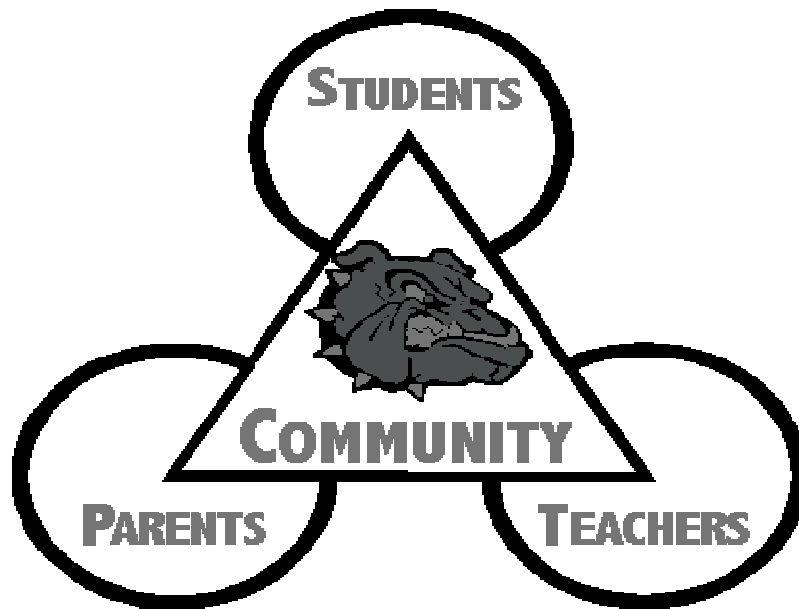


**Beresford Middle School
Parent/Student Handbook
2011-2012**

WATCHDOG PRIDE



BERESFORD MIDDLE SCHOOL

“We believe students, parents, school staff, and community members have a shared responsibility to foster growth in the areas of academics, citizenship, and character.”

**Beresford Middle School
205 West Maple Street
Beresford, SD 57004
(605) 763-2139
<http://www.beresford.k12.sd.us>**

Foreword.....	4
Welcome to Beresford Middle School.....	5
BERESFORD MIDDLE SCHOOL PHILOSOPHY	5
Beresford School District #61-2	6
-- Mission Statement --	6
-- Beresford School District Philosophy --	6
Board of Education	6
Administration	6
2011-2012 Beresford Middle School Staff & Faculty	7
I. ACADEMICS.....	7
Current Courses Offerings	8
Course Syllabus	9
Directory Information/Student Publicity	9
Drops and Adds.....	9
Family Educational Rights and Privacy Act.....	9
Grade Point Average (GPA) Calculation.....	10
Grading Policy/Scale	10
Honor Roll/Merit Roll.....	10
Incomplete Work	10
Power Hour Program	10
Report Cards	11
Middle School Academic Recognition Ceremony	11
Middle School Daily Time Schedule.....	12
Student Permanent Records/Transcripts	12
II. ACTIVITIES.....	13
BERESFORD MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES	14
Beresford Middle School Co-Curricular Eligibility	19
III. ATTENDANCE.....	19
IV. PARENT/GUARDIAN COMMUNICATION	24
V. STUDENT CONDUCT AND DISCIPLINE.....	25
Applying the Beresford School Rules.....	25
Corrective Measures	25
Detention.....	26
Saturday Morning School Guidelines.....	26
In-School Suspension.....	28
Discipline Report	28
Serious Violations of Student Conduct.....	28
Student Due Process	34
SHORT TERM SUSPENSION PROCEDURE	34
LONG-TERM SUSPENSION PROCEDURE.....	35
EXPULSION PROCEDURE.....	36
VI. EMERGENCIES AND HEALTH INFORMATION.....	38
Accidents.....	38
Fire/Tornado Drills	38

Health	38
HIPPA	39
VII. STUDENT RESPONSIBILITIES, SAFETY AND WELFARE	40
Acceptable Use Policy	40
Electronic Network—Acceptable Use	40
Network Usage—Rules and Responsibilities	40
BMS Network User Agreement and Parent Permission Form	41
Book Bags	41
Buses/School Vehicles	42
Cheating	42
Church-Family Night/Sunday	42
Closed Campus During Lunchtime	43
Concealed/Dangerous Weapons in the School	43
Counseling Services	43
Cyber Bullying	44
Dances and Parties	44
Defacement, Destruction, or Stealing Property	45
Dress Code	45
Electronic Devices	45
Field Trips	46
Food and Drinks	46
Forgery	46
Fundraising	46
Funds	46
Head Coverings	46
Illegal Substances	47
Interrogation by Law Enforcement	47
Library	47
Lockers	48
Lost and Found	48
Lunch	48
Nondiscrimination Policy	48
Student-Led Conferences	49
Planners/Pass Slips	49
Relationships	49
Searches by School Officials and Law Enforcement	49
Section 504	49
Sexual Harassment Policy	50
Student Activity Tickets	50
Student Driving of Any Vehicle During the School Day	50
Student Government	51
Student Grievance/Complaint Procedure	51
Beresford Middle School	52
Student Grievance Guideline	52
Student Meals on School Field and Activity Trips	52
Student Parking / Bicycles	52

Student Pictures 52
Student Rights and Responsibilities..... 52
Student Travel..... 53
Study Hall Guidelines 53
Study Time..... 54
Telephone Calls 54
Terroristic Threats/Hoaxes..... 54
Visitors 55
VIII. ELASTIC CLAUSE..... 55
IX. Acknowledgement of Review of Parent/Student Handbook 57

Foreword

This Parent/Student Handbook comes to you through the courtesy of the Beresford Board of Education. In the handbook you will find information regarding the regulations and policies set up for a successful school. We hope that you and your parents will enjoy reading the contents and that you will then both know more definitively what is offered for you and what is expected of you as a parent/student and as a citizen of Beresford Middle School.

Welcome to Beresford Middle School

In South Dakota, all children are entitled to a free public education, with that is the right to be free from negative influences and in a safe, secure environment. As a member of Beresford Middle School, you are expected to follow the rules that are established for the benefit of the entire student body. This is your school. You should be proud of it and take good care of it.

The ultimate purpose of education is to help each student become an effective citizen in our school, community, state, and nation. To develop and accept the responsibilities and obligations of good citizenship will help students to participate successfully in the world of tomorrow. We hope that you will participate in our classroom and co-curricular activities and thus find those things within our school that will prepare you to live a better life and take your place in society. Remember that your success in this school will be directly proportional to your efforts.

The policies of this handbook were written and adopted through involvement by members of the student council, faculty, administration, and school board. The school board has adopted this handbook for our high school and thus becomes school policy. If you have any questions about the content of the handbook, please talk to the principal.

BERESFORD MIDDLE SCHOOL PHILOSOPHY

We believe students, parents, school staff, and community members have a shared responsibility to foster growth in the areas of academics, citizenship, and character.

- We believe that high expectations will result in high performance.
- We believe that a safe, supportive, and adaptive environment is essential to social, emotional and academic growth.
- We believe that a spirit of community is a central element in the Beresford Middle School.
- We believe that students, staff, and community members will model positive attitudes and behaviors of trust and respect
- We believe that curriculum must be relevant, challenging, integrative, and exploratory.
- We believe that every student deserves an adult advocate.
- We believe that effective communication among students, school staff, parents, and community members is essential.

Beresford School District #61-2

-- Mission Statement --

*Dedicated to enhancing the learning process
that starts now and lasts a lifetime.*

-- Beresford School District Philosophy --

The philosophy of the Beresford School District is to provide a positive environment in which all children can and will succeed. Our children are the reason for our school's existence, and worthy of our best efforts.

Therefore, we believe...

1. It is essential to provide all students academic, physical, and social assistance and support.
2. It is essential to encourage all students to participate in school and community activities in a safe environment.
3. It is essential that our community and its families be important educational resources. Together we will be a strong force in character development of our youth through positive role modeling.
4. It is essential to promote lifelong learning for all employees and school board members.
5. It is essential to provide educational opportunities and experiences for students to develop toward responsible citizenship, including roles of leadership and group participation.
6. It is essential to provide a learning environment for students to acquire knowledge and skills to enhance their own physical and mental health, enabling them to accept in themselves and others the importance of feelings, dignity, and self-worth.

Board of Education

Susan Christensen.....President
Dennis Mckelvey.....Vice President
Ric Morren.....Member
James Haneke.....Member
Deb Bergland.....Member
Doug Wevik.....Member
Clifton Carnes.....Member

Administration

Brian Field.....Superintendent
Tim Koehler.....High School/Middle School Principal
Kevin Nelson.....Elementary School Principal
Kent AndersonActivities Administrator
Jared Olson.....Business Manager

2011-2012 Beresford Middle School Staff & Faculty

Margaret Bayer	7-8 Art
Tricia Diefendorf	Middle School Special Education Paraprofessional
Lisa Watkins	Life Skills/Special Education
Christina Ebeling	7 th Environmental Science & 8 th Introduction to Ag
Krysta Kooi	6-8 Special Education
Michelle Andrews	Middle School Probe
Matt Coy	6-8 Fitness & Health/Life Skills
Maurieva Lykken	6-8 Reading
Donna Neuman	6-8 Language Arts
Michelle Pratt	Middle/High School Counselor
Karmon Schroeder	FACS
Kari Schroedermeier	Middle School Administrative Assistant
Rob Wilson	6-8 Social Studies
Tyler Sorenson	Lego Robotics
Rachael Tiedeman	6-12 Chorus
Michael Jones	6-8 Band
Teresa Underberg	6-8 Math
Dawn Coggins	Technology
Jim Nelson	6-8 Science
Tim Koehler	Middle/High School Principal
Dawn Nordquist	Middle School Special Education Paraprofessional

I. ACADEMICS

Academics are the heart of every educational system. All students have the ability to commit themselves to their academic studies. It is our sincere desire that all students at Beresford Middle School have a serious approach and be dedicated to their academic studies.

Beresford Middle School offers a wide range of academics in the areas of Language Arts, Mathematics, Sciences, Social Sciences, Computer Science, Fine Arts, Health, Life Skills, Physical Education, and Agricultural Education.

Eventually when you begin planning your high school program of study, it is important that you receive as much parental direction and guidance as possible. It is important that you plan your school program wisely and on a long-term basis. Planning for the long-term initiates decisions aimed at future goals. Also, involve your classroom teachers, guidance counselor, principal, etc.—all of us at school are available to assist you with any questions or concerns that you might have during your years of middle school.

We encourage all students to prepare for life-long learning beyond high school; therefore, students need to keep in mind their future career choices when planning their program of study. Students are strongly encouraged to make decisions based on their own education plans and occupational interests rather than the plans and interests of their friends. Students must enter a program of study that blends with their interests and abilities and leads to the achievement of personal, educational, and career goals.

The Beresford Public School system is dedicated to ensuring that *no child will be left behind*. Academics will take you far in life—be sure to challenge yourselves academically and make the most out of your learning.

Current Courses Offerings

6th Grade

Core

1. Language Arts
2. Reading
3. Math
4. Science
5. Social Studies

Encore

6. Life Skills
7. Physical Education
8. Band/Chorus
9. Art
10. FACS I
11. Study Skills
12. Tech Integrations
13. Study Hall /
Advisory Period

7th Grade

Core

1. Language Arts
2. Reading
3. Math
4. Life Science
5. Geography

Encore

6. Health & Fitness
7. Band/Chorus
8. Art
9. Environmental
Science
10. Tech Integrations
11. Lego Robotics I
12. Study Hall/ Advisory
Period

8th Grade

Core

1. Language Arts
2. Reading
3. Algebra
Readiness or
Algebra I
4. Earth Science
5. American
History

Encore

6. Spanish
7. Physical
Education
8. Life Skills
9. Band/Chorus
10. Lego Robotics II
11. Intro to Ag.
12. FACS II
13. Study Hall /
Advisory Period

Course Syllabus

All Beresford Middle School teachers are required to develop a course syllabus for each of their classes to be taught during the school year. The course syllabus will be distributed and explained to students during the first days of class. All course syllabus information will be kept on file in the office, similar to course guidelines, content standards, and plans of study. The course syllabus is also available on each middle staff member's website. A course syllabus is a great tool that can be used to communicate information about classes to students and parents.

Directory Information/Student Publicity

Beresford Middle School designates the following personally identifiable information contained in student records as "directory information", and it may disclose that information without prior written consent. This information may include the following: student's name; names of student's parents and telephone numbers; student's address; student's date of birth and place of birth; student's class designation; student's co-curricular participation; student's achievement awards, honors, and degrees; student's weight and height if a member of an athletic team; student's photograph; school or school district attended before he/she enrolled in Beresford Schools; student's dates of attendance; and other similar student information as above.

Beresford Middle School does not release directory information to individuals, groups, or companies for just any reason. However, from time to time, pictures, names, and other information may be given to the news media for publicity purposes or to representatives who call on or serve our school district in some capacity.

The Armed Forces Recruiter Access to Students and Student Recruiting Information Act requires that schools make student names, addresses, and telephone numbers available to military recruiters and institutions of higher education.

If a parent or guardian does not want any or all of the items listed above as directory information for their child, they may advise the school district by writing a letter to the administration during the first two weeks of the school year. This does not include pictures taken by the news media at school events.

Drops and Adds

A student wishing to change their selection of courses, may do so as long as the drop or add is done on or before the second day of the semester. Special circumstances may be considered at the discretion of the administration. For middle school students, this only applies to band or chorus. All other courses are required.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act ensures that the parent or guardian, as well as the student have the right to:

- 1) Inspect and review his/her child's educational records;
- 2) make copies of these records;
- 3) receive a list of all individuals having access to those records;
- 4) ask for an explanation of any item in the records;
- 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights;
- 6) a hearing on the issue if the school refuses to make the amendment; and
- 7) The right to file a complaint with the Family Compliance Office of the Department.

Grade Point Average (GPA) Calculation

The following scale will be used in grade point average (GPA) calculation:

A+	=	4.000	B+	=	3.333	C+	=	2.333
A	=	4.000	B	=	3.000	C	=	2.000
A-	=	3.667	B-	=	2.667	C-	=	1.667
D+	=	1.333	F	=	0.000			
D	=	1.000						
D-	=	0.667						

Grading Policy/Scale

For all classes, the following grading system will be used: 90-100—A's; 80-89—B's; 70-79—C's; 60-69—D's; 59 and below—F. A grade of an "I" (Incomplete) will be recorded if the student has not completed their work for the grading period. All teachers will distribute to their students a syllabus explaining their grading procedures and specific standards for passing their course.

Following is the breakdown of the school grading scale:

A+	99.5 and higher	C+	76.5 - 79.4	F	59.4 & below
A	92.5 - 99.4	C	72.5 - 76.4		
A-	89.5 - 92.4	C-	69.5 - 72.4		
B+	86.5 - 89.4	D+	66.5 - 69.4		
B	82.5 - 86.4	D	62.5 - 66.4		
B-	79.5 - 82.4	D-	59.5 - 62.4		

Honor Roll/Merit Roll

A Honor Roll of students will be posted for each of the four nine week periods.

The "Honor Roll" includes those students with a 3.66 - 4.00 grade point average. A student will not be eligible for the Honor Roll if they have any final posted letter grade of C, D, F or I.

The "Merit Roll" includes those students with a 3.00 – 3.65 grade point average. A student may be eligible for the Merit Roll if they have any final posted letter grades of a C or better.

Incomplete Work

All incomplete work must be made up within one week following the completion of the nine week or semester grading period. Failure to do so may result in an incomplete with an incomplete being changed to a failing grade (F). Instructors, at their discretion, with approval from the principal may grant additional time for work to be completed. Students must take the initiative to make up work that is missed or not completed.

Power Hour Program

As a school, we believe that a student completing their homework assignments in a timely manner has several important impacts on learning. Improved self-confidence, establishing strong work ethic and a deeper understanding of material are a few among many reasons students are asked to complete homework

assignments. Because we value a student's achievement as it pertains to homework, with your cooperation, we will be offering students an opportunity to participate in the Power Hour Program. We will contact a parent(s)/guardian(s) to inform them that their son/daughter will be expected to stay after school for Power Hour.

If a student should fail to produce the assigned homework or if the teacher finds the assigned homework to be incomplete or unsatisfactory, the student will be required to stay after school at the conclusion of that particular school day. Students will be allowed to use a school phone to contact parents/guardians informing them of the situation. This policy would apply to students riding the school bus as well as those not relying on the bus for transportation home. It will not be the responsibility of the school to provide transportation home if students have been asked to stay after school. Upon inclement weather, alternative dates for completing the assignment may be arranged.

What if a student does complete their assignment (perhaps during study hall) after it has been determined that the student must stay after school? The teachers will give the students specific details about the time that will be appropriate for them to submit late/missing assignment(s). Bringing late assignments to a teacher while he/she is teaching is not appropriate. If the teacher does not feel the homework is quality work, the student will be expected to stay after school. If the teacher determines the work is of acceptable quality, the student may be excused from Power Hour.

Please note that if a student is a participant in a co-curricular activity, they will be expected to stay after school to complete their assignments. This may result in lost playing time in athletics as well as time away from other extra curricular activities.

This program is not intended to be a punishment nor is it a detention but rather it is designed to make sure that students understand their subject matter as well as highlight the importance of being a responsible student.

Report Cards

Official report cards will be available electronically after the completion of each grading period—1st & 2nd quarters, 3rd & 4th quarters. Mid-term report cards will be available at the halfway point of each quarter. Report cards will contain the student's attendance record, scholastic grade, and in some instances, specific comments concerning student work ethic and/or conduct.

Middle School Academic Recognition Ceremony

Middle School students will be honored for their academic accomplishments at Beresford Middle School during a time set aside during the month of May. The Beresford Middle School Student Academic Recognition Ceremony will be held at a site to be determined by the administration during the course of a school day. Middle school students receiving honors and their parents are encouraged to attend the academic recognition ceremony.

Middle School Daily Time Schedule

Period 1	8:20-9:05
Period 2	9:08-9:53
Period 3	9:56-10:41
Period 4	10:44-11:29
Lunch	11:32-12:02
Period 5	12:05-12:50
Period 6	12:53-1:38
Period 7	1:41-2:26
Period 8	2:29-3:14

Student Permanent Records/Transcripts

Students' school records are confidential and will only be released according to the law and the policies of the school district. Authorized school personnel, parents (whether custodial or not), or legal guardians, state and local education officials, and persons with court orders may inspect student records. Others must have the parent's permission.

Beresford Middle School records normally contain the following information:

- 1) student's name, place and date of birth, and date of enrollment;
- 2) a listing of courses taken and the grade in each course;
- 3) absences and tardies for each year;
- 4) standardized test results
- 5) parent/guardian names and addresses;
- 6) a record of transcripts requested and sent;
- 7) health and immunization records as submitted by parents.

II. ACTIVITIES

All students have the opportunity to participate in a wide range of activities during their three years of middle school as well as their four years of high school. We encourage all students to get involved in Beresford School co-curricular activities.

Beresford Middle School offers a wide range of co-curricular activities for students in the areas of: Fine Arts, FFA, FCCLA, Quiz Bowl, Student Government, and Athletics. Co-curricular activities are an extension of our academic classroom.

Middle school activities can be a positive influence on the academic programs at the Beresford School District and the community of Beresford. Life-long lessons are not only taught in the academic classroom, they are also taught in these vital co-curricular programs.

Results of surveys about the value of middle school activities reveal the following:

1. Grade point averages of students involved in co-curricular activities rank well above students who do not participate in school activities.
2. Co-curricular activities teach valuable lessons in teamwork, sportsmanship, winning and losing, hard work, dedication, self-discipline, and the skills to handle competitive situations.
3. Students who participate in school activities have better attendance records in school than students who do not participate.
4. Students who participate in school activities are more likely to stay in school.
5. Students who participate in school activities are generally happier about school and incur fewer discipline problems than non-participating students.
6. School activity participants have fewer instances of drug or alcohol abuse.
7. Students who participate in school activities are involved in fewer cases of juvenile delinquency than non-participants.

The number one reason girls and boys participate in co-curricular activities is to have fun. Conversely, lack of fun is the leading reason for dropping out of participation. Winning is not seen as a major reason why students participate. Skill development is considered a crucial aspect of fun—it is considered more important than winning even among the best participants.

Academic classroom learning and co-curricular participation should go hand-in-hand. With proper guidance by middle school personnel it will be a positive experience toward good character and citizen development. Again, the major purpose of middle school activities is to serve as an extension of a student's academic education and a positive, wholesome event for after-school hours.

BERESFORD MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES

FINE ARTS

Chorus
Band

(FFA) (8th only)

FAMILY, CAREER, AND COMMUNITY LEADERS OF AMERICA (FCCLA) (8th only)

MIDDLE SCHOOL STUDENT COUNCIL

ATHLETICS (7th & 8th only)

Football
Boys & Girls Basketball
Boys & Girls Cross-Country
Wrestling
Boys & Girls Basketball
Volleyball
Boys & Girls Track
Boys & Girls Golf

Beresford School District Co-curricular Activities Code of Conduct Policy

Introduction

This section is comprised of the majority of policies and procedures that will affect the co-curricular activities program at Beresford Middle School. It is not inclusive—additions and changes will be made when appropriate.

The primary purposes of the code of conduct are to provide a quality activity program for students and to establish uniform procedures so that activity directors and advisors will all follow the same guidelines.

The Co-Curricular Activities Code of Conduct applies to all Beresford Middle School activities and participating students. The Co-curricular Activities Code of Conduct governs all Beresford Middle School student eligibility.

Philosophy

The emotional and physical safety and well being of the students and employees of the Beresford School District is of paramount importance. Students participating in school activities are expected to conduct themselves with respect for self and others through their conduct and actions within and outside the school.

The Beresford School District Co-curricular Activities Code of Conduct is a year-round policy that is cumulative throughout a student's four years of high school.

Beresford School District recognizes the use of mood-altering chemicals such as narcotics, alcohol, tobacco, and other drugs, as a significant health problem for many adolescents, resulting in negative effects

on behavior, learning and the total development of the individual.

Beresford School District recognizes certain conduct that is criminal in nature can be detrimental to our school its students and programs.

Beresford School District recognizes that activities provide advisors and coaches the unique opportunity to observe, mentor and assist young people.

Therefore, the Beresford School District supports education and awareness training in adolescent development and special issues for administrators, coaches, advisors, students and their families.

Purpose

The primary purposes of code of conduct rules are to:

1. get help for students if they need it and to involve and inform parents.
2. emphasize the schools' concern for the emotional and physical health of students in areas of safety while participating in activities.
3. promote equity and a sense of order and discipline among students.
4. conform to and support existing state laws which restrict the use of mood-altering chemicals and criminal activity
5. establish standards of conduct for those students who are leaders and participants in activities among their peers.
6. assist students who desire to resist peer pressure.

The Co-curricular Activity Policy in regards to use of mood altering chemicals

Regardless of the quantity, a student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of narcotics, alcohol, tobacco, other drugs, and, materials/substances represented to be a drug or controlled substance, or chemical substances which can affect a student's well being and the educational process. Students shall not engage in drug use/abuse nor possess drug paraphernalia specific to the use of mood altering chemicals. Established school policy and state law are violated, regardless of parental attitudes, if the student disregards the Code of Conduct policy.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

This policy is in effect outside of school and on property owned, leased, maintained by the school district, at all school sanctioned activities on and off campus, on school vehicles used to transport students to and from school or at other activities and in vehicles parked on school property.

This policy is for all school co-curricular activities and school-sponsored activities. For purposes of this policy, school activities include, but are not limited to: athletics; band; flags; vocal music; cheerleading; student council; debate and speech; oral interpretation; drama; FFA; FCCLA; Bersonian; yearbook; royalty candidates; quiz bowl; NHS; and any other student activity which is organized and administered by school personnel and which is an authorized activity of the school.

Proper law enforcement authorities and/or the school administration will deal with any student who violates this policy.

Violations and Recommendations

The Co-Curricular Code of Conduct Policy applies to the following situations:

- 1) when the school is notified of a violation by legal authorities;
- 2) when a student is convicted of an applicable violation in a court of law; or
- 3) when a student admits guilt of an applicable violation to the principal or activities administrator;
or
- 4) when a parent notifies the principal or activities administrator of an applicable violation by their child; or
- 5) when a staff member is witness to an applicable violation by the child and brings it to the principal or activities administrator—the child must be present when the violation is brought forth.

1st Violation

Suspension from co-curricular activities will be six weeks (30 school days) or 4 events whichever is greater from the date the student admits the violation or from the date the school is notified by legal authorities. It is up to the discretion of the coach, advisor, director, or parent whether the student will continue to practice during the suspension.

Probation will be possible if:

- 1) the student admits to the violation within 24 hours of the infraction to the principal, activities director, or coach/advisor., and
- 2) the student / parents agree to have student take an alcohol, tobacco, and/or drug assessment and follow the recommendations of the agency administering the assessment.

If the student chooses to take the probation option, suspension time from co-curricular activities will be cut to three weeks (15 school days) or 2 events whichever is greater if the above two conditions have been satisfied or are in the process of being completed. The Parent and Student Acknowledgement of Receipt of Co-Curricular Code of Conduct Activity Rule Violation Letter and Policy form must be returned to the principal's office before the probation can begin

2nd Violation

Suspension from co-curricular activities will be twelve weeks (60 school days) or 8 events whichever is greater from the date student admits the violation or from the date the school is notified by legal authorities. It is up to the discretion of the coach, advisor, director, or parent whether the student will continue to practice during the suspension.

Probation will be possible if:

- 1) the student admits to the violation within 24 hours of the infraction to the principal, activities director, or coach/advisor, and
- 2) the student / parents agree to have student take an alcohol, tobacco, and/or drug assessment and follow the recommendations of the agency administering the assessment.

If the student chooses to take the probation option, suspension time from co-curricular activities will be cut to six weeks (30 school days) or 4 events whichever is greater if the above two conditions have been satisfied or are in the process of being completed. The Parent and Student Acknowledgement of Receipt of Co-Curricular Code of Conduct Activity Rule Violation Letter and Policy form must be returned to the principal's office before the probation can begin.

3rd Violation (and any additional violations)

Suspension from co-curricular activities will be twenty-four weeks (120 school days) or 16 events whichever is greater from the date student admits the violation or the school is notified by legal authorities. It is up to the discretion of the coach, advisor, director, or parent whether the student will continue to practice during the suspension.

Probation will be possible if:

- 1) the student admits to the violation within 24 hours of the infraction to the principal, activities director, or coach/advisor, and
- 2) the student / parents agree to have student take an alcohol, tobacco, and/or drug assessment and follow the recommendations of the agency administering the assessment.

If the student chooses to take the probation option, suspension time from co-curricular activities will be cut to twelve weeks (60 school days) or 8 events whichever is greater if the above two conditions have been satisfied or are in the process of being completed. The Parent and Student Acknowledgement of Receipt of Co-Curricular Code of Conduct Activity Rule Violation Letter and Policy form must be returned to the principal's office before the probation can begin.

Note the following points of clarification:

1. A school day is defined as a day of academic student contact Monday through Friday based on the adopted school calendar, excluding holidays and all day teacher in-services.
2. A one-day event that includes multiple games/activities will count as one event for purposes of the code of conduct.
3. The student/parent/guardian will set up the alcohol, tobacco, or drug assessment for the student.
4. The school can provide parents with a list of treatment centers that provide alcohol, drug, or tobacco assessments.
5. Once the assessment is completed, parents are encouraged to schedule an appointment with the assessment counselor so he/she can explain the assessment process, results, and recommendations.
6. Costs of further assessments and recommendations of the agency are at the expense of the parents and/or student. At a minimum the student will be required to complete a drug and alcohol education class.
7. The student/parent/guardian will provide the school documentation that the initial assessment has been completed.
8. The activity director and principal will monitor that progress is being made in a timely manner and that the student is following the recommendations of the assessment agency.
9. The student/parent/guardian will provide the school documentation that the assessment recommendations have been completed.
10. Failure to complete the probation terms will result in the following:
 - a. student will lose any opportunity for future probation options, and
 - b. student will lose eligibility in all school co-curricular and school-sponsored activities until the provisions of the probation have been completed.

South Dakota Codified Law 13-32-9.

“Suspension from extracurricular activities from controlled substance violations”

Any person adjudicated, convicted, or the subject of an informal adjustment or court-approved juvenile diversion program, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to sixty school days if the person participates in an assessment with a

certified chemical dependency counselor or completes and accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. On subsequent adjudication, conviction diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association (SDHSAA) and the chief administrator of the school in which the person is participating in any extracurricular activity.

Upon placement of the person in an informal adjustment or court approved juvenile diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the SDHSAA and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity means any activity sanctioned by the SDHSAA.

Revised 2006 Legislative Session

Co-Curricular Activity Policy in Regards to Unacceptable Behavior

Any student who is convicted of or adjudicated of a crime of violence as defined in SDCL 22-1-2(9)* or any amendment thereto, or who is required to register as a sex offender under the laws of the State of South Dakota, will be subject to suspension or removal from school activities. Upon being notified of a conviction or adjudication of a crime of violence or the registration of a student as a sex offender, the administration will make every effort to act fairly and quickly in addressing the situation. The best interest of the student, school and community will be considered. The administration will handle each situation on an individual basis. In the event the student is not satisfied with the decision of the administration concerning any suspension or removal from activities, the same may be appealed to the Board of Education for final determination and action.

For purposes of this policy, school activities include, but are not limited to: athletics; band; flags; vocal music; cheerleading; student council; debate and speech; oral interpretation; drama; FFA; FCCLA; Bersonian; yearbook; royalty candidates; quiz bowl; NHS; and any other student activity which is organized and administered by school personnel and which is an authorized activity of the school.

*As of July 1, 2002, SDCL 22-1-2(9) defines crimes of violence as the commission or attempt to commit, or a conspiracy to commit any of the same: murder, manslaughter, rape, criminal pedophilia, aggravated assault, riot, robbery, burglary in the first or second degree, arson, kidnapping, felony sexual contact as defined in SDCL 22-22-7 and 22-22-19.1, felony child abuse as defined in SDCL 26-10-1, or any other felony in the commission of which the perpetrator used force, or was armed with a dangerous weapon, or used any explosive or destructive force.

Elastic Clause

If any situation not specifically covered in this policy should arise, the administration will make every effort to act fairly and quickly in addressing the situation. The best interest of the student, school and community will be considered. The administration will handle each situation on an individual basis. In the event the student is not satisfied with the decision of the administration concerning any suspension or removal from activities, the same may be appealed to the Board of Education for final determination and action.

Beresford Middle School Co-Curricular Eligibility

Any seventh or eighth grade student that has attained a percentage below 70% during a nine week grading period, in any course will be declared ineligible for co-curricular activities based on the following protocol. During the second week of each quarter, the Beresford Middle School will examine each student's grade. Any student below 70% on the first day of the examined school week in any course will be declared to be on Alert Status. The student will be allowed to fully participate during the time they are on Alert. The student has the remainder of the week to raise their grade to 70% or higher. Should the student not raise their grade by the following week, he/she will be declared ineligible for that week for the co-curricular activities for which they are involved. They will not be allowed to participate in a school sponsored event starting on Tuesday through Monday of the week for which they are declared ineligible. They will remain ineligible until their grade for that course reaches the minimum 70% or higher. Each student's percentage will be reviewed on the first day of the school week.

If a student is determined to be ineligible, he/she may practice/rehearse during the entire time they are ineligible but are not allowed to participate in school sponsored events.

A student may be declared on Alert for one week because of their percentage in one or more classes, move out of Alert status for that class(es) the following week but remain in Alert status because of a percentage below 70% in a different class(es)

Example)

<u>Student</u>	<u>Grade</u>	<u>Sept. 11-16</u>	<u>Sept. 18-23</u>
Student A	8	Science(E) 62%	Science (I) 65%
Student B	8	Science(E) 66%	Math(E) 68%

(E) indicates Eligible

(I) indicates Ineligible

Staff and administrative discretion as it relates to student's effort and attitude may be taken into consideration when determining if a student is ineligible.

III. ATTENDANCE

A student's contribution to and achievement in class are directly related to their attendance in school. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and individual study to reach the goal of maximum educational benefits for each student. Both students and parents must understand that students miss a vital portion of their education when they are absent from school. Irregularity in attendance may have a serious effect on a student's progress in school.

All absences, tardies, and trancies become part of a student's transcript/permanent record. Your high school, post-high school and future employers are very interested in attendance and tardy records at school. Regular attendance is necessary in order for all students to be successful in the classroom and in life. While it is true that written work can be completed for makeup, classroom instruction or presentations, discussions, and student-teacher interaction can never be made up. Daily attendance of students is required per school board policy and state law.

ABSENTEEISM: When the student is not in attendance during the regular scheduled school hours. All schoolwork missed because of absence from school must be made up by the student. The school reserves the right to determine what constitutes an excused or unexcused absence.

- Students may not be absent (excused or unexcused) for more than 9 days during each semester.
- After a student receives their 4th absence, the school will send a letter informing the student's parent/guardians.
- After a student receives their 8th absence, the school will send a letter informing the student's parents/guardians and schedule a conference with the principal.
- A student and his/her parents/guardians may request an appeal to the Attendance Committee (consisting of teachers, guidance counselor, and principal). If not satisfied with the decision of the Attendance Committee, parents/guardians may appeal to the school superintendent and subsequently to the school board.

A. Excused Absence: Parents may request that their children be excused from school for the following reasons. Any absence other than an excused absence is considered truancy.

1. **Personal Illness** A student's parent/guardian must call the school or provide a written note excusing their child for being ill and unable to attend school. If the school does not receive a phone call or written excuse from a student's parent/guardian within 2 school days of an absence, then the absence will be considered "unexcused." The school administration may request a physician's statement certifying any absences.
2. **Family emergencies** (death, serious illness).
3. **Medical, dental, and legal appointments** that are necessary and cannot be made on weekends. If the school requests, written verification must be provided by the physician's office, dentist's office, or court services' office stating the time and length of the appointment.
4. **Personal family request** (weddings, funerals, special family events, vacations). The school reserves the right to determine whether or not an absence is excused. If the family/student does not wish to state the reason for the absence, the student will automatically be assessed 1 unexcused absence and may be referred to Saturday morning school.
5. **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 from one end of the school district to the other.
6. **Special circumstances upon prior approval by the administration.**

B. School Sponsored Activities

1. Students involved in school-sponsored activities and class trips during the school day will not be counted absent from school. Students are responsible for getting and completing all assigned work during the time they will be absent for the school sponsored activity.
2. The student must be a participant to attend the school sponsored activity during the school day, unless the event is a state tourney that Beresford High School is a participant.
3. Student activity advisors will place a list in all staff member's mailboxes when they are taking students out-of-school during the school day for activities or class trips.
4. Educational trips undertaken by parents will be approved at the discretion of principal on an individual basis following a conference between the principal and parents/guardians.

C. Excuses to Attend State Tournaments

1. If the student's parents make a written request, students will be excused to attend state tournaments sponsored by the South Dakota High School Activities Association. The day to be excused and the time to be excused will be determined and set at the discretion of the administration. Any student that leaves prior to the day and time set by the administration will receive an unexcused absence and may be referred to Saturday morning school.
2. The middle school principal must approve of the parent's written request to allow their child to attend the state event. The principal will consider the following factors when deciding whether or not the request will be approved: academic, attendance, and discipline record of the student.

D. Unexcused Absence

1. One Saturday morning school will be assigned for each of the first four unexcused absences. Unexcused absences and the action taken will be recorded on a school disciplinary report and sent home to parents.
2. Unexcused absences that are attained due to a student arriving past the half-way point of a class period may be assigned to a detention and/or a Saturday morning school.
3. An unexcused absence will result in suspension from after school activities for that day.
4. In-school suspension may also be utilized for unexcused absences. If in-school suspension is utilized for unexcused absences, the student will be ineligible to participate in school activities during the suspension.
5. For each unexcused absence, classroom teachers may use their discretion in figuring the unexcused absence into the student's overall grade.
6. Upon the fourth unexcused absence from a class, the principal will notify the superintendent. The parent has the opportunity to arrange a conference with the principal to give any extenuating circumstances. The decision of the principal is final unless appealed to the next level—Superintendent, followed by the School Board.
7. Nine unexcused absences may result in administrative recommendation to the school board for student expulsion from class and/or school.

E. Notification of Absence

If a student is to be absent from school, parents are asked to call the school or stop in between 8:00 and 9:00 a.m. If there has been no notification of the absence prior to 9:00 a.m., the school will call the home and every reasonable effort will be made to contact a parent. Parents may send a written note to notify the school prior to an absence. No students will be allowed to leave school unless a contact has been made with a parent.

If a parent does not call the school, stop in, or send a written note regarding their child's absence for that day, the absence will be unexcused and the student may be referred to Saturday morning school.

F. Makeup Work

Prior to or after an absence, it is the student's responsibility to contact the classroom teachers and make arrangements for makeup work. Makeup work shall be done only at a time that does not interfere with class instruction. Request for teacher assistance is encouraged but shall be scheduled at the convenience of the instructor. A student will have twice (2 to 1) the time missed in which to makeup their work. Makeup work not completed on the due date can be given zero credit at the discretion of the individual teacher.

In regard to testing as it applies to the makeup work process, if the student is in school and a test is assigned for the day in which the student will be absent, the student will take the test on the first day that he/she returns to class. Therefore, the normal 2 to 1 does not count. The rationale is that a student who does not test on the day they return from the absence is taking unfair advantage of the testing process.

G. Leaving School During the Day

When a student finds it necessary to leave the school during school hours for illness, doctor, or dentist appointments, etc., permission must be granted from the principal's office. Students are not allowed to leave school during the school day unless they have a written excuse from a parent or teacher or their parent has stopped in or called the school. When students leave school, they must check out in the office. When the students return to school, they must sign in at the office. If a student leaves without permission from their parent or the principal, the absence will be unexcused and the student will be referred to Saturday morning school.

H. School Procedure—Notifying Parents/Guardians of Attendance Concerns

After the fourth and eighth absence from a class or school during the semester and depending upon the reason(s) for the absence, the principal will send a letter to the parents/guardians. The letter will inform the parent of all of their child's absences and the attendance policy of the middle school. Communication is maintained with the parents/guardians through telephone calls, letters or conferences.

If absences continue to be a concern and/or problem for a student, the Teacher Assistance Team may be consulted to discuss strategies to assist the student, parent, and staff with possible suggestions to help the student have a better attendance record in school and realize the value of an education. A conference will also be requested with the student's parents/guardians. Again, the parent will be informed of all absences and the attendance policy. The school will have the opportunity to share our concerns with the parents/guardians. The student and parents/guardians will have the opportunity to provide verification and extenuating circumstances for all absences.

Students who continue to be or are in severe violation of the Beresford School Attendance Policy may have credit withheld at the discretion of the principal. The principal may also recommend to the school board that the student be expelled from class and/or school. The decision of the principal will be final unless appealed to the next level—superintendent, followed by the school board.

I. Other

Absences on consecutive days due to illness, hospitalization or bereavement may be counted as one occurrence at the discretion of the principal. The principal shall have the discretion to determine how sporadic absences due to chronic illness are counted. The principal may at anytime request documentation and verification from the student's family physician and it is up the student and his/her family to provide the information to the principal.

As a general rule, a student must be in school a half-day to be eligible to participate in after school activities or school sponsored evening activities that are conducted on that day, subject to administrative (principal and activities administrator) discretion.

All absences will become a consideration in the classroom teacher's final evaluation of the student's academic performance, contribution to the class, and final grade. Students who violate the attendance policies at Beresford Middle School may receive an Incomplete and be required to make up the coursework at a time to be determined among the administration, staff, parents/guardians and student. A failing grade may be recorded on their final transcript.

This is a general policy on attendance. It is impossible to cover all problems and questions that may occur. The school administration is empowered to use their discretion in the enforcement and application of this policy.

TARDINESS: When the student fails to be at and prepared for assigned class when the bell rings. Chronic tardies are most often the result of bad habits or poor planning. Prospective employers are very interested in a student's record of attendance and punctuality.

There are three minutes of passing time between each class period for middle school students which should allow ample opportunity for students to get to class on time and also allow students time at their lockers to put away and get class materials, give them time to utilize the restroom, get a drink of water, and fill up their water bottles.

Students arriving tardy for school in the morning need to report immediately to the middle school office when entering the school building to check-in and get a pass to class. If the student does not report to the office for a pass, he/she may be referred to Saturday morning school. Classroom teachers will record all other student tardies during the school day on their computers. Students arriving to class prior to half of its scheduled time completion will be considered tardy. A student arriving to class after it is half-way completed, will be assessed an unexcused absence.

Students arriving after 11:25 a.m. will be considered absent for ½ day.

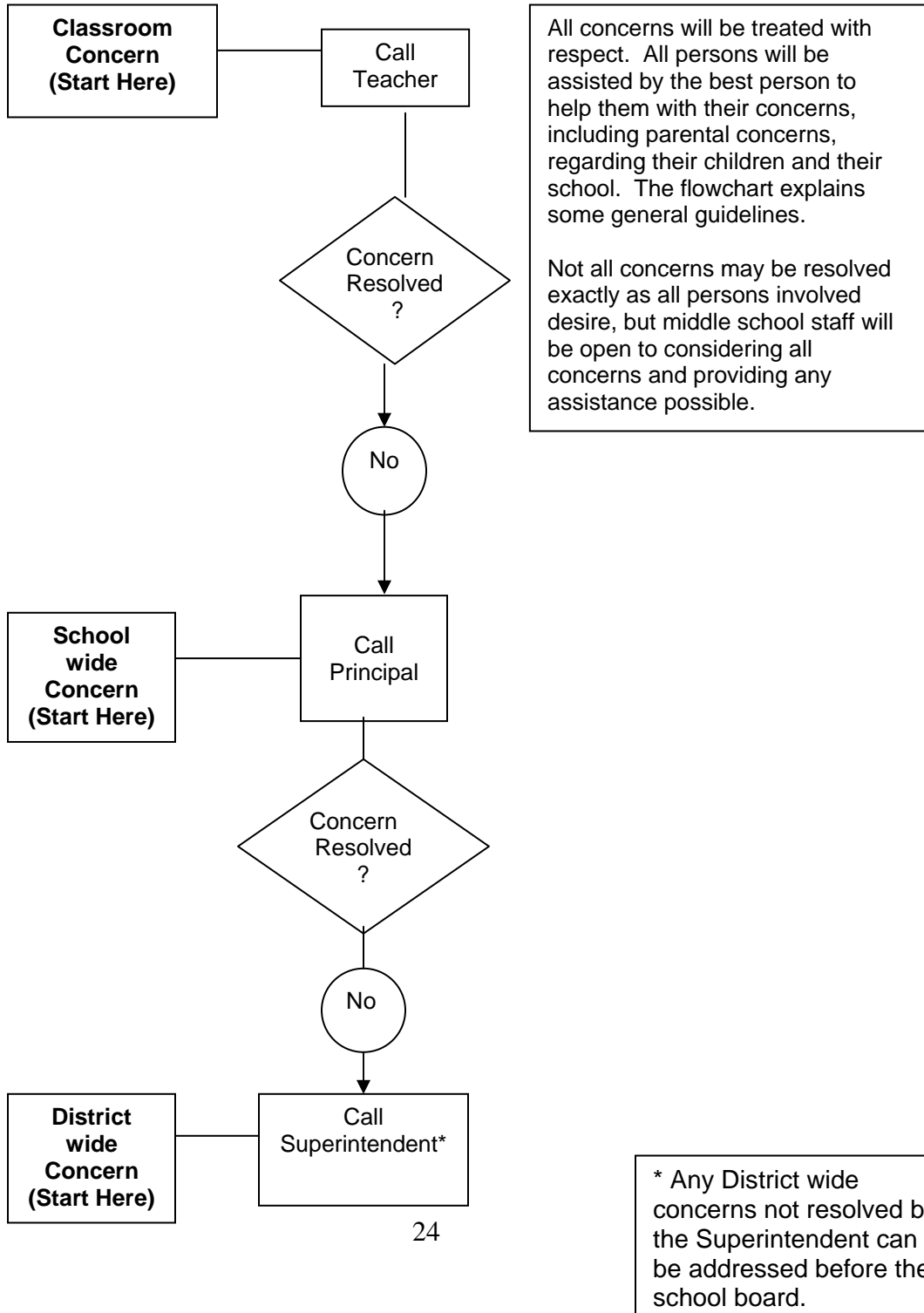
Every third tardy per quarter, the student will be assigned one Saturday morning school by the principal.

Starting with week 34 of the school year, every third tardy a student acquires through the remainder of the school year, will be assigned one half day of In-School Suspension.

IV. PARENT/GUARDIAN COMMUNICATION

Parent Communication Procedure Middle School Office – 763-2139 beresford.k12.sd.us

Please use the following flow chart when dealing with concerns with the Beresford Middle School.



V. STUDENT CONDUCT AND DISCIPLINE

Students attending Beresford Middle School are required to conduct themselves with respect for self and others through their actions, their language, and their dress. Student behavior will reflect favorably on the individual and on the school, will show consideration for others, and will create a harmonious learning atmosphere. Students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. When a school employee acts to assist a student in proper conduct, the emphasis shall be toward student growth in self-discipline.

High standards of conduct will translate into high standards of excellence in our classrooms and in our activities. Middle School students will be treated as young adults by the staff. The staff will treat all students with respect and dignity. As a result, students are required to show proper respect for fellow students and staff members.

Applying the Beresford School Rules

All teachers will explain their classroom rules and guidelines for student behavior. The teachers will also share the possible consequences for student misbehavior and violations. When an unacceptable behavior occurs, the classroom teacher will attempt to handle the situation. The teacher will contact, inform and involve the parents when their child's behavior is unacceptable. Staff will work with the student and parents to help correct the situation. Staff may also involve the guidance counselor, teacher assistance team, or principal to remedy the misbehavior.

Rules and regulations set by teachers and administrators need to be followed by the students. Discipline must be based on judgment if it is to be effective. The purpose of school discipline is not to have a student offender pay his/her debt to the school or society. Rather, discipline should be designed to help the student make better decisions and improve his/her behavior. This does not mean that discipline need be soft. Any violations of school rules will be considered misconduct and discipline will be determined by the situation and administered on a case-by-case basis. Consequences are designed to be fair and firm. Repeated minor infractions may justify the use of more severe measures and consequences.

School rules apply to all middle high school students in school buildings, on school district property, in district vehicles or school buses, and at school events, home and away. Because it is not possible to list all misbehaviors that occur, the administration and staff reserve the right to respond to misbehaviors not included in the student handbook or student conduct policy.

Corrective Measures

A variety of corrective measures are authorized for the violation of school policies and rules. The corrective measure to be employed shall be determined in each case by the classroom teacher, other appropriate educational staff member, or the administration, except where a hearing board is required. Actions which may be used by the school staff to discipline students and/or encourage them to modify their behavior include but are not limited to: admonition and counseling, student conference, parent or guardian notification, parent or guardian conference, fine, restitution, detention, Saturday morning school, removal from class, in-school suspension, dismissal from school, out-of-school suspension, exclusion, expulsion, referral to law enforcement authorities, and administrative recommendation to alternative services (ex: educational, counseling, conflict resolution training, etc.)

The following corrective measures are described:

A. Admonition and Counseling

Admonition and counseling should be used when appropriate to assist a student to understand when his or her conduct interferes with his or her educational progress, threatens the academic or social progress and rights of others, or is contrary to school policy.

B. Extension of Schedule

Detention

Detention is a form of discipline that detains a student outside of the normal school hours. The detention length will be determined by certified employees of Beresford Middle School, but typically are 30 minutes in length. Detentions assigned by the teachers can be before or after school.

Detention periods that are not attended by students will result in doubling of the detention time for each period missed or a referral to Saturday morning school. The teacher assigning the detention will contact parents and be supervising the detention period. Students will be given a one-day notice before serving the detention. Students will be required to work on appropriate school assignments while serving their detention.

Saturday Morning School Guidelines

1. All Saturday morning schools are assigned by the Principal and will be served on Saturday morning from 8:30-11:30.
2. Saturday morning school supersedes any school-sponsored activities that might take place on Saturday.
3. Students assigned Saturday morning school must be there for the entire three-hour period.
4. Saturday morning school hours are from 8:30-11:30 a.m. Students who are tardy to Saturday morning school will be sent home and the time will double—student will receive 2 Saturday morning schools.
5. Parents will always be notified when the student is assigned Saturday morning school or is in violation of Saturday school guidelines.
6. Students have two consecutive weeks to serve the Saturday morning school—the week Saturday school is assigned and the following week. This will allow for plans that were made by the student or his/her parents prior to the Saturday school being assigned. There are NO exceptions.
7. Short or long term, in or out of school suspension may be used in conjunction with Saturday school.
8. Saturday morning school will be assigned for the following reasons, but are not limited to these specific situations. The discretion of the principal will apply to these situations.
 - a. Making up schoolwork, tests, projects, and papers after extended absences, illnesses, or other extenuating circumstances.
 - b. Repeatedly not having class work completed.
 - c. For each unexcused absence from school.
 - d. Excessive tardiness. For every third tardy per quarter, the student will be assigned one Saturday morning school.
 - e. Other disciplinary infractions.
9. Saturday morning school specifies:
 - a. Students will be required to study and work on school assignments, papers, projects, or read an appropriate textbook or book. Magazines/newspapers will not be read in

Saturday school unless they are required for an assignment. If a student shows up to Saturday school without schoolwork or a book, they will be dismissed and the Saturday school time will double.

- b. Students will not be allowed to eat candy or food, drink pop or juice, talk (unless to teacher), sleep, lay head down, listen to electronic devices, leave the Saturday school room unless there is an emergency, play cards or games, watch TV, videotapes, or movies unless assigned as class work. The use of school computers and the internet will be allowed if the student has work to complete that requires the use of technology. Water is allowed.
- c. A restroom break of 5 minutes will be allowed from 10:00-10:05 a.m.
- d. Failure to comply with these rules will result in dismissal from Saturday school and the time will double.

10. Skipping an assigned Saturday morning school:

- a. After the first skip, the student and his/her parents will be required to meet with the principal to discuss non-compliance. The student will be given a 1-day in-school suspension.
- b. After the second skip and for any additional skips the student and his/her parents will be required to meet with the principal to discuss non-compliance. The student will be given a 1-day out of school suspension.

11. If Saturday morning school time is not made up, an alternative plan will be implemented after a conference with parents/guardians, student and principal.

C. Suspension

A form of discipline in which the student is temporarily denied the right to attend class or school or school sponsored activities. The suspension may be in-school or out-of-school, short-term (1 to 10 days) or long-term (11 to 90 days). The principal may suspend students from school, class, or an activity for up to ten school days without a board hearing. The Superintendent may suspend students for up to ninety school days without a board hearing or action. Suspension beyond ten school days by the principal requires a hearing before the school board.

Suspension may be for, (1) the rest of the day; (2) a specific period of time; (3) until conference with a parent or guardian is held; (4) or until specified conditions are met by the student.

Suspension is used in cases of misconduct, nonconformity to school regulations, destruction of school property or actions endangering the welfare of others. The suspended student will not attend any school related functions as a participant or observer and will not be in contact with school property.

A copy of the standards for hearing procedures for suspension can be obtained from the administrative offices.

Reinstatement after a suspension is granted when the principal or his/her representative is convinced that the conduct of the student will be consistent with that which is expected of good school citizens. Usually reinstatement will occur only after a parent conference that may include school personnel involved.

Continuation of those acts which led to the suspension of the student is just cause for recommendation to expel the student by the Board of Education.

In-School Suspension

Students who receive in-school suspension at Beresford Middle School are required to check-in at the office by 8:00 a.m. each day of their suspension. The students have until 8:15 a.m. to make contact with their teachers and pick up their makeup work and day’s assignments. In-school suspension students will receive bathroom breaks at 10:00 a.m. and 2:00 p.m. In-school suspension students will have lunch around 11:30 a.m. When the bell rings at 3:14 p.m. ending our school day, in-school suspension students have until 3:30 p.m. to turn in their assignments and day’s work into classroom teachers. Students will then report back to the principal in the office after all schoolwork has been submitted. They will be dismissed from in-school suspension at 4:00 p.m. ***Students who have ISS will not be allowed to participate in events or activities on the day of their in-school suspension.***

D. Expulsion

Expulsion is a type of discipline in which the student is removed from the school by the Board of Education after recommendation from the Principal and/or Superintendent. Expulsion is exclusion from school for not more than twelve consecutive months. A copy of the standards for hearing procedures for expulsion can be obtained from the administrative office.

Reinstatement after expulsion is can occur only by the Board of Education, after its representatives are satisfied that the student intends to correct the behavior that led to expulsion.

Discipline Report

Teachers and administrators will use discipline reports to document and the office will mail home discipline reports on students who violate school policies. The discipline report has been prepared to notify the parent/guardian of the student’s infraction of school policy, the corrective action taken and any recommended future actions. The discipline report filed will be in triplicate—one copy will be given to the student; a second copy will be sent home to the parent/guardian, and the third copy will be filed by the principal/teacher. Depending on the seriousness of the infraction, a copy may be filed in the student’s permanent file. Parents/guardians are urged to cooperate with and support the school in regards to the corrective action taken and future recommendations concerning their child.

Serious Violations of Student Conduct

It will be at the discretion of the principal or superintendent to administer consequences of any violation of the Beresford Middle School Discipline Plan as the severity of the infraction warrants. Every situation is unique; therefore the administrator will have discretion to develop different strategies for different students and different situations. The consequences may be more severe or less severe than indicated for the policy, including suspensions or recommending expulsion. It is the policy of the Beresford Middle School to prohibit any actions or behavior that is disruptive or unreasonable and/or a violation of state or federal law. All offenses are subject to a referral to a counselor.

Arson: The intentional setting of fire.	
1 st Offense	Minimum of 5 days OSS / Possible recommendation for expulsion.
2 nd Offense	Recommendation for expulsion
Assault on a person: A physical attack on another person whether they are injured or not.	
1 st Offense	Minimum of 1-3 days ISS.

2 nd Offense	Minimum of 4-5 days ISS.
3 rd Offense	Minimum 5-10 days OSS.
Law enforcement may be contacted. Referral to counselor is recommended for all offenses. Possible conference with Principal & Parents / Guardians.	
Breaking & Entering school property or private property on school grounds.	
1 st Offense	Minimum of 3-5 days ISS. Restitution will be enforced.
2 nd Offense	Minimum of 6-10 days ISS. Recommendation for expulsion. Restitution will be enforced.
Bomb Threat or Terroristic Threat or Hoax: Telephone, written or oral threats against the school community.	
1 st Offense	Possible recommendation for expulsion. Restitution will be enforced.
Bullying, Teasing, Hounding, Pestering, Plaguing, Hazing or Tormenting another. This includes incidents of cyber-bullying. These imply systematic persecution by annoyance, threats or demands.	
1 st Offense	Referral to counselor or principal.
2 nd Offense	Minimum of 1-3 days ISS.
3 rd Offense	Minimum of 4-5 days ISS.
4 th Offense	Minimum of 5 days OSS.
Referral to counselor is recommended for all offenses.	
Cheating on Tests, Quizzes, Papers, Projects, Assignments, or Other Teacher-Assigned Items	
1 st Offense	Minimum 1-3 days ISS. Student receives a 0 on the assignment.
2 nd Offense	Minimum of 4-5 days ISS. A failing grade will be recorded for the nine week class.
3 rd Offense	Minimum of 5 days ISS. A failing grade will be recorded for the semester .
Conference with Principal & Parents / Guardians for all offenses.	
Extortion, Blackmail, or Unlawful Coercion: Obtaining money or property by violence, forcing persons to do something against their will, force or threat of force, or threatening to accuse another of a crime.	
1 st Offense	Minimum of 1-3 days ISS.
2 nd Offense	Minimum of 3-5 days OSS.
3 rd Offense	Recommendation for expulsion.
False Fire Alarm	
1 st Offense	10 days OSS.
2 nd Offense	Recommendation for expulsion.

Fighting: Physical violence in an angry or quarrelsome manner in which there is harm done to another person or there is a disruption in the process of education.	
1 st Offense	Minimum of 1-3 days ISS.
2 nd Offense	Minimum of 4-5 days ISS.
3 rd Offense	Minimum of 5 days OSS.
Possible recommendation for expulsion. Referral to counselor is recommended for all offenses. An assault on another student will be considered a more serious form of fighting and may result in the most severe consequences on the first offense.	
Forging a staff member's signature or initials on a pass or student planner, forging a note to the office, or forging a parent's signature on a note or form. False impersonation or misrepresenting oneself is unacceptable and is subject to this policy's consequences.	
1 st Offense	Minimum of 1-3 days ISS.
2 nd Offense	Minimum of 4-5 days ISS.
3 rd Offense	Minimum of 6-10 days ISS.
Gross Staff/Faculty Disrespect: Directing vulgar or profane language to a school employee. This may include but is not limited to: name-calling, defiance, or hostility directed towards a school employee.	
1 st Offense	Minimum of 1-3 days ISS.
2 nd Offense	Minimum of 3-5 days OSS.
3 rd Offense	5-10 days OSS.
Possible recommendation for expulsion.	
Gross violation of the acceptable use policy for computer, internet or email usage.	
1 st Offense	Possible ISS for 1-3 days. Loss of computer privileges for 5 consecutive school days.
2 nd Offense	Minimum of 4-5 days ISS. Loss of computer privileges for 9 weeks or remainder of the quarter – whichever is greater. Conference with Principal
3 rd Offense	Minimum of 6-10 days of ISS. Loss of computer privileges for remainder of the school year. Conference with Principal.
“ Hands Off” violation	
1 st Offense	Detention
2 nd Offense	Saturday School
3 rd Offense	Minimum of 1-3 days ISS.
Insubordination: Refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness.	
1 st Offense	Possible ISS for 1-3 days.

2 nd Offense	Minimum of 3-5 days ISS.
3 rd Offense	Minimum of 6-10 days ISS.
4 th Offense	Minimum of 5-10 days OSS.
Conference with Principal for all offenses.	
Possession of a dangerous weapon: Intentionally bringing a firearm or dangerous weapon to any school or school premises, vehicle, or building used or leased for school functions. A dangerous weapon is defined as a firearm or air gun, knife, or device, instrument, explosive material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.	
1 st Offense	Minimum 5 days OSS or Minimum 5 days ISS. Possible recommendation for expulsion.
The superintendent shall have the authority to recommend to the school board that the expulsion requirement be modified on a case-by-case basis but may not increase the length of the period of expulsion.	
Possession of pornographic material.	
1 st Offense	Minimum 1-5 days ISS. Referral to Counselor. Conference with Principal & Parents/Guardians.
2 nd Offense	Minimum of 5-10 days OSS. Referral to Counselor. Conference with Principal & Parents/Guardians
Profanity / Vulgarity: Swearing, use of obscene, threatening or flagrantly disrespectful language or conduct.	
1 st Offense	Conference with Principal. Possible 1-3 days ISS.
2 nd Offense	Minimum of 4-5 days ISS.
3 rd Offense	Minimum of 6-10 days ISS.
Repeated Minor Offenses: On-going problems disturbing or distracting those attempting to learn and/or teach.	
1 st Offense	Conference with Principal Minimum of 1-3 days ISS.
2 nd Offense	Minimum of 4-5 days ISS.
3 rd Offense	Minimum of 6-10 days ISS.
4 th Offense	Minimum of 5 days OSS.
School Bus Misconduct: Verbal or physical action to passengers or serving as a distraction to the driver.	
1 st Offense	Warning
2 nd Offense	3 day removal from bus which may include transportation to or from school sponsored co-curricular activities
3 rd Offense	5 day removal from bus which may include transportation to or from school sponsored co-curricular

	activities
Selling / Supplying / Distributing a mind altering substance including, but not limited to glue or inhalants, prescription drugs and alcoholic beverages.	
1 st Offense	Minimum of 5-10 days OSS.
2 nd Offense	Recommendation for expulsion.
Referral to counselor is recommended for all offenses. Law enforcement may be contacted.	
Selling / Supplying / Distributing illegal drugs or material represented to be a controlled substance, including but not limited to cocaine, methamphetamines and marijuana.	
Any student that sells or distributes an illegal drug on school property will be expelled. The expulsion may extend beyond the semester in which the violation occurred. Law enforcement may be contacted.	
Sexual Harassment: Verbal or physical actions that cause discomfort or embarrassment to another person. Sexual harassment may include but is not limited to: unwelcome advances, inappropriate touching, staring, and sexual comments.	
1 st Offense	Referral to counselor. Minimum 1-3 days ISS.
2 nd Offense	Minimum of 4-5 days ISS.
3 rd Offense	Minimum of 6-10 days ISS.
4 th Offense	Minimum of 5-10 days OSS.
It is at the school administration's discretion to determine if a student be removed from school (OSS) upon any of the offenses.	
Theft: Stealing from the school, school personnel, school volunteers, or a classmate.	
1 st Offense	Minimum of 1-3 days ISS & Restitution.
2 nd Offense	Minimum of 4-5 days ISS & Restitution
3 rd Offense	Minimum of 5-10 days OSS and/or Minimum of 6-10 ISS & Restitution
Threats of Physical Aggression against a person. Threats are the expression of intentions to injure, punish, or inflict pain on another person.	
1 st Offense	Referral to counselor and/or conference with Principal. Possible 1-3 days ISS.
2 nd Offense	Minimum of 4-5 days ISS.
3 rd Offense	Minimum of 6-10 days ISS.
4 th Offense	Minimum of 5-10 days OSS.
Threats of Physical Aggression against a staff member or a volunteer. Threats are expressions of intentions to injure, punish, or inflict pain on another.	
1 st Offense	Referral to counselor and/or

	conference with Principal. Minimum of 3-5 days ISS.
2 nd Offense	Minimum of 5 days OSS.
3 rd Offense	Minimum 6-10 days OSS. Possible recommendation for expulsion.
Trespassing: Being present in an unauthorized place, or refusing to leave when ordered to do so by duly constituted authority.	
1 st Offense	Minimum of 1-3 days ISS. Law enforcement may be contacted.
2 nd Offense	Minimum of 3-5 days OSS. Law enforcement may be contacted.
3 rd Offense	Minimum 6-10 days OSS. Possible recommendation for expulsion. Law enforcement may be contacted.
Truancy: Absence from school without authorization of the parents/guardians or the school. Refer to Pages 19-23	
Use or possession of tobacco	
1 st Offense	Minimum of 1-3 days ISS.
2 nd Offense	Minimum of 4-5 days ISS.
3 rd Offense	Minimum of 6-10 days ISS. Recommendation for expulsion
Referral to counselor is recommended for all offenses.	
Use of an electronic device without permission from a staff member or administration. Electronic devices including but not limited to items such as cellular phones, pagers, laser lights, radios, stereos, tape players, walkmans, MP3 players, iPods, CD players or various other types of electronic listening devices (including their use with headphones) are prohibited in academic areas such as classrooms, study halls, and in the library.	
1 st Offense	The item is confiscated and returned to student after the student has served a detention.
2 nd Offense	The item is confiscated and returned to parent/guardian on the Monday after the student has served a Saturday School.
3 rd Offense	The item is confiscated and returned to parent/guardian after a scheduled conference with principal and the student has served 1-3 days of in school suspension.
4 th Offense	The item is confiscated and returned to parent/guardian after a scheduled conference with principal and the student has served 4-6 days of in school suspension.
5 th Offense	The item is confiscated and returned to parent/guardian after a scheduled

	conference with principal and/or superintendent and the student has served 7-10 days of in school suspension.
Use or possession of any controlled or mind altering substance, including, but not limited to: glue, or inhalants, narcotic drugs, alcoholic beverages. Law enforcement may be notified of any suspected criminal offenses.	
1 st Offense	Minimum of 3-5 days ISS.
2 nd Offense	Minimum of 6-10 days ISS.
3 rd Offense	Minimum of 5 days of OSS. Recommendation for expulsion.
Referral to counselor is recommended for all offenses.	
Vandalism: Malicious mischief – Damage to school property or private property on areas under the supervisory control of the school district.	
1 st Offense	Minimum of 1-3 days ISS and / or 1-3 days of OSS & Restitution.
2 nd Offense	Minimum of 3-5 days OSS & Restitution.

Student Due Process

A basic ingredient of legal due process is that one who is not satisfied with a decision may appeal to a higher authority. Thus, the student may appeal a decision of a teacher to the principal, and the principal's decision to the superintendent. If still not satisfied, the superintendent's decision may then be appealed to the school board. Any school board decision may be appealed to the circuit court.

Students who are accused of misconduct or violation of school policies and rules are entitled to a due process hearing with the teacher/personnel involved in their class or activity and/or the principal and/or the superintendent, and/or the school board. Students may follow the student grievance procedure outlined in the student handbook.

Student Due Process is covered under SDCL 13-32-4 and Article 24:07 of the Administrative Rules of South Dakota. If the students and/or parents/guardians would like to request a copy of the due process hearing procedures, they can stop in the junior/senior high school office and receive a copy.

SHORT TERM SUSPENSION PROCEDURE

24:07:02:01. Short-term suspension procedure. If a short-term suspension from a class, classes, or school is anticipated because of a pupil's violation of a 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.

LONG-TERM SUSPENSION PROCEDURE

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.

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 § 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.

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.

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 school 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 must take an oath or affirmation administered by the school board president or business manager;
- (8) Each party may raise objections; 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 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.

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

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.

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 § 24:05:26:09 applies.

EXPULSION PROCEDURE

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.

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 § 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.

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.

24:07:04:04. 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 school 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 must take an oath or affirmation administered by the school board president, hearing officer or other person authorized by law to take oaths and affirmations;
- (8) Each party may raise any 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 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 open meeting. The motion shall omit the name of the student and shall state the reason for the board's action. The school board shall notify the student's parent or parents or a student who is 18 years of age or older or who is an emancipated minor in writing of the decision. The notice shall state the length of the expulsion.

24:07:04:05. Right of appeal. The student may appeal an adverse decision by the school board to the circuit court.

24:07:04:06. 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.

24:07:04:07. Referral to placement committee of students in need of 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 § 24:06:26.01:08 applies.

VI. EMERGENCIES AND HEALTH INFORMATION

Accidents

All accidents occurring during the school day are to be reported to the principal's office immediately. If there should be an accident during the school day or at a school activity, every effort will be made to see that the student receives proper medical care. Parents will be notified.

Communicable Diseases

It is the responsibility of the school to provide a healthy environment for all students and school employees. Students who are afflicted with a communicable contagious, and/or infectious disease and who are infected with communicable parasites or who are liable to transmit such a disease or parasite may be excluded from school attendance.

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of the principal. In situations where the decision requires additional expertise and knowledge, the principal will refer the case to proper health service authorities.

In making the determination, the following factors shall be considered: the behavior, development level, and medical condition of the student; the expected type(s) of interaction with others in the school setting; the impact on both the infected student and others in that setting; the South Dakota Department of Health guidelines, and the recommendation of the School Nurse, County Health, and SD Department of Health.

Emergency Information

At the beginning of each school year, all students will be required to submit an emergency information card to the high school office on the first day of school. These cards will be distributed at student orientation. Parents will be asked to provide the following information: student's name, parent's names, addresses, home phone numbers, work phone numbers, cellular phone numbers, e-mail addresses, parent's place of employment, two nearby relatives or neighbors addresses and phone numbers if parents cannot be reached, and child's physician and telephone number.

Fire/Tornado Drills

State law requires that schools have fire and tornado drills. When the fire alarm sounds, students are to evacuate the building in an orderly manner following the preset routes for each room in the building. When the alarm sounds for a tornado drill, evacuate the room in an orderly fashion to the hallways and assume the tornado cover position. In both instances, students are to be as quiet as possible so that any additional directions can be heard. Proceed quickly, but orderly to the assigned exit or area in the building. There should be no talking and no running. Students should remain in their designated areas until they are called back to their classrooms.

Health

Immunization

All students entering a South Dakota school for the first time must have an immunization update according with state law. The building principal may require proof of age by requesting a birth certificate. Students must be up to date on their immunizations. The following options will be taken if students are not in compliance with state immunization laws:

1. Exclusion of unvaccinated child until such time that proof of immunization or immunity exists;
2. Provisional enrollment for those students who are in the process of being immunized.

Accident/Health Insurance

The school does not provide health or accident insurance for students, but a plan is available for purchase. The plan is administered by Student Assurance Services, Inc. and underwritten by Security Life Insurance Company of America. Copies of the summary of coverage, benefits, and claim procedure will be distributed to all students at student orientation in August.

Catastrophic Trauma Insurance

The Beresford School District does provide catastrophic trauma insurance for all student-athletes who are participating in interscholastic athletic activities only. The plan is administered by Dissinger Insurance Services, LLC and underwritten by Mutual of Omaha Insurance Company.

Dental Insurance

The school does not provide separate dental coverage for students. Delta Dental of South Dakota insurance forms will be distributed to students at student orientation in August for purchase at the option of the parent/guardian. These forms should be brought home to parents for their decision. The dental plan is strictly optional and is not provided by the school. The forms are simply distributed by the school. Students and parents should make certain they understand what is and is not covered before subscribing for the insurance. Please read the Dental Accident Benefit Agreement that explains the effective date, eligibility, covered amounts, payable benefits, limitations and exclusions, and general provisions.

Athletic Physicals

Any student who plans to participate in an athletic activity (including cheerleading), sponsored by the Beresford School District must have a physical prior to participation. Athletic physicals may be set up at the Beresford Sioux Valley Clinic in June or July. If a student chooses to have their physical elsewhere, they need to stop at the middle school and pick up a physical form.

Health Conditions

The middle school asks that all parents please notify the school of any health conditions that your children has that may at some time pose a problem for them in the classroom or at a school-related activity. Examples of health conditions include: allergies, asthma, diabetes, epilepsy, etc. There is a health condition form that all students will receive at student orientation that must be returned on the first day of school, signed by the parent. Parents can list health conditions for each child and any details that they feel necessary to share with the school. If there are no health conditions that pose a problem for their children, the parent checks the blank that states their child has no health conditions at this time. If any health conditions should arise in the future, please inform the school.

HIPPA

Each student at Beresford Middle School is required to complete annually the consent for release of medical information (HIPPA). This form will be distributed to all students at orientation at the beginning of the school year.

Inclement Weather

In the event of inclement weather, the superintendent has the authority to cancel school. When school is to be cancelled or closed early, the announcement will be made on radio and/or television. Please do not call the school.

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 from one end of the school district to the other.

When school is in session and is to be dismissed early because of the weather, students should depart for home immediately upon dismissal. If parents call the school and request that their children be excused early because of the weather, students will be required to check-out in the office so there would be record

as to when they left.

Those students who ride the school bus or live in the country, families should please plan in advance and make arrangements for a family that your child could stay with in town should weather conditions take an immediate turn for the worse and students would be unable to get home.

No co-curricular activities or practices may be made mandatory on days of school cancellation and early dismissal due to weather.

Medication/Treatment Request and Authorization

If your child is to be taking medication on a regular basis during school hours, throughout the school year, the school district has forms that must be filled out by parents and returned on the first day of school. This form will be distributed to all students at student orientation.

VII. STUDENT RESPONSIBILITIES, SAFETY AND WELFARE

Beresford Middle School must provide an environment that protects the health, safety and welfare of all students and staff members. Beresford Middle School students will be expected to conduct themselves in a manner that will reflect favorably on their school, community and family, as well as themselves. High standards of conduct will translate into high standards of excellence in our classrooms and in our activities. Policies, rules and regulations set by the federal and state legislature, school district, administrators and teachers need to be followed by the students. The policies and rules are in place to ensure that Beresford Middle School remains a safe haven for learning. Any violations of these rules will be considered misconduct and will be handled on a case-by-case basis.

Acceptable Use Policy

Electronic Network—Acceptable Use

New technologies are shifting the ways that information may be accessed, communicated, and transferred. Those changes may also alter instruction and student learning. Beresford School District offers students access to many different electronic resources including the Internet. We believe that it is important for students to gain the knowledge and skills needed to utilize these technologies. Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. The Beresford School District supports and respects each family's right to decide whether or not to allow their child to apply for access to internet privileges.

Network Usage—Rules and Responsibilities

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The Beresford Middle School Network is provided for students to conduct research and communicate with others in relation to schoolwork. *Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required.* Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decisions are final. The system administrators may close an account at any time. The administration, faculty and staff of Beresford Middle School may deny, revoke or suspend specific user accounts.

Individual users of the Beresford Middle School Network are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of Beresford Middle School. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S. or state regulations including copyrighted, threatening, or obscene materials is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited. The Beresford School District will not be held responsible for any financial obligations incurred by students while using the Internet. Ordering products or downloading files is strictly prohibited.

The user is expected to abide by the following network rules of etiquette:

- Be polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Chat rooms are not allowed on school computers including all instant messaging programs.
- No games will be allowed on school computers.
- Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal personal address or phone number of yourself or other students.
- Do not communicate any credit card number, bank account number, or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Vandalism - any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in the cancellation of user privileges.

Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions. The Beresford School District may add rules and regulations at any time deemed necessary.

BMS Network User Agreement and Parent Permission Form

After reading the Beresford Middle School Network Use Rules and Responsibilities, please complete the required form that will be distributed at orientation. The signatures of both the student and parent/guardian are mandatory before access may be granted to Beresford Middle School Network. This document, which incorporates the BMS Network Use Procedures, reflects the entire agreement and understanding of all parties.

Book Bags

NO book bags or duffle bags will be utilized throughout the school day to transfer textbooks, notebooks, and class materials from room to room at the middle school. Book bags and duffle bags may be utilized to transfer textbooks and school materials from school to home and home to school. Students are to make use of their book lockers that were assigned to them. All book bags and duffle bags must be stored in lockers.

The most important reason for this decision is that book bags clutter the aisles in classrooms and hallways in school. This is violation of the state fire codes. The decision made is for the safety and protection of all students and staff in school. Also, carrying heavy book bags all day long would be very hard on the human body and could lead to back and posture problems.

Students need to be accountable and organized during the school day. Use of the lockers will provide the opportunity for students to be better organized. There are three minutes between class periods. This should allow students ample opportunity to get required materials for class.

Buses/School Vehicles

While on school district provided buses or vehicles, students shall adhere to the same behavior expectations, standards, and consequences as at school.

A. School

Students are expected to discipline themselves and comply with the instructions of the bus operator. The driver will be in full charge of the bus and the passengers. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers. Students should at all times be ready to board the buses at the scheduled times, so as not to cause unfair delays. Baggage of all types that are transported by a school-sponsored vehicle is under the authority of school officials and is subject to random, unannounced inspections by representatives of the school.

B. Activity

In the interest of school safety, program cohesiveness and school liability, it is recommended that each student ride the team or activity bus to and from an out of town event. Students not riding the bus to or from a school event will be permitted to ride with their parents or guardians only, providing they have notified school personnel and submitted a signed transportation waiver to the program director or coach.

C. Spectator

Spectator buses for out of town athletic events will be available at a cost to be determined by the administration, with a minimum of 20 students registered to ride it required. Students who ride the bus must return with it, without exception, and they will be expected to conduct themselves in such a manner as to be a credit to their school and community, always obeying the rules of good sportsmanship while viewing the activity.

Cheating

Students are encouraged to do their own work. Students who need assistance with school- work should consult their teachers. All incidents of cheating will be recorded on school disciplinary reports and mailed to parents.

A first incidence of cheating, the student will automatically receive a zero on that particular academic obligation and will receive in-school suspension (1-3 days) for the class the student was cheating in or until the student and his/her parents/guardians have discussed the incident with the classroom teacher and parent/guardian possibly the school counselor and/or principal.

A second incidence of cheating in any academic area will result in the student receiving a minimum of 4-5 days of in-school suspension, and a failing grade will be recorded for the nine week class. A conference will be held with student, parent/guardian and principal.

A third offense of cheating in any academic area will result in the student receiving a minimum of 5 days of in-school suspension and a failing grade will be recorded for the semester class. A conference will be held with student, parent/guardian and principal.

Church-Family Night/Sunday

Wednesday night of each week has been designated as church/family night. All school facilities will close by 6:00 p.m. No school events, programs, or practices are to be held on Wednesday night without the approval of the superintendent. No school-sponsored activities are allowed on Sunday without the approval of the superintendent. The Beresford School District is not responsible for conference, district, region, or state events sometimes scheduled on Wednesdays or Sundays.

Closed Campus During Lunchtime

Beresford Middle School will have a closed campus during lunchtime. Closed campus means students will not be allowed to leave the school building during lunchtime. The students must remain in the school lunchroom. Students have the option of bringing their own lunch from home. If a parent would like to take their child out for lunch, that request will be honored as long as the parent checks in at the office to pick up their child and the child reports to their next class on time. If a parent would like their child to leave the school during lunch for purposes of eating lunch, a note must be submitted by a parent/guardian to the office. Students are expected to sign out in the office if they have been granted permission to leave during lunch. They are expected to return in time for their next class period.

Concealed/Dangerous Weapons in the School

Schools are an example of what is required regarding the observance and respect for law in society at large. Schools are highly conscious of the health, safety, and welfare of students, staff and the public.

State and federal laws as well as board policy forbids the bringing of concealed/dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

A dangerous weapon is defined as any firearm, airgun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. No firearms are permitted on any school premises, school vehicle, or any vehicle used for school purposes in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, authorized military personnel, and authorized supervised school training sessions for the use of firearms.

Any student bringing a concealed/dangerous weapon to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The chief executive officer (ceo)/superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

Counseling Services

A full-time counselor is available to assist students through individual counseling, group guidance, group counseling, technical, college and career counseling, academic placement, and testing services.

Individual Counseling. Students may receive assistance in dealing with personal, academic, and future career planning concerns.

Group Guidance. Activities are scheduled to allow students to gain information on topics of relevance to their lives. Topics may include health, vocational, and self-development issues.

Group Counseling. Students who share a common concern may be brought together with the counselor to try to find solutions. Group topics could include personal growth, assertiveness, stress, changing family, or substance abuse issues.

Testing Services. The counselor helps students prepare for and administers many of the tests required by the state of South Dakota and those related to future career/college planning.

Students and their parents are welcome to visit with the counselor at any time.

Cyber Bullying

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including but not limited to cell phones. Students and staff will refrain from using communication devices or Beresford School District property to harass or stalk another. The Beresford School District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of policy of the Beresford School District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate or hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including but not limited to blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher.

The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be disruptive of the educational process so that it interrupts or impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

Malicious use of the Beresford School District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

Dances and Parties

All student organizations and classes wishing to schedule a school party or dance must do so through the principal's office. No student party or dance will be approved unless properly supervised by school faculty members. No out of town parties will be approved.

Doors will be locked at school dances and parties (time to be announced). All rules governing student behavior will be followed. Students in violation will be dealt with by the school administration and/or proper law enforcement agencies.

Middle school aged and younger students are not allowed to attend high school dances and parties, including Homecoming and Prom. Out-of-school guests and dates must be approved by the administration. The guests and dates must follow the same rules set up for our high school students.

Defacement, Destruction, or Stealing Property

Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property, or repeated damage or theft involving private or school property will not be tolerated and are considered serious disciplinary infractions. This includes alteration of student and school computer programs and systems.

Students are expected to assume responsibility and take care of all school owned property. This includes textbooks, equipment, materials, and uniforms issued to students. These items are lent to students for his/her use and he/she is responsible for them. Students will pay the replacement cost for damaged or lost books, equipment, materials, and uniforms.

State law makes the student and his/her parents responsible for damages and defacement of school property. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault. *Vandalism may be reported to the appropriate law enforcement agency for investigation.*

Dress Code

Students are expected to dress with standards that enhance a safe learning environment. In the interest of cleanliness, decency, and good taste, Beresford Middle School reserves the right to place restrictions on a student's dress and grooming as necessary when they create a danger to the student's health and safety, interfere with the educational process, or cause a disruption in school. The following are some guidelines:

1. No caps, hats, stocking caps/hats, bandanas, dew rags, head bands, head coverings etc. are to be worn in school during the school day.
2. No coats, jackets, parkas, or trench coats may be worn during the school day.
3. No apparel or articles that promote or suggest alcohol, tobacco, or drug products are allowed in school. Apparel or articles containing messages, lettering, markings or pictures that could convey profane or offensive meanings or may relate to sex, race, gangs, or cults will not be worn in school or at school events. This includes clothing that is torn or tattered.
4. Students and parents need to be concerned about the type of clothing worn by students throughout the school year, especially in the summer and spring, being particularly sensitive to revealing clothing, including short and skirt length, spaghetti straps, tank tops, etc. Tops and bottoms must conceal all undergarments. All shirts that are worn during the school day must have sleeves. No sleeveless shirts, tank tops, or spaghetti straps will be permitted. Biking shorts are not allowed unless covered by another pair of shorts. Skirts and shorts must be longer than the reach of the fingertips when placed in a relaxed position. Clothing that is excessively revealing or permits excessive exposure will not be allowed.
5. Chains hanging from pants are a safety concern and may not be worn.
6. Footwear is to be worn in the buildings at all times.
7. Sanitation and safety requirements are also criteria upon which school officials may limit student participation while in school or in activities.

If a student is wearing clothing that is considered to be in violation, he/she will be asked to change. If the student does not have other appropriate clothing items in school, the parent will be called and the student will be required to return home and change.

Electronic Devices

Students are prohibited from possessing any electronic devices including items such as cellular phones, pagers, laser lights, radios, stereos, tape players, walkmans, MP3 players, iPods, CD players or various other types of music listening devices (including their use with headphones) at any time prior to and during

any scheduled school day. Only with permission from the classroom teacher and administration will students be allowed to use electronic devices. Because of the cost of these types of equipment, it is recommended that students leave these machines at home or locked in their vehicles. The Beresford School District is not liable for lost, stolen or misplaced electronic devices belonging to middle school students. Any electronic devices not allowed in the classroom environment will be confiscated and turned into the principal or office.

Field Trips

In order to assist the school district, classroom teachers, students, and parents, the middle school will be asking parents and guardians to sign a field trip permission form. These forms will be distributed at student orientation and need to be returned on the first day of school. By signing the form, your child will be allowed to go on educational/classroom field trips throughout their middle school years. This authorization will eliminate the need for special permission before each trip and will assure each child the opportunity to be included in such excursions.

Food and Drinks

Food and drinks will be allowed only in the lunchroom. Students carrying their own lunches must eat them in the lunchroom unless they are in an area supervised and permitted by a teacher. Students are not to have soda or candy in school unless permission has been granted by a teacher or the principal. Open cans or bottles are not allowed in the hallways, gym, or library and are permitted in the classroom only with the teacher's permission. Sunflower seeds or peanuts are not permitted in any of the school buildings or in school vehicles at any time.

Forgery

Forging a staff member's signature or initials on a pass or student planner is deceitful and unacceptable. Forging a note for the office or a parent's/guardian's signature on a note or other form is immoral. Forgery in school will not be tolerated. Students who forge notes and signatures will lose all privileges for a period of time and may also be referred to Saturday morning school and/or possible suspension from school. False impersonation or misrepresenting oneself is unacceptable and is subject to this policy's consequences.

Fundraising

All fundraising activities by a student activity group must be approved by the school administration prior to solicitation. The students must strictly account for all funds collected.

Funds

All funds for student activity groups are maintained by the school business office and must be receipted in the office, and then deposited in the local bank. Spent through the use of purchase orders and vouchers, the approval of the principal must be obtained prior to use. Students are not allowed to charge supplies and materials to the school without a purchase order and the approval of the activity advisor.

Head Coverings

All head coverings (caps, hats, stocking caps/hats, bandanas, dew rags, head bands, hooded sweatshirts with hoods up, etc.) are not to be worn in the school building during the school day. Head coverings should

be removed prior to entering the school building and may be placed back on when exiting the school building. This is simply a respect and proper etiquette issue. The only exceptions are for students with medical conditions or other special circumstances approved by the principal.

Students may wear hats and other head coverings at indoor and outdoor school activities, home and away, as long as they are removed for the national anthem.

Illegal Substances

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of narcotics, tobacco products, drugs, or alcohol, materials/substance represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals. Established school policy and state law are violated, regardless of parental attitudes, if the student disregards these guidelines.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

This policy is in effect on property owned, leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property.

Students who violate the illegal substance policy will be dealt with by the proper law enforcement authorities, school administration, and/or the school board.

- A. First violation—may be suspended, 1-10 school days
- B. Second violation—may be suspended, 1-10 school days
- C. Third violation—administrative recommendation for expulsion.

If a student who violates this policy and is involved in co-curricular activities, the Co-Curricular Activities Code of Conduct policy would also apply.

Interrogation by Law Enforcement

The school district has physical custody of students during the school day and during hours of approved co-curricular activities. School authorities stand in loco parentis to the students and thus have responsibility regarding the circumstances under which access to students is allowed.

The school encourages law enforcement officials if at all possible to conduct their interrogating, investigating, and questioning of students outside of the school day. However, when law enforcement officials find it necessary to question students during the school day or periods of co-curricular activities, the school principal or designee will cooperate. An effort will be made to contact the student's parent or guardian to notify them of the situation. Parents or guardians will not be contacted in child abuse, neglect, or other interrogations if the law enforcement official requests confidentiality. If custody and/or arrest are involved, an effort will be made to contact the student's parent or guardian.

Library

The library is available for students to use in research during the school day. The library is equipped with reference books, periodicals, newspapers and materials, books for accelerated reader, books and magazines for pleasure reading, and computers with internet access. The use of the library is a privilege for all students. Students who need to utilize the library resources during their study halls must sign up in the library before school begins. The library should be a quiet area and not be used for student socializing and visiting. Students who check out books and materials will be held responsible for them. If a student loses a

book, he/she must pay for the replacement cost. If the book is damaged, he/she must pay the charge to fix the book. Students who abuse library materials and privileges may have them suspended or removed entirely. Fines will be assessed to students that fail to return or renew library materials within the designated time.

Lockers

All students are assigned lockers and are expected to keep their books and supplies there. Lockers should be kept clean and organized. If lockers need to be cleaned, this should be done before and after school. The lockers are school property and are subject to inspection at any time by the school officials.

Students shall not possess or store in their lockers any item that is expressly prohibited, or violates safety, health or standard morality. Examples are: weapons (including but not limited to knives, razors, guns, ammunition, shell casings, black powder, chains, clubs, explosives of various types), drugs, alcohol, tobacco, pornographic materials, and incendiary items, or items that may jeopardize the welfare or safety of other students and school employees.

Students should not dismantle their lockers or place shimmies in their lockers to keep them open. The school will not be held responsible for lost or stolen items and supplies. All students who enter another student's locker must have prior permission. Students who violate locker privacy will automatically receive in-school or out-of-school suspension based on administrative discretion. Students will be assigned to a locker and are to use that locker for the duration of the school. No switching or moving of lockers will be allowed unless authorized by administration.

Lost and Found

A "Lost and Found" is maintained in the custodian's office and middle school secretary's office. Students finding unclaimed articles throughout the building are asked to turn them in to the office. If you are missing items, please check with the custodians and middle school office.

Lunch

The school board will set the prices for school lunches. Lunch money must be deposited in the middle school office before 10:00 a.m. All students need to keep their lunch accounts up to date. Student charging will be kept to a minimum.

Students are expected to pass to lunch in an orderly and polite manner (no running, shoving, or cutting in line). Students will utilize good dining room habits and leave the lunch tables and surrounding areas clean. No food is to be taken from the dining area.

All lunches must be consumed in the lunchroom. Students may bring their own lunch from home. Milk may be purchased from the kitchen. No pop or candy will be permitted in the lunchroom unless authorized by the administration.

Nondiscrimination Policy

The Beresford School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin, ancestry, or economic status. Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to the Middle School Principal at 205 West Maple Street, Beresford, South Dakota 57004, 1-605-763-2145 or to the Regional Director, Department of Education, Office for Civil Rights, 1244 Speer Blvd. Suite 310, Denver, Colorado 80202-3582.

Student-Led Conferences

Student-led conferences will be held in the fall following the first nine weeks grading period and spring following the mid-term third nine weeks grading period. These conferences are scheduled with each student's advisor during the fall and spring conferences. We strongly encourage parental attendance during the student-led conferences.

Planners/Pass Slips

Students are required to utilize their student planners and have it with them at all times throughout the school day. Students who need to leave their assigned work area during the school day must have a staff member sign their planner. If a student is in STUDY HALL and needs to see a teacher, that is fine, as long as the student has his/her planner signed by that instructor prior to coming to STUDY HALL. No students will be allowed to leave STUDY HALL unless their planner is signed ahead of time by staff. Planners and pass slips may only be signed by office personnel, teachers, school counselor and administrators.

Relationships

All relationships in and around school are to be kept at the highest social level. Handholding, embracing, kissing or other displays of affection in the halls or on school grounds are NOT in good taste and will not be allowed in school, on school property, or at school sponsored events. Students are expected to respect the rights of other students throughout the school day by abstaining from any physical contact that is unwanted, could make other students uncomfortable, causes a distraction, or is a threat to the safety of other students.

Searches by School Officials and Law Enforcement

The right of inspection of students' school lockers is inherent in the authority granted to school officials. Lockers remain the property of the school district and the school district has the right of access to these lockers at any time for any reason. This may be exercised as needed in the interest of safeguarding children, school employees, and school property.

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession: 1) there should be reasonable suspicion for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation; 2) search of any area assigned to a student should be for a specifically identified item, and should be conducted in his/her presence and with his/her knowledge; 3) general housekeeping inspection of school property may be conducted with reasonable notice; 4) illegal items (alcohol, tobacco, drugs, weapons, incendiary items, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

A proper search warrant is required for any search of a student's personal property kept on school premises; however, upon notification to the administration, if the police have reason to believe any item that might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.

Section 504

Annual Internal Notice to Students/Parents and Employees

Section 504 is an act that prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: 1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing,

speaking, breathing, learning, and working); 2) has a record of such impairment; or 3) is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Beresford School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

If there are questions, please feel free to contact the Section 504 Coordinator for the Beresford School District, at phone number 605-763-2145.

Sexual Harassment Policy

Policy. It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

Definition. Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive or educational environment regardless of intent.

Responsibility. School district students are responsible for maintaining a learning environment free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

Complaints. Any student who believes that he or she has been a subject of sexual harassment should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained. If a student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize the Beresford School District grievance procedure.

Student Activity Tickets

Each student may purchase an activity ticket, which will admit a student to every home athletic contest sponsored by the school, except for tournaments. The cost of tickets and distribution of funds is determined by the school board.

Student Driving of Any Vehicle During the School Day

For purposes of definition, the school day is defined as the time that school is in session including lunchtime. Beresford Middle School students are not allowed to drive automobiles or other motor vehicles or be passengers therein during the school day unless they have permission of the building principal to which the student is assigned. This includes sitting in vehicles during lunchtime. Permission to drive his/her automobile will be granted only if the parent or guardian makes such a request by telephone or with a written note in advance.

At times there are valid reasons to drive or ride with someone in a vehicle—on these days, specific permission should be received from the parent/guardian and/or principal.

Student Government

The members of the Student Council of Beresford Middle School promote the leadership and cooperation among all students enrolled in Beresford Middle School. Student council members will be elected to represent their peers to the faculty, to the administration, and to the community. It will be their duty to fulfill this obligation in the best way they can. The Student Council can and does instill communication and responsive student involvement.

The officers of Beresford Middle School Student Council shall have two representatives from the 6th grade, two representatives from the 7th grade, and two representatives from the 8th grade. There will be one president and one vice-president.

Student Grievance/Complaint Procedure

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: 1) that a school rule is unfair or unjust, 2) that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or against or between a student(s) with a disability. The student grievance form may be obtained from the counselor or principal's office.

The school district desires that student complaints and grievances be resolved through orderly processes and at the lowest possible level, but that channels are provided in instances when necessary. Grievances are processed through five steps: 1) staff member directly involved, 2) to the counselor, 3) to the principal, 4) to the superintendent, 5) complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review. The Board's decision will be final unless an appeal is requested.

On all five levels, an informal conference is to be held within five days of the date of filing of the complaint so that no student's complaint shall consume more than 25 days time in all. The burden of proof is upon the student to show that a rule is unfair/unjust and/or is discriminatory. The final resolution of the grievance is to be in writing at the principal level and designed to provide the student with a basis for resolution of the grievance as originally stated in the complaint.

If a student has a grievance, he/she should present it in writing to:

LEVEL 1: The first level involves the staff member directly involved in the said complaint/grievance. The staff member must hold an informal conference and discussion of said grievance within five days time of the date of filing. It is expected that many grievances may be resolved at this level.

LEVEL 2: If a student is not satisfied with the resolution made at level one, he/she may appeal in writing to the school counselor for an informal conference and discussion of said grievance within five days time of the date of filing.

LEVEL 3: If a student is not satisfied with the resolution made at level two, he/she may appeal in writing to the principal for an informal conference and discussion of said grievance within five days time of the date of filing.

LEVEL 4: If a student is not satisfied with the resolution made at level three, he/she may appeal to the superintendent for an informal conference and discussion of said grievance within five days time of the date of filing.

LEVEL 5: Complaints that remain unresolved following any action of the superintendent (level four) may be referred in writing to the School Board for review. The Board's decision will be final unless an appeal hearing is requested.

Beresford Middle School Student Grievance Guideline

A grievance is defined as a complaint in writing presented by a student to the school staff/authorities alleging one and/or two of the following:

- A. That a rule is unfair/unjust; and/or
- B. That a rule in practice discriminates against or between students based on sex, age, race, color, religion, national origin, or against or between a student(s) with a disability.

Another student and/or faculty member may attend the meeting if agreed upon by the two parties. The student must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student's right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

Student Meals on School Field and Activity Trips

Students will be expected to pay for their own meals on school field trips and activity trips unless it is a state event and the student has earned his/her right to compete through competition.

Student Parking / Bicycles

All students must park their vehicles in the student parking lot west of the high school building at all times. Students are not permitted to park their vehicles on the street or in the staff parking lots. Students are encouraged to lock their vehicles while they are in school. No students will be allowed to go to their vehicles during the school day without permission from the office. Students are not to drive vehicles during school hours or lunchtime. Vehicles are to be left in the school parking lot until school is dismissed.

City and state traffic laws apply to the parking lots and streets immediately surrounding the school. Because violations of these laws pose a threat to the safety of students and staff, violators will be reported to law enforcement authorities.

Students riding bicycles to school are expected to use the school provided bike racks to park appropriately.

Student Pictures

Arrangements have been made to photograph all students. These pictures will be available for students to purchase if they so desire, but there is no obligation for any student to purchase these pictures.

Student Rights and Responsibilities

It is the Student's Right to:

1. Attend school free of charge.
2. Attend school and participate in school activities at no expense even though married or involved in a pregnancy.
3. Attend school until the age 21 or graduation from high school at public expense including free textbooks and instructional materials.
4. Expect that the school will be a safe place for all students to gain an education.
5. Expect that the school will provide an educational program that meets his or her special needs, abilities and talents and also meets or exceeds standards established for all schools by the state legislature and the South Dakota Board of Education.
6. Exercise freedom of speech, press and expression of views.
7. Exercise freedom of assembly.
8. Receive due process and equal protection under the laws.
9. Dress in such a way as to express individual personality.
10. Establish and participate in student government.

It is the Student's Responsibility to:

1. Attend school daily, except when excused or ill, and to be on time at all classes. Protect and show respect for public property.
2. Attend school regularly and pay only costs that are of a personal nature or for participation in voluntary activities.
3. Obey all restrictions on students in accordance with board rules and regulations.
4. Be aware of all rules and regulations for student behavior and act in accordance with them.
5. Participate in and take advantage of the educational opportunities provided by the school.
6. Respect the human dignity and worth of all other individuals. Refrain from libel, slanderous remarks and obscenity in verbal and written expression.
7. Refrain from disobedience, misconduct or behavior that disrupts the educational process.
8. Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the schools and at school-sponsored activities.
9. Dress and appear so as to meet fair standards of propriety, safety, health and good taste.
10. Take an active part in student government by running for office, or voting for the best candidates; make problems known to the school staff through student representatives.
11. Assume that until a rule is waived, altered or repealed, that it is in full effect.

Student Travel

Students must travel to and from school-sanctioned events in school-approved transportation. In extenuating circumstances, related to scheduling conflicts, the parent/guardian may complete a transportation waiver and submit it to the activity advisor/coach for prior consideration. In such cases, the activity advisor/coach may grant permission for the parent/guardian to transport the student. In no instance, however, will students either provide their own transportation or travel with anyone other than their own parents/ guardians to or from a school-sanctioned event, unless a special circumstance has been pre-approved by the school administration and/or activity advisor.

Study Hall Guidelines

1. All students are required to bring their planners to study hall.
2. Students must be in their seat when the tardy bell rings.
3. After the tardy bell, roll will be taken.

4. After roll has been taken, students with signed planners and passes from other teachers will be dismissed to those classrooms.
5. If you checkout to the library, you are to be utilizing library resources and/or computers for school assignments, research, and projects. The library is not to be used for socializing, playing games, or browsing the internet. Library privileges will be withdrawn if you abuse this privilege.
6. If your signed planner allows you to checkout to another teacher's classroom, you are to report directly to that classroom and should not be loitering throughout the school building or hallways. Students who abuse the planners and checkout will lose the privilege.
7. The purpose of Study Hall is to provide an atmosphere conducive to learning. Study Hall allows students the opportunity to study and prepare schoolwork, and take care of academic obligations.
8. On-task behavior should be maintained during Study Hall. No student should be sleeping, lying on the floor relaxing, or wasting time.
9. If a student needs to use the restroom, he/she must have their planner signed by their Study Hall teacher. The student must use the restroom closest to their Study Hall classroom.
10. If a student needs to go to their locker, their Study Hall teacher will sign his/her hallway pass in their student planner. Only one student at a time will be allowed out of Study Hall room to use the restroom or go to their locker. Students should bring enough work to study hall to keep them on-task the entire period.

Study Time

Teachers are available to assist students with homework, make-up work, review, tutoring, and extra study before and after school. Before school, teachers are available in their classrooms from 8:00-8:15 a.m. After school, teachers are available in their classrooms from 3:15-4:00, depending upon their co-curricular assignments. If other arrangements need to be made, please consult your classroom teachers.

Telephone Calls

The office telephones are for school use only. Students will not be allowed to use classroom telephones except in an emergency. There is a phone for students to use in the middle school office—a student must ask permission prior to using this phone. Phone calls to students during class and study halls are discouraged. Students will not be called out of class or study hall to answer phone calls unless in a case of an emergency. If the message is not an emergency, a telephone message will be placed on the student's locker or the student will be called to the office between class periods. People who call the school for a student or with a message for a student will be asked to identify themselves.

Terroristic Threats/Hoaxes

According to South Dakota law **SDCL 22-14A-24 through 22-14A-27**, enacted by the 2002 Legislature, the communication of a terroristic threat or hoax is a criminal offense and can carry felony penalties of \$10,000 and 10 years in prison. Actions that were previously considered pranks or vandalism can now face serious criminal penalties.

22-14A-24. Use of substance or device to communicate terroristic threat as felony.

Any person who intentionally communicates a threat by leaving a substance or device, thereby causing either serious public inconvenience, or the evacuation or serious disruption of a building, place of

assembly, facility of public or school transport, or a school related event, is guilty of communicating a terroristic threat. For the purposes of this section, a substance or device includes, but is not limited to, an actual or apparent dangerous weapon, destructive device, dangerous chemical, biological agent, poison, or harmful radioactive substance. A violation of this section is a Class 4 felony.

22-14A-25. Use of hoax substance or device to cause fear as felony.

Any person who intentionally possesses, transports, uses, or places any hoax substance or hoax destructive device with the intent of causing anxiety, unrest, fear, or personal discomfort is guilty of a Class 5 felony. A hoax substance is any substance that would cause a person to reasonably believe that it is a dangerous chemical or biological agent, a poison, a harmful radioactive substance, or a similar substance. A hoax destructive device is any device that would cause a person to reasonably believe that it is a dangerous explosive or incendiary device or a similar device.

22-14A-26. Persons convicted of certain crimes may be ordered to make restitution.

The court may, after conviction or adjudication of any violation of 22-14A-22 and 22-14A-24 to 22-14A-27, inclusive, conduct a hearing to ascertain the extent of costs incurred, damages and financial loss suffered by local, county, or state public safety agencies, and the amount of property damage caused as a result of the crime. A person found guilty of violating 22-14A-22 and 22-14A-24 to 22-14A-27, inclusive, may upon conviction, be ordered to make restitution to the local, county, or state public service agency for any cost incurred, damages and financial loss or property damage sustained as a result of the commission of the crime.

22-14A-27. No cause of action against good faith response to terrorist act.

The provisions of 22-14A-22 and 22-14A-24 to 22-14A-27, inclusive, may not be construed to create any cause of action against any person based upon or arising out of any act or omission relating to any good faith response to a terrorist act or an attempted terrorist act.

22-14A-22. Falsely reporting a threat as felony—Restitution—Minor to perform public service.

Any person who makes a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, explosive, destructive device, dangerous chemical, biological agent, poison or harmful radioactive substance, is guilty of falsely reporting a threat. Falsely reporting a threat is a Class 6 felony. Any person found guilty of falsely reporting a threat shall pay restitution for any expense incurred as a result of the crime. The person is also civilly liable for any injury to person or property from the false report and any costs related to responding to the false report. If the person making the false report prohibited by this section is a minor, the court, in addition to such other disposition as the court may impose, shall require the minor to perform at least fifty hours of public service unless tried as an adult.

Visitors

All sales persons and visitors (including all family members) are required to report to the middle school office before going on to do business with/or visit with a staff member or a student. Visitors must be cleared in advance with the principal. Visitors will not be permitted to visit classes without the principal's approval. All visitors must follow all guidelines and policies of the school district.

VIII. ELASTIC CLAUSE

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student and school will be greatly considered. Each situation is different and will be handled on an individual basis. It is sincerely hoped that each one of you will have a successful and

enjoyable school year. Take the time to know the rules and regulations you are expected to follow and many of the little problems can be avoided. If you have any questions or problems, please see the principal.

IX. Acknowledgement of Review of Parent/Student Handbook

Please read the contents of the parent/student handbook. If you have any concerns or questions, please contact the principal.

It is available on-line at www.beresford.k12.sd.us or a hard copy is available in the middle school office upon request.

We have reviewed a copy of the 2011-2012 Beresford Middle School Student Handbook. We have had an opportunity to review the responsibilities, rules, and regulations set forth in the student handbook.

Student's Full Name (Please Print): _____

Student Signature

Grade

Parent/Guardian Signature

Date

Please sign and return this form to the middle school office by Friday, August 26th, 2011.