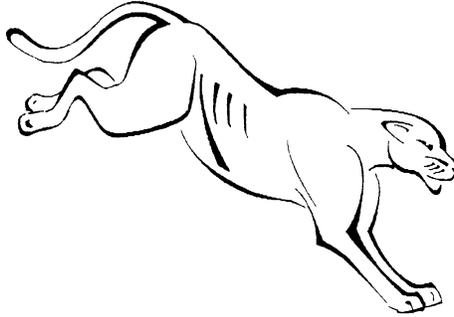


Edison Middle School



Home of the CATS: One TEAM One DREAM

**2101 South West Avenue
Sioux Falls, South Dakota 57105
Telephone: (605) 367-7643**

Fax: (605) 367-8457

Relay Services: Dial 711, then the desired number

Principal: Mr. Shane Hieronimus

Assistant Principal: Mrs. Amber Blume

Counselors: Mrs. Becca Dravland and Mr. Phil Biteler

Welcome to Edison Middle School

This handbook has been prepared to give you some information about Edison including rules, regulations, and procedures to help you be successful. They have been established to create the best possible atmosphere for the education of all our students, and are intended to protect your rights and the rights of others. Your use of this information is to *your* benefit and will also help to maintain the high standards we all expect. Remember, your main responsibility is to take advantage of the educational resources made available to you in a safe, courteous, and disciplined manner. If there are any questions, please stop in the office and let us help you find the answer.

WELCOME TO EDISON MIDDLE SCHOOL

One TEAM One DREAM – The Edison TEAM of staff members are excited to welcome you to another school year! We hope that this is your best year yet. Helping you be successful is our top priority. The teachers and staff are here because we want to help you learn and grow. Using this student handbook and the assignment tracker to help you be successful at Edison Middle School. Please take time to become familiar with the guidelines and policies included in this handbook and ask your parent/guardian to read them as well. At home, plan to review your assignment tracker and team websites daily to check for assignments and any upcoming due dates. We hope you have a wonderful year!

TIPS FOR SUCCESS AT EDISON MIDDLE SCHOOL

- Develop a positive & proud attitude
- Demonstrate enthusiasm in all that you do
- Show respect for adults and other students
- Be involved in school activities
- Come to school regularly and be on time
- Be a friend to everyone
- Be responsible for your own success
- Use your assignment notebook and complete assignments on time
- Follow Edison and team rules
- **One TEAM One DREAM** - We are family; we take care of each other

EDISON SCHOOL HOURS

The school is open for students to enter the front door at 7:00 am every day; however, students must report directly to the café' or their designated location. Parents/Guardians the morning café' is for students who do not walk to school and whose parents need to go to work. Students who walk to school or do not have a morning activity are requested to arrive at school after 8:40 am. Morning supervision in the café begins at 8:00 am. If a student is in the café at 8:00 am, they must remain in the café until 8:40 am. Outside supervision for students begins at 8:20am. Students are allowed go into the café' until 8:30 am; however, students arriving after 8:30 am are required to wait outside until 8:40 am unless they are going in for breakfast or there is inclement weather. During the regularly scheduled day, classes begin at 8:55 am and end at 3:48 pm.

STUDENT ATTENDANCE

School is preparation for future life. It is important that habits of regular attendance be developed. Regular attendance establishes a pattern of responsibility and commitment that will serve students throughout their lives, including post-high school education and the workplace.

Consistent school attendance has a high positive correlation to academic success and school completion. A student's contribution and achievement in class are directly related to attendance. Research shows that students learn best when they attend school every day. When students miss school, they miss important lessons and essential skills they need for academic success. Students and parents/guardians must

understand that students miss a vital portion of their education when they are absent from class. Activities that take place in the classroom are a vital part of the teaching-learning process.

Ten or more absences in a school year is considered excessive by the Sioux Falls School District.

Parents are obligated to see that school age students attend school regularly.

Absences

1. Reporting and notification procedures:

Parent(s)/guardian(s) are expected to notify the school regarding a student's absence on the day of the absence. An absence must be reported either by note, email or phone call.

If requested, students who were absent from school for any reason shall submit in written form the specific reasons for their absence, the specific days or times they were absent and a signature of the parent/guardian. Schools may require verification of absence from a doctor, dentist or other professional as deemed necessary by the principal.

After attendance is collected each morning, middle school office personnel begin calling parents/guardians who have not notified the school regarding a student's absence. Student safety is the main concern and this procedure provides another check on a student's absence.

Middle School and High School: Classes missed because of attendance at a school sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.

2. Absences will be classified and recorded according to the following categories:

- Death in family/funeral
- OSS Alternative attendance
- Court Summons with note
- Illness of student without medical note
- Illness of student with medical note*
- Illness when student sent home from school*
- Religious holidays
- Hazardous weather
- Parent/Guardian requested absence (must be in advance)
- Principal authorized absence
- Documented medical appointment
- OSS and did not attend OSS Alternative
- Skips
- Unauthorized/ Not Notified

* Documentation for students who have a chronic illness or medical condition will be in accordance with Policy/Regulation JLCG/JLCG-R - Program Access for Students with Disabilities or Students with Substantially Limiting Health Impairments.

3. Interventions for Attendance Issues:

Skipping a high school non-credit bearing class, or middle school class, will be dealt with according to Policy/Regulation JK/JK-R – Student Discipline, Class II.

Recognizing the importance of school attendance, staff members shall work to improve attendance by using these procedures:

- At the beginning of each semester teachers will distribute and explain to students a written statement of the criteria upon which grade and credit for the class will be awarded.
- Schools will verbally notify students and/or parents/guardians of attendance records, go over the consequences of excessive absences, and encourage attendance.
- At five and eight days of absence an attendance letter and/or other communication may be sent to the parents/guardians informing them of their student's attendance concerns.
 - Attendance contract may be created between the school, parent, and the student whose attendance warrants a contract. Attendance contracts may carry over from one year to the next and may supersede the provisions of this policy.

Making up work for absences:

- If requested, teachers are expected to provide up to five days of assignments in advance of a planned absence. Assignments for planned absences that extend beyond five days will be available upon the student's return to school. Tests, speeches, or special projects must be completed and submitted on the first day following an absence.
- Schoolwork missed must be made up within two times the number of days absent not to exceed six days. The time allowed for the makeup work may be extended at the discretion of the classroom teacher.
- When a student's attendance impacts academic performance, the student's schedule may be modified, or the student may be placed in a credit recovery program.
- These options may not be available if the absence is for skipping or not attending OSS Alternative, dependent on the individual student's behavior or attendance plan.

4. Marking Attendance:

Middle School Attendance Students will be marked ½ day absent for every five cumulative periods of absence. Students will be marked one day absent for every nine cumulative periods of absence.

When a student has fifteen consecutive absences for skipping, or when the school is not-notified of the reason for the absence, the student will be dropped from enrollment. The student may subsequently re-enroll at any time at their home attendance center.

B. Tardiness and leaving early

1. Tardiness is defined as a student's initial appearance to an assigned area at any time after the designated starting time.

2. Leaving early is defined as the departure from an assigned area at any time before the designated ending time.

3. A student who is tardy, or leaves early, should report to the administrative/attendance office.

4. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardiness. Tardiness sanctions should be consistently applied and should be sequential.

South Dakota's compulsory attendance law requires children to attend school regularly. The District will take all actions available to it when students are truant or habitually absent. Please refer to the Student Absences and Excuses Policy JH/JH-R.

If You Miss Part Of The School Day:

•If you come to school after 8:55 am OR return to school after an appointment, stop in the office to check in.

•**A parent/guardian must come into the office to sign you out for an appointment.**

CLOSED CAMPUS

The school board has determined that all middle schools will operate as a closed campus. That means that a student may not leave school grounds without the permission of the administration from the time of arrival until dismissal.

SCHOOL PROPERTY

The taxpayers of the Sioux Falls School District have provided us with a wonderful building in which to attend school. Students are expected to respect the building and the grounds by keeping it neat and clean. You will be required to pay for any damage to school property.

INFINITE CAMPUS

After logging onto the District's website at www.sf.k12.sd.us, parents/guardians can access Infinite Campus by using your Campus Portal Activation Key or your personalized login and password. Teachers update grades and assignments to Infinite Campus at least every two weeks. The following information can be found: grades and assignment information, schedule, attendance, discipline report, District and State assessment results, lunch account information, overdue library charges, and faculty email list.

MIDDLE SCHOOL PROGRESS REPORTING

All Sioux Falls middle schools assess progress on state standards using the following grading scale. Grades are reported by learning topic in each subject.

A	93-100%
B	85-92%
C	76-84%
D	65-75%
F	64% and below

An incomplete is given only in those cases of long absence or emergencies, when you have not been able to complete your assignments. Unless the work is made-up, an

incomplete automatically becomes an F two weeks from the date the report card is issued.

Midterm progress reports will be sent home to your parents/guardians.

Report cards are issued at the end of each quarter.

SCHOLAR AWARDS

The Edison Academic Scholar quarterly award will be awarded to students who earn at least a 3.45 GPA and earn at least A's, B's, and C's in all of their classes. The GPA is calculated by total "Honor Points" divided by total "Credits". "Credits" are valued at a .5 for Core classes (Math, Science, Social Studies, ELA) for each standard and .25 for Encore classes (All other classes) for each standard per semester. "Honor Points" are calculated by giving each letter grade a point value (A=4 pts, B= 3 pts, C= 2 pts, D= 1pt, F= 0 pts) multiplied by the credit of the class. For example, an A letter grade in a Core class standard is given 2 "Honor Points" (4 pts x .5 = 2 pts) compared to an A letter grade in an Encore class standard would be given 1 pt (4 pts x .25 = 1). Those students receiving the distinction will have their names printed in the Edison Echo.

Students who achieve at least a cumulative 3.45 GPA and earn at least A's, B's, and C's in all of their classes for the first three quarters will be recognized at the end of the year as an Edison Scholar by their team and will be given a certificate at a team event identifying them as an Academic Scholar. Those students who earn all A's will be identified as an Extraordinary Scholar and will receive a medal along with their certificate identifying them as Extraordinary Scholars.

Due to the rigor of the Honors Program and Spanish Immersion Program, students participating in the Honors Program and Spanish Immersion Program will be allowed to earn one B per quarter to receive the medal and be identified as an Extraordinary Scholar.

WITHDRAWAL OR TRANSFER

If it is necessary for you to transfer to another school, please have your parent/guardian notify the counselor's office by note or telephone (367-7643) the morning before your last day at Edison. The necessary forms will be provided to ensure a smooth transition to your new school.

LOCKERS

Each student will be provided with two lockers (one for class and one for Physical Education). Lockers remain the property of the school and are subject to periodic inspection by school personnel. No other lock may be placed on your locker without permission from the administration.

The school cannot be responsible for lost or stolen items, so do not bring valuable items or large sums of money to school. Sharing of your locker is strictly prohibited. PE lockers will

be shared and the PE staff will distribute locks for you to use for your PE locker.

CHROMEBOOKS

Your Chromebook is an important learning tool and is for educational purposes only. Access to and the use of Google Apps for Education is considered a privilege and not a right and is provided at the discretion of the District. The Chromebook is a computer and must be handled with care. One of the best things about the Chromebook is the fact that it is portable. When transporting your Chromebook, here are a few simple guidelines:

- Do not throw your Chromebook.
- Treat your Chromebook with care.
- Keep your Chromebook dry.
- Do not eat or drink near your Chromebook.
- Close the lid of your Chromebook before carrying it from one location to another.
- Do not slam the cover shut.
- Do not use your Chromebook as a folder to store papers.
- Do not insert **anything**, especially metal objects, into the openings of any Chromebook.
 - The Power Cable should be lined up straight with the connector when inserting and removing. Be careful not to jerk/pull/twist around your Chromebook when the cables are attached.
 - When using your Chromebook follow the policies of the District – Acceptable and Ethical Use of Technology Resources (IJNDC/IJNDC-R) and abide by all local, state, and federal laws.
 - Use of obscene, profane, threatening, or disrespectful language is prohibited. In such cases, the alleged violation will be referred to administration for further investigation and application of necessary consequences as indicated in the Student Discipline, Suspension, and Expulsion policy (JK/JK-R).
- Once it's checked out to you each day, the Chromebook is your responsibility. Keep it with you at all times unless you are directed to do otherwise by your teacher.
- Do not modify or add any software on the Chromebook.
- Do not release personal information to strangers when using the Chromebook.
- Keep secure all accounts and passwords assigned to you and do not share these with any other students.
- Clean the Chromebook using only the cleaner provided by the District.
 - Wipe surfaces lightly with a clean, soft cloth.

- To keep the screen clean, do not touch the screen with your fingers.
- **Know that you are financially responsible for any physical damage to the Chromebook (Policy JQ/JQ-R).** Students and parents can participate in the SFSD's Computer Damage/Loss Cooperative Program(Insurance). Please stop in the office if you have any questions.
- **The Chromebook will remain at school and is not allowed to be taken home.**

RESTRICTED ITEMS

There are many items that may distract or disturb others that are not appropriate at school. An example would be shocking devices and laser pointers/lights. Laser pointers/lights are not allowed at school or school activities. Such items will be confiscated and kept in the office until your parent/guardian can come in and claim them and the student will be subject to the District's Discipline Policy JK-R.

STUDENTS PERSONAL PROPERTY - CELL PHONES/ELECTRONIC DEVICES

Cell phones are allowed in school; however they must be turned off and stored in the student's locked locker during the school day. If a student carries his/her cell phone during the day, it will be taken by staff and turned in to the office. On the first offense, the student may pick up the cell phone at the end of the school day. On the second offense, an office referral may be issued and the phone must be picked up by a parent/guardian at the end of the school day. Music listening devices are allowed before and after school, however they should be stored in the student's locked locker during the school day. **Students are not allowed to play games or text message during the school day. Students are not allowed to take pictures on while on school grounds or on the bus. All student use of a cell phone is prohibited during the school day.**

Do not leave items, particularly items of value, where others have easy access to them. In the event of a theft, notify the office and/or the School Resource Officer immediately. Proper action, which may include filing criminal charges, will be taken.

OTHER MODES OF TRANSPORTATION

Students who ride bikes to school must lock them in the racks outside the northeast entrance. Skateboards are not to be ridden on school property at any time including after school hours. If the student drives to school, a completed vehicle registration form must be on file in the office.

DRESS FOR SUCCESS

Cleanliness, good grooming, neatness, and modesty are very important for each student to consider daily. Keep these rules in mind:

- Clothing should be appropriate to the season and to school.

- Clothing that is too revealing is **not permitted** at school. Hemlines of skirts and shorts should reach mid-thigh length or **fingertip length**.
- Tops must have straps wide enough to cover underwear (usually 2 inches wide). No backless, strapless, one-shoulder, tank tops/muscle shirts or spaghetti straps are allowed.
- Hats, caps, coats, and sunglasses are for outside wear only.
- Clothing or accessories promoting alcohol, drugs, tobacco, sexual innuendo, racism, gang affiliation, obscenity, or questionable printing/slogans are prohibited.
- Clothing or accessories with spikes are not allowed.
- Students are not allowed to wear pajamas or pants with feet in them.
- Students are not allowed to wear slippers to school unless designated as a school sponsored activity.
- Students may not wear chains that hang down or are used as belts.
- Clothing, make-up, or hair styles that could create a distraction are not allowed.
- No marking/writing on skin or clothing.
- Coats/jackets should be left in lockers.
- *Administration has the discretion to make decisions concerning appropriate or inappropriate attire for school.*

Violations of the dress code shall be handled in accordance with the District's Discipline Plan – Policy JK/JK-R:

- a. Students will be asked to remove or put away the offending item. It may be necessary to call a parent/guardian to provide alternative clothing.
- b. Alternative clothing will be given for the day.
- c. Repeat violations will be handled in accordance with District Policy JK/JK-R

HALLS/PASSES

Each student is expected to act with courtesy in the hallway. If the student is out of the classroom during class time, he or she must have a pass signed by a staff member.

LIBRARY MEDIA CENTER

The school library serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem solving skills. School librarians select materials in consultation with teachers using standard professional school library review sources to identify resources that are appropriate for the varied interests, abilities, learning styles, and maturity levels of the students served. Materials are intended to stimulate growth in factual knowledge, literary appreciation, aesthetic values and to promote reading for enjoyment. To encourage students to develop the practice of critical analysis to make informed decisions in their daily lives, materials representing more than one point of view are available. Considering the diverse backgrounds and points of view represented in the pluralistic society served by the public school, individuals may occasionally object to materials available through the

school library. Upon the request of parent/guardian, the school librarian will work with individual parents to guide their children to books and resources that align with their family values. In the event a parent believes a specific title should be removed from circulation for all students, the parent should contact the librarian and/or school principal according to Policy KEC/KEC-R Concerns/Complaints about Programs or Instructional Materials.

The mission of the Edison Middle School Library Program is to assist in the learning process and assist students in developing the necessary skills to use information effectively.

Goals:

- Contribute to the development of lifelong learners.
- Provide materials, instruction, and services that meet the information literacy needs of middle-level learners.
- Emphasize the love of reading and learning.

Circulation / Library Policies:

- All print materials and equipment, with a few exceptions, may be checked out for two weeks.
- Students are responsible for returning checked out materials on time.
- Students will be charged fines only in the event that library material is lost or is damaged.
- **Hours are 8:00 am – 4:00 pm M, T, Th, F and 8:45 am – 4:00 pm on Wed.**
- Behavior in the library is based on courtesy and consideration of others and of library materials.
- Edison Library website: <http://libcat.sf.k12.sd.us> – [Choose Edison Middle School](#)

COUNSELING CENTER (367-8331)

Edison takes great pride in our counseling programs. Services offered are social, emotional, academic, career and group counseling/guidance. Counseling may be held individually or in small groups; on a one-time basis or an ongoing basis. In addition, the counselor can assist in referrals to outside agencies. Students wishing to see a counselor are asked to stop by before school, between classes, or after school to sign up for an appointment.

HEALTH SERVICES

South Dakota Codified Law (SDCL 13-28-7.1) requires that any pupil entering school or an early childhood program, shall, prior to admission, be required to present certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, meningitis, and varicella according to recommendations provided by the Department of Health. The Department of Health may modify or delete any of the required immunizations. Failure to have an up-to-date immunization record may exclude you from school until the requirement is met. Exclusion from school for failure to complete health requirements does not exempt a child from mandatory school attendance. Truancy procedures will be followed.

You will be required to complete a health emergency card, which will be filed in the health office in case of an emergency.

If you become ill during the school day, obtain a pass from your teacher and report to the health office. The health secretary or nurse will contact your parent/guardian to inform them of your illness. It is necessary for you to check out with the health office if you leave.

A doctor's statement is required if you are unable to participate in physical education due to a health condition.

Vision and hearing screening can be done at the request of a parent/guardian or staff member.

Medication Administration: *The District's Medication Administration Policy/Regulation JLCD/JLCD-R can be found on the District's website www.sf.k12.sd.us/board/policies*

Misuse of All Medication:

Students are prohibited from transferring, delivering or receiving any medication to or from another student. All violations will result in confiscation of the medication and subject student(s) to discipline in accordance with the District's Discipline Plan. Students who use medication for purposes other than for its intended use will be disciplined according to District Policy JK-R and will no longer be allowed to carry and self-administer medications.

SCHOOL RESOURCE OFFICER

We have a School Resource Officer (SRO) based in our building. The SRO's office is located in the counseling area. Student and parents/guardians are welcome to visit with the SRO regarding safety concerns or to discuss a personal matter. The SRO will frequently be invited into classes to teach. Please get to know our SRO!

7th & 8th GRADE ATHLETIC PARTICIPATION PACKETS

Any student participating in 7th or 8th grade athletics must have a **completed** Sioux Falls Public Schools Athletic Participant Packet on record **before** they will be permitted to practice or compete in any middle school athletics. The packet should be completed online at www.sf.k12.sd.us under the title "Students" and then Related Documents (Activities/Athletics Participant Packet). However, any 7th or 8th grade student who is approved for Petitioning Up for a high school sport **must** have an athletic physical on record at the high school and have completed the Sioux Falls Public Schools Athletic Participant Packet or the Initial/Triennial Athletic Participant Packet. Any incoming 8th grade student who had a physical for their 2017-2018 (7th grade) year must only complete the Sioux Falls Public Schools Athletic Participant Packet and have it on record at their high school. Students in 7th or 8th grade who do not have a current physical

on file will complete the Initial/Triennial Athletic Participant Packet.

7th and 8th CO-CURRICULAR ACTIVITIES

Basketball	Variety Show	Inventions (vocal)
Gymnastics	Orchestra	Brio (orchestra)
Track	W.E.B. Leaders	Improv
Volleyball	Cross Country	Wrestling
Band	Football	Student Council
Jazz band	Chorus	Musical

Annual Staff

*****Get involved! Participating in activities helps you connect to others at school and helps you be connected to school. There is no fee for middle school activities.***

ACTIVITY RULES

When a student participates in athletics, music, and other co-curricular activities, he/she will be required to follow the activity rules which are distributed to all students who are involved in any activity.

Students are expected to be ambassadors for Edison Middle School and exhibit good sportsmanship and respect at all times. If a student is exhibiting poor sportsmanship or disrespect and/or failing their classes, they may face the possibility of not being allowed to participate in co-curricular activities. **If a student is suspended (ISS or OSS), they are not allowed to participate in co-curricular activities during their suspension.**

In order to practice or compete on a given day, participants must be present in school three consecutive periods prior to dismissal or at the discretion of the administration.

AFTER SCHOOL PROGRAM

The YMCA runs our after school program, which is open Monday through Friday from 3:48 - 5:45 pm. The YMCA After School Program (ASP) at Edison Middle School is partially supported by the United Way, City of Sioux Falls, and the YMCA Golf Classic, as well as other entities. The program is a fee based program. No child is ever turned away because of the inability to pay. If your family is unable to pay the requested amount, you are encouraged to apply for financial assistance/scholarships through the YMCA. The ASP programming includes STEM education, community partnerships, literacy/reading assistance, homework assistance, daily physical activity, character building activities and specialty clinics in sports, the arts, and outdoor adventure. Students will receive a nutritious snack and can ride the ASP bus home. Students must get a pass from a teacher or the office if they will be more than 15 minutes late for the program. **Please be aware that all school rules and the District's discipline plan apply to the After School Program.**

EDDIE'S CAFÉ

The cafeteria lunch box system allows you to have your own account where money is deposited and accessed through your

individual ID number. To deposit money into your account, you will use a deposit envelope found outside the office or in the cafeteria area. When you have filled out the envelope, deposit it in the locked box. If you need your account to register the deposited amount the same day, the money must be deposited by 9:00 am. You may purchase a school lunch, breakfast or individual items such as, milk, cookies, or ice cream from your account. You may also bring your own sack lunch from home. Juice is available for purchase on a cash-only basis during lunch. Breakfast is served in the café' starting at 8:20 am and ending at 8:55 am.

Forms for free or reduced lunch are available in the office. If you qualify for free or reduced lunch, your account will be credited monthly.

Student behavior in the cafeteria is based on courtesy and cleanliness. You will have clean up duties assigned to you on a rotating basis. Eating in the cafeteria is a privilege that can be revoked. For inappropriate behaviors, additional clean up duties will be assigned or an office referral will be given at the discretion of the cafeteria supervisors and the administration.

Students are not allowed to have parties for their lunch tables or friends. Tables and/or groups are not allowed to bring outside food (home or commercial food) to share with others during lunch periods. Students are not allowed to bring commercial food in the cafeteria.

PLEASE REMEMBER THE FOLLOWING:

- Bring all necessary books and materials to class.
- Be seated and ready to work when the class period begins.
- Be polite and respectful to all people.
- Show respect for school property and the property of others.
- Wear clothing that promotes a positive learning environment.
- Leave back packs/ book bags in lockers; do not bring them to classes.
- Eat food only in café or where and when approved by teachers and/or administrators.
- Possession of tobacco products, matches or lighters on school property is strictly prohibited. Do not have them in your possession!
- Never bring mood altering substances onto school property and do not have them in your possession.

DETENTION

Detention is held every day from 8:00 – 8:45 am and 3:48-4:30 pm. You may be assigned to detention for excessive tardiness and other acts of misconduct. Students who are assigned to detention must:

1. Arrive on time.
2. Bring study materials.
3. Remain quiet and be working during detention.
4. Two detentions will be assigned for every detention that is missed or skipped.

5. Students will be assigned ISS the next school day if asked to leave a detention session due to negative behaviors.

**Some teams also have "team detention". The times and days of the detention vary from team to team.*

SUSPENSIONS

Students may receive short-term or long-term suspension or expulsion for severe and/or habitual misconduct. Procedures for suspension and expulsion are outlined in District Policy JK-R, which is available online at <http://sf.k12.sd.us>. A copy of the District's Discipline Plan is given to all Edison students and is also located in this assignment notebook. Additional copies are available in the office upon request.

IN-SCHOOL SUSPENSION (ISS)

ISS is assigned to students according to the consequences outlined in the District's Discipline Plan. When placed in ISS, you will be given assignments from your classroom teachers and you will receive credit for completed assignments. You are not allowed to sleep in ISS, nor are you allowed to distract others. Removal from ISS may result in OSS. Students assigned to ISS **may not participate in activity practices, performances, or games on the day of suspension in accordance with District policy.**

ALTERNATIVE OUT-OF-SCHOOL (OSS) SUSPENSION

The Sioux Falls School District offers the OSS Alternative Program as an opportunity for students to learn and recover from their mistakes. The OSS Alternative Program provides a structured environment where students: a) are supervised in a school setting and b) may complete and earn credit for assigned school work during their suspension. Students who do not attend OSS Alternative when provided the opportunity may receive a "zero" for the work missed.

Student Expectations while attending OSS Alternative: All students attending OSS Alternative are expected to:

1. Follow the rules of student conduct and discipline as outlined in Policy JK-R.
2. Complete assigned school work.
3. Treat school staff members and other students with respect.

ALCOHOL AND OTHER DRUGS

The student use, possession, distribution, or sale of alcohol, tobacco, or other dangerous, illegal, or controlled drugs or drug paraphernalia is prohibited in all schools, on school grounds, at school sponsored activities, on student trips, or when students are being transported in vehicles dispatched by the District. Students selling, in possession of, or under the influence of any of the above will be subject to immediate suspension and immediate arrest. This activity may also lead to expulsion from school.

All official notices and District policies can be found on the District's website at www.sf.k12.sd.us or can be

obtained from any school office or the Instructional Planning Center.

NOTICE: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION - Policy Regulation JRA/JRA-R

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notification of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. This does not include the right to request a change to any specific grade. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to privacy of personally identifiable information (PII) in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, a parent, student, or other volunteer assisting another school official in performing his or her tasks; or a service provider or vendor providing the District with online educational services or applications. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks to enroll if the disclosure is for the purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202.

NOTICE: DIRECTORY INFORMATION

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (PII) from your child's education records. However, the District may disclose appropriately designated "directory information" (information that is generally not considered harmful or an invasion of privacy if released, without written consent), unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information in certain school publications. Directory information may also be provided to outside organizations. The District classifies and identifies directory information as follows:

A. Directory Information for Use in School Publications:

The District designates the following as directory information for use by the District in school publications without prior parental written consent:

1. Student's name;
2. Grade level;
3. Student's participation in officially recognized activities or sports;
4. Weight and height of athletes;
5. Honors, awards, and degrees;
6. Information which denotes accomplishments and achievements;
7. Individual and group photographs;
8. Dates of attendance;
9. School attending; and
10. Parent/Guardian name.

Examples of the use of the above information in school publications by the District include but are not limited to: class rosters posted inside school buildings; a program showing a student's role in a music or drama production; the annual yearbook; school newspaper; honor roll or other recognition lists; graduation programs; and sports activity programs, such as for wrestling, showing weight and height of team members.

B. Directory Information for Student Contact Lists and Public Requests (Outside Organizations):

The District designates the following as directory information that may be disclosed by the District without prior written parental consent to outside organizations:

1. Student's name;
2. Address;
3. Telephone number;
4. School attending; and
5. Grade level.

Examples of the use of outside organization directory information include but are not limited to: use in a parent/student contact list (e.g. buzz book, school telephone directory, school contact list); providing information, upon request, to individuals, groups or organizations outside of

school (e.g. parent groups [booster groups, PTA], outside organizations serving youth, companies that manufacture class rings or supply graduation items, photographers).

In addition, the District may provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent. This written notice must be given to the student's building principal/program administrator or the Director of Technology & Information Services/Student Records within fifteen (15) days after notice is given.

Upon directory information from either category A or B being made public by the District (e.g. a program distributed at school event or information provided to manufacturer of class rings), that specific information, unless excluded by law, may fall within the definition of a public record and be accessible to the citizens of South Dakota in accordance with South Dakota's open record laws.

Right of Parent/Guardian or Eligible Student to Opt-Out Of Disclosure of Directory Information

The District will disclose the above identified directory information without written consent unless a parent or an eligible student "opts-out." Parents or an eligible student may elect to "opt-out" of one or both categories of directory information (Directory Information for Use in School Publications and/or Directory Information for Student Contact Lists and Public Requests (Outside Organizations)). Any such "opt-out" must be made, in writing, to the building principal within fifteen 15 days after the notice is given.

Policy/Regulation JRA/JRA-R can be found on the District's website at www.sf.k12.sd.us or can be obtained from any school office or the Instructional Planning Center.

NOTICE: INFORMATION NOT SUBJECT TO SURVEY, ANALYSIS, OR EVALUATION WITHOUT CONSENT/ PROTECTION OF PUPIL RIGHTS AMENDMENT AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES ANNUAL NOTIFICATION – POLICY ILD

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. South Dakota Codified Law 13-3-51.2 provides greater rights to parents. These include the right to:

- *Consent* before students are required to submit to a survey, analysis, or evaluation that concerns one or more of the following protected areas ("protected information survey"):
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents
8. Personal or family gun ownership; or,
9. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student out of –*

1. Certain non-emergency medical examinations required for school attendance; and
 2. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use –*
1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The District has adopted a procedure regarding the above rights and to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The District will notify parents at the beginning of the school year if the District has identified the specific or approximate dates of surveys for which consent is required. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to consent (protected information surveys) or opt their child out (marketing activities and certain non-emergency medical examinations) as required by the PPRA and state law. Parents will also be provided an opportunity to review any pertinent surveys. Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202. Policy ILD can be found on the District's website at www.sf.k12.sd.us or can be obtained from any school office or the Instructional Planning Center.

**NOTICE OF NON-DISCRIMINATION –
POLICY/REGULATION AC/AC-R**

In an effort to provide a safe, respectful educational environment, the District prohibits discrimination in its policies, employment practices and programs on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information or any other category protected by law. In addition, the District shall not discriminate in the opportunities for students on the basis of parental status, marital status, or pregnancy, nor shall such students be excluded from any program or

activity, including any class or any extracurricular activity. Additionally, the District provides equal access to the Boy Scouts and other designated youth groups. Prohibited acts of discrimination include racial, sexual, ethnic or other types of slurs, insults, intimidation, harassment and other conduct directed toward another person in accordance with Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (discrimination based on disability); Title VI of the Civil Rights Act of 1964 (discrimination based on national origin or race); Title IX of the Education Amendments of 1972 (discrimination based on gender); the Age Discrimination Act of 1975 (discrimination based on age.); and the Boy Scouts of America Equal Access Act of 2001 (equal access to public school facilities for the Boy Scouts and other designated youth groups). In addition, the District provides equal access/equal opportunity for students, employees, and the public to District programs and activities.

**NOTICE: SECTION 504 OF THE REHABILITATION
ACT OF 1973- Policy/Regulation KED/KED-R
DISABILITY DISCRIMINATION IN
PROGRAMS/SERVICES**

Section 504 of the Rehabilitation Act of 1973 (Section 504) is designed to eliminate discrimination on the basis of disability and requires that qualified individuals be provided equal access to educational programs and services

ACCESS - Persons with disabilities may contact the building principal or site administrator at least 72 hours before the event to obtain reasonable accommodations needed to participate in District programs.

STUDENTS - Policy/Regulation KED/KED-R, Concerns and Complaints about Educational Programs for Students with Disabilities or Students with Substantially Limiting Health Conditions, outlines the District's procedure relating to the identification, evaluation or educational placement of a student under Section 504. Concerns/Complaints relating to the identification, evaluation or educational placement of a student under Section 504 should be referred to the District's Section 504 Coordinator - Supervisor of Health Services. 201 East 38th St.; Sioux Falls, SD 57105-5898; Ph. (605)367-7933.

PARENTAL RIGHTS - You have the right to: (1) Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability; (2) Have your child receive a free appropriate education; (3) Have your child educated in facilities and receive services comparable to those provided nondisabled students; (4) Have your child have an equal opportunity to participate in nonacademic and extracurricular activities provided by the District; (5) Receive notice with respect to the identification, evaluation or placement (including a substantial change in placement) of your child; (6) Have the identification, evaluation and placement decisions based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options; (7) Have your child receive appropriate educational and related services when eligible and necessary under Section 504; (8) Examine all relevant records relating to decisions regarding your child's educational records, including records related to the

identification, evaluation, educational program and placement; (9) Request a review of a Section 504 Team decision relating to the evaluation, educational program and placement (including any substantial change in placement) of your child; (10) Request an impartial due process hearing relating to the evaluation, educational and placement decisions (including any substantial change in placement); (11) Appeal the decision of the impartial hearing officer to a court of competent jurisdiction; (12) Have the District advise you of these rights under the federal law.

The Sioux Falls School District must identify and evaluate students who may be eligible for services under Section 504 due to the following conditions:

1. A physical or mental impairment that substantially limits one or more major life activities (which includes major bodily functions); or
2. A record of having an impairment that substantially limits one or more major life activities, or
3. An impairment that substantially limits one or more major life activities.

The District will provide prior written notice to parents before initiating or changing or refusing to initiate or change the identification, evaluation or educational placement of a student under Section 504. Parent consent is required for all initial evaluations.

COMPLAINT PROCEDURE – RESOLUTION OF DISCRIMINATION COMPLAINTS

Individuals with concerns or inquiries about discrimination are encouraged to attempt to resolve the concern informally by working with the administrator most directly involved in the situation. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Discrimination based on a student’s disability: Section 504 Coordinator: Health Services Supervisor, 201 East 38th St., Sioux Falls, SD 57105-5898, Ph. (605)367-7933.
- All other forms of discrimination: Civil Rights Officer/Title IX Coordinator (CRO/IX), In-House Counsel, 201 East 38th St., Sioux Falls, SD 57105-5898 Ph. (605)367-4670.

A complaint may be filed by a student, parent/guardian, employee or other citizen when it is felt that a violation of Policy AC Nondiscrimination/Equal Opportunity has occurred. Formal complaints are filed with the persons named above.

1. The Complaint Investigation Form should be completed by the person filing the complaint or the designated administrator. The form includes the following:

- Complainant’s name and address
- Date(s) of the incident(s)
- Description of the incident(s)
- Name(s) of the person(s) involved in the incident(s)
- Name(s) of any witness(es) to the incident(s)
- What action, if any, has been taken
- Requested resolution of the complaint
- Signature of the complainant will be requested, but not required

2. An investigation will be initiated. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent and the CRO/IX.

3. If the complainant is not satisfied with the decision rendered by the designated administrator, he/she may appeal the decision to the Superintendent within ten (10) working days following receipt of the decision. The appeal must include the original Complaint Investigation Form, a copy of the decision from the designated administrator and a written statement as to a reason for the appeal.

4. The Superintendent or designee will review the materials submitted, investigate the circumstances and respond in writing within fourteen (14) working days from the appeal.

At the Superintendent’s level, the appeal process may or may not include a conference with the parties involved.

5. If the complainant is not satisfied with the decision rendered by the Superintendent, he/she may request a hearing in executive session with the School Board. The request for hearing must be submitted in writing within ten (10) working days through the Superintendent’s Office. The hearing will be scheduled within thirty (30) working days from the request for hearing. The involved parties will be notified in writing of the date and time of the scheduled hearing.

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

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

The District prohibits retaliation against any individual who reports a claim under this policy or participates in an investigation of any such claim.

Policy/Regulation AC/AC-R can be found on the District’s website at www.sf.k12.sd.us or can be obtained from any school office or the Instructional Planning Center. Concerns and inquiries regarding discrimination rights may be directed to the Kansas City Office, Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106. Telephone: (816) 268-0550; Facsimile: (816) 268-0559; Email: OCR.KansasCity@ed.gov.

REVIEW AND IMPARTIAL DUE PROCESS HEARING PROCEDURE

The parent of a child with a disability who disagrees with any decision regarding the identification, evaluation or educational placement of a student by the 504 Team may request a review by the District’s Section 504 Coordinator – Supervisor of Health Services or file a Due Process Complaint. Request for review: The District’s 504 Coordinator will send a written response to the parent/guardian within ten (10) working days of receiving the request for review. That written response will

specifically address the issues raised by the parent/guardian. Impartial Due Process Hearing: A parent/guardian may file a Due Process Complaint at the Instructional Planning Center addressed to the District's 504 Coordinator. Prior to the initiation of a Due Process Hearing, the Section 504 Coordinator will offer to convene a meeting with the parents and the relevant member or members of the 504 Team and a representative of the District who has decision-making authority on behalf of the District. The purpose of the meeting is for the parents to discuss their Due Process Complaint and the facts that form the basis of the Complaint so that the District has the opportunity to resolve the dispute. If the issues raised in the Due Process Complaint are not resolved to the satisfaction of the parent within 30 days of the receipt of the Due Process Complaint, a Due Process Hearing will be scheduled. An impartial Hearing Officer will be retained to conduct a hearing. Any party to a hearing has the right to:

1. Be accompanied and advised by counsel - neither party has the right to be represented by a non-attorney at a hearing;
2. Present evidence and confront, cross-examine, and compel the attendance of witnesses;
3. Introduce evidence that has been disclosed to the other party at least 5 business days before the hearing;
4. Obtain a written, or, at the option of the parent, electronic, verbatim record of the hearing; and
5. Obtain written, or, at the option of the parents, electronic findings of fact and decisions.

A complete copy of Policy/Regulation KED/KED-R can be accessed at www.sf.k12.sd.us/schoolboard/policies or obtained from any school office.

Concerns and inquiries regarding Section 504 may be directed to the Office of Civil Rights, U.S. Dept. of Education, Kansas City Office, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106. Telephone: (816) 268-0550; Facsimile: (816) 268-0559; Email: OCR.KansasCity@ed.gov.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT: CHILD IDENTIFICATION

The District provides free, appropriate education for all children with disabilities from birth through age 21. Any eligible child within the jurisdiction of the District, including those enrolled in any public or private agency or school located in the District, should be referred to the Office of Special Services. Ph. (605)367-7689.

Documents for Public Inspection: The District is operating a project in compliance with the Individuals with Disabilities Education Act. Any funding applications, evaluation, or reports required by the state for operation of the project are available for public inspection. Documents are maintained in the Special Services Office of the Instructional Planning Center, 201 East 38th St., and are available during business hours.

DISCRIMINATION AND HARASSMENT

The Sioux Falls School District is committed to providing a learning environment free of discrimination and harassment. The District prohibits discrimination/harassment on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information or any other category protected by law. Additionally, the District provides equal access to the Boy Scouts and other designated youth groups.

The District will investigate all reports of harassment/discrimination, and will discipline, or take appropriate action, against any student or employee who is found to have violated the Harassment and/or Discrimination Policies and Regulations:

1. Students should report complaints of harassment to a building administrator.
2. If a student prefers, the student may first report a concern to a counselor, or other trusted adult. That staff member will report the concern to the administrator.
3. Parents/ guardians are encouraged to call an administrator if they are concerned about harassment or intimidation issues.
4. An administrator will investigate all complaints and determine an appropriate course of action.
5. Submission of a complaint or report of harassment will not affect the student's status with the District. Retaliation for making a complaint or participating in an investigation will not be tolerated.

More information can be found on the District's website: <http://www.sf.k12.sd.us/students/report-of-concern-students>



EMS Events for 2018-2019

Aug 23	Cross Country, Football, and Volleyball Sign-up	PRO-time
Aug 24	Color A Thon Kickoff Assembly – PRO Time	
Aug 27	Cross Country, Football and Volleyball Practice Begins	
Aug 28-30	MAP Assessment – 6 th , 7 th and 8 th grade	
Sept 6	8 th Volleyball Pictures- PM	
Sept 7	7 th Volleyball Pictures – PM	
Sept 7	Make-up Pictures	8:55 AM
Sept 10	Cross Country Pictures – PM	
Sept 11	8 th Football Pictures - PM	
Sept 12	7 th Football Pictures - PM	
Sept 14	Color A Thon	4:00 – 5:30 PM
Sept 18, 19, 20	Inventions Auditions – Choir Room	4:00 – 6:00 PM
Oct 4	Picture Retakes	8:55 AM
Oct 5	Fall High School Athletic Informational Meetings – PRO Time	
Oct 9	LHS Fall Choir Concert w/8 th grade at LHS (rehearsal at 6:00 PM) - LHS	7:00 PM
Oct 10	Olweus Kick-off	PRO-time
Oct 8, 11	Parent Teacher Conferences	4:15 – 8:00 PM
Oct. 12	Parent Teacher Conferences	12:15 – 4:15 PM
Oct 17	Metro Cross Country Meet – Yankton Trails	4:15 PM
Oct 16, 17, 18	Brio Auditions	4:00-5:30 PM
Oct 25	Girls Basketball Sign-up	PRO-time
Nov 5	Girls Basketball Practice Begins	
Nov 13	Wrestling Practice Begins	
Nov 14	PTO Fundraiser Kickoff – PRO Time Assembly	
Nov 15	7 th Grade Girls BB Pictures (AM) – 8 th Grade Girls BB Pictures (PM)	
Nov 8	6 th Grade Orchestra Concert	6:00 PM
Nov 8	7 th Grade Orchestra Concert	6:45 PM
Nov 8	8 th Grade Orchestra Concert	7:30 PM
Nov 19	LHS Band Concert w/8 th grade at LHS (rehearsal at 6:00 PM) – LHS	6:30 PM
Dec 4, 5, 6	Variety Show Auditions in the Auditorium	4:00 – 6:00 PM
Dec 6	6 th Grade and 7 th /8 th Grade Band Concerts	6:30/7:30 PM
Dec 13	RHS Band Concert w/8 th grade at LHS (rehearsal at 7:30 AM EMS) – RHS	7:00 PM
Dec 17-19	MAP Assessment – 6 th , 7 th and 8 th grade	
Jan 3	Boys Basketball Sign-up	PRO-time
Jan 14	Boys Basketball Practice Begins	
Jan 15	6 th Grade and 7 th /8 th Grade Chorus Concerts	6:30/7:45 PM
Jan 21	Metro Finals – Wrestling @WHS	6:00 PM
Jan 17	1 st Semester Student of the Month Breakfast – Cafeteria	8:00 AM
Jan 29	8 th Grade Boys Basketball Pictures	AM
Jan 29, 31 and Feb 1	Variety Show in Auditorium	7:00 PM
Jan 30	7 th Grade Boys Basketball Pictures	AM
Jan 30	7 th /8 th Grade Gymnastics Sign-up	PRO-time
Feb 1	Spring High School Athletic Informational Meetings – PRO Time	
Feb 13	7 th & 8 th Girls Gymnastics Begins	
Feb 26	Band Recital Night – Band Room	6:30 PM
Feb 7, 12, 14	Parent Teacher Conferences	4:15 – 8:00 PM
Mar 14	Girls and Boys Track Sign-up	PRO-time
Mar 25	Track Practice Begins	
Apr 3	8 th Grade Track Pictures	PM
Apr 4	7 th Grade Track Pictures	PM
Apr 5	Brio/Jazz Band/Inventions Tour	All Day
Apr 11	6 th Grade Orchestra Concert - Gym	6:00 PM
Apr 11	7 th Grade Orchestra Concert - Gym	6:45 PM
Apr 11	8 th Grade Orchestra Concert – Gym	7:30 PM
Apr 15-17	Smarter Balanced Assessment – 6 th , 7 th , and 8 th grade	
Apr 24-25	Smarter Balanced Assessment – 6 th , 7 th , and 8 th grade	
Apr 25	6 th Grade and 7 th /8 th Grade Chorus Concerts	6:30/7:45 PM
May 2	6 th Grade and 7 th /8 th Grade Band Concerts	6:30/7:30 PM
May 6	Metro Field Meet – 7 th @O*G and 8 th @HWF (Rain date May 8)	4:30 PM
May 7	Metro Track Running Meet @HWF (Rain Date May 9)	4:30 PM
May 10	Inventions and Illuminations Final Concert - Auditorium	7:00 PM
May 13, 15-16	MAP Assessment – 6 th , 7 th and 8 th grade	
May 14	8 th Grade Poetry Slam – Washington Pavilion	
May 15	EMS Fun Run	4:00 PM
May 16	2 nd Semester Student of the Month Breakfast – Cafeteria	8:00 AM

District-Wide Middle School Rules

Due Process: Students shall be afforded due process rights. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of the rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; (5) a penalty that is proportionate to the violation.

Consequence Definitions

Detention: Discipline which requires students to serve time before or after school, or during lunch, with no credit for class work missed.

In school suspension (ISS): Temporary denial to a student by a principal of participation in a class. Suspension will be served in school and the student will receive credit for completed class work.

Suspension after school (SAS): Discipline which requires students to serve time at the end of the school day.

Short-term suspension: (STS) Temporary denial to a student by the principal, superintendent, or School Board of participation in a class or classes for no more than ten school days. The duration of the suspension may be reduced if student agrees to participate in an appropriate counseling program.

Long-term suspension: (LTS) Temporary denial to a student by the Superintendent or School Board of participation in school for more than ten days, but not to exceed ninety days.

Expulsion: Denial of a student's membership in school by the school board for a period of time.

Where appropriate the following additional consequences may be added to any violation:

Choices counseling/conflict resolution: Programs designed to teach students to deal with conflict in a constructive manner.

Community service: May be served at the school outside of the school day by assisting school staff in carrying out their duties.

Counselor referral: Student is referred to their school counselor or an independent counselor.

Drug/Alcohol evaluation and counseling: Student must complete a drug/alcohol assessment to determine appropriate course of treatment. Once the assessment is completed student must participate in recommended counseling sessions.

Out of school suspension alternative (OSS-A): Optional short-term placement program for students who are out of school suspended. If students attend OSSA they may receive credit for school work that is missed as a result of the suspension. If students do not attend they may receive zeros for missed work.

Police referral: When appropriate students will be referred to the police for violations that are also violations of city, state, or federal laws.

Reassignment: Reassignment of a student to a school or school program because of student misbehavior. When a student is reassigned for misbehavior, transportation will be provided by the parent at no expense to the District.

Restitution: When appropriate students will reimburse the school or others for financial damages.

Restrictions: Removal of student privileges.

Risk/Threat assessment: Assessment conducted by an outside agency to determine the safety risk a student poses to a school environment.

Student assistance team (SAT): A team of staff members who work together to help students become and remain successful in school.

Student conference: A meeting with administration and/or a counselor or team.

Student contract: A written plan or agreement to address discipline concerns.

The progression of consequences resets according to the following schedule:

Class 1, 2 and 3: Per semester Class 4, 5, 6, and 7: Per year

When discipline is imposed, parents/guardians will be contacted by email and/or mailing of the office referral and/or by phone or in person to make them aware of the situation and, where appropriate, to discuss appropriate steps to resolve the situation or to address a future situation.

Infraction	Class	Infraction Definition	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Academic Infractions	2	Academic Dishonesty: Using or submitting work that is not your own, also known as cheating, plagiarism, copying, transferring computer files, etc.... Students will be expected to follow classroom instructions relating to academic integrity.	Student conference and/or Detention	ISS/SAS or detention (1-3 days) Student conference	ISS/SAS (3-5 days) Student contract Counselor referral	STS (1 day) No credit for involved assignment
	2	Neglecting Obligations: Neglecting to complete disciplinary obligations such as detention, suspension after school, or community service.	No credit for involved assignment	No credit for involved assignment	No credit for involved assignment	
Attendance Related Infractions	1	Tardy: Late to class or school.	Handled at building level	Handled at building level	Handled at building level	Handled at building level
	2	Closed Campus: Leaving school without the permission of administration.	Student conference and/or Detention	ISS/SAS or detention (1-3 days) Student conference	ISS/SAS (3-5 days) Student contract Counselor referral	
	2	Skipping: Unapproved absence from a class period within the school day, including leaving class without permission.				
	3	Unauthorized Visit to Another School: Visiting another school during the school day without administrative permission including visiting another school while on an out-of-school suspension.	ISS/SAS (1 day)	ISS/SAS (1-3 days)	ISS/SAS (3-5 days)	STS (3 days)

Infraction	Class	Infraction Definition	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Bullying/ Harassment Hazing	4	Bullying: Physical, verbal, written or electronic conduct directed toward a student that is 1) Unwanted, 2) Repeated, and 3) Involves an imbalance of power. These actions are so pervasive, severe and objectively offensive that they: 1) have the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment, or 2) have the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities. <i>See Policy JFCE</i>	ISS/SAS (3-5 days)	STS (1-3 days)	STS (3-5 days)	LTS
	4	Harassment: Harassment is a form of discrimination. Physical or verbal conduct related to a person's race, religion, national origin, age, gender (including pregnancy), disability, sexual orientation, military status, genetic information or other category protected by law. The District specifically prohibits any form of harassment that is sexual in nature. Includes, but is not limited to, verbal harassment or abuse, implied or overt threat(s), physical acts of aggression, and intimidating behavior, which have the effect of substantially or unreasonably interfering with a student's education, use of services, or participation in activities. <i>See Policies AC/AC-R and JAAA/JAAA-R.</i>				
	4	Hazing: Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class, or for any other purpose. <i>See Policy JICFA/JICFA-R.</i>				
Disrespect and Disobedience	2	Failure to Comply with Instructions: Failure to complete or fulfill a task assigned by a staff member.	Student conference and/or Detention	ISS/SAS or Detention (1-3 days) Student conference	ISS/SAS (3-5 days) Student contract Counselor referral	STS (1-3 days)
	3	Disrespectful Behavior: Communication or actions that demonstrate a lack of respect or courtesy toward an individual.	ISS/SAS (1 day)	ISS/SAS (1-3 days)	STS (1-3 days)	STS (3-5 days)
	3	Offensive Language/Gesture: Use of disgusting, hurtful, obscene, or foul language, communication, or action.				
	3	Insubordination: Student conduct deemed as repeated unwillingness to submit to authority or refusal to respond to a reasonable request (including providing false information)				
	4	Offensive Language Directed at a Staff Member: Offensive language or gesture as defined above directed at another person	ISS/SAS (3-5 days)	STS (1-3 days)	STS (3-5 days)	STS (5-10 days)
Disruption	2	School Disruption: Creating or contributing to a moderate disturbance that disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others.	Student conference and/or Detention	ISS/SAS or detention (1-3 days) Student conference	ISS/SAS (3-5 days) Student contract Counselor referral	STS (1-3 days)
Dress Code	2	Inappropriate Dress: Violation of the school's dress code including but not limited to wearing clothing with profanity, suggestive themes such as alcohol, drugs, sex, death, or violence.	Student conference and/or Detention Change clothes	Student and Parent conference Detention (1-3 days) Change clothes	ISS/SAS (1 day) Student contract Counselor referral Change clothes	See insubordination 2 nd violation Change clothes
Electronic Devices	1	Cell Phones/Electronic Devices: Possessing a cell phone, or other personal device, that is turned on and/or within view, on school property between the first bell or last bell of the school day, or on buses contracted by the District, unless otherwise authorized by school officials and/or using an electronic device for a non-educational purpose.	Device confiscated until end of school day	Device confiscated until picked up by parent or held in office for 5 days	Detention Device confiscated until picked up by parent or held in office for 10 days	Detention Student may no longer bring phone or device into school
	3	Technology Misuse: Unauthorized use of electronic devices/technology. Use of District technology is a privilege and not a right and acceptable use is set forth in <i>Policy LNDC/LNDC-R</i> . If the misuse constitutes another violation, consequences consistent with the other violation may also be given.	ISS/SAS (1 day) Restrictions	ISS/SAS (3-5 days) Restrictions	STS (1-2 days) Restrictions	STS (2-3 days) Restrictions

Infraction	Class	Infraction Definition	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Gang Activity	3	Gang Activity- Low Level: Wearing or possessing gang-related apparel and/or communication, whether verbal, gestures, handshakes, drawings, or writings, to convey membership or affiliation with a gang.	Warning	ISS/SAS (1-3 days) Counselor referral	ISS/SAS (3-5 days) Restrictions	STS (1-3 days) SAT Referral
	5	Gang Activity – High Level: Participation or association with a group in which the student’s conduct presents a threat to himself/herself or others, is not in the best interest of the school, or causes a substantial disruption in the school environment.	LTS Police referral SAT referral	LTS or Expulsion Police referral		
Illegal Activities	5	Weapons-No Malicious Intent: Possession of an item considered to be a weapon when student brought the item to school by accident, without knowing it was a weapon, and/or without the intent to harm others.	STS (5 days)	STS (10 days)	LTS or Expulsion Police referral	
	6	Bomb Threat: A threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.	LTS or Expulsion Police referral			
	6	Fires/ Misuse of Fire Alarms/Extinguishers: Causing, or attempting to cause, a fire on school grounds, pulling a fire alarm, or using a fire extinguisher without valid cause.				
	6	Weapons: Possessing, handling, or transmitting any object or material that is ordinarily considered a weapon, look-alike weapons, or any object that could place a person in reasonable fear of physical harm. Includes, but not limited to knives, razor blades, mace, and pepper spray.				
	6	Engaging in Illegal Activities: Any other law breaking event which poses a threat to the student or others, causes a substantial disruption in the school setting, and/or is not in the best interests of the school.				
	7	Firearms: Carrying, possessing, storing, keeping, leaving, placing, or putting into the possession of another person, any firearm including an air gun.	Expulsion (12 months) Police referral			
Property Infractions	4	Destruction of Property: Causing or attempting to cause damage to private or school property, or the repeated damage involving private or school property. This includes the alteration of student or school computer programs or systems.	ISS/SAS (3-5 days) Restitution and/or Community Service	STS (1-3 days) Restitution and/or Community Service	STS (3-5 days) Restitution and/or Community Service	STS (5-10 days) Restitution and/or Community Service
	4	Theft: Taking something that does not belong to you. Stealing, or attempting to steal, private or school property.				
	4	Trespassing: Entering or remaining on school grounds or facilities without authorization and with no lawful purpose including visiting another school while on an out-of-school suspension.				
Tobacco, Alcohol, and Drugs	4	Tobacco: Using, possessing, selling, or dispensing of tobacco products, and related items such as, but not limited to, lighters, matches, vapor pens, e-cigarettes, and e-liquids and oils. <i>See Policy JICG.</i>	ISS/SAS (1-3 days)	ISS/SAS (3-5 days)	STS (1-3 days)	STS (4-10 days)
	5	Mood Altering Chemicals, Substances, and Paraphernalia: Using, possessing, or being under the influence of any mood altering chemicals, substances, controlled substances or controlled substances without a valid prescription, or drug paraphernalia, including vapor pens/e-cigarettes. This includes transferring, delivering, or receiving any medications to or from another student and using medication for purposes other than for its intended use. <i>See Policy JLCD/JLCD-R.</i> Under the Influence: Any detectable amount of a mood altering substance, such as steroids, marijuana, inhalants, alcohol, or other drugs.	LTS Police referral SAT referral	LTS or Expulsion Police referral		
	6	Distribution: Selling, dispensing, or possessing an amount that suggests distribution of a mood altering chemical or substance.	LTS or Expulsion Police referral			

Infraction	Class	Infraction Definition	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Sexual Misconduct	3	Pornographic Materials: Possessing, creating, or viewing obscene writings, drawings, photographs, videos, sound recordings, or the like.	ISS/SAS (1 day)	ISS/SAS (1-3 days)	ISS/SAS (3-5 days)	STS (1-3 days)
	4	Sexual Activity: Touching of a sexual nature, attempting to engage or engaging in sexual activity, or exposing private body parts.	ISS/SAS (3-5 days)	STS (1-3 days)	STS (3-5 days)	STS (4-10 days)
	6	Sexual Violence: Physical sexual acts against a person's will, or where a person is incapable of giving consent.	LTS or Expulsion Police referral			
Verbal and Physical Altercations	2	Verbal Dispute: A confrontation between two or more students without physical aggression or injury.	Detention	ISS/SAS (1-3 days)	ISS/SAS (3-5 days)	
	3	Verbal Altercation: A hostile confrontation between two or more students involving the use of profanity and causing a substantial disruption.	ISS (1-3 days) Restrictions	ISS (3-5 days) Restrictions	STS (1-3 days) Restrictions	STS (3-5 days) SAT Referral
	3	Physical Aggression: Aggressive behavior with the potential to cause physical harm towards others.				
	4	Intimidation/Threat-Student: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to another student's safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed physically toward another student.	ISS/SAS (3-5 days)	STS (1-3 days)	STS (3-5 days)	STS (4-10 days)
	4	Physical Injury-Student: Causing physical injury to another student. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.	STS (1-3 days) SAT referral Counselor referral	STS (3-5 days) SAT referral Counselor referral	STS (4-10 days) SAT referral Counselor referral	LTS
	4	Fighting: A physical conflict involving two or more students.				
	5	Intimidation/Threat-Staff: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to a staff member's safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed physically toward a staff member.	STS (5-10 days) Police referral SAT referral	LTS or Expulsion Police referral		
	5	Physical Injury-Staff: Causing physical injury to a staff member. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.				
6	Endangering the Lives of Others or Causing Serious Bodily Injury: Actions causing serious bodily harm or actions that significantly jeopardizes an individual(s)' safety or well-being.	LTS or Expulsion				
Vehicle Infractions	2	Parking Lot Violations-School Rules: Failure to comply with school parking lot rules and regulations. Students are expected to park in parking lots and spaces as assigned by administration.	Student conference Restrictions	Detention Restrictions Student contract	ISS/SAS (1 day) Restrictions	Loss of parking privileges/Vehicle may be towed
	3	Parking Lot Violations-Laws: Failure to comply with City and State traffic laws in school parking lots and on District property.	Student conference Detention Restrictions	ISS/SAS (1 day) Restrictions	Loss of parking privileges/Vehicle may be towed	

Additional Infractions:

Accessory: Students who cause someone else to commit a violation, help in the commission of a violation, or encourages, advises, or acts with another to commit violation will be disciplined as if they committed the violation themselves.

Transportation behavior: While on district-provided transportation (including, but not limited to a bus or cab), students shall adhere to the same behavior expectations, standards, and consequences as at school. Consequence will be consistent with the violation committed which may include suspension of riding privileges. *See Policy EE/EE-R.*

Infractions off school grounds: Activities that occur outside of the school environment but substantially disturb the school environment are subject to the consequences listed in this matrix.

Other campuses: Any violation committed by a student on another campus shall be punished in the same manner as if the violation had been committed at the student's assigned school.

Activity (Participation) Rules: The District's Activity Rules apply for a Class FOUR (4) violation or above and consequences for participation in co-curricular or extracurricular activities are in addition to the above listed consequences. *See Policy JAA/JAA-R.*

Edison Anti-Bullying Rules:

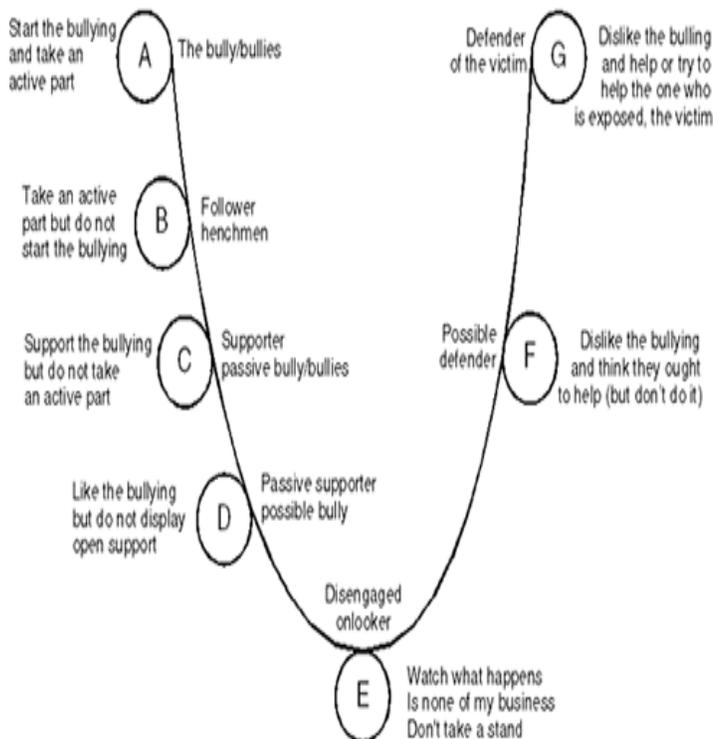
1. We will not bully others.
2. We will try to help others who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and at home.

*Everyone must work together to
end bullying.*

Can we count on you?

**BULLYING
IS WHEN
SOMEONE
REPEATEDLY
AND
ON PURPOSE
SAYS OR DOES MEAN
OR HURTFUL
THINGS TO ANOTHER
PERSON WHO HAS A
HARD TIME
DEFENDING HIMSELF
OR HERSELF.**

Figure 5
The Bullying Circle
Students' Modes of Reaction/Roles in Acute Bullying Situation





Record of Books Read

#	Title	Author	Genre	# of Pages	Date Begun	Date Finished	Rating ☺ ☹ ☹
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