists of physical or verbal conduct related to a person's race, color, religion, creed, ancestry, gender, sexual orientation, national origin, age, disability, or other basis prohibited by law when the conduct is so severe, pervasive, and objectively offensive that it: has the purpose of effecting or creating an intimidating, hostile, or offensive working or academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual's work performance, which deprives the staff member access to employment or the student to academic opportunities.

**Sexual Harassment:** Sexual harassment is any unwelcome sexual advance(s), request(s) for sexual favors and/or other verbal, physical, and/or visual contact(s) of a sexual nature, or communication of a sexual nature when: submission to such conduct or communication is made, either explicitly or implicitly, a term of a person's initial employment; or submission to or rejection of such conduct or communication by an individual is used as the basis for employment or educational decisions affecting the individual; or such conduct or communication has the purpose or effect of interfering with an individual's work or education, creating an intimidating, hostile, or offensive working or educational environment; or such conduct is so severe, pervasive, and objectively offensive that such conduct or communication has the purpose or effect of depriving the employee access to employment opportunities or benefits provided by the School District or depriving a student of educational opportunities.

Sexual harassment may include but is not limited to:

- A. unwelcome verbal harassment or abuse based upon gender;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, gender-motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupils by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt threats concerning the individual's employment or educational status;
- E. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.

#### Reporting Incidents of Harassment

Any person who believes he or she has been the victim of harassment as defined above by a student or an employee of the School District shall report the alleged acts immediately to the building principal, the department supervisor, or the Superintendent's Office. The report shall be on a form available from the principal of each building or available from the Superintendent's Office.

**Designated Personnel.** The building principal is the person designated by the School District for receiving written reports of harassment at each school building. All other written reports shall be directed to the applicable department supervisor. Upon receipt of a report, the principal or director shall immediately notify the Title IX Coordinator and Superintendent and forward the written report form to Title IX Coordinator. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal or department director, the complaint shall be filed directly with the Title IX Coordinator.

**District wide.** The School Board hereby designates the Middle School Principal as the School District's Title IX Coordinator to receive reports or complaints of harassment from any individual, employee or victim of harassment and also from the building principal or department director as outlined above. If the complaint involves the Title IX Coordinator, the complaint shall be filed directly with the Superintendent. The School District shall post on employee bulletin boards and on the web site the name of the Title IX Coordinator including a mailing address and telephone number.

**Submission of a complaint or report of harassment.** Submission of a complaint or report of harassment will not affect the individual's employment or work assignments.

**Confidentiality.** The School District will make attempts to respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with the School District's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

**Procedure.** The complaining employee will be asked to put the facts surrounding the conduct in writing on a form provided by the School District that includes the following: Complainant's name and address; date of the incident; type of harassment; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.

**Required Reporting.** If the accusations include possible criminal activity such as molestation, sexual battery, or similar contact, the Title IX Coordinator shall comply with all mandatory state reporting requirements.

#### Investigation

Upon receipt of a written report alleging harassment, the Title IX Coordinator shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent and the Title IX Coordinator.

In determining whether alleged conduct constitutes harassment, the School District should consider the surrounding circumstances, the nature of the advances, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individuals(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

In addition, the School District may take immediate steps at its discretion to protect the complainant, students, and employees pending completion of an investigation of alleged harassment.

During the investigation, all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the Title IX Coordinator within two (2) days of the filing of the complaint, notification of any investigation, or the filing of any appeal.

#### School District Action

Upon receipt of the recommendation that the allegations of the complaint constitute a violation of School District policy, the School District will take such action as appropriate based upon the results of the investigation.

The results of the investigation of each complaint will be reported in writing and kept on file in the Title IX Coordinator's office. The report shall include findings of fact and will document the disciplinary action taken, if any, as a result of the complaint.

The complainant will be advised of the District decision in writing on a form supplied by the School District.

If either party is not satisfied with the written decision rendered by the School District, he or she may appeal the decision in writing to the Superintendent within ten (10) working days following receipt of the decision. The appeal must include the original complaint form, a copy of the written decision, and a written statement as to the reason for appeal.

The Superintendent will review the material submitted, investigate the circumstances and respond in writing within fourteen (14) working days of the appeal with a determination to uphold, modify, or reverse the District decision. At the Superintendent's discretion, an additional investigation may be conducted, including interviews with the complainant, the individual(s) against whom the complaints filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaints. The appeal may include any other methods or documents deemed pertinent by the Superintendent.

If either party is not satisfied with the decision rendered by the Superintendent, he or she may request a hearing in executive session with the School Board. The request for hearing must be submitted in writing through the Superintendent's Office within ten (10) working days following receipt of the Superintendent's response. The appeal must include the original complaint form, a copy of the written decision from the Superintendent, and a written statement as to the reasons for appeal. The hearing will be scheduled within thirty (30) working days of the request for hearing. The parties involved will be notified in writing of the time and date of the scheduled hearing.

The School Board will render a decision in writing within ten (10) working days of the hearing.

#### Prohibition against Retaliation

The School District will discipline any individual who retaliates against any person who reports alleged harassment or who retaliates against any person who testifies, assists, or participates in any investigation, proceeding, or hearing related to a harassment complaint.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against an individual.

If any school personnel or student who has filed a complaint or has testified, assisted, or participated in the investigation of harassment believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

#### False Charges

Charges found to have been intentionally dishonest or made maliciously without regard for truth may subject complainants to disciplinary action.

#### Uncomfortable Situations

The School District recognizes that not every uncomfortable situation constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations can have a serious detrimental effect on innocent parties.

#### Discipline

Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements and School District policies. The School District will take such disciplinary action it deems necessary and appropriate, including but not limited to, warning, suspension, or immediate discharge to end harassment and prevent its reoccurrence.

### **False 911 Calls**

Parents will be notified and referral will be made to the proper authorities.

### **Weapons and Dangerous Instruments**

Students shall not possess, handle, or transmit any object that could reasonably be considered a weapon on the school grounds before, during or after school hours; or at any other location which is the site of a school activity or function.

When school administrators or staff members have probable cause to suspect that a student or students have in their possession weapons or other dangerous instruments on the school grounds or off the school grounds at school activities, a search of those persons' lockers and personal effects may be conducted. Staff members should obtain approval of Superintendent if it is feasible, prior to a search being conducted. Violation of this rule shall be the basis for suspension or expulsion from school.

In the case of possession of a firearm, expulsion will be for at least one calendar year; however, the superintendent may make exceptions concerning the length of the expulsion on a case by case basis

Reference: SDCL 13-32-4, 20 U.S.C.A. 8921

This rule does not apply to normal school supplies like pencils, compasses, etc. This rule does apply to any firearms, explosives, knives, including jack knives, lighters, and other dangerous objects not issued for use by school personnel.

### **Narcotics, Alcoholic Beverages, Tobacco, and Stimulant Drugs**

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

- on the school grounds during and immediately before or immediately after school hours;
- on the school grounds at any other time when the school is being used by any school group;
- off the school grounds at a school activity, function, or event.

When the school administrator or staff member has probable cause to suspect that a student or students have in their possession narcotics, alcoholic beverages, tobacco or stimulant drugs on the school grounds or off the school grounds while at or on a school activity, a search of the person's locker, personal effects, etc. may be conducted. Periodic searches of lockers and other facilities may be conducted with the assistance of appropriate authorities. Staff members should obtain administrative approval if it is feasible prior to the search. Violation of this rule shall be a basis for suspension or expulsion from school.

Any student attempting to distribute information, collect money, or solicit attendance for an illegal activity, e.g. kegger, shall be subject to long term suspension/expulsion from school following a due process hearing before the Board of Education.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule but parents are to notify the office if their child is taking medicine and follow the established medication policy.

### **Repeated School Violations**

Repeated failure to comply with directions of teachers, student teachers, guest teachers, teacher aids, principals or other authorized school personnel during any period of time when they are under the authority of school personnel will result in parental notification and may be a basis for suspension or expulsion from school

## **SUSPENSIONS**

Students who are given in-school suspension (ISS) will be assigned to the ISS classroom where they will be supervised by a staff person and must earn their way back into the regular classroom. Students in ISS will be allowed to receive credit for all work completed. ISS will be held from 7:50 am to 3:30 pm. Lunch will be brought to the ISS room or a student can choose to bring a lunch.

Students who receive an out-of-school suspension (OSS) are expected to complete all work provided to them. Students may earn between 75% to full credit for work completed while on suspension. When serving an OSS the student is not allowed to attend any school activities or be on school property. If a student does not complete work during an OSS period, ISS may be assigned upon return to school to complete that work.

Students who receive in-school or out-of-school suspension for one or more days will not be allowed to participate in any activities sponsored by the Pierre School District during their suspension. A probation period of up to one month may be given. During this time, the student will not be able to participate in any activities sponsored by the Pierre School District.

A complete copy of the ISS program is on file in the principal's office.

## **STUDENT DUE PROCESS**

### **DEFINITION OF TERMS**

Definitions: Terms used in this article, unless the context plainly requires otherwise, mean:

- 1)"EXPULSION", the action of the school board that terminates a pupil's membership in school for not more than 12 consecutive months;
- 2)"LONG-TERM SUSPENSION", the exclusion of a pupil by the superintendent or school board from a class or classes for more than ten but not more than ninety school days.
- 3)"PARENT", a parent, guardian or a person in charge of a pupil;
- 4)"POLICY", a rule, regulation, or standard enacted by a school district board.
- 5)"SHORT-TERM SUSPENSION", the exclusion of a pupil by a principal or superintendent from a class or from school for not more than ten school days.

## **SHORT-TERM SUSPENSION PROCEDURE**

Section 24:07:02:01 Short-term suspension procedure.

24:07:02:01 **SHORT-TERM SUSPENSION HEARING PROCEDURE.** If a short-term hearing suspension from a class, classes, or school is anticipated because of a pupil's violation of a rule, regulation, or policy, the principal or superintendent shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation, stating the facts that form the basis for the suspension. The pupil must be given the opportunity to answer the charges. If a pupil is suspended, the principal or superintendent shall give the parent oral notice, if possible, and shall send the parent or a pupil who is 18 years of age or older or an emancipated minor a written notice which provides information regarding the pupil's due process rights. A pupil who is an unemancipated minor may not be removed from the school premises before the end of the school day without contacting a parent unless the pupil's presence poses a continuing threat or danger, in which case the pupil may be immediately removed from the school and transferred into the custody of a parent or law enforcement.

*Source: 23 SDR 63, effective November 4, 1996.*

*General Authority: SDCL 13-32-4.*

*Law Implemented: SDCL 13-32-4, 13-32-4.2.*

## **LONG-TERM SUSPENSION PROCEDURE**

Section

24:07:03:01 Written report required.

24:07:03:02 Notice of Hearing.

24:07:03:03 Right of waiver.  
24:07:03:04 Hearing procedure.  
24:07:03:06 Right of appeal.  
24:07:03:07 Attendance policies.

24:07:03:08 Referral to placement committee of pupils in need of special education.

24:07:03:01 WRITTEN REPORT REQUIRED. The superintendent must file a sealed, written report with the school board by the end of the fifth school day following the first day of the long-term suspension and may request that a hearing be held before the school board. The report must include the facts of the situation, the action taken, the reasons for the action, and the superintendent's decision or recommendation. The report must remain in the possession of the school board secretary or business manager, sealed and unavailable for review by individual school board members, until the time set for a hearing. The superintendent must send a copy of the report to the pupil's parent or to the pupil if the pupil is 18 years of age or older or an emancipated minor at the same time the report is filed with the school board's secretary or business manager.

*Source: 23 SDR 63, Effective November 4, 1996.*

*General Authority: SDCL 13-32-4.*

*Law Implemented: SDCL 13-32-4, 13-32-4.2.*

24:07:03:02 RIGHT TO REQUEST HEARING --NOTICE OF HEARING. If the superintendent finds grounds for a long-term suspension from a class or classes, the superintendent may exclude the pupil from a class or classes by using the short-term suspension procedure in Chapter 24:07:02:01. The superintendent shall give a written notice to the pupil's parent or to a pupil who is 18 years of age or older or an emancipated minor and may schedule a hearing. The notice shall contain the following minimum information:

- 1) The policy allegedly violated;
- 2) The reason for the disciplinary proceedings;
- 3) Notice of the right to request a hearing or waive the right to a hearing;
- 4) A description of the hearing procedure;
- 5) A statement that the pupil's records are available at the school for examination by the pupil's parent or authorized representative; and
- 6) A statement that the pupil may present witnesses.

If a hearing is requested, the superintendent shall give notice to each school board member of an appeal to the board for a hearing. The superintendent shall set the date, time, and place for the hearing and send notice by first class mail to each school board member and by certified mail, return receipt requested, to the pupil's parent or to a pupil who is 18 years of age or older or an emancipated minor.

If no hearing is requested or the hearing is waived, the action of the superintendent is final.

*Source: 23 SDR 63, effective November 4, 1996*

*General Authority: SDCL 13-32-4*

*Law Implemented: SDCL 13-32-4, 13-32-4.2.*

24:07:03:03. RIGHT OF WAIVER. The pupil, if of the age of majority or emancipated, or the pupil's parent may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date, time, and place set in the notice unless a different date, time, and place are agreed to by the parties.

*Source: 11 SDR 96, 11 SDR 112, effective July 1, 1985*

*General Authority: SDCL 13-32-4*

*Law Implemented: SDCL 13-32-4*

24:07:03:04 HEARING PROCEDURE: The school board is the hearing board and shall conduct the hearing in the following manner:

- 1) The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer;
- 2) Each party may make an opening statement;
- 3) Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;
- 4) Each party may be represented by an attorney;
- 5) The administration shall present its case first;
- 6) The hearing is closed to the public. A verbatim record of the hearing will be made and will be sealed pending court order;
- 7) Witnesses may be present only when testifying. All witnesses shall take an oath or affirmation to be administered by the school board president or business manager;
- 8) Each party may raise objection; however, objections are limited to relevancy and scope of the question.
- 9) All relevant evidence must be admitted; however, unproductive or repetitious evidence may be limited by the hearing officer.



- 10) The hearing officer may ask questions of witnesses and may allow other school board members to interrogate witnesses.
- 11) Each party may make a closing statement;
- 12) After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney. Consultation with any other person during deliberation may occur only if a representative of the pupil is present; and
- 13) The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in an open meeting. The motion must omit the name of the pupil and must state the reason for the board's action. The school board shall notify the pupil or the pupil's parents in writing of the decision. The notice must state the length of the suspension or expulsion.

*Source: 20 SDR 223, effective July 7, 1997*

*General Authority: SDCL 13-32-4*

*Law Implemented: SDCL 13-32-4, 13-32-4.2.*

24:07:03:05 Repealed

24:07:03:06 RIGHT OF APPEAL. The student may appeal an adverse decision by the school board to the circuit court.

*Source: 20 SDR 223, effective July 7, 1994*

*General Authority: SDCL 13-32-4*

*Law Implemented: SDCL 13-32-4, 13-32-4.2.*

24:07:03:07 ATTENDANCE POLICIES. The attendance policy of a school district may not exclude a pupil from a class or from school for more than ten days without providing due process procedures pursuant to this chapter. *Source: 20 SDR 223, effective July 7, 1994*

*General Authority: SDCL 13-32-3*

*Law Implemented: SDCL 13-32-4, 13-32-4.1, 13-32-4.2*

24:07:03:08 REFERRAL TO PLACEMENT COMMITTEE OF PUPILS IN NEED OF SPECIAL EDUCATION. If a pupil identified as in need of special education or special education and related services pursuant to SDCL 13-37-1 is expelled or subjected to long-term suspension, the procedure in Chapter 24:05:26:09 applies.

*Source: 23 SDR 63, effective November 4, 1996.*

*General Authority: SDCL 13-32-4*

*Law Implemented: SDCL 13-32-4, 13-32-4.2.*

## **EXPULSION PROCEDURE**

Section

24:07:04:01. Written report required.

24:07:04:02. Request and notice of hearing.

24:07:04:03. Right of waiver.

24:07:04:04. Hearing procedure.

24:07:04:05. Right of appeal.

24:07:04:06. Attendance policies.

24:07:04:07. Referral to placement committee of students in need of special education or special education and related services.

24:07:04:01. WRITTEN REPORT REQUIRED. If expulsion is anticipated because of a student's violation of a rule or policy or for insubordination or misconduct, the superintendent must file a sealed written report with the school board no later than the end of the fifth school day following the first day of the student's removal from one or more classes or from school and schedule a hearing before the school board. The report must include the facts of the situation, the action, the reasons for the action and the superintendent's recommendation. The report must remain in the possession of the school board secretary sealed and unavailable for review by individual school board members, until the time set for a hearing.

At the same time that the report is filed with the school board's secretary, the superintendent must send a copy of the report to the student's parent or to the student if the student is 18 years of age or older or is an emancipated minor.

*Source:*

*General Authority: SDCL 13-32-4*

*Law Implemented: SDCL 13-32-4, 13-32-4.2*

24:07:04:02 NOTICE OF HEARING. If the superintendent finds grounds for expulsion from one or more classes or from school, the superintendent may exclude the student immediately by using the short-term suspension procedure in Chapter 24:07:02:01. The superintendent shall give a written notice to one or both of the student's parents or to a student who is 18 years of age or older or an emancipated minor. The notice must contain the following information at a minimum:

- 1) The rule, regulation, or policy allegedly violated;
- 2) The reason for the disciplinary proceedings;
- 3) Notice of the right to request a hearing;
- 4) A description of the hearing procedure;
- 5) A statement that the student's records are available at the school for examination by the student's parent or parents or another authorized representative;
- 6) A statement that the student may present witnesses; and
- 7) A statement that the student may be represented by an attorney.

The superintendent shall set the date, time, and place for the school board hearing. The superintendent shall send notice of the hearing to each school board member by first class mail and to the student's parent or to a student who is 18 years of age or older or an emancipated minor by certified mail, return receipt requested. If the superintendent recommends expulsion, the school board must act on the recommendation before it is implemented.

*Source:*

*General Authority: SDCL 13-32-4*

*Law Implemented: SDCL 13-32-4, 13-32-4.2.*

24:07:04:03. RIGHT OF WAIVER. The student, if of the age of majority or emancipated, or the student's parent may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date and at the time and place set in the hearing notice unless a different date, time and place are agreed to by the parties. If the hearing is waived in writing, the school board may consider the matter at a regular or special meeting without further notice to the student or the student's parents.

*Source:*

*General Authority: SDCL 13-1-12.1.*

*Law Implemented: SDCL 13-32-1, 13-32-4.*

24:04:04:04. HEARING PROCEDURE. The school board is the hearing board and shall conduct the hearing in the following manner:

- 1) The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer;
- 2) Each party may make an opening statement;
- 3) Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;
- 4) Each party may be represented by an attorney;
- 5) The administration shall present its case first;
- 6) The hearing is closed to the public. The school board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed.
- 7) Witnesses may be present only when testifying. All witnesses shall take an oath or affirmation administered by the school board president, hearing officer, or other person authorized by law to take oaths and affirmation;
- 8) Each party may raise legal objection to evidence;
- 9) The hearing officer shall admit all relevant evidence; however, the hearing officer may limit unproductive or repetitious evidence;
- 10) The hearing officer may ask questions of witnesses and may allow other school board members to interrogate witnesses.
- 11) Each party may make a closing statement;
- 12) After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of the student is present; and
- 13) The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in an open meeting. The motion must omit the name of the student and must state the reason for the board's action. The school board shall notify the student or the student's parents in writing of the decision. The notice must state the length of the expulsion.

*Source:*

*General Authority: SDCL 13-1-12.1*

*Law Implemented: SDCL 13-32-1, 13-32-4.*

24:07:04:06. RIGHT OF APPEAL. The student may appeal an adverse decision by the school board to the circuit court.

*Source:*

*General Authority: SDCL 13-1-12.1*

*Law Implemented: SDCL 13-32-1, 13-32-4.*

24:07:04:07. ATTENDANCE POLICIES. The attendance policy of a school district may not exclude a student from one or more classes or from a school for more than ten consecutive school days without providing the due process procedures in this chapter or chapter 24:07:03.

Source:  
General Authority: SDCL 13-1-12.1  
Law Implemented: SDCL 13-32-1, 13-32-4.

24:07:04:08. REFERRAL TO PLACEMENT COMMITTEE OF STUDENTS IN NEED FO SPECIAL EDUCATION OR SPECIAL EDUCATION AND RELATED SERVICES. If a student identified as in need of special education or special education and related services pursuant to SDCL 13-37-1 is the subject of proposed expulsion, the procedure in Chapter 24:05:26.01:08 applies.

Source:  
General Authority: SDCL 13-32-4, 13-37-1.1  
Law Implemented: SDCL 13-32-4, 13-32-4.2.

**ADVANCED CLASS PLACEMENT**

There are a multiple opportunities for students to participate in advanced classes, three in 8<sup>th</sup> grade that potentially result in high school credit. These classes will be on the student’s high school transcript. If an 8<sup>th</sup> student taking World History, Algebra 1, or Spanish 1 elects to repeat any one of these courses at the high school, their 8<sup>th</sup> grade score will be transcribed on their high school transcript, but not calculated in their GPA—only the 9<sup>th</sup> grade score will be calculated for GPA purposes. Students must qualify for these classes based on established criteria for each class. NWEA and Smarter Balanced assessment scores are utilized for criteria.

**7<sup>th</sup> Grade Opportunities**  
Pre- Algebra

**8<sup>th</sup> Grade Opportunities**  
Algebra  
Spanish (When Offered)  
World History

**ANNUAL NOTIFICATION OF RIGHTS**

The Pierre School District 32-2 adheres to policies and procedures on the confidentiality of information consistent with Part B of the Individuals with Disabilities Act and the Family Rights and Privacy Act.

As the parent of a student currently in attendance in the Pierre School District 32-2, or as a student who has reached the age of eighteen years, you have the right to do the following:

- 1.1 Inspect and review the student's educational records;
- 1.2 Request the amendment of the student’s educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
- 1.3 Consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that the Act and the regulations in this part authorize disclosure without consent;
- 1.4 File with the U.S. Department of Education; (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920) a complaint under Sec. 99.64 concerning alleged failures by the Pierre School District 32-2 to comply with requirements of the Act and this part; and
- 1.5 Obtain a copy of the Pierre School District’s policy.

Copies of the Pierre School District 32-2 Confidentiality of Information Policy are available at the Office of the Superintendent, 221 S. Poplar, Pierre, South Dakota 57501 as well as at the office of the building principal on each school.

## ATHLETIC TRAINING REGULATIONS

The finest lessons participants can learn from athletics are to take care of themselves physically, to become strong in body and mind, and to become upright citizens of school and community. Participation in the Pierre Public Schools' athletic program is a privilege which carries responsibility. The policies, including movement of athletes, and training rules of the athletic department have been endorsed by the Board of Education, administration, and coaching staff and are in the athletic handbook. Athletes and parents are required to sign a statement agreeing to the adherence of these rules. It will be helpful to both parents and students to become familiar with these rules. (See pages 24-26 for the adopted Pierre Public Schools "Extracurricular Participation Policies".)

### Athletic Weekly Eligibility

Students who participate in extracurricular activities will be expected to be passing all their classes in order to participate in contests/events. Grades will be checked weekly on Monday. Students with a failing grade in one or more classes will be unable to compete or perform for one week (Monday through the following Monday). If the student's grade is improved to passing during the week, the student will be allowed to participate with the instructor's signature. During the week, students will be expected to stay for workstudy prior to attending practice. Students who are ineligible will not be allowed to perform, compete, or dress in a school uniform. A student will be allowed to travel with the team as long as any school time is not missed. Each quarter of school, students will receive a two-week grace period to establish their quarter grade. The eligibility policy will not be enforced during this two-week grace period.

### ATTENDANCE POLICY

*It is the responsibility of the parent or guardian to assure their student is in school regularly and on time. South Dakota compulsory attendance law states that parents/guardians are responsible and accountable for the regular attendance of a school-aged child.*

**TRUANCY:** *Each student's attendance record will be referred to the school principal when they reach **six, twelve, twenty, and thirty** absences. School officials may consider a student as truant after the review of the student's attendance record. The school will strive to work with parents/guardians and the student when concerns arise. The school will report on-going, serious attendance pattern, and/or truancy concerns to the State's Attorney.*

**VERIFYING ABSENCES:** *It would be best practice for students and parents to provide the office with a doctor's note when they are at an appointment or excused from school by a doctor. This documentation will be considered when reviewing a student's attendance record. Forms of verification may include: a note from a physician stating the dates of medically necessary absences, an appointment card from a medical appointment, or a note from a medical office stating the student was seen. An absence verified with an appointment card or note from the doctor will be labeled as absent exempt and will not count towards the accumulation of missed days.*

*For those students that have missed 12 or more days of school, he/she may be asked to meet on a regular basis with the school principal to discuss attendance and create goals for his/her attendance. Students that miss 20 or more days of school will continue to meet with the school principal in addition to an attendance letter and documentation of absences being sent to the State's Attorney's office.*

**REPORTING ABSENCES:** Parents/guardians must notify the school if a student cannot attend. If it is not possible to notify the school by phone call, the student should bring a written excuse, stating the reason of the absence and the dates of absences, signed by the parent or guardian. In the event of an anticipated extended absence, parents are required to call the office and make the necessary arrangements **ahead** of time. If a student's absence is not reported, it will be unexcused and consequences for skipping class may be assigned.

**REQUESTING ASSIGNMENTS:** If a student is gone or will be gone for **MORE THAN TWO CONSECUTIVE DAYS**, parents are encouraged to request assignments. These requests should be made by 8:30 A.M. Assignments may be picked up in the school office between 3:15 and 4:00 P.M.

**MAKING UP WORK FOR ABSENCES:** Students will be given two days for every day they have been gone to make up their work without a grade reduction. Students may be expected to stay for workstudy to complete missing assignments from their absence(s). **Students who are going to be gone for a school activity or for any other planned absence are expected to get their assignment from their teachers and have them completed before the absence(s).**

**UNEXCUSED ABSENCES:** A student skipping school will be called into a conference with a principal and his/her parent(s) will be notified. A student choosing to skip classes will be assigned 2 periods of detention for every class period missed. An excessive number of unexcused absences may result in In School Suspension.

Oversleeping, running late, or missing the transit will not be accepted as an excused absence or tardy even with parental note or call. Students will be assigned detentions in accordance with this section.

**TARDIES:** Ample time is provided for all students to get to their classes. Students are expected to be in their assigned seats and have required supplies when the bell rings. Those students who are not prepared for class may be counted as tardy. For those who are tardy, the following procedure will be followed. Tardies are accumulated throughout each quarter. Students will be assigned a lunch detention for every third tardy they receive. A tardy is defined as missing 20 minutes or less of a class period; missing more than 20 minutes of a class period is considered an absence. Tardies will only be excused for valid reasons which will not include “running late” or “oversleeping” for example. For students with excessive tardies, a parental conference will be held to resolve the problem. GMMS has allowed students the privilege of carrying their back packs with them during the school day. It is not encouraged for students to carry all of their books for the entire day. Students are encouraged to use their locker as much as possible.

**DETENTIONS:** Detentions will be assigned for unexcused absences and multiple tardies as well as other infractions. Students will not be excused from detention for appointments or work without administrative approval.

**EARLY DISMISSAL REQUESTS:** Students wishing to be excused early for an appointment must bring a written note from a parent requesting the dismissal or have the parent/guardian phone the middle school office before the student's first class period. When students leave school early for any reason they must check out in the office at the time of departure.

### **AWARDS**

At the close of the school year awards are presented to students who have attained outstanding achievement in the areas of citizenship, academics, and attendance.

An assembly will be held in the spring to present various awards

### **CELL PHONES and ELECTRONIC DEVICES**

A phone is available in the office for student use in case of emergency. Cellular phones and pagers are not allowed in classes. If it is necessary for the student to bring a cell phone, ipod, or any other electronic device to school, it is to be turned off and kept in the student's locker during school hours. Cell phones or electronic devices that cause a disruption or are used during class/school time will be taken away. The first offense is one detention, the phone or electronic device is confiscated and may be retrieved at the end of the day by the student. The second offense, and any subsequent offense is one detention, phone or electronic device is confiscated and parents must pick up the cell phone from the office. Parents needing to contact students at school may be do so through the office.

### **CHURCH NIGHT**

Traditionally, church activities are scheduled on Wednesday nights. We try to honor their schedules and generally do not schedule school activities, rehearsals, group meetings or other school functions on this night. Teams of teachers discuss homework and assessments on a regular basis and make every attempt to lessen the workload on Wednesday nights.

### **COMPLAINT POLICY FOR FEDERAL PROGRAMS**

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent. Disputes addressing the enrollment, transportation and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. A copy of the complaint policy is available in all district school and administrative offices.

### **COMPUTER USE POLICY**

The District's acceptable use internet policy, email permission policy and Chromebook policy will apply to all students' use of school technologies. (See pgs. 38 – 47)

### **COUNSELING DEPARTMENT**

The primary purpose of the counseling department is to aid students who have questions concerning their social, personal, or academic life. This is accomplished through private conference at the student's or parent's request. The counselors will also discuss with students questions concerning future courses and possible occupations. Students wishing to talk with a counselor are invited to arrange a conference at any time. The counseling offices are adjacent to the main office.

**PIERRE SCHOOL DISTRICT  
EXTRACURRICULAR PARTICIPATION POLICIES**

**Pierre School's Rule:**

Participants in Pierre School District extracurricular activities and school sanctioned club sports shall not engage in the substance abuse or conduct violations as defined below:

Substance Abuse Violations: Possession<sup>1</sup>, usage, purchase or distribution of alcoholic beverages, tobacco products or any substance defined by law as a drug except nonprescription, over-the-counter medications or those specifically prescribed for the student's own use by his or her doctor.

Conduct Violations: Commit crimes against persons or property, engage in-exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, hazing or harassment of others.

A single incident of substance abuse or conduct violation that result in multiple training rule violations may result in the enforcement of multiple training rule penalties pending the seriousness of the violations. All training rule policies will be in effect for those students traveling to other countries or states with laws that would allow such violations.

**Violation of Training Rules**

<u>Student Does Not Self Report/admit:</u>	<u>Student self-reports within 48 hours of Violation:</u>
First Violation: Participant will be eliminated for the remainder of the season that they are participating in. If student is not currently participating in an inter-school season then, the violation transfers to the next season that said student participates in.	For a student that is in a sport at the time of a violation, the student will be suspended for the lesser of the two consequences: <ul style="list-style-type: none"> <li>• Three inter-school competitions (see definition)</li> <li>• The remainder of the season</li> </ul> For a student that is not in an activity at the time of a violation, the student will be suspended for the first three inter-school competitions of the next season in which they choose to compete.

Students found to be in violation of conduct violation by a school administrator shall be assessed the penalty established for “Student self-reports of substance abuse within 48 hours of Violation” as outlined above.

- Second Violation: Student will be suspended from all inner-school competitions for the remainder of the season that they are currently participating in. \*If student is not participating in an inter-school season at the time of the violation (or is currently under a first violation suspension) then the suspension transfers to the next inter-school season that the student participates in.
- Third Violation: Student is not eligible to participate in inter-school competitions for one calendar year from the time of the Violation.

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<sup>1</sup> The act of having one or more illegal substances in one's possession, either for personal use, distribution, sale or otherwise. A person has possession of illegal substances if he or she has actual physical control of the substance (in their hands) or if the substances are on that person with power and intent to control their distribution and use.

## **Definition of Inter-school competition:<sup>2</sup>**

- **Football:** Completion of all 4 quarters of play, or when game is considered complete and a winner declared.
- **Volleyball:** Completion will occur when one team reaches 3 sets or when match is considered complete and a winner declared. (If team enters into a tournament it would be the completion of the entire tournament.)
- **Golf:** Completion of an entire dual or tournament.
- **Tennis:** Completion of an entire dual, triangular, quad and or tournament. Multiple day event only counts for a single inter-school competition:
- **Soccer:** Completion of 2 halves of competition or when game is considered complete and a winner declared.
- **Cross Country:** Completion of an entire cross-Country race.
- **Competitive cheer/Dance:** Completion of an entire Spirit Invitational. One Cheer Competition and 3 dance completion within each Invite.
- **Sideline Cheer:** See Football and basketball for definition.
- **Basketball:** Completion of 4 quarters of play or when game is considered complete and a winner declared.
- **Gymnastics:** Completion of a single dual, triangular or entire gymnastics meet and a winner is declared.
- **Wrestling:** Completion of a single dual, triangular or tournament. Multiple day events only counts for a single inter-school competition.
- **Track:** Completion of all events of the meet.

During the course of a student's career, participants will be allowed to have the opportunity to continue to participate in extra-curricular activities after their first and second violation once they have completed their suspension. If a participant wishes to go out for an inter-school activity or event to fulfill their obligation for their violation, daily attendance and full participation must occur for the entire inter-curricular activity for the violation to be suspended. If a participant does not fulfill the entire obligation, the consequences will be transferred to the next inter-school activity.

## **VERIFICATION OF VIOLATIONS**

Beginning with the 2018-19 Academic school year the implementation of penalties shall be based upon legal citation or arrest, an admission of violation by a participant, or direct observation by a school staff member or community member. Alleged violations will be investigated, and the assignment of penalties will be based upon confirmation of the allegations made. Individuals bringing allegations must be willing to identify themselves and may be called upon to meet with the person/persons against whom the allegations are made and/or their parents or guardian.

## **DETAILS FOR IMPLEMENTATIONS**

1. The rule is for the entire calendar year.
2. The rule involves all students in grades 7-12. Students will start with a clean slate at the end of their 8<sup>th</sup> grade year once any pending suspensions are served.
3. Violations accumulate throughout the student's high school career
4. Students will need to work with building administration and their coach to decide if practice should continue for the athlete or not necessary for their situation.
5. At the beginning of each extracurricular activity the coach/director will give out a copy of the training regulations, explain them, and ask the student to sign a form stating that he/she has read and understands the training regulations. Once the form is signed by the student and his/her parents, it be in effect through the student's senior year (grades 7-12)
6. Students new to the district will not become eligible to participate until any existing periods of ineligibility have been satisfied.

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<sup>2</sup> ***If an inter-school competition is suspended due to weather and postponed to a later time and date. The athlete will remain on suspension until the completion of that meet. If the meet is suspended and not postponed, then this will be considered a completion of one inter-school competition.***

## **SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR CONTROLLED SUBSTANCE VIOLATIONS:**

- As per current SDCL: 13-32-9<sup>3</sup> (See Athletic Handbook)
- All substance abuse violations that fall under SDCL: 13-32-9 must also be self-reported to administration within the 48 hours of the time of citation in order to be able to benefit from the 48 hour self-report violation policy.

### **STUDENT DUE PROCESS**

A student who is informed by school officials of his/her ineligibility may request a hearing with school administrators. The request must be made so that a hearing can be held within 24 hours of the notification of ineligibility. In the event that a student/athlete or parent requests a hearing regarding a student's suspension from participation the activities director shall:

- A. Designate a date, time and place for a hearing.
- B. Notify the building administrator and coach, director or advisor of the date, time and place of the hearing.
- C. Conduct the hearing in such a manner that the student/athlete has an opportunity to review the alleged violations, to ask questions and to respond to those alleged violations.
- D. Along with the school administration determines the disposition of the alleged violation and notifies the parents and the student/athlete in a timely fashion.
- E. A decision of the athletic director and school administration may be appealed in the following manner:
  1. To the superintendent of schools
  2. To the Pierre School District Board of Education
- F. Any student who is ruled ineligible following an initial hearing with building administrators shall remain ineligible pending appeals to the superintendent and board of education.

### **PROCEDURES FOR DISMISSAL OF ATHLETES FROM THE TEAM:**

In the event it becomes necessary to drop an athlete for a violation of one of the training rules, coaches should take the following steps:

1. Advise the athlete orally or in writing of the violation.
2. Allow the athlete to explain his/her position.
3. Notify the parent of the problem and explain the reason for potential dismissal.
4. Provide a parent conference, which may include coaches, athletic director, principal, superintendent and athlete, if requested by the athlete or parent.

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<sup>3</sup> **SDCL: 13-32-9: Suspension From Extracurricular Activities for Controlled Substance Violations.**

Any person adjudicated, convicted, or the subject 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 activity at any secondary school accredited by the Department of Education and Cultural Affairs for one year. Upon a subsequent adjudication, conviction, or suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity while that person is attending any school accredited by the Department of Education and Cultural Affairs. Upon such a determination in any juvenile proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is enrolled.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association.



## **Athletic Eligibility**

Athletics -Each sport will have its own rules and regulations that you must follow if you plan to take part in that event. Following are the rules set by the South Dakota High School Activities Association:

You are Eligible If:

1. You are under the age of 20.
2. You have not attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
3. During the preceding semester you passed a minimum equivalent of four full time subjects for which you earned at least 2.0 units of high school credit that will be used in the issuance of a diploma.
4. During the current semester you are enrolled in and attend a minimum of 20 hours of high school work per week for which you earned at least 2.0 units of high school credit that will be used in the issuance of a diploma.
5. You have enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
6. You have on file in the principal's office a signed physical examination and parent's permit form.
7. You have not transferred from one high school to another without a corresponding change in the residence of your parents. (Exception made for students who transfer pursuant to the open-enrollment By-Law.)
8. You have a copy of your transcript on file in the principal's office prior to competition.
9. You have not been absent from school more than 10 consecutive school days. (Illness of the student or death in the immediate family excepted.)
10. During a high school sport season, you do not compete on an unattached basis as an individual or as a member of a non-school team.
11. You have not participated in an athletic contest under an assumed name.
12. You have not participated in athletics in any institution of learning of higher rank than a standard secondary school.
13. You have not violated your amateur standing.
14. You are not graduated from a regular four-year high school or institution of equivalent rank.
  - Consult your Coach or Principal for additional information.

## **Fine Arts Eligibility**

The following are the eligibility requirements set by the South Dakota High School Activities Association for students participating in any contest or festival involving music, journalism, speech and drama activities.

You Are Eligible If:

1. You are under the age of 20.
2. You have not attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
3. During the preceding semester you must have passed a minimum equivalent of four full time subjects for which you earned at least 2.0 units of high school credit that will be used in the issuance of a diploma.
4. During the current semester you are enrolled in and attend a minimum of 20 hours of high school work per week for which you earn at least 2.0 units of high school credit that will be used in the issuance of a diploma.
5. You have enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
6. You have a copy of your transcript on file in the principal's office prior to any competition after transferring school.
7. You have not been absent from school more than 10 consecutive school days. (Illness of the student or death in the immediate family excepted.)
8. You have not participated in a fine arts competition under an assumed name.
9. You have not graduated from a regular four-year high school or institution of equivalent rank.
  - Consult your Principal or Fine Arts Coach/Director for additional information.

## **PARTICIPATION OF PRIVATE SCHOOL AND ALTERNATIVE INSTRUCTION STUDENTS IN INTERSCHOLASTIC ACTIVITIES**

The Pierre School District will grant permission for students enrolled in an accredited private school to participate in interscholastic activities if they are enrolled on a part-time basis in the district. Additionally, students who are excused from attendance if provided alternative instruction under SDC § 13-27-3 are also eligible to participate in interscholastic activities if they are enrolled on a part-time basis in the district. As a condition of participation, private school and alternative instruction students must annually fulfill the following conditions:

1. Enroll in at least one half-unit of coursework pursuant to the appropriate grade level through the Pierre School District during the entire school year (online courses DO NOT apply to this policy).
2. Comply with all the District's eligibility requirements which shall be verified per the District's administrative policy following the same procedure used to accept credits towards graduation.
3. Any student, who was unable to maintain academic eligibility in an accredited school, shall be ineligible to participate as a private school student for a period of one year. After one year, the student may regain eligibility per the District's administrative policy.
4. Satisfy the responsibilities and standards of behavior and performance, including related class or practice requirements, as expected of other student participants as a condition for both the initial acceptance and continued membership in the activity including but not limited to:
  - All the District training rules and codes of conduct will be applicable.
  - In order to be eligible to audition for and participate in Region Music Contests, All-State Chorus, All-State Orchestra or All-State Band, the student must be currently enrolled and attending the District's parallel musical organization.
  - A student who is a member of a high school team may not participate in games, practice, tryouts, etc. in that particular sport during the same season on an independent or non-high school team or as a member of any "all- star" team, or completely unattached on an individual basis.
  - All references to calendar shall refer to the District's calendar.
5. A student who leaves the Pierre School District for any reason to enter private school instruction or engage in alternative instruction, shall be ineligible for interscholastic competition for a period of one year, beginning on the date of enrollment.

Adopted: July 11, 2005

Amended: August 8, 2011

Revised: July 29, 2015

Revised: May 14, 2018

## **FOOD AND DRINK AT SCHOOL**

GMMS has been the recipient of the Healthy Alliance Generation's award for two consecutive years. We have made a significant effort to comply with the healthy requirements of that award. We value providing our students with a healthy environment. We allow students to carry water bottles throughout the school day. Water bottles need to be translucent and only water is allowed. Students should not bring in pop or unhealthy snacks for "food days" that might be earned in different classes. We strive to be peanut free at GMMS.

## **FIELD TRIPS**

From time to time students may be given the opportunity to participate in field trips both in and out of town. It will be necessary for each student who participates to turn in to their instructor a signed permission slip granting consent by the parent or guardian.

## **FINES**

Any student, who through neglect or carelessness loses any textbook will be fined replacement cost. Students will be charged the replacement cost of any equipment, material, or school property damaged or lost. Contact the school office for the replacement cost of each textbook. A minimum of \$5.00 will be charged for damaged books.

## **FIRE ALARM**

Fire drills are conducted to help prevent injuries and deaths during an emergency. The fire alarm is signaled by a series of blasts. Each student should walk, not run, through the halls and down the stairs following established routes. When out of the building students are to move as far away from the building and entrance as possible. Each room has instructions posted showing exits to use in an alarm situation. Any student creating a false fire alarm will be subject to suspension or expulsion from school and the appropriate authorities will be contacted. This is also a federal offense.

## **GEORGIA MORSE MIDDLE SCHOOL ACTIVITIES PROGRAM**

### **Band**

Any sixth, seventh or eighth grade student is eligible to join the band. Lessons are available as scheduling allows. Students perform formally and informally throughout the year.

### **Chorus**

Seventh and eighth grade choruses are open to any student who enjoys singing. There are no auditions or try-outs for chorus. Throughout the year various performances are held including concerts and musicals.

### **Yearbook**

The annual publication of The Georgia Morse Middle School yearbook, provides students who serve on its staff experience in layout, photography, journalism, and business. The staff is selected from the student body. Payment for the yearbook is made at the time of purchase.

### **Athletics**

The middle school offers a wide variety of athletic activities for its students. Participation in athletics is encouraged. The following sports are offered at the 7<sup>th</sup> and 8<sup>th</sup> grade levels: basketball, cross-country, golf, gymnastics, soccer, tennis, track and wrestling. Football is offered at the 8<sup>th</sup> grade only. The following sports are offered at the 6<sup>th</sup> grade level: cross-country, wrestling, and gymnastics.

### **Activity Tickets**

Activity tickets are available to all middle school students. This admits students to all sports events, plays, and musicals. These will be sold on registration day and each school day after school Monday through Thursday in the office. If the activity ticket is lost, destroyed, or damaged, duplicate tickets may be obtained at the main office of the middle school for \$1.00. Students must bring a note from home or the damaged ticket to the office in order to get a duplicate.

### **Participation in Middle School Extra-Curricular Activities**

Students wishing to participate in extracurricular activities or social activities or any function sponsored by the school or one of its organizations held that day or evening must be in school for three periods prior to leaving for the event. If the event is held in the evening or after school, the student must be in attendance periods 5, 6, and 7.

### **Student Council**

The purpose of Student Council is to provide leadership and to serve the student body, the school, and the community. Student Council at GMMS is the students' voice in our school. If there are things in the school that students would like to see changed, the Student Council is the best avenue to use to pursue these changes.

Student Council is open to all students in 6th, 7th, and 8th grade at GMMS. To represent your grade-level as a Student Council Representative, you must meet the following criteria:

- You must maintain at least a **C** average, overall, with **NO F's** on report card each nine weeks.
- You must maintain a good standard of citizenship – chronic or severe discipline issues will lead to dismissal.
- You must be willing to give of your time and effort whenever needed.
- You must serve as a positive role model to other students at GMMS in and out of class.

A representative from each Social Studies, Geography, and History class will be elected. Students nominate themselves and the class then votes to pick their representative. Representatives are elected at the start of the school year and serve for the first semester. Elections are held again at the start of the 2<sup>nd</sup> semester in January for representatives to serve for second semester. Representatives from the first semester are not eligible to run for second semester.

Another opportunity to join Student Council is to run for Class President. Class Presidents serve on the student council for the entire school year. Elections for Class President are held during the first week of September during lunch. To run for class president, a petition must be turned in to the office, signed by 20 peers and 2 faculty members. The week before the election, candidates are allowed to hang posters and campaign.

Student council members who win a seat on the State Student Council Board will serve on our school's council for the entire year.

### **GRADING**

Students will be graded on the following basis:

	Scale
A - Excellent	93-100%
B - Above Average	85- 92%
C - Average	76- 84%
D - Below Average	65- 75%
F - Failure	0 - 64%
INC - Incomplete	
P - Passing	

Students who receive incompletes after the 1st, 2nd, or 3rd quarters have two weeks to resolve the incomplete grade. There will be no incompletes at the end of the 4th quarter unless special arrangements have been made.

### **HONOR ROLL**

Students attaining the designated grade point averages will be recognized each quarter. Grades for all courses will be considered in determining honor rolls. Any grade of D or F will make the student ineligible for the honor roll.

4.0	“A” Honor Roll
3.50 - 3.99	“B+” Honor Roll
3.00 - 3.49	“B” Honor Roll

### **ILLNESS & MEDICATION POLICY**

The school nurse is available throughout the week for consultation or conferences. The nurse's office hours will vary from time to time, as she works at multiple schools. If a student becomes ill in school, he/she needs to report to the nurse's office or to the principal's office. If it is deemed advisable that the student should go home, the parents will be notified by the nurse or the office personnel.

**STUDENTS ARE NEVER TO LEAVE THE BUILDING FOR ANY REASON WITHOUT CHECKING WITH ONE OF THE FOLLOWING: THE PRINCIPAL, THE ASSISTANT PRINCIPAL, THE SCHOOL NURSE, OR THE OFFICE SECRETARY.** This is a very important rule and is for the protection of students and the school.

## **MEDICATION POLICY**

The presence of medicines on school property and/or taking of medicine by students during school hours must be carefully monitored to prevent harmful situations to students. Whenever possible, students are encouraged to receive medicines outside of school hours. In cases where medicine must be taken during the student's time at school, the following procedures are to be followed:

1. All medicines must be brought to the administrative offices of the school and placed in the custody of the principal or his/her designee. Students cannot keep or carry any medications with them except approved inhalers and epi-pens.
2. Prescription medicine is to be stored in a locked cabinet or storage area. Medications to be refrigerated must be stored in a locked box in the refrigerator.
3. Any medication to be administered to a student during school hours must be ordered by a physician.
4. All medications must accompany a School Health Services Request and Authorization for Medication Form. The form must be completed and signed and dated by a physician and parent.
5. The prescription medication to be administered or stored must be in a pharmacist's labeled container specifying the student's name, date of prescription, directions for use and prescribing physician's name.
6. It is the student's responsibility to come to the office to take his/her medicine.
7. A record of all prescribed medications given to all students must be kept. These will be retained for one year and then destroyed.
8. Unused medication must be picked up on or before the last day of school or one (1) week after the last dose is given. Medications not picked up will be destroyed.

No "Over the Counter" medications will be given without a doctor's written order.

## **ADMINISTRATION OF MEDICATIONS TO STUDENTS**

The administration of medications to students shall be provided at school when the principal has determined it is a necessary and appropriate service for the district to provide.

1. Diagnosis and treatment of illness are not the responsibilities of the District and shall not be practiced by school personnel.
2. School personnel shall not provide aspirin or any other medication to students.
3. No "over-the-counter" medications will be given without a doctor's written order.
4. Medication shall be stored in a locked location or locked box provided for medication storage.
5. Students requiring medications at school shall be identified by the parent to authorized school personnel.
  - a. A completed "Request and Authorization for Medication" form shall be submitted to the school office.
  - b. Medication shall be brought to school by the parent in a bottle labeled by the pharmacy, including student's name, medication name, physician, and dosage of the drug to be taken.
  - c. The medication shall be supervised and recorded immediately after supervision by school personnel as delegated by the principal and supervised by the school nurse.
  - d. In specific situations, students at the secondary level (Riggs High School) may be responsible for their own medication and self-administration. Parents shall send only the medication dosage needed for the school day with the students.
6. Pierre Public Schools will not be responsible for any medication self-administered by a student with or without our knowledge.

## **LIBRARY HOURS & EXPECTATIONS**

Library Hours: Monday-Friday, 8:15 am - 3:30 pm

\* Please Note: Early dismissal days we close right after school ends, at 12:30 pm.

1. Great reasons to be in the library: to **READ, LOOK FOR BOOKS, WORK ON HOMEWORK, and DO RESEARCH.**
2. Please check-in when you enter the library. Library time is limited to 25 minutes per period, unless you have special permission.
3. Eating and drinking (except for water bottles) should be done outside of the library. **NO EATING or DRINKING** is permitted, unless there is a special activity or meeting.
4. Talking and working together is encouraged in the library, but voices should be kept **QUIET**. Be respectful of all students, adults, and library materials.
5. Walking is the only form of transportation allowed in the library...no running or horseplay.
6. Computers are to be used for school purposes only. This may include looking up a book on Destiny (our online library catalog), completing a homework assignment, or doing research for a project. Games, watching non-educational videos, and using your personal e-mail for things unrelated to school assignments are not permitted.
7. Printing is available. Printing may only be done for school-related purposes and the color printer may only be used **WITH PERMISSION** (please ask Mrs. Lehman or the library assistant **BEFORE** you press the print button). There is a 2 page limit for color printing.
8. Library patron numbers are required to check out books.
9. Backpacks may be left by the front door, or taken to a table if you need to work on homework. Backpacks should be left on the floor if you are at a table.
10. Books may be checked out for 3 weeks. Magazines and newspapers may not be checked out of the library, but you are encouraged to find a comfortable place to read and browse over them while in the library. You may check out up to 2 books at one time. If you are still reading after those time periods expire, you may renew, unless the item is on hold for another patron!
11. **FINES** are only issued for lost or damaged materials, and report cards may be held until fines are paid in full.
12. Please remember to return your books on time so others can also enjoy them!

## **LOCKERS**

Lockers are the property of the school and are provided for your use by the school. Once a locker is assigned, you will keep that locker for the remainder of the year. Lockers should be used to house your textbooks, other school materials, coats, overshoes, and other outdoor garments when they are not in use. All lockers are subject to periodic inspection for cleanliness and may be entered by administrators or other school personnel at any time it is suspected they may contain contraband of any kind, or anything considered potentially harmful to others, to the school building, or property unlawfully obtained.

Students can go to their lockers before school, between each class period, and after school. Students may also go to their lockers during their study hall with the teacher's permission. Backpacks can be used throughout the school day to carry supplies and books from class to class. GMMS has allowed students the privilege of carrying their back packs with them during the school day. It is not encouraged for students to carry all of their books for the entire day. Students are encouraged to use their locker as much as possible. Individual teachers may have different expectations for the storage of backpacks within the classroom. Large gym/duffel bags are unacceptable and will be not permitted. While bags are the property of the students, school authorities retain the right to search students and their bags if a probable cause situation exists.

Lockers are to be kept locked at all times. The majority of thefts occur because students "set" their lockers. **Lockers should not be "set"**. Students should not share their locker with other students. Students that are caught sharing lockers may receive a detention. Additionally, do not give out your locker combination. It is the expectation that students will also use their PE lockers. When items are left out on the benches, there is potential that items could become lost or stolen. Students are to use their lockers for both PE purposes and for athletic practices. Students who are caught stealing will be referred to the authorities and parents will be notified.

Magnets and fun tack will be the only acceptable means of fastening pictures or other items to the inside or outside of lockers. Pictures, etc. are not to be of a profane or obscene nature. No marking of any kind will be allowed on lockers. It is the responsibility of the student to have their locker clean and free of writing, tape, etc. On the last day of school students will be "checked out" of their locker on the last day of school.

### **LOST AND FOUND**

The "lost and found" is located in the main entrance. Articles which are in the "lost and found" may be claimed by the owner. Articles not claimed will be disposed of at the end of the year or given to a charitable cause. Small items such as retainers, calculators, and eyeglasses, etc. are kept in the office.

### **MESSAGES**

All messages will be received by office staff. The student's name will be announced at the end of the school day. It is the student's responsibility to pick up his/her message. To avoid interrupting classes, every effort will be made to deliver urgent messages at the start of the class period.

### **MID-TERM DEFICIENCY REPORTS**

During the fourth or fifth week of each grading period, teachers post students' current grades and a report is mailed to parents of students with failing or near failing grades. Parents are encouraged to contact teachers to coordinate helping students improve their learning.

### **PHYSICAL EDUCATION REQUIREMENT**

All students are required to participate in physical education. It is imperative that parents notify the physical education teacher of any major physical handicaps or limitations that might inhibit their child in physical education class. Students will be excused from physical education on a daily basis upon the written request from the parents stating the reasons for the request. If it is necessary for a student to be excused for more than two consecutive days a doctor's note is required. When such a request is presented, it will be filed in the principal's office and the exempt student will report to study hall during the period unless the instructor requests that the student remain to assist the class in other ways. Due to the nature of physical education, students are expected to dress appropriately for class. Students are expected to wear tennis shoes, athletic shorts with a 9" inseam or athletic pants, and a tee shirt or sweat shirt. PE uniforms may be purchased through the middle school office. Students who refuse to dress and participate in physical education will be assigned appropriate consequences which may include loss of credit.

### **POSTERS**

Students desiring to display posters should obtain permission from the office. Posters must be attached to painted walls with masking tape.

### **PREGNANT STUDENTS**

The Pierre School District encourages pregnant students to continue their education. Their needs will be evaluated on an individual basis.

A pregnant student may be excused from school when her physical condition warrants it and her physician so states in writing. A pregnant student in the Pierre School District must, as soon as possible, advise a counselor or school administrator of her pregnancy. The school counselors will request a meeting with the student and her parent or guardian and the school nurse. In implementing this policy of the Pierre School District, it is necessary that the guardian/parents of the pregnant student fill out the appropriate forms. A principal and the counselor will be available to meet upon request. Participation in class or extra-curricular activities that could be detrimental to

a pregnant student's health or safety will be contingent upon the written statement of the student's physician. Pregnant students may be given information about available resources in the community. The Pierre School District does not have a home bound program.

### **RETENTION POLICY**

We believe all students should achieve success in their respective classes. We believe student achievement is important in all classes; however, students who are not successful in two or more core classes including language arts, math, science, or social studies may be retained for the following year.

Parents, teachers, and counselors will be consulted prior to retaining students and the promotion of some students may be conditional upon satisfactory completion of a summer school program. Placement will be based upon the perceived best interest of the student and the school reserves the right to make final determination of grade placement.

### **SCHOOL ACTIVITIES: PARTICIPANT/SPECTATOR**

You are representing your family, your community and your school when you attend school activities. Your conduct and actions at events are constantly being judged. Violations of school policies at school activities can be handled the same as in school. At all times you should display the highest caliber of sportsmanship and expect the same from others. If you are kind and courteous, others will treat you the same way.

Make-up work must be required before you attend a state event. The work and all procedures for being absent are the same for you when you know in advance that you will be absent from school for any other reasons.

Participants at state events are under the school's supervision. Rules and regulations are in effect during state activities as well as when we have home contests/activities in the Pierre School District facilities.

Students who have been assigned to In-School or Out of School Suspension are not allowed to participate or attend as a spectator any extracurricular activities.

### **SCHOOL DISCONTINUANCE DUE TO WEATHER**

When weather conditions are such that it is not advisable to hold school, announcements will be made over the local radio stations KCCR and KGFX at 7:00, 7:30, and 8:00 a.m.

During the school day every effort will be made to closely follow weather reports. If forecasts indicate that an early dismissal is advisable, announcements will be made over local radio and TV stations. Students who drive to school from the rural areas will be advised of conditions and will be asked to get in touch with their families before attempting to drive home.

### **SCHOOL LUNCH**

The middle school has a closed lunch. This means that all students will remain in the school building. Students have the option of buying a school lunch or bringing a sack lunch from home; however, lunches from outside vendors will not be permitted. Please remember that the middle school is a peanut free environment. All students must be in the lunchroom during his/her lunch period.

### **POLICY AND PROCEDURES TO BE FOLLOWED USING ACCU-SCAN SYSTEM.**

1. Upon registration or enrollment, each student will be issued a PIN number. This number will follow them through 12<sup>th</sup> grade.

2. Georgia Morse Middle School students will be allowed to charge the value of up to 5 full-price lunch meals to their account except for the last two weeks of school when no charging is allowed. After the student reaches a negative balance equivalent to 5 full-price lunch meals, the student will not be allowed to eat school lunch and will need to bring a lunch from home until the balance is paid. If a student has charged 5 meals they will be asked to call home during the lunch period. No alternate meal will be offered. During the time the student has a negative balance on their account, extras, doubles or Ala carte items may not be charged to the account, and only the main meal will be served until the balance is positive.



3. Students may not loan or borrow a lunch from another student. You are the only one who can use your PIN number. A student's picture is displayed when his/her PIN number is entered into the system. Students who receive free or reduced meals may use the PIN number once per meal. They may put money into their account for additional lunches or ala carte items.

4. Students may not share food that they have purchased from the lunch program. Students should not take food that they do not intend to eat to give to other students. Students are not allowed to purchase meals, extras or a la carte items for other students.

5. The school offers many choices on the tray line including ala carte items that are at extra cost to the student. Ala carte items may not be purchased without a complete meal. Parents are urged to discuss this with their students so they know their limit on purchasing these items. Students are not allowed to purchase any extra item if their account shows a negative balance.

6. During the last two full weeks of school, no student will be allowed to negatively charge to their lunch account. Students are informed of this policy one week prior to the start of this period. This is to ensure that a negative balance will not be carried over to the next year. Students that have a negative balance will either have to bring a sack lunch from home or deposit money in their account before the lunch period begins

7. If parents would like a copy of what their students are eating each week, they may contact the kitchen manager and he/she can run a report that shows what the student has purchased in the past.

**LUNCH SCHEDULE:**

4(a)	10:54 – 11:19
4(b)	11:19 – 11:44
5(a)	11:47 – 12:12
5(b)	12:12 – 12:37

Eating in the cafeteria is a privilege as well as a right. All students are expected to exhibit proper etiquette when dining in the school cafeteria. Students may lose lunchroom privileges for inappropriate behaviors.

There is a systematic way of allowing students to go through the lunch line. This allows for quick and efficient serving. All students are expected to observe the procedures as posted in the cafeteria.

Behavior in the lunchroom includes the following:

- 1) Students must follow the directives of the lunchroom supervisors.
- 2) Talking at a normal conversational level is permissible; however, shouting is **not** permitted.
- 3) Food or drink cannot be taken out of the cafeteria.
- 4) Foot tapping or table pounding is not permitted.
- 5) Bathrooms, water fountains and lockers may be accessed with permission from the supervisor.
- 6) If students accidentally drop their tray etc., they are responsible for cleaning it up.
- 7) Students should keep the cafeteria clean.
  - a) No throwing or playing with food.
  - b) Leftover food is to be kept on the trays.
- 8) Cutting the lunch line is not permitted.
- 9) Students must stay at the same table, **same seat** they came to when entering the lunch room.

10) If students wish to purchase items from the snack vending machine, they must do so before coming to the lunch room.

### **SEVERE WEATHER EVACUATION**

In the event that severe weather conditions develop into potentially dangerous storms or tornadoes, take cover procedures will go into effect. Severe weather will be announced over the PA. Students and teachers are to proceed to the designated shelter areas on the first floor. The designated shelter area for each classroom will be posted in each room.

### **STUDENT CLASS SCHEDULES**

After registration week, if a student believes there is an error in their schedule, they should notify the counselors as soon as possible. The student is to follow the schedule as written until the error is corrected by notice from the office. Encore classes are either quarter or semester long. If a request to drop an Encore class is approved by the teacher and administration, the change in schedule would not occur until the end of the quarter or semester. If a request to drop band or chorus is approved by the teacher and administration, the change in schedule would not occur until the end of the quarter.

### **STUDENT DRESS AND APPEARANCE**

All students are expected to be clean and well groomed. Grooming and the general appearance of the student is the responsibility of the student and parents. Dress, grooming, and manners are also a part of the general educational process and thus become, in part, a responsibility of the school. Student dress and appearance must be acceptable in style and taste and be non-disruptive.

Students are requested to avoid wearing immodest and disruptive dress, garments advertising or promoting the use of alcohol, tobacco, and drugs, inappropriate slogans or innuendoes, and dress promoting inappropriate activity. This would include, but is not limited to, clothing such as spaghetti strap tank tops, midriff shirts (allowing mid-section to show), and short shorts, skirts, or dresses. Shirts must have a single shoulder strap that is at least 2" wide and underclothing should not be visible. The length of shorts, skirts and dresses has to be to mid-thigh. Clothing with excessive rips or tears, or those that expose skin above mid-thigh will not be allowed. Students who fail to comply will be asked to make the necessary change. Clothing which displays lewd, obscene or profane language or pictures will also be unacceptable. In addition any clothing or paraphernalia that makes reference to "gang identification" or activity will not be tolerated.

Writing on yourself or others and/or clothing will also not be allowed. Acts creating undue attention to oneself may be cause for discipline.

Coats are not to be worn in school and should be kept in your locker.

Pants are to be worn with the waistband of the garment at or above the waistline (the hips) of the student.

Hats/hoods certainly may be worn to and from school, however wearing hats/hood in school during school hours is not permitted. In order to keep your hats from being stolen or lost, they should be kept in assigned lockers. Students may be assigned detention if teachers have to repeatedly tell a student to remove his/her hat/hood.

Since health problems are a concern of the school, footwear is required to be worn by all students.

Due to the nature of physical education, students are expected to dress appropriately for class. Students are expected to wear tennis shoes, athletic shorts with a 9" inseam or athletic pants, and a tee shirt or sweat shirt. PE uniforms may be purchased through the middle school office.

The Activity Director and/or coaches will require standards of dress and appearance while participating in extra-curricular activities. This will be true both at home and away. Participation in an extra-curricular activity is a privilege.

Students that are violating the dress code will be addressed by teachers and/or sent to the principal for consultation. The parents will then be notified of the problem. Continued violations may result in further disciplinary action.

### **STUDENT PARKING AND DRIVING**

Students who drive cars are required to park them in the gravel parking lot off Highland Street. Unauthorized vehicles parking in reserved areas will be towed at the owner's expense. Students who plan to drive motorcycles should report to the office. Violation of safe driving practices will be reported to parents and the proper authorities, and students may lose their parking privileges.

Students riding bicycles are required to park them in the bicycle racks at the rear or front of the building. It is recommended that bicycles be locked. For your safety and others bicycles, scooters, rollerblades, and skateboards are not to be ridden on school property.

The lane in front of the middle school is a fire lane and no vehicle should be parked there at any time for any reason. Please be considerate of this expectation to alleviate the frustration with picking up and dropping off students in front of the building.

## **STUDENT PICTURES**

Student pictures are taken on registration day of each school year. A variety of color print packets are available to students who wish to purchase them. For students who do not wish to purchase pictures, a picture will be taken for school records, annuals, and identification cards.

## **STUDENT PROPERTY RIGHTS**

All students should respect the property of others.

- 1) Taking the property of another is stealing, and is subject to state law totally apart from school rules. Anyone caught stealing money or other property in the school will be referred to the appropriate authorities and be subject to appropriate disciplinary consequences. It is your duty as a citizen to inform the proper authorities if you observe property being stolen or know that it is stolen.
- 2) Stealing can be the result of carelessness. Students who leave their possessions in the study hall or classroom are inviting trouble. This does not excuse the guilty one, but it does give a person an opportunity to steal. Please keep your belongings with you.
- 3) ALL property that is found should be turned over to the teacher in charge or to the office.
- 4) Lost or stolen property should be reported IMMEDIATELY to the teacher in charge or to the office.
- 5) All property, such as tennis shoes, note books, etc. should be clearly marked with permanent marker.
- 6) Students are to keep their lockers locked at all times. **DO NOT "SET" LOCKERS!**
- 7) If a student has a relatively large sum of money, which must be carried through the day, it should be deposited in the school vault and reclaimed at the end of the day.
- 8) Lockers, either padlocked or not, are the property of the school and may be searched at any time by any school administrator. Ordinarily a formal search will be conducted by a principal and at least one other staff member. The owner of the property in the locker (student) should be present unless an emergency situation exists.
- 9) Gymnasium lockers are under the direction of the athletic director, the P.E. teachers and the coaches. Since these lockers are provided with combination locks, they must be kept locked at all times.

## **STUDENT RECORDS**

### **Privacy Act**

According to the Family Educational Rights and Privacy Act of 1974 (p. 93-380) and the Privacy Act of 1974 (p. 93-579), Adult-age students, parents and guardians of minor age school children have the right to access their confidential school records. In compliance with the public laws, the parents or guardians of students under eighteen and students eighteen or older have the following rights:

- 1) The right to access to the files and records to allow inspection of all material directly relating to the student.
- 2) The right to inspect records after a reasonable amount of time has elapsed since the request by parent or student has been made.

- 3) The right to prohibit third persons from inspecting records without detailed written consent from the parent or the student who is eighteen years or older.
- 4) The right to a hearing to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.
- 5) The right to determine what records pertaining to that individual are collected, maintained, used or disseminated by federal agencies other than the usual records kept by schools.
- 6) The right to have information transferred to third parties only on the condition that no further party will have access to the information without written consent of the parent, or student who is eighteen years old or older.
- 7) The right to have all third parties desiring access to a student's file to sign a written form indicating specifically the legitimate interest the party has in seeking the information. Only the parents, the student and the school official responsible for the record maintenance may inspect that form.

### **STUDENT VISITATION**

Due to class disruption, we ask that students do not invite student visitors.

### **TESTING SCHEDULE**

The following standardized tests are given to Georgia Morse Middle School students:

Dakota STEP Science Test - Administered in early April – 8<sup>th</sup> grade only

Smarter Balance Math & English Language Arts - Administered in mid-late April - Grades 6-8

ACCESS Test for students labeled English Language Learners - Administered during February - Grades 6-8

Career Interest Survey - Administered in October - 8th grade only

End of Course Exams - Administered in May - 8th grade students taking High School level classes (i.e. Algebra, Spanish, and History)

Test results are used by teachers and counselors in assisting students in making choices regarding classes and career discussions.

### **TRANSCRIPTS**

All requests for transcripts are handled through the guidance office and will be released after a formal request is made from the enrolling school or other agency requesting a transcript, and the proper release forms have been filed.

### **USE OF SCHOOL BUILDING**

Students, as well as teachers, administrators, and other school personnel are responsible for the general condition and appearance of the school. Every student should consider it their personal responsibility to keep the building looking presentable. Students will be asked from time to time to pick up paper and other debris from the floor in classrooms, hallways, lunchroom, and other areas of the school. Your cooperation is expected and reflects a positive attitude which fosters a sense of community.

### **WITHDRAWALS AND TRANSFERS**

Any student who is going to move outside the Pierre School District must report this information in writing or by a phone call from parents to the principal's office approximately one week prior to check out. Check out procedures will be explained to the student and parents at that time.

### **WORK STUDY**

Students who fail to have work completed or are not prepared for class may be assigned a period of "Work Study". Work Study will be held in a designated site following dismissal at the end of the regular school day. The students will be required to work with their teacher

on assignments “past due” or work not completed in a satisfactory manner. Work Study will run from the end of the school day until 3:25. In holding students accountable, Work Study gives students additional work time and teacher assistance. Students that skip a required Work Study may be assigned a lunch detention, to be served the following day. Work Study is available to all students; if a student would like additional help or questions answered, they are welcome to attend Work Study with their teachers. It is the expectation that all students complete every assignment that is assigned in their classes. Students with excessive missing assignments or failing grades will be expected to stay for the ACE (Assignment Completion Expectation) Program on Tuesdays and Thursdays after school. ACE will run from the end of the school day until 4:30 or until the student completes all missing assignments. Parents will be notified if their child is expected to stay.

### **YEARBOOK PICTURES**

If a student does not wish to have his/her picture included in the school annual, it will be necessary for him/her to make those wishes known in writing when pictures are taken in the fall.

## **PIERRE SCHOOL DISTRICT #32-2**

### **ACCEPTABLE TERMS AND CONDITIONS FOR USE OF THE INTERNET & DISTRICT NETWORK**

Please read the following carefully before signing this document.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Pierre student violates any of these provisions his or her use may be terminated, future access could be denied, and the school district's discipline policy be applied. The signature(s) at the end of this document is legally binding and indicates that the parties who have signed have read and agreed to the terms and conditions and understand its significance.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Pierre School district has taken some precautions to restrict access to objectionable materials. However, on a global network it is impossible to control all materials and an industrious user may discover objectionable information.

### **INTERNET – TERMS AND CONDITIONS AS OUTLINED IN THE CHILD INTERNET PROTECTION ACT**

Acceptable Use – Internet use must be in support of education and research and consistent with the educational objectives of the Pierre School District. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret, etc. Use for commercial activities by Pierre School District users is not acceptable. Use for product advertisement or political lobbying is also prohibited.

Privileges – The use of Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The district administration will deem what is inappropriate use and its decision is final. The network administrators may cancel privileges at any time as required. The administration, faculty, and staff of Pierre School district may request the network administrator to deny, revoke, or suspend specific user privileges. Staff and student use is subject to review by district personnel and is considered neither private nor confidential.

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

1. Be polite. Use appropriate language. Do not use abusive, vulgar communications with others. No swearing or cursing may be used.
2. Do not give your home address or phone number to others nor share your password with anyone.
3. Electronic mail is not guaranteed to be private. Anonymous messages may not be sent. Because we value the safety and security of minors, electronic mail outside the district system, chat rooms, and other forms of direct electronic communications are not allowed.

4. Do not use the network in a way that would disrupt the network nor interfere with others' use of the building's or district's networks.
5. All communications are the property of the author and can be used only with permission.
6. The network may not be used for any illegal activity nor may it be used for private financial gain.
7. No one may gain unauthorized access to resources or entries on the network for which they are not authorized. The Pierre schools' network may not be used to invade any other networks.
8. Home pages may be created when authorized by the building administrator and network administrator. Location for storage of home pages shall be set by network policy.

Warranties – The Pierre School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Pierre School District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or users' errors or omissions. Use of any information obtained via the Internet is at one's own risk. The Pierre School District specifically denies any responsibility for the accuracy or quality of information obtained through Internet or network services.

Security/Filtering/Monitoring – Security on any computer system is a high priority, especially when the system involves many users. Filtering software is used on all computers with access to the Internet. This will block or filter access to visual depictions that are obscene and found harmful to minors. If a user feels he/she can identify a security problem on Internet or any district network, he/she must notify a network administrator/teacher. Do not share or demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to Internet as a network administrator may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet or other district networks.

Vandalism – Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user on the district's networks, the Internet, or other networks that are connected to the district's or Internet backbone. This includes, but not limited to, the uploading or creation of computer viruses and programs designed to gain access to networks via illegal means. Intentional damages to equipment or software and other forms of vandalism may result in the cancellation of computer privileges and the district's discipline policy shall be invoked. Cost of damages will be billed to the user.

Updating User Information – Internet may occasionally require new registration and account information from a user to continue the service. A user must notify the building or network administrator of any changes in his/her account information (address, etc.) Currently, there are no user fees for this service.

Telephone Charges – Pierre School district assumes no responsibility or liability for any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by user. Any disputes or problems regarding phone service are strictly between user and his or her local phone company and/or long distance service provider.

Exception of Terms and Condition – All terms and conditions as stated in this document are applicable to the Pierre School district. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of South Dakota and the United States of America. I understand and will abide by the above terms and conditions for Internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action taken.

User's Full Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT OR GUARDIAN** (If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student I have read the terms and conditions for Internet and network access. I understand that this access is designed for educational purposes and that the Pierre School district has taken available precautions to eliminate objectionable materials, and I will not hold it responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in the school setting. I hereby give permission for my child to use the Internet and district network and certify that the information contained on this form is correct.

Parent/Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ **NO, I DO NOT WANT MY CHILD TO INDEPENDENTLY USE THE INTERNET.** (This does not apply to direct classroom instruction where the teacher uses the Internet as a classroom demonstration or in a situation where students are using computers and being supervised by district staff in the directed use of specific Internet sites as part of the class curriculum.)



## PIERRE SCHOOL DISTRICT #32-2

### ACCEPTABLE TERMS AND CONDITIONS FOR USE OF ELECTRONIC MAIL

Please read the following carefully before signing this document.

The Pierre School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The Pierre School District's technology resources include but are not limited to the following resources electronic mail. The use of the Pierre School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Pierre School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of electronic mail. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

#### E-mail

1. Always use appropriate language.
2. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
3. Do not send mass e-mails, chain letters or spam.
4. Students should maintain high integrity with regard to email content.
5. No private chatting during class.
6. Student e-mail is subject to inspection by school officials at any time. o Students should check their e-mail regularly, at least weekly.
7. Do not respond to anyone with personal information such as; your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
8. Remember that E-Mail is not guaranteed to be private or confidential; the district may access anything in your E-mail at anytime.

I understand and will abide by the above terms and conditions for use of Electronic Mail. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action taken.

User's Full Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT OR GUARDIAN (If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student I have read the terms and conditions for Internet and network access. I understand that this access is designed for educational purposes and that the Pierre School district has taken available precautions to eliminate objectionable materials, and I will not hold it responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in the school setting. I hereby give permission for my child to use the Internet and district network and certify that the information contained on this form is correct.

Parent/Guardian (please print):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## **PIERRE SCHOOL DISTRICT #32-2**

### **CHROMEBOOK POLICY MANUAL, PROCEDURES, AND INFORMATION**

Georgia Morse Middle School – Pierre, SD

The Pierre School District is pleased to offer 8<sup>th</sup> grade middle school students with the opportunity to access school computers and web-based resources for use at school, and at home. The purpose of the Pierre School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help facilitate education consistent with the objectives of the Pierre School District.

The following documentation outlines the expectations of the Pierre School District in regards to the issuing and use of Chromebooks by our 8<sup>th</sup> grade students at Georgia Morse Middle School. The understanding and compliance of the following policies and procedures are critical to ensure the success of this Chromebook implementation, and most importantly, the success this implementation has on the education of our students.

Please review the following policies and procedures with your student(s). **It is required that you complete, sign, and return the last page of this document, which is the "Chromebook Protection Form", along with your student registration forms. It is also important that you review, complete, sign, and return the "Acceptable Terms and Conditions for use of the Internet & District Network" and "Acceptable Terms and Conditions for use of Electronic Mail" policy forms.**

#### **Student Chromebook Check-out and Check-in**

Chromebooks for 8<sup>th</sup> Grade Georgia Morse Middle School students will be distributed each fall once classes proceed. Administrators and staff will work to schedule a check-out date, and time, within regular school hours that best accommodates the start of the school year. **Parents & students must sign and return the Chromebook Policy and Protection Plan Form before a Chromebook can be issued to their child.** It is required that students have a backpack, or carrying case, with suitable padding with them at time of checkout in order to receive their school issues Chromebook. A student will not be allowed to check out a Chromebook if they do not have a suitable backpack or carrying case.

Chromebooks will be collected prior to the end of the school year for maintenance and cleaning. Administrators and staff will work to schedule a check-in date, and time, within regular school hours that best accommodates the end of the school year.

#### **Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the Pierre School District. Chromebooks that are broken, or fail to work properly, must be taken to the Georgia Morse Middle School Technology Help Desk. Failure to do so will be considered neglect, and will result in disciplinary and possibly monetary consequences.

##### **▪ General Precautions**

- No food or drink is allowed in close proximity to your Chromebook while it is in use.
- Cords, cables, and removable devices must be inserted and removed carefully, and done so before the Chromebook is placed into carrying cases.
- Students should never carry their Chromebook while the screen is open.
- Students should never carry their Chromebook outside of their carrying case outside of the classroom.

- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Pierre School District.
- Chromebooks must never be left in vehicles, or any unsupervised area.
- Students are responsible for keeping their Chromebook’s battery charged for school each day.

▪ **Carrying Chromebooks**

The Chromebook must be carried in a backpack, or carrying case, that has sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the Chromebook within the school. The following guidelines should be followed:

- Students must transport their Chromebooks in a protective backpack, or carrying case.
- The Chromebook must be turned off before placing it in the backpack.
- Cords, cables, and removable devices must be removed before Chromebooks are placed in the backpack, or carrying case.

▪ **Screen Care**

The Chromebook screens can be damaged or subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure and extreme temperatures. The guidelines below should be followed:

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebooks that could put pressure on the screen.
- Do not place anything on the keyboard before closing the screen.
- Always use a soft, dry antistatic, or microfiber cloth to clean the screen. Never use chemical cleaners on the screen.

**Discipline Matrix for Damaged Chromebooks**

<b>Offense (per year)</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>Habitual – 4 or More</b>
Accidental Computer Damage	Parent contact & damages covered by Lenovo Accidental Protection (ADP)	Parent contact & damages covered by Lenovo Accidental Protection (ADP)  Partial loss of Computer Privileges	Parent Conference & Pay for Damages  Partial loss of Computer Privileges	Parent Conference & Pay for Damages  Complete Loss of Computer Privileges
Intentional or Negligent Computer Damage	Parent Conference & Pay for Damages	Parent Conference & Pay for Damages  Partial loss of Computer Privileges  ISS when appropriate	Parent Conference & Pay for Damages  Complete loss of Computer Privileges  ISS or OSS when appropriate	

## **Using Your Chromebook at School**

Chromebooks are intended for use at school each day. It is expected that students be responsible in bringing their Chromebook, along with power cord, to all classes unless specifically advised not to do so by their teacher.

- **Chromebooks Left at Home**

If students leave their Chromebook at home, they must immediately phone a parent to bring their Chromebook to school. Repeat violations of this policy will result in disciplinary action.

- **Chromebooks Undergoing Repairs**

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair at the Technology Help Desk.

- **Charging Your Chromebook's Battery**

Chromebooks must be brought to the school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeat violations of this policy will result in disciplinary action.

- **Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

- **Printing**

Students will have access to district network printers. Specific printers have been set up to allow for printing from Chromebooks. The Print Manager Plus application will be utilized for printing at school only. The Pierre School District does not support connecting Chromebooks to home printers. With the use of cloud technologies, it is highly recommended that students minimize the use of printing unless teachers specifically state that work needs to be printed. Students can also utilize school Windows desktops to print off documents from cloud storage resources if they are having troubles with Print Manager Plus.

## **Managing Your Files & Saving Your Work**

Students will utilize a number of cloud-based resources for managing and saving school work. The Pierre School District provides students with Google and Office365 accounts. These accounts are enabled and managed by the Pierre School District. Students will only have access to these resources while enrolled in the Pierre School District. Students will access both of these resources by logging in with the K12 username and password.

## **Google Applications**

The Pierre School District manages the installation of all Google Applications on student Chromebooks. Students do not have the ability to install Google Application on their school issued Chromebook. All Google Application will be installed at the request of Georgia Morse Middle School teachers and administrators.

## **Content Filtering**

The Pierre School District works to filter web content while students are web browsing onsite and offsite. All internet

web traffic onsite and offsite on the Chromebooks is filtered by the school district's firewall solution. The school district does its best to log and filter web content, and block inappropriate content. However, it is still critical that parents be responsible in monitoring child web activities on their Chromebook at home. Web filtering hardware and software solutions are no substitution for parents overseeing their child's use of their Chromebook at home.

### **Protecting & Storing Your Chromebook**

- **Chromebook Identification**

Student Chromebooks will be labeled in a manner specified by the school district. All Pierre School District and Chromebook identification must remain on the Chromebook.

- **Password Protection**

Every student is issued a K12 username and password. These credentials will be used to log into their school issues Chromebook, Email, Google Account, Office 365 Account, and any Windows Desktop Computer in the school. It is very important that students keep this, as well as any other, username and password confidential. Teacher will need to know student usernames in order to email and share out information in Google and Office365, however, **students should never provide anyone with their K12 password.**

- **Storing Your Chromebook**

When a student is not using their Chromebook, they should store their Chromebook locked securely in their locker or backpack. Students are encouraged to take their Chromebook home every day after school regardless of whether or not they need it. **Chromebooks should not be stored in a vehicle at home.**

- **Chromebooks Left in Unsupervised Areas**

Under no circumstances should a Chromebook be left unsupervised. Disciplinary action may be taken for Chromebooks left unsupervised.

### **Repairing or Replacing your Chromebook**

- **School District Protection**

The Pierre School District provides students and parents the opportunity to purchase protection to cover the cost of Chromebook replacement in the event of **theft, or loss of Chromebook as the result of a fire or flood.** The cost of this protection is **\$20.00** annually for each Chromebook. The protection does not cover the cost of damages resulting from abuse or neglect. Each Chromebook comes with a 3YR Factory Warranty and 3YR Accidental Damage Protection. The warranty and accidental coverage does not cover Chromebook damage resulting from abuse or neglect. All damage must be reported immediately to a teacher, or school administrator. A determination of the cause of the damage will then be determined.

- **Personal Protection**

Students and parents may wish to carry their own personal insurance to protect the Chromebook. Please consult with your insurance agent for details about personal coverage of the Chromebook. If you do wish to provide personal coverage, your insurance agent will want details regarding the make, model, and value of the Chromebook(s) you are looking to insure. Please reach out to the school for questions regarding this information. Detailed device specifications regarding the Chromebooks are provided at the end of this document. You will wish to provide the school with documentation as proof of insurance.

- **Claims**

All insurance claims must be reported to the school. Students and parents must file a police report or fire report if their Chromebook was stolen or lost in a fire. Students, or parents, would need to bring a copy of the report to the school principal's office before the Chromebook would be repaired or replaced if covered by the school district's protection plan. Fraudulent reporting of theft, loss, or accidental damage by fire or flood will be turned over to the police department and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.

## **Chromebook Technical Support**

Students experiencing technical difficulties with their Chromebook should ask their teacher if they could visit the Technology Help Desk. Students should make an effort to address any technical issues before and after school whenever possible.

### **Chromebook Specifications**

ThinkPad 11e (3<sup>rd</sup> Gen) Chromebook

Model: 20GF003US

Machine Type: 20GF

Processor: Celeron N3160 (4C, 1.6/2.24GHz, 2MB)

Graphics: Integrated Intel HD Graphics 400

Memory: 4GB Soldered

Display: 11.6" HD (1366x768)

Storage: 16GB eMMC

WLAN + Bluetooth: Intel 7265 ac, 2x2 + BT4.0

Color: Black

Camera: 720p

Keyboard: Non-backlit

Battery: 3-cell (42Wh)

Power Adapter: 45W

Operating System: Chrome OS

Warranty: Lenovo Protection TSS 3YR Depot & ADP

# PIERRE SCHOOL DISTRICT #32-2

## Chromebook Protection Form

Please read the following carefully before signing and returning this document.

The Pierre School District recognizes that with the implementation of the Chromebook initiative at the Georgia Morse Middle School, there is a need to protect the investment by both the school district and the students/parents. The following outlines the various options for Chromebook protections provided by the Pierre School District.

**PROTECTION FROM LOSS BY THEFT, FIRE, OR FLOOD:** The following are the three options that are available. Students/Parents must commit to one of the following options by checking the appropriate box.

**SCHOOL DISTRICT PROTECTION:**

Pay the Pierre School District an annual protection payment for coverage of lost device due to theft, fire, or flood in the amount of **\$20.00**. The fee is non-refundable. The annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

**PERSONAL INSURANCE PROTECTION:**

You will cover the Chromebook under your own personal insurance policy, and in the case of a loss of the Chromebook from theft, fire, or flood, you agree to pay the Pierre School District the full amount received from your insurance company plus any additional amount needed to cover the replacement of the Chromebook not to exceed **\$417.00**

**NO SCHOOL DISTRICT PROTECTION:**

You agree to pay for the replacement of the Chromebook at a cost not to exceed \$417.00 should the Chromebook be stolen, or lost as a result of fire or flood.

**ADDITIONAL INFORMATION:** In case of theft, vandalism, and other criminal acts, a police report must be filed by the student or parent for the protection coverage to take place. In the case of a loss of the Chromebook due to fire, a fire report must be filed by the student or parent for the school protection coverage to take place. A copy of the police/fire report must also be provided to the school's principal's office.

**INTENTIONAL DAMAGE AND NEGLIGENCE:** Students/Parents are responsible for full payment of intentional damages to Chromebooks including negligence in the use and care of the Chromebook. The Pierre School District Chromebook Protection DOES NOT cover intentional damage of the Chromebook, or damage resulting from negligent use and care.

**Student Name:** \_\_\_\_\_ **(Please Print)**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**GEORGIA MORSE MIDDLE SCHOOL DISCIPLINE MATRIX**

<b>Inappropriate Behaviors</b>	<b>Consequences</b>				
	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>nd</sup> OFFENSE</b>	<b>3<sup>rd</sup> &amp; 4<sup>th</sup> OFFENSE</b>		<b>HABITUAL – 5 or More</b>
Attendance	Students will earn a lunch detention for every 3 <sup>rd</sup> tardy accumulated.				Lunch Detention(s), ISS can be assigned for subsequent tardies
Tardy to school & throughout the school day	Students will earn a lunch detention for every 3 <sup>rd</sup> tardy accumulated.				Lunch Detention(s), ISS can be assigned for subsequent tardies
Skipping class/unexcused absence (parent contact on all infractions)	2 lunch detention per class skipped (1-2 Classes)	0.5 day ISS (3-4 classes skipped)	1 day ISS (5 or more classes skipped)		ISS (1-3 days) will be assigned for repeat offenders
<b>Class One (per year)</b>					
Dress Code Violations	Change clothes/call home	Lunch Detention, Change clothes/call home	Lunch Detention, change clothes		Lunch Detention, change clothes, ISS may be assigned for insubordination
Cell phone electronic devices	Lunch detention, retrieve in office	Lunch detention, parents pick up device	Lunch detention, parents pick up device		Lunch detention, parents pick up device
1. Classroom, library, hallway, lunchroom, or study hall disruption 2. Insubordination 3. Profanity 4. Cheating	Teacher Interventions	Lunch Detention(s)	Lunch Detention(s)	ISS (3-5 days)	OSS (3-5 days)
	Detentions when appropriate	ISS (1-3 days) when appropriate	ISS (3-5 days) when appropriate	OSS (1-3days) when appropriate	
<b>Class Two (per year)</b>					
1. Gross insubordination/disrespect 2. Profanity directed at individual 3. Pornographic materials 4. Physical aggression 5. Physical Injury 6. Possession of Lighter/Matches	ISS (1-3 days), parent contact	ISS (3-5 days), parent contact	OSS (1-5 days), parent contact		OSS (5-10 days), parent conference
		OSS (1-3 days) when appropriate			
<b>Illegal Offenses – Class Three (per year)</b>					
1. Violence/Assault/Battery 2. Fighting 3. Intimidation 4. Tobacco (including e-cigarettes) 5. Theft 6. Vandalism 7. Secret societies 8. harassment/bullying/cyberbullying 9. Disorderly Conduct	ISS (3-5 days), parent contact, police referral when appropriate	OSS (3-5 days), parent conference, police referral when appropriate	OSS (5-10 days), parent conference, police referral when appropriate		Recommended for long term OSS or expulsion, police referral when appropriate
	OSS (1-3 days) when appropriate				
<b>Class Four (per year)</b>					
1. Drugs 2. Alcohol (possessing, using or under influence) 3. Possessing drug paraphernalia	OSS (5-10 days), parent conference, police referral, school activity rules applied, exclusion from participation or attendance at school activities	Recommendation for long term suspension or expulsion, police referral, school activity rules apply			
<b>Class Five (per year)</b>					
1. Weapons 2. Bomb Threat 3. Arson 4. Endangering the life of others	OSS (3-5 days) for possession of an item with no malicious intent. Long term suspension or expulsion, parental conference, police referral, school activity rules apply, exclusion from participation or attendance at school activities.				
Possession of firearms	Federal law requires an automatic one-year expulsion				

Building administrators have the latitude to modify penalties and to enforce other reasonable disciplinary action found warranted by the situation. Staff also has the authority to assign detentions when necessary.