



George McGovern Middle School

**6221 West Maple Street
Sioux Falls, SD 57107
605.367.4440**

(Fax) 605.367.4434

Relay services for the hearing impaired: Dial 711, then the number

WELCOME TO GEORGE MCGOVERN MIDDLE SCHOOL

We're glad you're here! Middle school is a time when you have many opportunities to learn and to explore new ideas and activities. You're at a wonderful place to do that!

Helping you be successful is our most important job. The staff you'll meet here all have the goal of helping you learn. Using this assignment notebook will help you reach that goal. Take time to read the policies and guidelines outlined in this handbook, and ask your parent or guardian to read them too. At home, develop a plan to review your assignment notebook daily and check for assignments and their due dates.

Remember: at George McGovern Middle School, attitude is everything and the attitude is one of respect. Make it a GREAT year!

Mrs. Lynn Gillette, Principal

Mr. Richie Hutchinson, Assistant Principal

Mrs. Rebecca Vandrungen, Administrator Intern

Checklist for Success at McGovern

- Demonstrate Perseverance, Grit, and Kindness!
- Respect people, property and time.
- Be involved in school activities.
- Come to school regularly and on time.
- Follow McGovern and team expectations
- Use your assignment notebook and complete assignments on time.

Eagle Expectations

- Keep backpacks in your locker.
- Keep your cell phones off and in your locker.

- Keep headphones put away until given permission to use them.
- Keep food and beverages in your locker.

ATTENDANCE

Regular and prompt attendance at school is the responsibility of both the student and the parent/guardian. Not only is regular school attendance required by law, it is critical to your success.

Before School TARDINESS

- If you arrive late to school (after 8:55am) report to the front office for a tardy slip.
- Each quarter you will be allowed two tardies for reasons other than appointments.
- Excessive tardies may result in, parent/guardian contact, a lunch detention, and/or suspension after school to make up missed learning.

ABSENCE FROM SCHOOL

- Your parent/guardian must call the school (367-4438) by 8:55am to inform the office of your absence. To ensure the safety of our students, office personnel will attempt to call a parent, guardian, or emergency contact if we do not receive a call.
- OR a parent/guardian's written note must be presented to the school office upon your return. Please include your name, the date, day(s) of absence, reason for absence, and parent/guardian signature. Schools may require verification of absence from a doctor, dentist, or other professional as deemed necessary by the principal.

ABSENCE DURING THE DAY

- If you must miss school for part of the day due to an appointment, please bring a note from your parent/guardian stating the time you need to be dismissed, as well as the reason, to the office.
- You will be given a yellow pass to leave class.
- Please show that pass to your teacher, and stop in the office to check out.
- If you return to school after the appointment, you must check into the office. You will be given a pass to class.

RECORDING OF ABSENCES

- Absences will be recorded according to School District policy JH and JH-R. Please visit the Sioux Falls School District website to view the entire policy: www.sf.k12.sd.us/policies.

MAKE-UP WORK AND INFINITE CAMPUS

Contact your teachers about make-up work when returning from an absence. After a three-day absence, you may call the office and we will collect your assignments for someone to pick up for you. After logging onto the District's website at www.sf.k12.sd.us, your parent or guardian 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 regularly. Once you are in the portal, you can find information about your grades and assignments, your schedule and attendance, your discipline record, your District and state assessment results, your Lunch Box information, overdue library charges, and faculty email addresses.

WITHDRAWAL OR TRANSFER

If it is necessary for you to transfer to another school, please have your parent/guardian notify the counselors' office by note or telephone (367-4435) the morning before your last day at McGovern. The necessary forms will be provided to ensure a smooth transition to your new school.

EARLY ARRIVAL TO SCHOOL

We recognize that there are times when you may need to arrive early to school. The commons opens at 7:30am with supervision beginning at 8:00am. If you are coming early to work with a teacher, that teacher will give you a pass. Breakfast is available in the commons, beginning at 8:30am.

MAKING THE GRADE

All Sioux Falls schools use the following grading scale:

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

Midterm progress reports will be sent to your parent/guardian in the middle of each quarter. Report cards are distributed at conferences at the end of the first quarter. They are mailed home after the end of the remaining grading periods. A second conference is scheduled at midterm of the third quarter

LOCKERS

Each student will be provided with a locker. It is your responsibility to keep your locker clean, both on the inside and out. Lockers remain the property of the school and are subject to periodic inspection by school personnel.

The first rule of middle school is **DO NOT TELL YOUR LOCKER COMBINATION TO ANYONE ELSE, NOT EVEN YOUR BEST FRIEND!** The school cannot be responsible for lost or stolen items, so do not bring valuable items or large sums of money to school.

LEAVE THEM AT HOME

There are many items that may distract or disturb others that are not appropriate at school. They include, but are not limited to, electronic devices such as mp3 players, laser lights, handheld video games, and walkie-talkies. Other items that do not belong at school are roller blades, scooters, and skateboards. Such items may be confiscated and kept in the office until your parent/guardian can come in and claim them. **Skateboards may not be ridden on school grounds at any time, and this includes before and after school hours.**

Do not leave items, particularly items of value, where others have easy access to them. In the event of a theft, notify the office or the school resource officer. Proper action, which may include filing criminal charges, will be taken.

CELL PHONES

According to District policy, cell phones are permitted on school grounds. However, between the first bell at 8:55am and the last bell at 3:48pm, cell phones must be powered off and put in lockers. **Cell phone use is prohibited during the school day.**

Parents/guardians who need to reach you during the day can call the office at 367-4440 to leave a message. We deliver student messages at the end of the day.

PARK IT

Students who ride bikes to school must lock them in the racks outside the building. If you drive to school, a completed vehicle registration form must be on file in the office. Park your vehicle in one of the spaces along the south side of the parking lot.

DRESS FOR SUCCESS

We want students to express themselves through their clothing while also teaching the importance of a respectable and professional appearance for success in the professional world.

Students should keep these guidelines in mind:

- Clothing promoting alcohol, drugs, tobacco, sexual innuendo, obscene or questionable printing or slogans is prohibited.
- Tops need to have two straps wide enough to cover underwear (generally two inches). Backless, one-shoulder, strapless, or spaghetti straps should be worn modestly.
- Chains and spikes can be a safety issue and therefore are not allowed in school.
- Shorts/skirts must be fingertip length or mid-thigh, whichever is longer.
- No flannel "pajama" shorts or pants.
- Headgear such as caps, hats, or bandanas of any color cannot be worn inside the building unless the student has prior approval from administration.
- 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.

HALLS/PASSES

Student will be given a paper pass by their teacher. Students will also complete a check-out sheet located in the classroom.

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. Materials are intended to stimulate growth in factual knowledge, literary appreciation, aesthetic values, and to promote reading for enjoyment. Upon parental request, 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.

Basic guidelines of the library media center are:

- Behavior in the library is based on courtesy and consideration of others and materials.
- All print materials except reference books and magazines may be checked out for two weeks.
- Students are responsible for lost materials, returning books on time, and fines.

HOMEWORK HELP

Teachers are always available to help students with homework before or after school. Please work with your teacher to arrange before/after school homework help. Students who need homework help might also be interested in the Youthlink program, sponsored by the Volunteers of America. You can get more information about Youthlink from the main or counselors' office.

COMPUTER USAGE

GMMS has computers available for student use. Students are required to follow District policy requirements regarding the use of the internet at school. When using computers, 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. Students who misuse computers, other hardware or software, or the internet may lose the privilege of using such equipment.

CHROMEBOOKS

Your Chromebook is an important learning tool and is for educational purposes. Access to and the use of Chromebooks 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. The following guidelines should be followed when using your Chromebook:

- Do not throw your Chromebook.
- Treat your Chromebook with care.
- Keep your Chromebook dry.
- Do not eat or drink near the Chromebook.
- Close the lid of the Chromebook before carrying it from one location to another.
- Do not slam the cover shut.
- Do not use the Chromebook as a folder to store papers.
- Do not insert **anything**, especially metal objects, into the openings of the Chromebook.
- The Power Cable should be lined up straight with the connector when inserting and removing. Be careful not to jerk/pull/twist your Chromebook around when the cables are attached.
- 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.
- The Chromebook is the responsibility of the student and will stay in possession of the student at all times.
- Do not modify or add any software on the Chromebook.
- Do not release personal information to strangers when using the Chromebook.
- Keep all accounts and passwords assigned to you secure and do not share these with any other students.
- 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.
- Students and parents are able to participate in the SFSD's Computer Damage/Loss Cooperative Program. Please stop in the office if you have any questions.

COUNSELING OFFICE (367-4435)

McGovern Middle School takes great pride in our counseling programs. Services offered are social and emotional counseling for groups or individuals and academic and career guidance. Counseling may be held in small groups, on a one-time basis, or on a continuing 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. We also have counseling available to students through a variety of outside agencies.

HEALTH SERVICES

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/policies

Over-the Counter: Students in grades 6-12 may possess and self-administer over-the-counter (non-prescribed) medication if parental consent is updated annually on the Student's Health Information record. Possession is limited to the dose(s) necessary during school hours or the school event or activity for one day.

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. Students who use medication for purposes other than for its intended use will be disciplined and will no longer be allowed to carry and self-administer medications.

SCHOOL RESOURCE OFFICER

We are fortunate to have a school resource officer (SRO) based full-time in our building. The SRO office is located in the counseling area. You are welcome to visit with the SRO regarding safety concerns or to discuss a personal matter.

COCURRICULAR ACTIVITIES

There are a number of cocurricular activities in which to get involved: Yearbook, Gymnastics, Variety Show, Track, Orchestra, Volleyball, Band, Football, W.E.B. Leaders, Cross Country, Student Council, Wrestling, Basketball, Chorus, Musical Theater.

Participating in activities makes school more fun. There is no fee for middle school activities.

ACTIVITY RULES

When you participate in athletics, music, and other cocurricular activities, you will be required to follow the activity rules, which are distributed to all students who are involved in any activity.

ATHLETIC PARTICIPATION

Any student participating in 7th or 8th grade athletics must have a **completed** athletics participation packet on record in the school office **before** they will be permitted to practice or compete in any middle school athletics. The packet may be picked up in the school office. The athletics participation packet can also be completed as part of your online registration through Infinite Campus. 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. Any incoming 8th grade student who had a physical for their 2014-15 (7th grade) year must complete an interim packet and have it on record at their high school.

AFTER SCHOOL PROGRAM

The YMCA runs the after school program, which is open Monday through Friday from 3:48pm to 5:45pm. There is no charge for the program, but you do need to have your parent/guardian register you for it. There are activities such as homework help, sports, and games. You will receive a nutritious snack and can ride the after school bus home. Call the YMCA (336-3190) for more information.

LUNCH

The District Lunch Box system allows you to have your own account where money is deposited and accessed through your individual ID number. Each time you buy something, the correct amount of money is deducted from your account. To deposit money into your account, you will use a deposit envelope found in the office or the commons. 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 9:00am. You may purchase school lunch or breakfast, individual items, milk, cookies, or ice cream from the account. You may also bring your own sack lunch from home. Juice is available for purchase on a cash-only basis during lunch. Forms for free or reduced-price lunch are available in the office. If you qualify for free or reduced-price lunch, your account will be credited monthly. Parents

can access student lunch accounts through Infinite Campus. Student behavior in the commons is based on courtesy and cleanliness. Eating in the commons is a privilege that can be revoked.

Food and Snacks

Food, snacks, and beverages may be consumed in designated areas only. Any outside food or beverages must be kept in lockers and transported to designated areas sealed and stowed appropriately to prevent spills or messes.

SCHOOL CANCELLATIONS

Occasionally, school starts late or is cancelled because of weather. If you are wondering if there will be school or if it will start late, there are a variety of ways you can find out. All of the local TV and radio stations will be informed of any delays or cancellations of school in Sioux Falls. Additionally, you can also go to the Sioux Falls School District website, www.sf.k12.sd.us, and that site will have current information. Any announcements that are made for the Sioux Falls School District also include McGovern and the Immersion Center. If school is starting late, buses will run accordingly. Please do not call the school to find out if we are starting on time or if we are having school.

STUDENT SAFETY

Keeping you safe at school, as well as on your trip to and from school, is extremely important to us. For that reason, we hold periodic drills so that you will know what to do in case of an emergency such as a fire, tornado, or lockdown situation. If we should have to go into a lockdown situation for an extended period of time, the news media would be notified and your parents would be informed where and how to pick you up.

ALCOHOL AND OTHER DRUGS

The 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.

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>

Sioux Falls School District Annual Notifications

All current official notices and District policies can be found on the District's website at <http://www.sf.k12.sd.us/our-district/district-policies> 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.

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.

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 Com-plaints 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 ac-tivities 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, eval-uation 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 edu-cational 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 place-ment; (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, educa-tional 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 fol-lowing 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 initiat-ing 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.

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 represen-tative 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 re-ceipt 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, verba-tim 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 In-structional Planning Center, 201 East 38th St., and are available during business hours.

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

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

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)	ISS/SAS (3-5 days)	STS (1 day)
	2	Neglecting Obligations: Neglecting to complete disciplinary obligations such as detention, suspension after school, or community service.	No credit for involved assignment	Student conference No credit for involved assignment	Student contract Counselor referral 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 students,				

		education, use of services, or participation in activities. <i>See Policies AC/AC-R and JIAA/JIAA-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 respect or courtesy toward an individual.	ISS/SAS (1 day)	ISS/SAS (1-3 days)	STS (1-3 days)	TS (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)	TS (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 IJNDC/IJNDC-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	SS/SAS (1-3 days) Counselor referral	SS/SAS (3-5 days) Restrictions	TS (1-3 days) AT 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.	TS Police referral AT referral	TS 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.	TS (5 days)	TS (10 days)	TS 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.	TS 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.	SS/SAS (3-5 days) Restitution and/or Community Service	TS (1-3 days) Restitution and/or Community Service	TS (3-5 days) Restitution and/or Community Service	TS (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>	SS/SAS (1-3 days)	SS/SAS (3-5 days)	TS (1-3 days)	TS (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,	TS Police referral AT referral	TS or Expulsion Police referral		

	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. Under the Influence: Any detectable amount of a mood altering substance, such as teroids, marijuana, inhalants, alcohol, or other drugs.</i>				
	Distribution: Selling, dispensing, or possessing an amount that suggests distribution of a mood altering chemical or substance.	LTS or Expulsion Police referral			
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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	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.	Counselor referral			
	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 JJAA/JJAA-R.*