

Sturgis Williams Middle School

Student Handbook

2022-23



“We are an educational community dedicated to embracing learning, inspiring individuality, and empowering students.”

Principal – Chad Hedderman Chad.Hedderman@k12.sd.us

Assistant Principal – Katy Jutting Katy.Jutting@k12.sd.us

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STAFF:
Sturgis Williams Middle School

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8th Grade		
Dan Skinner	Algebra, Math	Daniel.Skinner@k12.sd.us
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Pat Cass	Science	Patrick.Cass@k12.sd.us
Kerry Skinner	Social Studies, Reading	Kerry.Skinner@k12.sd.us
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7th Grade		
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Kirby Jones	Reading	Kirby.Jones@k12.sd.us

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Mikayla Wilson	Math	Mikayla.Wilson@k12.sd.us
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Krystal Weber	Science	Krystal.Weber@k12.sd.us
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5th Grade		
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Encore		
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Hillary Hill	Choir	Hillary.Hill@k12.sd.us
Gary Nelson	Band	Gary.Nelson@k12.sd.us
Heidi Kruse	Library	Heidi.M.Kruse@k12.sd.us
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Paraprofessionals/Custodian/Nurse		
Vici Duran	In-School-Suspension (ISS)	Vici.Duran@k12.sd.us
Cami Goebel	Paraprofessional-Library	Cami.Goebel@k12.sd.us
Julie Dobler	Nurse	Julie.Dobler@k12.sd.us
Heidi Komes	Nurse	Heidi.Komes@k12.sd.us
Rex Schrock	Head Custodian	Rex.Schrock@k12.sd.us
Alicia Harris	Head Cook- Cafeteria	Alicia.Harris@k12.sd.us

NONDISCRIMINATION

The Meade School District does not discriminate on the basis of gender, color, disability, national origin, race, creed, religion, homelessness, marital status, pregnancy or age in the education programs or activities it offers or to admission to or employment in its education programs or activities. Inquiries concerning Title VI or Title IX may be referred to Maranda McGillivray, 1230 Douglas Street, Sturgis, SD 57785, and 605-347-4454. Inquiries concerning ADA may be referred to Brett Burditt, 1230 Douglas Street, Sturgis, SD 57785, 605-347-2523. Inquiries concerning Section 504 may be directed to Deb Wilburn, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries concerning Title X, Part C may be directed to Chrissy Peterson, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries may also be directed to the Kansas City Office, Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov

DRUG FREE SCHOOL

Sturgis Williams Middle School is a drug-free school. Drugs, alcohol, and tobacco products are prohibited on the school's premises, for any reason, at any time.

SCHOOL CLOSING

Any notification in regard to the closure of district schools, or early dismissals due to hazardous weather, or other emergencies that threaten the health and safety of students and district personnel will be provided to parents through SCHOOL MESSENGER. This information will be posted on the school district website: www.meade.k12.sd.us

Parents are responsible for making alternate arrangements for their children in the event that school is closed early and/or if buses cannot return the children home.

CRISIS PLAN

The Meade School District has identified procedures for situations involving immediate safety concerns. They were prepared by the school administration with input from the Sturgis Police Department and Meade County Sheriff's Office. Copies are kept with teachers, staff and administration.

EMERGENCY EVACUATION

In case of emergency evacuation, students will be evacuated to the following sites:

5 th Grade	Meade County Courthouse-	425 Sherman Street-	347-4412
6 th Grade	Grace Lutheran Church-	1061 Sherman Street-	347-2713
7 th Grade	First Presbyterian Church-	1319 Junction Avenue-	347-2395
8 th Grade	St. Francis of Assisi Parish-	1049 Howard Street-	720-3579

GRADING SYSTEM

100 – 92.5 = A 92 – 85.5 = B 85 – 77.5 = C 77 – 69.5 = D 69 & below = F

HONOR ROLL

All academic classes will be used for grade point average calculations. Only letter grades will be used; no pluses or minuses will be figured. Honor roll applies for grades 7-8. No student with a D or F will be eligible for the Honor Roll.

Principal's Merit 4.0 GPA "A" Honor Roll 3.9-3.6 GPA "B" Honor Roll 3.5-3.0 GPA

ATHLETIC ELIGIBILITY

Eligibility in extra-curricular activities will be determined based on passing grades, and school/bus behavior. Eligibility grade report will be run every Monday morning. Students with a failing grade will not be eligible to participate in extra-curricular activities for that week, Monday-Saturday, and will be required to attend the After-School Program instead of practice/game, until they are passing all their classes.

AFTER SCHOOL PROGRAM

The after-school program for SWMS will take place in the library every Tuesday and Thursday from 3:25-5:15 throughout the school year. Teachers will be present to offer assistance on homework, or to facilitate tests. Students may be required to attend the after-school program in place of activities practice. Students may be asked to leave the ASP if they are not working on homework or causing a distraction to other students and parents will be required to pick up their child. Students **must** be picked up by 5:15 PM.

ATTENDANCE REGULATIONS

“School is preparation for future life. It is important that habits of regular attendance be developed. A student’s contribution and achievement in class are directly related to attendance. Students and parents/guardians must understand that students miss a vital portion of their education when they are absent from class. Teachers and administrators are expected to communicate with students and parents/guardians about the effect of attendance upon student achievement and success in their class and in their lives as adults.” **(Meade School Board Policy File JED)**

NOTIFICATION OF ABSENCES

A student can be excused by the student’s parent/guardian by writing a note, sending an e-mail to Jessica.Deering@k12.sd.us or making a phone call to the main school office at **347-5232 between the hours of 7:15 am and 4:00 pm during school days.**

A note or phone call should include:

- a. First and last name of the student;
- b. The date and/or hours of the absence;
- c. The reason for the absence;
- d. A telephone number where the parent may be reached during the day;
- e. The parent/guardian signature.

EXCUSED ABSENCE

All students at Sturgis Williams Middle School will be allowed a maximum of ten (10) absences per period, per semester (1 semester = 2 quarters). Any absence after ten will result in an unexcused absence. For each missed day, students with excused absences are given a day to make up the work, to receive full credit. Parents/guardians may request that their student be excused from school for the following reasons:

1. **Personal illness:** Each absence that is excused by a parent or guardian due to personal illness. In instances of chronic or irregular absences reportedly due to illness, the school administration will require a physician’s statement certifying such absences to be justifiable.
2. **Appointments:** Medical, dental and legal appointments will be excused when written notification from a physician’s office, dentist office, or court services’ office is provided to the attendance office. Dr. appointments, with written notification, will not count toward the ten absences per semester.
3. **Parent or family request:** For funerals, weddings and other special family events, the school reserves the right to determine whether or not an absence is excused.
4. **Inclement weather or poor road conditions:** On days of bad weather, parents will have to use their own discretion in sending their children to school. Road and weather conditions may vary throughout the school district.
5. **Family vacation:** All absences of this classification must be requested with reasonable advance notice by the parent or guardian. The student’s parent/guardian must telephone the attendance office or visit the assistant principal’s office stating why and when the student will be absent.
6. **Major religious holidays.**
7. **Special circumstances upon prior approval by the administration.**

Any absence other than those listed above may be considered unexcused. Administration may at any time refuse to grant an excused absence regardless of parent consent.

Please refer to South Dakota Codified Law (13-27-1) for reference

UNEXCUSED ABSENCE

- 1. An unexcused absence is defined as a school day or period for which a student chooses to skip an academic or non-academic period and/or fails to obtain a documented excused absence from parent and/or legal guardian.**
2. Behaviors such as being late to school, oversleeping, skipping, missing class to work on homework, wandering the halls, are considered unexcused absences.
3. Administration may at any time refuse to grant an excused absence regardless of parental consent.
4. Unexcused absences will result in disciplinary action from the school administration
5. Parents have 24 hours to excuse an absence, or it will be considered unexcused.

TARDY

The goal of SWMS is to teach positive habits and skills including being on time for class. If a student is more than **ten (10) minutes late**, the student will be considered *Unexcused* absent. A student is allowed **two** tardies/quarter/class period without consequences. Detention will be assigned for every tardy thereafter and possible In-School Suspension for the continuation of tardiness to class.

Detention is from 7:30-7:55 AM. Failure to report to detention may result in additional detentions and/or In-School Suspension.

HOMEWORK

Students in Sturgis Williams Middle School may be assigned homework. Students' achievement may be affected by their success in completing homework assignments. Class time may not be sufficient for the students to complete the assignment. A student's inappropriate use of allowed class time may also affect the amount of homework. Students may have homework in order to:

1. Complete make-up assignments from absences.
2. Provide additional practice in order master skills.
3. Prepare for tests or examination.
4. Complete special projects or enrichment activities.

ACCIDENT INSURANCE/DENTAL PLAN

The school district does not assume responsibility for accidents which may occur. However, school district officials recognize the advantage of making school accident insurance available as well as school dental protection by cooperating with companies offering these services.

The insurance mentioned will be offered to parents wishing coverage for students enrolled in the Meade School District. The school district's role is (1) to send the literature home to parents explaining the programs and providing for student enrollment, and (2) to have available the forms for filing claims for accidents covered by insurance. The school district does not approve claims. The company does this.

STUDENT/SCHOOL SERVICES

GUIDANCE SERVICES: Students are welcome to talk to a guidance counselor at any time. Counselors will meet periodically with students as a class or individually to discuss class work or other activities. Sometimes students have problems of a personal nature which cause them considerable worry and concern. Talking these problems over with someone who will listen and discussing them with someone who is interested very often helps. Counselors may be contacted at their offices or at the middle school office

ATHLETICS AND SCHOOL SPONSORED ACTIVITIES

ATHLETICS: Philosophy — Athletics plays an important part in the lives of Sturgis Williams Middle School students. Young people learn a great deal from participation in interscholastic competition. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are integral parts in an athletic program. Athletics plays an important part in helping individual students develop healthy self-concepts, as well as a healthy body. Athletic competition adds to school spirit and helps all students, spectators, and participants develop pride in their school. The major objective of the program is to provide wholesome opportunities for students to develop favorable habits and attitudes of social and group living.

The ultimate goals of the athletic program should be (1) to realize the value of participation without overemphasizing the importance of winning or excelling and (2) to develop and improve positive citizenship traits among the program participants.

The following are offered on a competitive basis:

Boys

Football, Basketball
Wrestling, Track, Cross Country (6)

Girls

Basketball, Track, Volleyball, Cross Country (6)
Dance/Cheer, Competitive Dance & Cheer

Although the middle school program does not offer golf, middle school students may be allowed to participate with the high school teams. In regard to other sports, an exceptional athlete may be allowed to participate with the high school teams through a petition process. Middle School students who participate in athletics at the high school level will follow the high school's eligibility standards.

Squad Competition — There are some competitive sports where it may be necessary to put limitations on squad numbers due to space restrictions on team size. However, it is our intention to follow a "no cut" policy at Sturgis Williams Middle School.

Practices — Athletic teams will practice outside the school day. Because of limited facilities and number of participants, a practice session may be scheduled both before and after the regular school day. No single program shall dominate facilities or prime practice time. Coaches may have open gym practice on Wednesday but must end the practice by 5:00PM. Students will not be required to attend open gym practices.

Physical exam and parent permit form — All student athletes must have an official SDHSAA physical. The physical and parent permission form should be on record in the Activities Office before the student is allowed to participate.

Training Rules — Athletic training rules are established by the Activities Office and distributed to the students prior to the start of the activity.

BUS REGULATIONS

Riding the school bus is a privilege not a right. If students abuse the privilege of riding the bus, they may be removed from the bus route and it will be the parent's responsibility to get their child to and from school. The primary responsibility of the bus driver is to provide a safe trip to and from school.

1. Bus drivers are an extension of the school system and have the same authority as other school officials when supervising students on the bus.
2. Behavior on the bus that takes away from the bus driver's ability to concentrate on safely driving the bus will not be tolerated.
3. Absolutely no tobacco, e-cigarettes, alcohol or other control substance, including paraphernalia, allowed on the bus.
4. Students are asked to assist the bus driver in keeping the interior of the bus clean.
5. The camera system on the bus is designed for the bus company and the school administration to monitor activity and student behavior on the bus. The video will be used when assessing disciplinary action. The viewing of the video is not accessible to parents.
6. In the event of a bus accident, the bus accident protocol is on the district website.

Bus services are provided through the Harlow's Bus Co. Any questions regarding the bus schedules, pick-up points, or supervision of students while on the bus should be directed to:

Nancy Crowhurst, nancy.crowhurst@harlowsschoolbus.com **Harlow's Bus Co. 347-5066**

STUDENT TRANSPORTATION ON SCHOOL TRIPS

(School Board Policy: JHFE)

The following constitutes the arrangements of the Meade School District concerning the transportation of students to and from extra-curricular school activities and school functions:

1. In most instances, District shall provide transportation to the students for all trips of more than ten (10) miles one way from the attendance center. This shall apply to all school functions where the attendance of the student is required, as well as extra-curricular activities. In most cases, the District will pay the cost of transportation, but in some cases, a student may be assessed a transportation fee. School personnel may release students to ride with the custodial parent, legal guardian, or other persons authorized by the parent and school, with written request.
2. In the case of school activities or school functions which are less than ten (10) miles one way from the attendance center, the District will generally provide transportation, provided the entire class is being transported. If less than the entire class is being transported, or in the case of extra-curricular off-campus home events, the students may be asked to provide their own transportation or be transported by District personnel or in private vehicles driven by a licensed and insured adult.
3. No student may ride with another student to or from a school function or activity during the school day, unless the students are siblings.

SCHOOL LUNCH

SWMS has a closed campus policy for lunch. All students are expected to eat in the lunch room at their designated times.

Meal ticket information and Free and Reduced applications can be found by going to the Meade School District Web-site. Go to District Web-site — District Offices – Food Service. Payments can be made directly to the food service or online at <http://family.titank12.com> (The student's eight-digit ID number is required.)

Delinquent Accounts: Please refer to **School Board Policy EFC/JNB** in regards to Delinquent Accounts

HEALTH SERVICES

The school nurses are licensed and registered in the state of South Dakota. Preparation and experience enable the nurses to support the educational process by providing health services within the school system. Students must check in all medications to the nurse, and are not allowed to have them stored in their locker or on them at any time.

Monitoring Immunizations: Nurses keep accurate immunization records on all Meade School District students as required by South Dakota law.

Vision Screening: Nurses will test a student's vision at the request of a parent or teacher and/or according to a scheduled plan. If the cost for an appointment with an eye doctor or for eye glasses isn't affordable, the school nurse will get help from the community.

Audio (hearing) Screening: Nurses use an audiometer to test the hearing of students. There are many things that may prevent a child from hearing which can be easily corrected if discovered early such as ear wax blockage, fluid in the ears, and infection.

Scoliosis Screening: In the fall of every year, the nurses check the spines of fifth grade girls and in the spring the nurses check the spines of sixth grade girls for scoliosis (crooked spine).

Health Counseling: Nurses may help students in the following additional areas: Emotional situations, Height and weight monitoring and intervention, Crisis, Diabetic, asthmatic and arthritic conditions, Individualized education plans, Temporary disabilities

Dispensing Medications: Nurses may legally dispense and monitor students taking prescribed medications during school hours.

Additional responsibilities of the School Nurses:

Assisting with the Dental Health Program, Teaching health education, presenting accident prevention information, collaborating with the community health nurse, monitoring blood pressure, interpreting state and local laws and regulations concerning school health, promoting health in the classroom, collaborating with administration regarding epidemics and health alerts, protecting the health of the students

EPIPEN

The Meade School District will maintain a stock supply of epinephrine auto injectors (Epipen) pursuant to SDHB 1167 and according to the **Meade School District Policy JHCDB**.

These epinephrine auto injectors will be for use in an emergency situation of a severe allergic reaction causing anaphylaxis regardless of whether or not the student has a prescription for an epinephrine auto injector or has been diagnosed with an allergy.

School nurses and staff will be trained to recognize symptoms of severe allergic or anaphylactic reaction. An anaphylactic reaction is a progressive whole-body allergic reaction that can be fatal and can occur with hypersensitivity to food, insect stings, medication other allergens.

STUDENT IMMUNIZATION/RECORDS and FERPA

SDCL 13-28-7.1. states that, “any pupil entering school or an early childhood program in this state, shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, and varicella, according to recommendations provided by the Department of Health.”

Parents of new students must submit appropriate documentation that their children have received the minimum immunization requirements set forth in **SDCL 13-28-7.1** before the first day their children enter school. Students will **not** be admitted to school until and unless the school nurse has received and verified the immunization documentation. (**School Board Policy JHCA/JHCB**)

INITIAL ENROLLMENT PROCEDURES

1. At the time of the initial entrance of a student into Meade School District, the appropriate documentation will be required from a parent/ guardian. Students who attempt to enroll without such documentation will be denied entrance until such forms are submitted.
2. The immunization documentation will be transferred to the school nurses, in an expedient manner, for verification. If the school nurse determines that the student does not have appropriate immunization, the parents of the student will be contacted by the school nurse.
3. In cases where the certification indicates that immunizations have begun, but are not completed, new students may be admitted to school upon verification of the process by the school nurse.
4. The only exceptions for the above immunization requirements are:
 - A. Medical Exemption: The physical condition of the child is such that a test or immunization would endanger life or health. The parent must provide an exemption form **SIGNED BY A DOCTOR**.
 - B. Religious Exemption: Parents or guardians of the child adhere to a religious doctrine whose teachings are opposed to Immunizations. The parent must sign an exemption form.

In the case of a communicable disease outbreak, students who fall in the above two categories MAY be denied entrance to the schools during this time as a safety precaution for themselves and others.

STUDENT RECORDS: The Board designates the following personally identifiable information in a student’s education record as “directory information,” which may be disclosed without prior written consent:

- | | |
|----------------------------------|---------------------------------------------------------------|
| 1. Name | 7. Participation in school-recognized activities |
| 2. Address | 8. Weight and height of members of athletic teams |
| 3. Names of parents or guardians | 9. Grade in school |
| 4. Date of birth | 10. Individual/group pictures pertaining to school activities |
| 5. Dates of attendance | 11. Awards, achievements, or honors |
| 6. School attending | |

The above list will be published in the District’s legal newspaper each year, and the parent, legal guardian, or student over 18 years of age may notify the school in writing of their refusal to permit the release of any or all of this information.

Other student’s records will not be released without written consent and may be reviewed by a parent, legal guardian, or student over 18 years of age. Procedures for requesting amendment of records will be developed by the administration in accordance with the law.

District personnel may review all material pertaining to students for educational reasons but are required to keep such information confidential.

LEGAL REF: Family Educational Right and Privacy Act (FERPA) of 1974, P. L. 93-380 ARSD
24:03:04:10

EMERGENCY and DISASTER PROCEDURES

Emergency drills will be held throughout the year for the safety of the students and staff. These include fire, disaster, tornado, ALICE, lockdowns, and evacuation. A detailed emergency plan outlining actions in given situations is on file in the principal’s office. Specific information for fire drills is posted in each room.

If a decision is made to send students home or to another location, every attempt will be made to notify parents by radio and TV announcements on Sturgis and Rapid City stations. If a school is closed during the day and buses cannot run, parents are responsible for making arrangements for their children. Staff will supervise the orderly evacuation of the building and remain with the students.

SCHOOL GUIDELINES

The following information is a general standard that should be used as a guide by all students. The administration retains the right and privilege to make decisions and changes that are considered necessary.

It should be noted that not all guidelines and procedures enforced at Sturgis Williams Middle School are found in this handbook. The handbook is a fluid document, reviewed periodically and as needed to meet the needs of the school community. The administration and Board reserve the right to make changes as necessary for the continued safety and success of all students. This handbook provides the prevalent guidelines that occur more frequently than others. Common sense will naturally dictate for matters which arise and are not found in this handbook. It should also be noted that all handbook and school rules apply to all school-sponsored events, even those activities occurring off campus. Students should read the information and student policies of this handbook.

COMPLAINTS

If a concern arises regarding a school issue, parents are encouraged to first address the issue with the staff member directly involved. If the matter is not resolved at that level, contact the building administrator or program director for further review. After trying these options and if the issue is not resolved, the formal complaint procedure should be followed. Information regarding public complaints with student, teacher, or the classroom is listed in the **School Board Policy KL**. For information regarding the formal complaint policy and procedure, please contact the principal's office at 347-5232 or visit our website at www.meade.k12.sd.us

ELECTRONIC DEVICES

Students are allowed to use cell phones before/after school and 6-8th graders may use them during their assigned lunch period. Students are not allowed to use any electronic devices in the locker room or restroom facilities. Failure to follow these guidelines may result in the phone being confiscated by district faculty and/or staff and taken to the office. The school is not responsible for any lost or stolen electronic device. External speakers are not allowed without the permission of teacher/administration. Administration may change the cell phone policy throughout the year depending on circumstances.

LASER POINTERS

Laser pointers are not allowed at any interscholastic athletic contests held in the state of South Dakota. This prohibition applies equally to contests played at home or away. Also, the use or possession of laser pointers by students during the school day will not be allowed.

LOCKERS

Lockers are assigned by the school. Students will be assigned their own individual lockers. Students are to keep their items in the assigned locker and keep it locked at all times. Lockers can be searched by school personnel or designated persons at any time. (**School Board Policy JFG**)

ROLLERBLADES/ROLLER SKATES/SKATEBOARDS/BIKES

Rollerblades, roller skates and skateboards are not to be used on the school campus at any time. Students are not allowed to ride their bike on the sidewalk while any bus is in attendance.

STUDENT ATTIRE AND GROOMING

Students have a right to choose their own style of dress and personal appearance, as long as it does not interfere with the educational process or learning environment, endanger student health and safety, disrupt school, offend other students/staff, or relate to gangs, drugs, sex, violence or alcohol. Students are encouraged to “dress for success” as mature, young adults and make clothing choices consistent with a positive and safe learning environment. **(School Board Policy JFCA)** The following are examples of what may be considered inappropriate or disruptive school dress:

1. Under garments or night wear that is visible.
2. Pajamas including slippers, pants, and costumes.
3. See-through clothing.
4. Halter tops/half shirts with expose skin on the stomach or chest/ tank tops under two fingers in width and/or spaghetti straps without another shirt/blouse worn over or under it.
5. Extremely short skirts or shorts.
6. Bare feet.
7. Pants that do not fit and are not worn at the waist or have inappropriate or excessive holes/rips. ‘Finger-tip rule’ will be used on pants with holes in them.
8. Clothing related to tobacco, alcohol, drugs, violence, sex, gangs, or inappropriate language.
9. Wearing chains of any sort.
10. Hats, caps, hoods or bandanas, and blankets/flags.

When dress is inappropriate, students will be asked to change clothes or have parents bring a change of clothes. Students, on occasion, may be allowed to dress-up, or wear hats in school on administrative approval.

STUDENT VIDEO RECORDING IN SCHOOL

Students are not allowed to video record from their phone in school unless the teacher or administration approves them to do so. Any filming in locker rooms, cafeteria, or restrooms are strictly prohibited. Students are not allowed to video record from any electronic device in school unless it is approved by a teacher for a class project.

PUBLIC DISPLAYS OF AFFECTIONS/INAPPROPRIATE TOUCHING

Students are reminded to show respect for fellow students by avoiding inappropriate displays of affection including hugging, holding hands, or kissing in the building or on the school grounds.

SCHOOL PROPERTY ON LOAN

Books, equipment, computers and clothing supplied by the Meade School District must receive reasonable care. Students defacing furniture or books, damaging school property or losing books or equipment assigned to them will be fined an amount sufficient to restore the damaged article to its original condition or replace it. Students owing the school money can be taken to small claims court by Meade School District.

STUDENT COMPUTERS

Students will be issued a laptop by the district for use in school for the purpose of conducting school specific tasks. Students are responsible for the safekeeping of this device and the school may charge a fee consisting of all or part of any damages that happen to the device. Estimated repairs for MacBook computers: Labor rate- \$85/hour, Charging port damage- \$129, LCD display damage- \$350, Keyboard- \$150, Keyboard Replacement- \$250, Trackpad and other miscellaneous parts- \$75.

VISITORS

SWMS will not allow any student visitors during the school day without their parent or guardian present with them. **(School Board Policy KK)**

WATER BOTTLES

Water bottles may be used at school and are encouraged. However, no sports drinks, sodas, or juices will be allowed.

STAFF PARKING LOT

The parking lot on the south side of SWMS is reserved for SWMS personal parking only.

DISCIPLINE PROGRAM

“We must remember why we discipline. We do it to help, to prevent, to correct, and to improve; but NOT to punish.” John Wooden

ADMINISTRATIVE RESPONSIBILITIES

The Superintendent delegates the responsibility of maintaining discipline in the schools and the administration of appropriate corrective measures to the building administration within the guidelines of Board Policy, Administration Regulation as well as the Laws and Constitution of the State of South Dakota and the United States. The administration at SWMS will cooperate with law enforcement. The administration retains the right and privilege to issue penalties for discipline not specifically stated herein and to alter any penalties as considered necessary. **(School Board Policy JG)**

DUE PROCESS

Students shall be afforded the rights of fair procedure or due process which includes the right to:

1. Be informed of alleged misconduct which could result in disciplinary action against the student.
2. Receive notice of alleged violations.
3. Receive an explanation of the evidence supporting the charge(s).
4. Receive an opportunity to present the student’s side of the story.
5. Receive a penalty that is proportionate to the violation.
6. Receive notice of time and place of disciplinary meeting.

DISCIPLINE DEFINITION AND EXPLANATION

Inappropriate Behavior: Students sent to the office for inappropriate behavior may face a variety of consequences. Repeat offenders can expect a more stringent consequence. The following are examples of inappropriate behaviors and possible consequences. The definition is followed by a list of typical, but not exclusive, consequences.

Alcohol Consumption/Possession: Use, possession or being under the influence of alcoholic beverages on school grounds or at a school activity will result in a suspension. The student will also be reported to the authorities. *Minimum 3 days of suspension, Out-of-School Suspension, In-School Suspension, Report to Authorities*

Arson: The act of setting fire to school property or personal property on a school campus to cause destruction of said property. Possession of lighters or matches are prohibited on school grounds. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Battery: Physical attack/harm; actual and intentional striking of or violence to another person against his or her will; intentionally causing bodily harm to an individual. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Bullying: A person who *habitually* seeks to harm or intimidate those whom they perceive as vulnerable. Bullying is unfair and one-sided. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Conflict: Conflict occurs when two people intentionally seek to harm each other in a manner that is not acceptable.

Cheating / Plagiarism: The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student or author's work, without giving credit, are included. *Detention, In-School Suspension, Out-of-School Suspension*

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.

Neither shall he/she 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 such a disruption or obstruction is reasonably certain to result.

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 room;
- (3) setting fire to or substantially damaging any school building or property;
- (4) firing, displaying, or threatening use of firearms, explosives, fireworks, 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 when under the direct instruction of the principal or assistant principal, blocking normal pedestrian or vehicular traffic on a school campus; and,
- (8) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class.

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

Drug Consumption/Possession: Using, possessing, selling, dispensing, or being under the influence of any mood-altering drugs, alcohol, or possessing drug paraphernalia at school, on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. *Minimum 5-day out-of-school suspension, In-School Suspension, Report to Authorities, Expulsion*

Failure to Attend Detention: Detention is held in the mornings from 7:30-7:55. Parents are required to bring students to detention on time. Failure to appear for detention at the time assigned or expected will result in additional detentions and/or ISS. *Detention, In-School Suspension, Out-of-School Suspension*

Falsifying Information: Incidents which are designed to deceive teachers, administrators, or other authorities including falsifying an admit slip, falsifying a parent phone call to excuse an absence or falsely using another student's ID. *Detention, In-School Suspension, Out-of-School Suspension*

Fighting: Mutual participation in an incident involving physical violence, where there is no one main offender and no major injury. This may include students watching the fight, instigating the fight and videotaping the fight. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities*

Insubordination/Disrespect: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities*

In-School Suspension (ISS) Incident: Failure to comply with all the rules or leaving ISS without permission. *In-School Suspension, Out-of-School Suspension*

Leaving Without Authorization: Leaving the school campus to go to another place without permission of school personal. Parents/guardians must be contacted and give consent before the student may be dismissed from school. *Detention, In-School Suspension*

Profanity/Graffiti: Use of obscene language or communication that is verbal, written or graphic. Communication with sexual overtones and innuendo are included. In addition, the writing on school property in a way that does not permanently damage said property. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities.*

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive educational environment. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Skipping/Truancy (SDCL 13-27-16): The act of staying away from class without permission or reasonable cause, choosing to attend a class scheduled at a different time without permission of the teachers, or remaining in the building unsupervised. *Detention, In-School Suspension, Report to Authorities.*

Theft: Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Threats: Physical, verbal, or written action, which immediately creates fear of harm without physical attack. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Tobacco Possession or Use: Using, possessing, selling, or dispensing tobacco on school property, or at a school sponsored activity, including E-cigarettes. Law enforcement authorities will be notified to administer appropriate legal consequences. Possession of lighters or matches are prohibited on school grounds. *In-School Suspension, Out-of-School Suspension, Report to Authorities*

Vandalism: Willfully causing or attempting to cause damage to private or school property. This includes alteration of the school's or a student's computer program, files, or systems. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

DISTRICT POLICIES

The following School Board Policies relating to students can be found at:

<http://www.meade.k12.sd.us/index.php/school-board/school-board-policy-manual/>

STUDENT DISCIPLINE	Section J: JG
ANTI-BULLYING/HARASSMENT OF STUDENTS	Section J: JFCE
BULLYING/HARASSMENT INVESTIGATION PROCEDURES	Section J: JFCD
CYBER BULLYING	Section J: JFCD
HAZING	Section J: JFCF
SEXUAL HARASSMENT	Section G: GBEE
COMPREHANSIVE DRUG PREVENTION POLICY	Section J: JFCG/JFCH/JFCI
ATTENDANCE POLICY	Section J: JED
STUDENT DUE PROCESS RIGHTS	Section J: JF

SWMS Discipline Matrix

OFFENSES	Warning /Date	1 ST INFRINGEMENT	2 ND INFRINGEMENT	3 RD INFRINGEMENT	4 TH or more INFRINGEMENT
TARDY: Student will get 2 per quarter per class.		Warning	Warning	Detention Parent Meeting as needed	Detention Parent Meeting as needed.
CELL PHONE: Including cell phone watches		Warning- Phone is left in office the remainder of the school day.	Phone will be checked into the office for 2 school days. It may be picked up at the end of each school day.	Phone will be checked into the office for 3 school days. It may be picked up at the end of each school day.	Phone will be checked into the office for 5 school days. It may be picked up at the end of each school day.
PROFANITY: "F" Word used at School		ISS (1)	ISS (1)	ISS (1-3)	ISS (1-3)/OSS (1)
LEVEL 1:					
Office Referral/Classroom Disturbance Dress Code Violation Bus incident Cheating/Plagiarism Inappropriate Behavior Skipping Detention Playing Games on Computer Cafeteria/Study Hall Violation Bullying Behavior		Detention, Parent Contact Computer Games: Computer kept in office 24 hrs. "0" for Assignment	Detention, Parent Contact "0" for Assignment	Detention, Parent Contact, Parent Signature "0" for Assignment	Detention, ISS (1-3), Mandatory Parent Meeting "0" for Assignment
LEVEL 2:					
Skipping class Bullying/Harassment/Threats Cyber bullying Bus incident Profanity Substitute Teacher Referral Inappropriate Technology Use Insubordinate/Disrespect Bullying Behavior		Detention, ISS (1-2), Parent Contact	Detention, ISS (1-3), Parent Contact, Parent Signature	Detention, ISS (1-3), OSS (1-3), Parent Meeting	Detention, ISS (1-5), OSS (1-5), Mandatory Parent Meeting
LEVEL 3:					
Fighting/Filming a Fight/Instigating a Fight Racism Theft Disorderly Conduct Sexual Harassment Destruction of Property/Graffiti/Vandalism Network Violation Tobacco Possession e-cigarettes/Vape Pens/Juul		ISS (1-3), OSS (1-3), Parent Contact, Parent Signature	ISS (1-5)/OSS (1-5), Parent Contact, Parent Signature	ISS (3-5)/OSS (3-5), Mandatory Parent Meeting	OSS (3-5), Mandatory Parent Meeting
LEVEL 4:					
Weapons Possession Alcohol/Drugs Consumption/Possession/Distribution Bomb threat Fire alarm Battery Threat of Violence		Referral to Law Enforcement, Long Term Suspension, Parent Conference, Superintendent meeting. A threat assessment will be performed if needed. Long Term Suspension may be reduced to an out-of-school suspension at the discretion of the superintendent. SDCL 13-32-4			

The Administration reserves the right to deviate from the discipline matrix to fit the needs of the individual students, school personnel and/or the situation. Students will be given the right to be heard before any discipline actions are taken. **Detention: Monday-Friday, 7:30 am-7:55 am.** Failure to show up for detention will result in ISS. Students in ISS/OSS may earn up to 70% credit on any assignment.

**GRIEVANCE PROCEDURE FOR TITLE VI, TITLE
IX, TITLE X, Part C, SECTION 504, ADA, AND AGE DISCRIMINATION ACT**

Any person who believes that Meade School District 46-1 or any part of the school organization has inequitably applied the principles and/or regulations of Title VI, Title IX, Title X, Part C (Homeless Education), Section 504, ADA, or the Age Discrimination Act may file a grievance. The District designates coordinators for each of these programs, and the grievant should contact the appropriate coordinator to initiate the grievance procedure. (The name of the appropriate coordinator may be secured from the Superintendent's office.)

The grievant first shall discuss the alleged grievance informally with the coordinator, who shall investigate the complaint and reply to the grievant within five (5) business days. If the reply is not acceptable, the grievant may initiate formal procedures according to the following steps:

LEVEL I -- The grievant shall submit a written statement of the grievance to the coordinator within five (5) business days of the receipt of the reply to the informal complaint.

The coordinator, within five (5) business days of receipt of the written grievance, shall require the employee or group who allegedly committed the grievance to submit a written grievance answer to the coordinator. Such answer shall a) confirm or deny each fact alleged in the grievance; b) indicate the extent to which the grievance has merit; and c) indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress.

Within ten (10) business days of the receipt of the written grievance, the coordinator shall submit a written reply to the grievant.

LEVEL II --- If the grievant is not satisfied with the resolution of the grievance at Level I, he/she may submit a written statement of appeal to the Superintendent within five (5) business days of receipt of the written reply of the coordinator. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievant within ten (10) business days.

LEVEL III -- If the grievant remains unsatisfied, he/she may submit a written statement of appeal to the School Board within five (5) business days of receipt of the written reply of the Superintendent. The School Board shall meet with the concerned parties and/or their representatives no later than the next regular School Board meeting following receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to the grievant within ten (10) business days of the meeting. LEVEL IV -- If the grievant still is not satisfied, he/she may appeal to the Office for Civil Rights, Federal Building, Suite 310, 1244 Spear Boulevard, Denver, Colorado 80204-3582. Telephone: (303-844-5695)

Special provisions:

1) A grievance must be filed within forty-five (45) days after the occurrence that gave rise to the grievance. If the grievance is not filed within this time limit, it shall be considered null and void.

- 2) If the grievant fails to appeal from Level I to Level II or from Level II to Level III within the specified time limits, the grievance shall be considered null and void. If the coordinator or the Superintendent fails to reply within the specified time limits, the grievance shall automatically advance to the next Level.
- 3) The grievant has the right to be represented at his/her expense by knowledgeable persons, organizations, or groups of his/her selection at any point during the initiation, filing, or processing of the grievance. The coordinator shall provide help in identifying such knowledgeable persons or groups.
- 4) The District shall provide assistance to the grievant, including access to copies of the regulations, related guidelines, memoranda, and other relevant materials supplied to the District by the Federal government, and access to public grievance records. In addition, the coordinator and designated representatives shall provide consultation and assistance in the interpretation of such information and the use of the grievance procedure.
- 5) The grievant and the District shall jointly determine whether any grievance hearing or other grievance procedure shall be open to the public or open only to participants.
- 6) No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or having assisted others in the utilization of this grievance procedure.
- 7) It should be understood that a complaint can be made to the Office for Civil Rights without following the District's grievance procedure, but the grievance procedure provides a method for getting a prompt and equitable resolution of a complaint.

LEGAL REFS: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972

ASBESTOS INFORMATION

Dear Parents and Students:

The Meade School District 46-1 completed an asbestos survey of all the school buildings in the summer of 2016. A product of the audit is a report known as the Asbestos Management Plan that documents the areas that have asbestos containing materials. This plan also provides us with the information necessary to maintain the asbestos in a safe condition until its eventual removal. The AMP is on file for review at 12940 E. Highway 34, Sturgis, SD 57785, in the Building & Grounds office.

The danger of asbestos comes from breathing in tiny fibers when the material has been damaged. When this material is maintained in good condition or encapsulated, the potential hazard diminishes and the material may be kept in place for the life of the building or until renovation will disturb it.

To avoid exposure, it is important to know what types of materials may contain asbestos, to avoid any damaged areas, and to contact the appropriate personnel when these areas are found so the problem may be immediately remedied. Common applications of asbestos in buildings have included sprayed-on fireproofing, soundproofing, or thermal insulation; acoustic plaster soundproofing or ceiling tiles, pipe insulation, cement containing asbestos called transite; and floor tile and mastic, linoleum and backing. Most buildings constructed from 1950 to 1970 contain some of these asbestos containing materials. It is important to realize that not all buildings contain asbestos and the Asbestos Management Plan identifies these materials and their locations within our buildings.

We are continually working to maintain the asbestos containing materials in good condition through our Operations and Maintenance Program. When any material cannot be repaired or encapsulated safely, it is then removed. All remediation is performed in strict compliance with State of South Dakota and federal regulations. Activity involving asbestos within the district during FY 2017-2018 involved the completion of the asbestos abatement for the Williams remodel project, Williams Administrative Building, and this removal was conducted by a professional contractor in compliance with state and federal regulations. The removal was updated in the district plan.

Should you have any questions or comments, or if you would like to review the AMP, please contact me by phone at 605-347-2523 or stop by the Williams Administrative Building at 1230 Douglas St., Sturgis, SD 57785.

Sincerely, Brett Burditt
Business Manager