

**George S. Mickelson
Middle School
Student Handbook**

This **book-planner** belongs to: _____ Grade _____
Homeroom Teacher: _____ Team _____

Working Together ~ Educating with Excellence ~ Inspiring Learners for Life

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

1. Develop basic communication and skills.
2. Encourage academic achievement, respect for learning, organizational skills.
3. Explore special interests to build self-confidence, and promote leisure activities.
4. Develop leadership and interpersonal skills.
5. Believe in human dignity.
6. Develop strong partnerships among home, school, and community.
7. Develop, maintain, and extend the skills of all staff members.
8. Recognize that the primary responsibility for learning rests with the individual student.
9. Encourage students to look to the present for their opportunities and the future for their dreams.
10. Teach and reinforce a respect for self, others and property.



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Assistant Principal: Shannon Smith shannon.smith@k12.sd.us

MMS Daily Schedule

<i>M, T, Th, F</i>			<i>Wednesday</i>	
Period	Time		Period	Time
1	8:15 -- 8:55		1	8:15 -- 8:50
2	8:58 -- 9:38		2	8:53 -- 9:28
3	9:41 -- 10:21		3	9:31 -- 10:06
4	10:24 -- 11:04		4	10:09 -- 10:44
5	11:07 -- 11:47		5	10:47 -- 11:22
6	11:50 -- 12:30		6	11:25 -- 12:00
7	12:33 -- 1:13		7	12:03 -- 12:38
8	1:16 -- 1:56		8	12:41 -- 1:16
9	1:59 -- 2:39		9	1:19 -- 1:54
10	2:42 -- 3:22		10	1:57 -- 2:22

2 Hour Late Schedule

<i>2 Hour Late Start – M, T, Th, F</i>			<i>2 Hour Late Start - Wednesday</i>	
Period	Time		Period	Time
1	10:15 – 10:43		1	10:15 – 10:37
2	10:46 – 11:14		2	10:40 – 11:02
5	11:17 – 11:45		5	11:05 – 11:33
6	11:48 – 12:16		6	11:36 – 12:04
7	12:19 – 12:47		7	12:07 – 12:35
8	12:50 – 1:18		8	12:38 – 1:00
9	1:21 – 1:49		9	1:03 – 1:25
3	1:52 – 2:20		3	1:28 – 1:50
4	2:23 – 2:51		4	1:53 -- 2:15
10	2:54 – 3:22		10	2:18 -- 2:22

ACTIVITIES Every student may choose to join activities offered to enrich the curriculum. Information, including meeting dates and times, will be available in the daily announcements. No school activities will be scheduled before 4:00 p.m. or after 6:30 p.m. on Wednesdays. If a student misses school due to a scheduled activity, school work is due upon return to class.

ACTIVITY TICKETS Activity tickets give students an opportunity to enjoy high school events at a minimum expenditure. They may be purchased through the **BHS office**. All students who participate in activities are expected to purchase a ticket. Cost is \$25 for middle students (subject to change).

AFTER SCHOOL MMS has educators available to work with students from 3:30—4:00 pm every day except Wednesday. This has been established to assist those students who struggle to complete their schoolwork on a regular basis. Our goal is to have students complete their schoolwork, which in turn, will help students develop good work habits for the future and should improve the student's grades. We are hoping that this is a proactive approach instead of a reactive approach. A "reaction" to poor grades is retention and/or summer school. We would just as soon have students staying after school now instead of having to "react" to work not completed and/or failing grades. Information regarding staying after school will be shared with parents.

ATHLETIC POLICY FOR MIDDLE SCHOOL

Grades

Students must demonstrate academic progress to participate in school activities.

- If a student earns a grade of "F" in any subject on the report card or midterm report, the student may be scheduled SI restrictions and could lead to staying after school. This will give the student who is failing a chance to get caught up under the watchful direction of MMS staff.
- Students who are assigned to stay after school and have practice will be dismissed at 4:00 pm.
- Students who are assigned to stay after school and have a scheduled activity will be allowed to attend the scheduled activity. A phone call may be made to parents and/or coaches for repeat offenders.
- MMS will notify the Athletic Director of disciplinary referrals and restricted students, and he/she will notify the coaches.
- Students serving time in the office for disciplinary referrals are not allowed to compete/performance that day. However, s/he is still expected to attend practice.
- Students participating in extra-curricular competition/performance must be in attendance by noon on the day for said activity.

Permission slips and physicals All physical, parental/guardian approval, and insurance requirements must be met before participation will be permitted.

Extra-curricular activities covered by the above procedures are volleyball, track, football, basketball, wrestling, gymnastics, golf, tennis, cross country, bowling, music, oral interpretation, quiz bowls, etc.. It is the responsibility of the instructors/coaches in these activities to support students in their efforts to improve their academic performance, and adhere to these guidelines. Middle school students who participate in high school sports are also subject to SDHSAA guidelines.

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

- Parent(s)/guardian(s) must give their permission for their son/daughter to compete at the high school level.
- A meeting will be arranged among school personnel (principal, coach, athletic director) *If approval is granted, the head coach must explain all conditions of varsity participation to the student/parent.*
- A SDHSAA physical examination is required before any student (7-12) may participate in interscholastic athletics at the high school (9-12) level.
- Whenever a sport is not offered at the middle school level, MMS (7th and 8th) students are eligible to compete on Varsity teams (limited opportunities for 6th graders). All local and SDHSAA rules for interscholastic athletics must be adhered to by the student and the coaching staff.
- If there is a conflict between middle school and high school eligibility rules, a meeting including the coach, student, parent, and principal will be expected.
- Listed by sport below are the strict guidelines that must be adhered to by the MMS student to participate on a varsity squad.

CROSS COUNTRY; GOLF; TENNIS; GYMNASTICS

BASKETBALL: Starting team

FOOTBALL: Starting offensive or defensive team

TRACK: Must be one of the top 3 by measurement in an individual event or one of four on a relay. Times or distance at the MMS level may be used to qualify the student.

VOLLEYBALL: Starting team

WRESTLING: Starting line-up at one of the weight classes (line-up will vary due to wrestle-offs, injury, making weight, etc). Due to the uniqueness of the sport, 7th and 8th grade students may fill weight classes on the JV squad when there are no eligible high school students.

**If these criteria are not met and sustained, the student may not remain on the BHS varsity team for further competition or practice.*
Student Conduct/Student Activities – see policy: JFC-R or <https://www.brookings.k12.sd.us/Page/1170>

ATTENDANCE PROCEDURES

Due to SDCL 13-27-1 (Compulsory School Attendance), caregivers are required by law to send their child(ren) (six years-eighteen years old) to school on a regular basis. After 10 absences, the Brookings School District may submit a truancy report to law enforcement indicating missed classes/days of school. Law enforcement will submit all truancy requests to the Deputy State's Attorney's office.

Students must attend classes regularly and be on time. Regular attendance at school provides maximum benefit from the instructional program; develops habits of punctuality, self-discipline and responsibility; and keeps the disruption of the educational environment to a minimum. While absent students may make up much of the school work missed, it is impossible to completely compensate for absence from classes.

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

Parent/guardian must call the middle school office (696-4500) by 9:00 a.m. to report the reason for the student's inability to attend school or to be dismissed during the school day. Messages can be left 24 hours a day.

- **Homework** – Refer to the homework lesson plan on the team website page. If homework materials are needed, please email your teacher in the morning to request it.
- **Future Absences** – Can be called in at any time.
- **The same procedure should be followed EACH DAY the student is absent.**
- **NO Call** – If the school is not notified of an absence by 9:00 am, a call will be made to parents.
- **School sponsored activities do not require a phone call.**

DURING THE SCHOOL DAY

Picking up Students

If a student needs to leave for an appointment, it is their responsibility to come to the office and check out at the time they are scheduled to leave. If a phone call or note has not been received by the office, the student will not be allowed to leave.

Dropping off Students

Students are required to check in at the office when they return to school. Parents do not need to accompany the student or call the office for a student to return to school unless they have not reported the absence.

Messages/Drop-Off Items for students If you need to get a message to your student during the school day, a call can be made to the office. A drop-off area is located near the vestibule for parents dropping off items. We cannot accept deliveries for students. It is the student's responsibility to check at the office for their message or dropped off item.

Illness If a student feels sick during the school day, they should ask their classroom teacher to go to the nurse's office. Either the nurse or a secretary needs to speak to a parent/guardian or emergency contact before a child will be allowed to leave.

FOLLOWING AN ABSENCE, STUDENTS MUST:

- Work with teachers to receive make up work and determine due dates.
- Students will be allowed two days for the first day of absence and one day for each additional day of absence to complete missed work.. (If a student misses school due to a scheduled activity, schoolwork is due upon return to class.)
- Make up assignments and tests.
- May be required to make up time missed from school.

EXCESSIVE ABSENCES

1. Attendance: All students will be allowed **10 absences** per semester

a. After **7 absences** in one or more classes per semester, school personnel may send a letter or make a phone call to a parent or guardian.

b. After **10 absences** in one or more classes per semester, students are considered excessively absent and a letter may be sent or a call made to a parent/guardian. Henceforth, the student will only be excused in the case of serious illness (doctor's verification necessary within 2 days of absence) or other extreme necessity. If the student is failing a class, other interventions will be determined.

2. Grouping absences:

a. If a student has an extended illness (verified with a doctor's note that explains non-attendance), those days may be "grouped" (determined by an administrator)

b. Grouping will take place only if a student exceeds the 10-day limit for excessive absences.

Due to SDCL 13-27-1 (Compulsory School Attendance), caregivers are required by law to send their child(ren) (six years eighteen years old) to school on a regular basis. After 10 absences, the Brookings School District may submit a truancy report to law enforcement indicating missed classes/days of school. Law enforcement will submit all truancy requests to the Deputy State's Attorney's office.

BADGES An ID badge, lanyard, and ID protection cover will be given to each student at the beginning of the school or upon arrival at MMS. Badges are encouraged to be worn and be visible during the school day. If students need replacement badges or accessories, they can be purchased for a minimal fee at the MMS office.

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

Students riding bicycles, scooters or skateboards to school, must walk when they reach school grounds. Bicycles need to be walked to the bicycle rack. Scooters and skateboards must be carried and left in the office during the school day. When students arrive at or leave the school, they are not to use those items while on the sidewalk, in the bus area and the parking lot areas. Students who consistently disregard this rule will not be allowed the continued use of these devices.

BEHAVIORAL PLAN CONSEQUENCES

INFRACTION	CONSEQUENCES
1st Infraction	* Written in assignment book
2nd Infraction	* Written in assignment book
3rd Infraction	* Written in assignment book * Parental/guardian contact by telephone (HR teacher) * Team Review of infractions at conference with student. * Completion of "Student/Team Behavior Conference" form <i>*one copy to parent/guardian, one copy to assistant principal</i>
4th Infraction	* Written in assignment book * Parental contact (office) * Student placed in ISS and/or alternate consequences
5th Infraction	* Written in assignment book * Parental contact (office) * Student placed in ISS for two days and/or alternative equivalent consequences * Conference with the student, parents, team, counselor and administrator
6th Infraction	* Written in assignment book * Parental contact (office) * Upon the 6 th infraction the administration will determine the consequences

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

****Infractions will not be transferred from one nine week period to another; however, ongoing behavior issues will be considered when consequences are determined.***

Behaviors included, but not limited to, warranting infractions:

***A--Attitude/Disrespectful of staff or students, L--Inappropriate Language, NC--Inappropriate Nonverbal Communication
FD--Not Following Directions. IPA--Inappropriate Physical Actions, H/D--Harassment/Disrespect of Others***

STUDENT RESPONSIBILITIES:

1. Understand all expectations in the student handbook.
2. Monitor one's own behavior.
3. Take care of the student handbook and have it in possession during class and whenever he/she leaves the team area.
4. Purchase a new handbook if his/hers is lost, stolen, or misused.
5. Attend conferences scheduled on his/her behalf with team teachers, administrators, and/or parents.
6. Share with parents the information written in the assignment book and "Intervention Log" at least once a week.

PARENT/GUARDIAN RESPONSIBILITIES:

1. Read through the student handbook with his/her student at the beginning of the year..
2. Check his/her student's handbook frequently each quarter and initial infractions.
3. Contact the staff person who noted the infraction if the parent/guardian has questions.
4. Attend the conference with administration, team, and student upon the fifth infraction.
5. Make certain that student uses his/her assignment book to record homework assignments and other information pertaining to school.

UNACCEPTABLE BEHAVIOR -- MAY RESULT IN AN IMMEDIATE OFFICE REFERRAL:

1. **ABUSIVE LANGUAGE/OBSCENITIES** - The use of improper, profane, or threatening language/gestures toward another student or staff member.
2. **ALCOHOL/DRUGS** - Possessing, consuming, or being under the influence of alcohol or drugs. This applies to the regular school day and all school-sponsored events. **See Policies:JFCH-R and JICH-R.**
3. **CYBER BULLYING** – is the use of the Internet and related technologies, including cell phones, to harass, threaten, intimidate or harm others. All forms of cyberbullying are unacceptable and viewed as a violation of this policy. **See Policy: JFCD**
4. **DISTURBANCE OF SCHOOL AS MISDEMEANOR. SECTION SDCL:13-32-6.** A person, who intentionally disturbs or interferes with the proper order or management of a school by acts of violence, boisterous conduct, or threatening language, is guilty of a Class 2 misdemeanor.
5. **FIGHTING** - Fighting in/on school property.
6. **INSUBORDINATION** – Defying or opposing a person of authority.
7. **SEXUAL HARASSMENT/BULLYING** – Harassment, bullying, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics of the student including but not limited to: race, religion, gender, gender identity, sexual orientation, age, national origin, social or economic condition, physical development, or disability will not be tolerated. **See Policy: JBA**
8. **SMOKING/VAPING/PARAPHERNALIA** - Use or possession of tobacco products, vaping, or related paraphernalia within the building, on the school grounds, or at school activities is prohibited.
9. **STEALING** – Taking the property of someone else without permission or payment. (police involvement if totaling over \$10.00)
10. **THREATS** - No student will physically or verbally threaten, coerce, intimidate, or annoy, either singly or in groups, any other students or staff members. **See Policy: JFC-R**
11. **TRUANCY** – Skipping class/school.
12. **VANDALISM AND PROPERTY DAMAGE** - Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and police involvement may be necessary. If

a student should happen to damage something by accident, that student should report it to a teacher or to the office immediately.

13. **WEAPONS** –State and Federal laws as well as school board policy forbid weapons at school, on school grounds, or at school sponsored activities. **See policy: JFCJ**

BUS RULES FOR STUDENTS Policy: EEACC-R BROOKINGS SCHOOL DISTRICT 5-1

- The driver is in full charge of the students and the bus. The driver's relationship with the students should be on the same plane as that of a teacher in the classroom. Bus transportation for students is not entirely a right, but more like a privilege, conditioned upon courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands complete cooperation from the students. It shall be the duty of the driver to report to the school administrator the names of any students who persist in violating the rules and regulations. The district may find it necessary to temporarily withhold the privilege of riding on the bus from those students who fail to cooperate accordingly.
- Students shall obey all instructions from the school bus driver and authorized student monitors as needed to assure safety.
- Students must occupy the seat assigned to them, if seats are assigned, and must not stand in the aisle.
- The same courteous conduct as is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is not permitted.
- Students must refrain from unnecessary conversation with the driver. The driver's job requires full attention.
- Students must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for tardy students. A time schedule will be available and must be followed.
- Students must not stand in the traffic lanes while waiting for the bus.
- Students will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Students must not throw items on the floor or out of the windows of the bus.
- Students will not open or close the windows without the permission of the bus driver.
- Students must not, at any time, put hands, arms, or heads out of the bus windows.
- Students must not stand or move about inside the bus or try to get on or off while the bus is in motion.
- Students will immediately report to the driver any damage occurring to the bus.
- Students must follow the instructions of the driver when entering or leaving the bus, and when they must cross the road or highway.
- Students must follow the instructions of the driver to cross a road or highway, then cross promptly. The crossing should be approximately 10 feet in FRONT of the bus, in FULL VIEW of the driver.
- Students desiring to leave the bus at other than their designated bus stop MUST PRESENT THE DRIVER WITH WRITTEN PERMISSION from their parents/guardian.
- Students will be courteous to the driver, fellow students, and the general public.
- Students must ride their assigned bus to and from school with any changes to be approved by the Transportation Director.

INFRACTION IN BUS CONDUCT WILL RESULT IN THE FOLLOWING ADMINISTRATIVE ACTION:

First Infraction: The completion of the bus conduct report will be considered the first infraction of student rules for conduct on the bus. The driver will discuss the violation and review the rules with the student. The transportation director will notify the parent/guardian about the first infraction and a copy of the bus conduct report will be sent to them.

Second Infraction: The second bus conduct report that is completed will result in the student being suspended from all buses for two (2) school days. The transportation director will talk with the student and notify the parent/guardian of the suspension prior to the suspension and a copy of the bus conduct report will be sent to them.

Third Infraction: Upon completion of a third bus conduct report, the student will be suspended from all buses for five (5) school days. The transportation director and building administrator will talk to the student about the suspension. The parent/guardian will be notified of the suspension prior to the suspension and a copy of the bus conduct report will be sent to them. Parents/guardians and

their student will be asked to meet with the bus driver, transportation director and building administrator to see if a solution to the problem can be reached. If no contact is made with one of the above, the student will not be allowed to ride the bus.
Fourth Infraction: Upon completion of the fourth bus conduct report, the student will be suspended from all buses for the remainder of the school year. The transportation director and building administrator will talk to the student about the suspension. The parent/guardian will be notified of the suspension prior to the suspension and a copy of the bus conduct report will be sent to them.

THE FOLLOWING INFRACTIONS MAY RESULT IN THE IMMEDIATE REVOKING OF A STUDENT'S BUS RIDING PRIVILEGE.

- **Fighting:** Physical violence in an angry or quarrelsome manner with intent to harm another person.
- **Insubordination:** Refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness or lack of cooperation.
- **Profanity:** Swearing; use of obscene, threatening or flagrantly disrespectful oral or written language; gestures.
- **Intimidation:** Threatening attitude and/or sexual harassment of students and teacher/driver.
- **Destruction or Vandalism of Bus:** Any act relating to the marking, cutting, tearing, breakage, or other acts of general destruction of the bus.

CELL PHONES See Policy: GBCC With middle school students, our experience has shown that the distraction of personal technology outweighs the potential for positive academic benefits. However, teachers wishing to allow cell phone use in the classroom may request prior approval from administration.

Cell phones are to be kept in the students' lockers and may not be used during the school day (8:15—3:22). With prior administration approval, exceptions may be made at the discretion of the supervising adult. Violations may result in an infraction for the student and the phone may be taken and held until the parent/guardian claims it.

COMPUTER ACCEPTABLE USE See Policy: IIBG-R Should a parent prefer that a student not have Internet access, it must be understood that use of the computers is still necessary for more **traditional** purposes such as word processing, PowerPoint, Excel, use of the library automation system (electronic card catalog), and required state testing.

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

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

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

1. Do not share your username and password or allow anyone to use a computer under your login account.
2. Do not damage or misuse the computer, accessories, or the network in any way.
3. Do not interfere with the operation of the network by installing software, shareware, or freeware.
4. Do not view, display, download, import, copy or share offensive or prohibitive materials such as pictures, music, video files, and games. *[If students encounter such material by accident, they should report it to their teacher immediately to protect themselves against a claim of violation of computer guidelines.]*
5. Do not waste limited school resources such as paper and ink cartridges.
6. Do not trespass into restricted accounts or another's folders, work, or files.
7. Do not access personal email accounts, chat rooms, or other questionable websites.
8. Do not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others as one's own.
9. Due to network interference, a laptop, Nintendo DS, PSP, or any outside wireless device is not allowed without prior administrative approval.
10. Students are NOT allowed on teachers' computers.

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

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

Mickelson Middle (6-8) Progressive Discipline Matrix
Administration reserves the right to alternative consequences

Inappropriate Behaviors	Consequences			
<u>Offense</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth + Offense</u>
Class One (per quarter)				
Unexcused Tardies	Record	Record	Record	Infraction
Class Two (per quarter)				
Insubordination Disobedience, Breaking Building Rules, Profanity, Disruption of Library, Hallway, Lunchroom, Minor Vandalism (graffiti), Dress Code, Forging note, Cell Phone	Infraction	Infraction	Infraction--Student Meeting with Team. Infraction form sent home to parents	4th Infraction--1 day in the quiet room or equivalent to and parent contact 5th Infraction-- 2 days in the quiet room or equivalent to and parent contact. 6th Infraction--3 days in the quiet room or equivalent to and parent contact
Class Three (per quarter)				
Physical Aggression/Intimidation	Teacher Intervention/ Lunch Detention (1-5 days) Parent Contact	ISS (1 day) Parent Contact	ISS (3 days) Parent Contact	ISS (5 days) Parent Contact
Truancy/Skipping Class Policy JEDA 1 - 2 periods	Make up time missed Lunch Detention	Make up time missed Doubled Lunch Detention	1 day ISS Lunch Detention	3 days ISS Lunch Detention
3-10 periods	Make up time missed Lunch Detention	1 day ISS Lunch Detention	3 days ISS Lunch Detention	5 days ISS Lunch Detention
Class Four (per year)				

Vandalism/Damage/ Theft to School/Private Property	ISS (3 days) Parent Contact Compensation	ISS (1 day) Parent Contact	ISS (10 days) or Suspension /Expulsion Parent Contact Compensation	NA
Fighting/Violence	ISS (3 days) Counselor Referral Law Enforcement Notified	ISS (5 days) Parent Contact Counselor Referral Law Enforcement Notified	Referral for Long-Term Suspension/ Expulsion Parent Contact Counselor Referral	NA
Products containing tobacco and products containing nicotine such as e-cigarettes/vaping	ISS (3 days) Parent Contact	ISS (5 days) Parent Contact	ISS (10 days) Parent Contact	Suspension/ Expulsion
Obscene language or actions toward staff	ISS (3 days) Parent Contact	ISS (5 days) Parent Contact	ISS (10 days) Parent Contact	Suspension/ Expulsion
Inappropriate Behaviors	Consequences			
<u>Offense</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth + Offense</u>
Class Five (per year) Illegal Offenses				
Disturbance of School (13-32-6)	ISS (3 days)	ISS/OSS (5-10 days)	Long term suspension or Expulsion	NA
Possession/Use/ Under the Influence of Alcohol/Drugs Possession of drug paraphernalia Policy JFCH-R	ISS (3 days)	ISS/OSS (3 + days) Students shall be placed on suspension by building principal with a request to the Superintendent of Schools to extend the suspension beyond the three school days. Mandatory evaluation of the seriousness of the chemical substance problem.	Suspension by building principal with a request for expulsion being forwarded to superintendent of schools. Expulsion procedures shall be instituted at this time.	NA
Anti-Bullying/ Harassment of Students/ Sexual Harassment Policy JBA	Communicate to the aggressor the individual expects the behavior to stop. If the student wants assistance communicating with the aggressor, the individual should ask a teacher, counselor, bus driver, principal, or assistant principal to help.	If the bullying or harassment does not stop, the student is to report the incident to administration. Incident Report forms are available in the office or district website. (Refer to Policy JBA)		
Class Six (per middle school career) Illegal Offenses				
Threats Policy JFC	A student who violates this policy may be suspended and/or expelled, depending on the nature of the violation. Maximum Discipline: 12 months Minimum Discipline: short-term suspension (1-10 days)			

Sale/distribution of controlled substance JICH-R	Long Term Suspension or Expulsion Parent Conference Referral to Authorities
Weapons/ Making False Alarms/ Endangering the life of others Policy JFCJ	Long Term Suspension or Expulsion Parent Conference Referral to Authorities

Administration reserves the right to alternative consequences

Mickelson Middle (6-8) Technology Discipline Matrix

Inappropriate Behaviors	Consequences			
<u>Offense</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth + Offense</u>
Violation				
Acceptable Use Policy Violation--Administrator	Restricted network profile for 5 days Possible ISS Parent Contact	Restricted network profile for 10 days ISS (3 to 5 days) Parent Contact	Loss of computer privileges for a period of time to be determined by administrator--not less than 5 days Restricted network profile for 15 days ISS (5-10 days) Parent contact/meeting	Loss of computer privileges for a period of time to be determined by administrator--not less than 10 days Parent contact/meeting
Violation				
Computer Network Violation Policy IBEG-R Gross misconduct of school computer/technology or personal technology device	ISS 3 days Loss of computer privileges for not less than 10 days Possible long-term suspension and/or referral to law enforcement	ISS 5 days Loss of computer privileges for not less than 45 days Possible long-term suspension and/or referral to law enforcement	Loss of computer use Long Term Suspension or Expulsion	
Violation				
Cyber Bullying Policy JFCD	Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion			

DRESS CODE See policy: JFCA

~~Students dress~~ Students' dress is expected to be appropriate and reflect favorably upon the individual, the school, and the community. Any apparel that is considered inappropriate, disrupts the learning environment, or distracts others from learning/teaching will be addressed as a violation.

The following guidelines should be used by parents and students for appropriate clothing attire for school:

- Excessive exposure of skin or under-clothing may disrupt the educational process-
- .
- Short shorts or skirts, low cut tops, spaghetti straps/tube tops, bare shoulders, midribs and navels exposed are considered excessive in an air-conditioned building.
- No clothing promoting alcohol, tobacco, drugs, profanity, or that depicts/uses sexual innuendos or derogatory language will be allowed at school.
- Wearing caps, hoods, sunglasses, or bandanas in the building is not allowed except when designated by the administration.
- All hazardous jewelry are not permissible.
- Backpacks, purses, coats, ponchos, or jackets will not be allowed in classrooms without administrative approval. Please keep these items in your locker.
- Footwear is required of all students. (Wheels in shoes are prohibited.)
- **Students will not return to class until the clothing/article is removed or changed as determined by school personnel.**

DROPPING/ADDING CLASSES The dropping/adding of classes is to take place at the end of a quarter. It is preferred that music classes be changed at the end of the semester.

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

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

FOOD SERVICE/CHILD NUTRITION

Meal Prices

1. Breakfast and lunch prices are determined annually, please visit the Child Nutrition page on the district website for current rates which can be found at <https://www.brookings.k12.sd.us/Page/441>

Breakfast

1. Service begins at 7:30 each morning and ends promptly at 8:05.
2. Students and food must remain in the cafeteria while eating breakfast. Eating breakfast is not an excuse for being tardy to first period.
3. A breakfast meal includes meat and/or grain, milk, fruit & fruit juice options.
4. All students must select a minimum of ½ cup fruit or fruit juice with their breakfast meal, per USDA nutrition standards.

Lunch

1. Students have 40 minutes.
2. A lunch meal includes meat, grain, milk, fruit and vegetable options.
3. All students must select a minimum of ½ cup of fruits and vegetables with their lunch meal, per USDA nutrition standards.

A la Carte

1. A la carte includes any items beyond what is included in a breakfast or lunch meal. A parent may choose to have their child's a la carte permission blocked by completing a "no a la carte form" found at <https://www.brookings.k12.sd.us/cms/lib/SD01816867/Centricity/Domain/44/No%20A%20la%20Carte%20Form.pdf> or by calling 605-696-4713 with your request.
2. A la carte purchases can only be made if there is money on a student's account to cover the price of the item being purchased.

Meal Accounts

1. The Brookings School District will accept the following methods of payment:
 - a. Online through E-funds with a credit or debit card
 - b. At a child's school with check or cash
 - c. At the District Administration office with a check or cash.
2. Please review the Brookings School District Meal Charge policy (Policy: EFD) found at <https://agendas.brookings.k12.sd.us/>

Special Diets

1. Any student requiring diet accommodations for their meals must submit a special diet prescription that is signed by a physician.
2. Special diet forms can be found at <https://www.brookings.k12.sd.us/cms/lib/SD01816867/Centricity/Domain/44/Special%20Diet%20Form.pdf> and are to be given to the Director of Child Nutrition or the Child Nutrition Manager in the school.
3. Once the forms are submitted a copy is provided to the Director of Child Nutrition, Child Nutrition Manager in the student's school, and the nurse in the student's building.

Free & Reduced Priced Meal Eligibility

1. Free and Reduced Price Meal Applications are available online at <https://www.brookings.k12.sd.us/domain/44>, at the school, and at the district office.
2. Applications are encouraged to be submitted as soon as possible, but can be submitted any time throughout the year.
3. A la carte items are not included in the cost of a student eligible for free or reduced priced meals.

Wellness

1. The Brookings School District Wellness policy (Policy: AE) can be found at <https://agendas.brookings.k12.sd.us/> and the Wellness Procedures (Policy: AE-R) can be found at <https://agendas.brookings.k12.sd.us/>.

Food

1. Students who bring sack lunch may purchase milk, if there are sufficient funds available on the student's account.
2. No pop/soda or energy drinks are allowed.
3. Students may not order food to be delivered to the school.
4. Treats for birthdays are not encouraged due to student/staff allergies.
5. Students need to feel empowered to tell & remind staff of any allergies or health concerns.
- 6.

"CLOSED" NOON HOUR

1. Students may not leave school grounds during the lunch period without a pass.
2. Parent/guardian must phone the school office to give permission for his/her child to leave during lunch.
3. Please call before your child's lunch period on the day that permission is requested.
4. Students may only leave for lunch with parents/guardians or may walk/bike home for lunch if they live within a designated distance (approximately 6 blocks) of the school.
5. Students may not drive themselves off school grounds for lunch.
6. Unexcused tardy following lunch: Extending one's lunch time causes a direct interference with scheduled classes and will not be excused. Loss of privileges may also occur. A parent call and pass to class are required for tardy students.
7. Following abuse to the pass or leave system, the privilege of eating off school grounds may be revoked by administrators.
8. A student may leave the building to go outdoors to the playground areas. (If it is cool enough to wear a coat, the student must bring a jacket before getting into the lunch line. No one will be allowed to go to lockers for coats following noon lunch.) An area is provided for students to place lunch containers if they wish to go outside after they have eaten.
9. Students may go to another staff when the student presents a signed pass to the noon supervisor.
10. When the weather is such (cold, wet) that it may be difficult to go outdoors, students will be instructed to stay in designated areas during lunch periods (to be determined by the principal/vice-principal). Once a decision had been made to go outdoors or stay inside – the student must stick with this decision or commitment until the noon period is over.

LUNCH/CAFETERIA RULES

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

FUNDRAISING

All fundraising projects must be approved in advance by the sponsoring organization advisor and the advisor's administrator. Any expenditure by a school organization must be handled in the same manner. These approvals will be based upon the intended

usage of the funds raised, the nature of the fund-raising activity, and the degree to which it fulfills its purpose for the organization. All monies collected by a school organization are school funds and must be deposited in a school account.

GRADING SCALE

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

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

HEALTH INFORMATION

1. Brookings School District employs school nurses. The MMS nurse can be reached by phone at 696-4519.
2. Let the nurses know if your child has health concerns such as **wears**wearing eyeglasses, asthma, diabetes, seizure disorder, allergies, & or communicable diseases such as chickenpox, strep throat, head lice, pink eye, etc.
3. We recommend a medical exam prior to enrollment in 6th grade. The South Dakota High School Athletic Association does not require a physical to participate at the 7th or 8th grade level sports. We do, however, encourage each athlete to have a physical examination. It will be up to each parent/guardian to determine if they wish their child to have a physical. Athletic medical exam forms may be obtained at the Brookings Clinic and are available on the Brookings School District Website. <https://www.brookings.k12.sd.us/Page/329>

Health Screening

1. Vision & hearing can be done upon request. They are done yearly for 1st through 5th grades.
2. It is recommended that 6th grade students get a physical before school starts to have a good baseline of health.

Immunization Requirements (vaccine)

Current immunization requirements can be found on the South Dakota Department of Health website at:

<http://doh.sd.gov/family/childhood/immunization/school.aspx>

Medications at School

1. Given only with an order from a licensed physician and a signed consent from the parent or guardian.
2. Medication must be dispensed from a pharmacy or in the manufacturer's container.
3. Over-the counter medication will not be given at school without a doctor's order.
4. 30 day supply of meds kept at school at a time.
5. Medication will be taken home the last day of school or picked up by parents within one week after school is out for the year or it will be destroyed.

Allergies

1. Please note any allergies on the Student Health Form.
2. Students need to feel empowered to tell and remind MMS staff of any allergies or health concerns.
3. The Brookings Schools are concerned with the health and welfare of every child. Sometimes it may be difficult to determine whether to keep your child at home or send them to school when they have been ill. Please encourage your child to come to school unless he/she is very ill, has a temperature over 100 degrees, or has a contagious or communicable illness. School personnel may request a doctor's note for multiple absences related to illness.

HOMWORK POLICY Homework is an integral part of the instructional program at our school. Teachers will be reasonable regarding the amount of homework and length of time required for completion. Middle school students should expect to spend about 60 minutes (on average) each day on homework. These are average times and may vary because of individual abilities.

~~study habits, and special projects. While this is a general guideline, there will be times when additional homework time is warranted; for example, studying for a test or completing a long term project. The entire school district homework policy is available online.~~

The MMS website is available for parents to view a calendar of events and provide links to access teachers' email addresses and homework. Homework can be requested by emailing your homeroom teacher or **notifying the office before 9:00 am**. Homework folders can then be picked up at the office between 3:00 pm-4:00 pm.

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

LIBRARY Access the MMS Library from <http://brookings.k12.sd.us>

Library Searches State Library Barcode: 21583000026138 Password: mickelson

Organization of Library Materials:

- Non-fiction is arranged first by classification number and then alphabetically under each number. Reference materials are shelved together.
- Individual biographies are arranged alphabetically by the subject's full name. This keeps together all books or materials about the same person.
- Fiction is arranged alphabetically by the author's last name. There will be a "F" on the spine under which will be the first three letters of the author's name.
- Students may search for available library books on the MMS Library web page under MMS Library Catalog then Destiny Catalog link then MMS Library.

Library Procedures

- A student ID badge/ID number is required to check out books/items from the library during school hours.
- Students may always have three library items checked out at one time.
- Library books may be checked out for 21 days. A book may be renewed one time when checked out. A hold may be placed on up to two books at one time.
- If a student has two overdue books, he or she will not be allowed to check out any additional items until the book has been returned or a replacement fee has been paid.
- Should a student lose or damage a library book, he or she will need to pay the book replacement fee by the end of the school year. All 8th grade students must have their library accounts clear of any lost books prior to beginning the ninth grade at BHS. The payment for a book replacement fee should be given to the MMS Librarian.

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

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

PARENT PORTAL Parent Portal allows parents to access student grades, attendance, student schedule, behavior incidents, and reports, via the internet. Call Theresa at the administration office at 696-4724 or you may contact the middle school office at 696-4500 to set up or change your parent portal.

PERSONAL PROPERTY Security of personal property is the individual responsibility of each student. Bicycles and lockers should be kept locked at all times. The school cannot and will not accept responsibility for the valuables of students. The lock combinations are for individual student's use alone. **A student should not under any circumstances reveal his/her combination**

to anyone else. Any special item of value can be checked in with the homeroom teacher for the day. Generally speaking, items of value should not be brought to school. Book bags/backpacks should be left in the students' locker until the end of the day.

PLAGIARISM If a student plagiarizes, the action will result in the grade being docked. In addition, plagiarism will result in a behavior infraction. Any student who allows his/her work to be copied will receive the same consequences as the student who did the copying.

RELEASE OF INFORMATION -- PUBLIC NOTICE

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

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

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

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

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

STUDENT'S RECORDS POLICY: Student records will only be released in accordance with district policy.

REPORT CARDS Report & midterm reports will be issued on the parent portal. You will receive an email when they are available. Report cards are posted to the portal four times per year. Midterm reports, which may warn of impending failing grade(s) are also posted to the portal four times per year for all students. If your child is doing inadequate work, one of their teachers may contact you. If you are unsure at any time about your child's academic progress, contact his/her homeroom teacher or check the parent portal. <https://sis.ddncampus.net:8081/campus/portal/brookings.jsp>

RESTRAINT OF STUDENT SDLC:13-32-2; POLICY JGB Superintendents, principals, supervisors, and teachers and their assistants have the authority to use the physical force that is reasonable and necessary for supervisory control over students. Like authority over students is given any person delegated to supervise children who have been authorized to attend a school function away from their school premises and school bus drivers while students are riding, boarding, or leaving the buses.

SCHOOL HOURS

- School begins at 8:15 a.m.
- Students who arrive before 8:00 a.m. must stay in the designated area until the area supervisor releases them.
- Students with a pass from a teacher for early morning assistance must present that pass to the supervisor.
- School ends at 3:22 p.m.
- Wednesday school ends at 2:22 p.m.
- Teacher hours – 8:00 a.m. – 4:00 p.m.

SEARCHES See Policy: JFG The right of inspection of a student school locker is inherent in the authority that is granted by the school board. This authority may be exercised as needed in the interest of safeguarding children, their property, and school property.

STUDENT PLANNERS The student planner which is included in this handbook will be given to students at the beginning of the school year. This planner must be replaced if lost or damaged at the student's expense (\$3).

SUMMER SCHOOL & RETENTION POLICY

Summer School

- Students who fail one or more classes may be required to attend summer school.

Retention Policy

The retention policy is as follows:

- Students who fail multiple classes will be required to have a conference with MMS administrators, staff, and parents to determine if they should repeat the classes/grade. (Failing two core classes for the year gives reason for the school to retain the student)
- 8th Grade Only
 - Students who fail math will be required to start with Pre-Algebra in their 9th grade year.

TARDIES

Before school

1. No more than three tardies per semester will be permitted unless they are related to medical appointments, dental appointments, bus problems, family emergencies or the weather.
2. After the third unexcused tardy and any subsequent tardy will result in principal referral.
3. All students must check in at the office if they are late for school.

During the School Day

1. If a student is going to be late passing from one class to another, students must secure a pass from a teacher or a phone call to the class they are going to.
2. Unexcused tardies will be recorded in the student's planner and may result in an infraction.

SCHOOL DISTRICT WELLNESS POLICY INFORMATION Local wellness policies are an important tool for parents, the local school district, and the overall community in promoting student wellness, preventing and reducing childhood obesity, and provide assurance that school nutrition guidelines meet the minimum federal school meal standards.

Background

Congress recognizes that schools play a critical role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. In 2004, Congress passed the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Reauthorization Act (Sec. 204 of [Public Law 108-265](#)). This act required, by law, the Brookings School District to create a local school wellness policy. In 2010, Congress passed the [Healthy, Hunger-Free Kids Act of 2010](#) that included provisions for local school wellness policies related to implementation, evaluation, and publicly reporting on progress of local school wellness policies. On July 21, 2016, the final rules for local school districts were published. The final rule strengthens the requirements on public involvement, transparency, implementation, and evaluation among other topics.

Overview of Requirements

§ The final rules require the Brookings School District to develop a revised local school wellness policy during the 2016-2017 school year. The rules required the local school district to fully comply with the requirements of the final rule by June 30, 2017. This Includes, but is not limited to:

Permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the local wellness policy. The Brookings School District committee included representatives from each of the stakeholder groups mentioned.

Identifying wellness policy leadership of one or more local school district and/or school official(s) who have the authority and responsibility to ensure each school complies with the policy. Principals and child/nutrition staff have been designated as the responsible parties for policy compliance.

Informing and updating the public (including parents, students, and others in the community) about the content and implementation of the local wellness policy. The Brookings School Board held public hearings as well as several readings of the policy at the regularly scheduled school board meetings to allow for public input and comment.

- **Ensuring the wellness policy includes all of the required components:**

- Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
 - Nutrition guidelines for all food and beverages available or for sale on the school campus during the school day that are consistent with Federal regulations for:
 - School meal nutrition standards, and
 - Smart Snacks in School nutrition standards.
- Policies for other foods and beverages available on the school campus during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
 - Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
 - Description of public involvement, public updates, policy leadership, and evaluation plan.

Four key components create the framework for the policy. These components and details are as follows:

1. **Nutrition Education and Nutrition Promotion:** Nutrition education will be offered at each grade level as part of a sequential, comprehensive, standards based program designed to provide students with the knowledge and skills necessary to enhance their health. Nutrition education will be incorporated into the school day as often as possible. The primary goal of nutrition education is to positively influence students' eating behaviors and food choices. Nutrition promotion and education will be offered to parents, staff, and community.
2. **Physical Activity, Education, and Promotion:** Physical education will be offered at the elementary, middle, and high school levels as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills needed for lifelong participation in a broad range of activities. Students will learn the short and long-term benefits of an active and healthy lifestyle to maintain fitness through regular participation in physical activity.
3. **Other School-Based Activities:** Schools will create an environment that provides and demonstrates consistent wellness messages, is conducive to healthy eating and physical activity, and contributes to forming healthy life long habits for students, staff, and community.
4. **Nutrition Standards:** Students' life-long eating habits are greatly influenced by the types of foods and beverages available to them. Foods of good nutritional content including fruits, vegetables, low-fat dairy, lean meat, whole grain rich products, and water will be available wherever and whenever food is sold or otherwise offered at school.

As the Brookings School District implements the policy according to the federal requirements, you will notice several changes in the practices related to food in the schools and classrooms.

These changes can be found in the enclosed wellness policy regulations.

Items of interest include, but are not limited to:

- Schools will permit use of only healthy options of food as an incentive and for celebrations. Other more appropriate rewards will be encouraged (e.g. extra free time, physical activity opportunity, pencils, bookmarks, etc.).
- Extended periods of inactivity (two hours or more) are discouraged. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.
- Schools discourage and will limit celebrations that involve food during the school day. Healthy celebrations promote positive choices and healthy behaviors.
- Schools will promote drinking water as an essential component of student wellness by providing access to free, safe drinking water in varied locations and will encourage student consumption of water throughout the school day. Students will be allowed to drink water from personal water bottles in class.

Here are some examples of snack items that meet "smart snack" guidelines:

-Cheese Stick -Yogurt Cup -100 calorie pack items -Fruit snacks, made with real fruit juice
 -Fresh fruit -Fresh vegetables -Rice cakes -Graham crackers -Rice Krispie treats -Granola Bars

For additional clarification, please contact the school principal.

ELASTICITY CLAUSE:

The school administration reserves the right to amend any provisions in this handbook which he/she deems to be in the best interest of the educational process. The school administration retains the right to issue penalties for acts of discipline not specifically stated here in and to alter penalties as he/she considers necessary.

Name _____ Gr/Team _____				
Quarter ONE BEHAVIORAL/INFRACTIONS				
#	Date	Infraction	Teacher / Parent	
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Behaviors				
L	Inappropriate Language			
NC	Inappropriate Nonverbal Communication			
FD	Not Following Directions			

Quarter ONE Late/Unfinished Work Log				
#	Date	Unfinished Work	Teacher/ Parent	
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IPA	Inappropriate Physical Actions								
H/D	Harassment/Disrespect of others								
Tardy Log									
Period	4 tardies will receive an infraction								
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Quarter TWO BEHAVIORAL/INFRACTIONS				
#	Date	Infraction	Teacher / Parent	
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Behaviors				
L	Inappropriate Language			
NC	Inappropriate Nonverbal Communication			

Quarter TWO Late/Unfinished Work Log				
#	Date	Unfinished Work	Teacher/ Parent	
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FD	Not Following Directions									
IPA	Inappropriate Physical Actions									
H/D	Harassment/Disrespect of others									
Tardy Log										
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Name _____ Gr/Team _____				
Quarter THREE BEHAVIORAL/INFRACTIONS				
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Behaviors				
L	Inappropriate Language			

Quarter THREE Late/Unfinished Work Log				
#	Date	Unfinished Work	Teacher/ Parent	
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NC	Inappropriate Nonverbal Communication							
FD	Not Following Directions							
IPA	Inappropriate Physical Actions							
H/D	Harassment/Disrespect of others							
Tardy Log								
Period	4 tardies will receive an infraction							
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Name _____ Gr/Team _____				
Quarter FOUR BEHAVIORAL/INFRACTIONS				
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Behaviors				
L	Inappropriate Language			

Quarter FOUR Late/Unfinished Work Log				
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NC	Inappropriate Nonverbal Communication								
FD	Not Following Directions								
IPA	Inappropriate Physical Actions								
H/D	Harassment/Disrespect of others								
Tardy Log									
Period	4 tardies will receive an infraction								
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