

Huron Middle School



HANDBOOK

2023-2024

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WELCOME TO HURON MIDDLE SCHOOL “HOME OF THE TIGERS”

1045 18TH St. SW, Huron, SD 57350
Office: (605) 353-6900 Fax: (605) 353-6913
website: www.huron.k12.sd.us

Congratulations – You’re in Middle School! It’s an exciting time that marks the beginning of an important new phase in your educational and personal development. We are excited to begin working with each and every one of you. Our curriculum will challenge you to reach new heights. You will have more activities to join. It is a time to start seriously thinking about careers, life choices, and friends. We encourage you to work hard and talk with those who will be of help. Every parent knows the importance of the three “R’s”: Reading, wRiting and aRithmetic, but there is a fourth “R” – Responsibility –and it is a basis to learning. When you learn how to study, organize your time, solve problems, and get along with others, you will be successful. One of our goals is to see that all students and parents/guardians feel at home at HMS. To accomplish this, we ask that you work with us and visit often. Be sure to read the Huron Middle School Handbook and review it regularly. We feel that this communication tool can lead to a successful year. Remember, that middle school is a time of change. The workload and social adjustments are great. Huron Middle School asks that you attend school regularly, complete all assignments, be kind and respectful to others, and demonstrate good behavior by following school rules. Get ready for a great year! We hope you find the days, weeks, and months ahead to be a positive and rewarding educational experience.

Play a positive role in this time of change,
Laura Willemsen, Principal
Lyndi Hudson, Assistant Principal

Greetings from the Guidance/Counseling Department:

We are excited to meet each and every one of you. The purpose of our department is to anticipate and address each student’s personal, social, educational, and career needs. We realize that changing times and life outside of school can produce complex needs which cannot be met solely by the classroom teacher. Therefore, it is our goal to work with students, parents, and staff to help create a memorable school experience.

Best of luck to you at HMS!

Akina Decker, Social Worker
Taylor Kevan, Social Worker

School Song

We're loyal to you, Huron High.
We're orange and black, Huron High;
We'll back you to stand
'Gainst the best in the land,
For we know you are grand, Huron High.
(Rah! Rah!)
So go beat that team, Huron High;
We're backing you all, Huron High;
Our team is our fame protector – TIGERS;
For we expect victory from you, Huron High.



Mission, Vision, & Belief Statements



Mission Statement

Lifelong learners will be inspired and developed through effective teaching in a safe and caring environment.

Vision Statement

Respect – Pride - Excellence for All

Huron Middle School Belief Statements

We Believe:

- (1) all students are capable of learning, achieving, and succeeding both academically and socially.
- (2) high expectations produce high achievers.
- (3) our schools provide opportunity and incentive to challenge each student to develop to the best of his/her ability.
- (4) the primary responsibility of education begins in the home and is actively shared by the student, family, school, and community.
- (5) our school emphasizes the development of technical and occupational skills to produce competent members of our community.
- (6) in the ideals on which the Constitution is based and that educated and involved citizens are essential for a democratic society.
- (7) in the interrelationship of personal virtues, civic values, and ethical conduct.
- (8) school safety is essential to student learning, and is the responsibility of the school system and community.



Huron School Board & District Administration



Garret Bischoff
President

Shelly Siemonsma
Member

Tim VanBerkum
Vice President

Craig Lee
Member

Kristi Glanzer
Member



Dr. Kraig Steinhoff
Superintendent
Phone: 605.353.6900

150 5th Street SW
Huron, SD 57350



Kelly Christopherson, CPA
Business Manager
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Huron, SD 57350

Mike Radke, Ed. S.
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High School Assistant & Colony Principal
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701 18th SW
Huron, SD 57350

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1045 18th St. SW
Huron, SD 57350

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Buchanan K/1 Center Principal
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Madison 2/3 Center Principal
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Washington 4/5 Center Principal
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Roger Ahlers, MA
Technology Director
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701 18th SW
Huron, SD 57350

Terry Rotert, MA, CAA
Activities Director and Arena Manager
Phone: 605.353.6973

150 5th Street SW
Huron, SD 57350

John Halbkat
Director of Buildings & Grounds
Phone: 605.353.7867

150 5th Street SW
Huron, SD 57350

Amanda Reilly
School Nutrition Director
Phone: 605.353.6909

1045 18th St. SW
Huron, SD 57350

Kathie Bostrom
Director of Transportation
Phone: 605.353.6989

700 Lincoln Ave NW
Huron, SD 57350

You may want to receive important announcements and information from time to time from the middle school office via e-mail. To sign up for this go to:
www.k12.sd.us/Listserv/HuronMiddleSchoolInfo.htm and follow the instructions. If you have any questions, contact the middle school office.



Huron Middle School Staff



6th Grade		
Lisa Carr	Language Arts	lisa.carr@k12.sd.us
Courtney Clarke	Science	courtney.clarke@k12.sd.us
Zach Kaderabek	ESL	Zachary.kaderabek@k12.sd.us
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Chris Rozell	Mathematics	chris.rozell@k12.sd.us
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Paige Lampe	English Language Arts	Paige.lampe@k12.sd.us
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Lisa Kissner	Mathematics	lisa.kissner@k12.sd.us
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Andrew Raml	Social Studies	andrew.raml@k12.sd.us
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Camryn Romig	8 th History/7 th Geography	Camryn.romig@k12.sd.us
Special Education		
Amanda Katzenberger	DLC	Amanda.katzenberger@k12.sd.us
Kris Lavallee	8 th Grade SPED	Kristopher.lavallee@k12.sd.us

Abbie Moring	6th Grade SPED	
Brittney McClanahan	7 th grade	Brittney.mcclanahan@k12.sd.us
Exploratory Staff		
Tammy Barnes	6th Keyboarding, 7th Writing, 8th Careers	tammy.barnes@k12.sd.us
Tim Buddenhagen	6-8th grade Physical Education	tim.buddenhagen@k12.sd.us
Michelle Johnson	6-8th grade Art	michelle.johnson@k12.sd.us
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Beth Neitzert	6-8th grade Orchestra	beth.neitzert@k12.sd.us
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Mrs. Rita Lanners	School Nurse	raleigh.larson@k12.sd.us
Mrs. Rita Schulz	HMS Counseling Office Secretary	Rita.schulz@k12.sd.us
Mrs. Sarah Owen	HMS Secretary	Sarah.owen@k12.sd.us
Mrs. Leia Eddy	HMS Secretary	leia.eddy@k12.sd.us
Mrs. Amanda DeJong	Instructional Coach	amanda.dejong@k12.sd.us

 **School Calendar 2023-24** 

August 15	5-6 p.m. Open House
August 17	First Day of School
August 30	Early Release
August 31- September 4 NO SCHOOL	(State Fair and Labor Day)
September 15 Early Release.....	Homecoming
October 2 and 3.....	Student-Led Parent/ Teacher Conferences
October 4	Early Release
October 9 NO SCHOOL.....	Native American Day
November 1.....	Early Release
November 10 NO SCHOOL.....	Veteran’s Day
November 22-24 NO SCHOOL.....	Thanksgiving Break
December 6.....	Early Release
December 25-January 2 NO SCHOOL.....	Christmas Vacation
January 10.....	Early Release
January 15 NO SCHOOL.....	Martin Luther King, Jr. Holiday
February 7.....	Early Release
February 16-19 NO SCHOOL	President’s Day Break
February 26 and 27.....	Student-Led Parent/Teacher Conferences
March 6.....	Early Release
March 8 NO SCHOOL.....	Spring Break
March 15 NO SCHOOL.....	Spring Break
March 29 NO SCHOOL.....	Spring Break
April 1.....	Vacation
April 10.....	Early Release
May 1.....	Early Release
May 16 Early Release.....	Last Day of Classes



Statement of Rights



Students at Huron Middle School have the basic constitutional rights that are guaranteed to all citizens. In exercising these rights, students have a responsibility to respect the fundamental rights of all citizens. One purpose of schools is to encourage the responsible use of these rights, and develop good citizenship within the framework of an educational society. The school is a community, and the rules of a school are the laws of that community. To enjoy the right of citizenship in the school, students must also accept the responsibilities of citizenship.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after 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 records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student 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.

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 by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from 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 of 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, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. 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 school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for 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 Huron School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Huron School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Huron School District may disclose appropriately designated "directory information" 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 Huron School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary*

Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. ¹

If you do not want the Huron School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. The Huron School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- | | |
|--------------------------|--|
| -Student’s name | -Participation in officially |
| -Address | recognized activities and sports |
| -Telephone listing | -Weight and height of members of |
| -Electronic mail address | athletic teams |
| -Photograph | -Degrees, honors, and awards |
| -Date and place of birth | received |
| -Major field of study | -The most recent educational agency or |
| -Dates of attendance | institution attended |
| -Grade level | |
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.) See the list below of the disclosures that elementary and secondary schools may make without consent.**

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Right to Nondiscrimination

The Huron School District will not discriminate in any of its policies on the basis of age, race, color, creed, national origin, ancestry, religion, sex, marital status, or disability, and will not violate any provisions of applicable federal programs, statutes or regulation (e.g., Title IX, Title I, Rehabilitation Act, Americans with Disabilities Act [ADA] Section 504). Inquiries concerning the application of Title VI or Title IX may be referred to Mrs. Linda Pietz or Rodney Mittelstedt, Coordinators, Huron School District, Huron, SD 57350 (605-353-8660) or the U.S. Dept. of Education, Office for Civil Rights, Customer Service Team, 400 Maryland Ave. SW,

Washington, DC 20202-1100. Phone: (800-421-3481; FAX (202)245-6840; TDD (877)521-2172; E-mail: OCR@ed.gov

Section 504/American Disabilities Act

For a complete description of the rights granted under section 504 to students with disabilities, please contact Mrs. Ralyna Schilling, Special Services Director, at 353-6997 or Ms. Heather Sieh, Huron Middle School Counselor at 353-6900 or heather.sieh@k12.sd.us.

Rights of the Disabled

All students with disabilities in the Huron School District are entitled to the benefits of a free and appropriate educational program. For specific information about eligibility and services, please contact Mrs. Ralyna Schilling, Special Services Director, at 353-6997.

Right of Parent, Guardian, or Student to Prohibit Release of Information

A parent, guardian, or student over 18 years of age may refuse to permit the release of any of the directory information by notifying the principal in writing. Such notification may be made at any time.

Student Records Policy

The Board of Education has adopted an educational records policy, and in implementing the release of information, that policy shall be considered. This policy is on file in the middle school office.

Public Solicitation in the Schools (School Policy Manual KI)

Except those approved by the district administration and/or school board, no person will solicit contributions, sell, or offer for sale (within school buildings or on school property) any articles or services.

Special Interest/Instructional Material

In accordance with federal copyright law (9III AK/KFA) (MPAA MOVIES AND VIDEOS), the Huron School district 2-2 has adopted a video policy, which prevents classrooms from showing home videos without classroom instructional purposes. The use of movies, videos and other audiovisual materials may be used in the classroom according to board policy. This policy may be reviewed in Principal's Office or the Curriculum office at 353-6992.

USDA Guidelines

For all other FNS nutrition assistance programs, State or local agencies, and their sub recipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact

the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
fax: (202) 690-7442
email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Due Process Procedure

Due process can be simply defined as observing all regulations as prescribed by law to ensure that the student's rights and privileges are protected when disciplinary action is deemed necessary. The due process procedure is as follows:

- An informal meeting will take place between the administrator and the student.
- The student must be informed of the charges.
- The student must be given the opportunity to tell his/her version of the situation.
- The administrator will make the final determination.

Guidelines, pursuant to SDCL 13-32-9, to be followed in cases of suspension and/or expulsion, are on file in the principal's office.



Attendance



If a student is to be absent from school, he/she is requested to bring a written statement from parents stating the date(s) of and the reason for the absence, or parents may call the school at 605-353-6900 at any time to report their child absent for the day.

Parents will be contacted by letter after four, eight, and twelve absences, and a parent conference may be held when the student reaches twelve absences. If a student is judged to be truant, the school district's truant officer or the state's attorney may be called. The Huron School Board believes attendance is vital to the progression of student learning and has set a goal of 90% attendance rate (10 days or less absent).

The school day starts promptly at 8:05 a.m. and ends at 3:25 p.m.

Make-up Work

Students will be able to make up class work missed due to absences by using the following procedures:

- Pre-excused absences- When possible, all assigned work shall be completed and submitted to the appropriate teacher(s) or arrangements shall be made for completion prior to the impending absences.
- All other missed work will be allowed to be made up as per the ICU Huron Middle School Grading Practices. (Appendix A)

Excused Absences

- sickness of the individual (doctor's note is requested) or a sickness in the immediate family which requires student to miss school
- death in immediate family
- travel if the school is notified in advance
- extraordinary circumstances

Unexcused Absences

- missing a class or lunch without parental notification
- leaving the building unexcused
- skipping school or other absences from school for which there is no legitimate reason

Permission to Leave School

Parent/guardian must communicate with the school to grant permission for students to leave school during the school day and students must check out with the office secretaries. Students returning to school the same day must stop at the office to check in. A student who leaves school without obtaining permission or signing out will be considered absent unexcused.

Tardies

Students are expected to be in their designated seats with appropriate materials when class begins. Failure to meet this requirement will result in being counted tardy to class.

Consequences for these tardies will be determined by the teacher.

Withdrawal from School

Students who are going to transfer to another school should receive instructions from the office regarding proper procedures. “Checking out” will require at least one day’s notice.

All outstanding obligations to the school must be satisfied before the student’s withdrawal is completed and records can be forwarded to the next school.

Academics

Grading Scale

The Huron Middle School follows School Board Policy 5121, which states that children will receive

letter grades (A-F) Students will be graded on the following basis:

A 90%-100%	D 60%-69%
B 80%-89%	F Below 59%
C 70%-79%	I Incomplete

Power of ICU - HMS Grading

Students are required to complete all assignments with quality work in a timely manner. Failure to do so may result in ICU student being put on the failing list. Teacher assistance is typically available at 7:30 AM – 8:00 AM and 3:25 PM - 3:50 PM on Mondays, Tuesdays, and Thursdays. Students with two or more assignments or one assignment for more than 24 hours, on the ICU list will not be excused to miss school to attend extracurricular activities and events.

Please refer to ICU contract for additional details. (Appendix A)

8th Grade Grading and ICU:

8th Grade will follow the Huron Middle School ICU Policy for the first semester of the school year. The second semester, students will transition to the high school grading policy. Students failing on the ICU List will not be excused to miss school to attend extracurricular activities and events. All work must be submitted to teacher at least 90 minutes prior to check out.

Academic work will be weighted as follows:

Daily Work – 20%

Quizzes – 30%

Tests/Projects – 50%

Honor Roll

Student honor roll and honorable mention is published every nine (9) weeks in the Huron Daily Plainsman. Students who qualify for honor roll must have a grade point average of 3.50 to 4.0. Students who qualify for honorable mention must have a grade point average of 3.00 to 3.499. (No D's or F's allowed in classes included in GPA)

Report Cards and Progress Reports

Teachers will provide mid-term and final grades for their courses/students; as determined by individual staff member, and distribute to parents/students four times per year. Parents may access their child's grades online by obtaining forms from the office and signing up for Parent Portal.

Health Related Items

There is a school nursing facility in the office for those students who are injured or become sick during the school day. Students who are ill or injured should report to the school office. Over the counter Ibuprofen and Tylenol are available to students as long as the parent signs a Medication Authorization form prior to medication administration. This form is available in the HMS office.

If your child needs to take a prescription medication during the school day, both the prescribing doctor and parent must sign a Medication Authorization form prior to medication administration. Parents are responsible for bringing the medication to the school. Students are not allowed to carry medications with them with the exception of rescue medications (i.e. inhalers, EpiPens, insulin, glucagon, etc.).

All medication must be in the original container. Prescription medications are required to have the original prescription label attached to the container. Medications are secured in a locked cupboard and only administered by trained staff per SD codified law. A record of medications administered to students is kept in the nurse's office.

Students who have temperature of 100.0 or higher are asked to go home. They may return to school after being fever free for 24 hours without the use of Tylenol or Ibuprofen. Other school exclusions are listed on our district website.

The school nurse is not always in the building. Students should ask the secretaries for assistance if the nurse is not available. Parents can contact the school nurse by calling the school or sending an email to raleigh.larson@k12.sd.us.

Policies and Procedures

Care of School Property

- **Textbooks**
 - The school requires no book deposits of any kind, but when the student withdraws from school, or at the end of the school year, damages may be assessed for excessive book use. A student who loses or damages a book will need to pay the replacement cost for that book.

- **Other Fees, Fines and Deposits**
 - In general, the school does not require payment of fees; with the following guidelines:
 - Planners – 6th, 7th, and 8th grade students are required to have a planner. A replacement cost of \$3 will be charged to students who have lost their planner.

- IDs- 6th, 7th, and 8th grade students are required to wear IDs. A replacement cost of \$3 will be charged to students who have lost or broken their IDs.
- Band and Orchestra students who use school-owned instruments may rent them at a cost of \$10.00 per semester.
 - Chromebook screen replacement: \$45
 - Chromebook keyboard replacement: \$20
 - Chromebook cover replacement: \$26
 - Chromebook replacement: \$250

Electronic Devices

Personal electronic devices such as cell phones, iPods/iPads, music players, ear buds, headsets, smartwatches, and any other cameras or recording devices are not to be used during instructional periods, unless for educational purposes as directed by a teacher. All teacher required/permitted use of a cell phones or any personal electronic device must be approved by administration.

Earbuds/headphones should not be carried or worn during the school day.

If any one of the above devices is being used while class is in session, the item will be confiscated and may be picked up from the confiscating teacher at the end of the school day. Electronic devices should be kept in student lockers. Additional violations will be considered insubordination and the item will only be returned to a parent/guardian. Contact with parent must be made by confiscating teacher. On-going/excessive electronic device violations will result in administration intervention. Chronic/excessive violations may result in student being denied the right to bring cell phone onto school campus.

Students choosing to bring these electronic devices, do so at their own risk. The school is not responsible for lost or stolen electronic devices. Laser lights and other nuisance items are not permitted in the building at any time.

Computer, Chromebook & Internet Use

Students who use school computers, Chromebooks and other school owned electronic devices are responsible for their care. A student who damages or misuses these devices will be liable for the damage and may lose their privileges. A detailed Chromebook usage agreement will be shared with 8th grade students/parents and is available upon request. (See Appendix B)

Student use of the Huron School District (HSD Network) shall comply with policies of the school board, district staff, and the children's internet protection act (CIPA). A copy of the policy may be obtained upon request from building principal.

Student use of school issued electronic devices may be permitted after the permission form is signed by parent/guardian and has been received in the office.

Student E-Mail

Students at the middle school are assigned an email account for communication and academic purposes.

Lockers

Each student is assigned an individual locker with a combination lock to be used for coats, books, and other school supplies. The school district assumes no responsibility for articles lost or stolen. Lockers are the property of the Huron School District, and can be inspected at any time by school personnel. Authorized random searches, including drug dogs, are part of our student safety program. Students may use book bags to carry materials to and from school. Book bags are not allowed in the classrooms and are to be left in the students' lockers.

Safety

Drills

Bus evacuation drills will be held twice per school year. All students will participate in and be instructed by our school's bus drivers on how to evacuate from the buses in case of an emergency.

Fire drills will be conducted twice per semester and more drills may be conducted if deemed necessary.

One wind drill will be held during the spring semester for student and staff awareness of protocols in the event of severe weather.

Lockdown drills will be conducted to ensure students and staff know the correct safety procedures in the event of an external or internal threat.

Detailed instructions for evacuating the building are posted in each room and are shared with the students. Teachers will lead students to the appropriate exit/meeting spot in case of an emergency. It is expected that students follow all instructions/directions of the classroom teacher or adult in charge.

School Resource Officer

The Huron school district, in partnership with the community of Huron and the Huron Police Department, has developed a School Resource Officer program to better meet the needs of the youth in our community. A police officer is assigned full time to work and teach in the district's schools. The officer helps students, staff, and administrators deal with legal issues and answers any questions that may arise throughout the school year. If you have questions or concerns about school safety you can contact the School Resource Office at 605-353-7800

HOMEROOM

Homeroom is an advisor/advisee program that meets weekly.

MISSION: Huron Middle School Homeroom will foster an environment which supports student academic success by encouraging healthy human relations and where students develop commitment to community, service to others, problem-solving and responsibility to self.

Telephone & Messages

Students are required to have permission from their teacher to use classroom or house area phones. Any messages for students, other than for emergencies, will be communicated to the student through the office.

Visitors

It is expected that ALL visitors shall report to the middle school office upon entering the building so that school officials will properly note their presence. SDCL 13-32-6 provides misdemeanor penalties for loitering in or disturbing a school. Substitute teachers, volunteers, and visitors will sign-in at the office and receive a visitor's pass to be worn while they are in the building. This will help students and staff identify them as visitors and provide assistance if needed.

Weather Related Announcements

Information relative to cancellation of school because of bad weather or another major problem will appear on the Superintendent's Facebook page and the Huron School District website. The announcement will also be broadcast over radio stations KIJV (1340 AM and 99.1 FM) and KOKK (1210 AM and 105.1 FM). In an effort to improve parent-school communications the District Messenger System will be used for this purpose, as well as other important information sharing. You may also watch various television stations for cancellations.



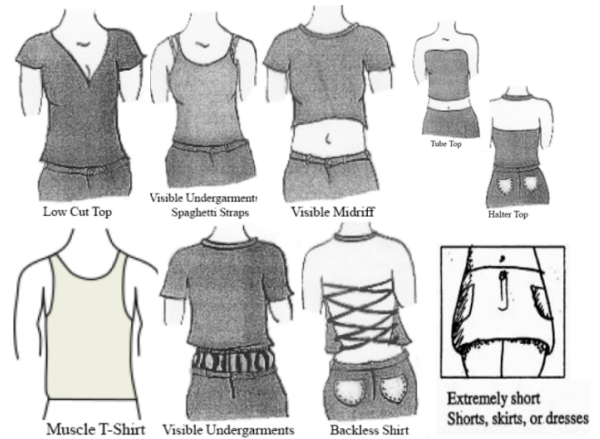
Standards of Conduct & Discipline



Dress Code

The following list is not all inclusive but gives examples of inappropriate student dress:

- Clothing that displays derogatory, obscene, suggestive, or off-colored messages or advertises/promotes alcohol, tobacco or drug use.
- Clothing that is unnecessarily distracting in the school and learning environment. (e.g. - low riding jeans, pants, or shorts that permit undergarments or skin to show, clothing that is cut up, shredded or full of holes in inappropriate areas)
- Undergarments that are worn as outer garments.
- Tops or shirts that do not touch the top of jeans or shirt, mesh tops, or any tops that permit undergarments to be seen.
- Tops that are excessively revealing or permit excessive exposure. Tank tops must have high back and high neckline, small arm holes and cover all undergarments and straps. No spaghetti straps allowed.
- NO Hats/caps/bandanas/sweatshirt hoods are to be worn in the building at any time.
- Book bags are to be kept in student lockers and are not to be worn or carried during the school day.
- Coats should not to be worn to classes.



The school reserves the right to restrict the activity of students in situations where the student's health or safety is directly related to their manner of dress. Clothing judged by the school to be inappropriate or disruptive to class is not allowed. Students who have violations of these policies may be asked to change clothes, or remain in office until an adult brings a change of clothing that is appropriate.

PE Attire

Proper workout attire is recommended every day in physical education class. This includes shorts (no cutoffs), sweatpants, t-shirts or sweatshirts (no advertisements for alcohol, tobacco, etc.). Tennis shoes must have non-marking soles.

Protection of Property

Students are expected to recognize the property rights of staff members, other students and the public by:

- Using property (equipment) only for its intended purposes without damage to property.
- Obtaining permission to use property belonging to others.
- Reporting to school official situations which may result in damage to, loss of, or misuse of property.

Food and Candy

Food and beverages are allowed in the commons area only. Students will be allowed to have water with them as long as it is in a teacher a hard-sided water bottle. Gum and candy are NOT allowed.

Huron Middle School has a closed lunch which means students may not leave the school grounds during lunch. If students must leave the building at lunchtime, it must be with a parent or guardian. Parents are encouraged to come eat with their child.

When and Where Rules Apply

District behavior expectations apply to students whenever students are:

- present in any school or on the property of the school district.
- at any school sponsored activity, regardless of its location.
- traveling to and from school.

Rules for participants in district activity programs are enforced throughout the entire season-7 days a week, 24 hours a day, at any location.

Discipline Definitions and Conduct Plan

Huron Middle School is committed to maintaining a favorable academic atmosphere. Student behavior that is dangerous, disruptive, or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Insubordination will not be tolerated.

Students will be assigned a teacher determined consequence for most minor classroom infractions. If a student's behavior is "below the line" the student will receive an office referral. Students receiving an office referral should report immediately to the office where administration will determine consequence based on student and teacher/staff member incident report. (See Appendix C)

Detention

Detention may be assigned before or after school or during lunch. Students are expected to be on time, remain quiet, and do homework or read. No personal electronic devices are allowed in detention. Failure to follow these expectations may result in additional consequences. Detentions will be served with the assigning teacher. Detentions assigned by the office will be served with administration.

Disciplinary Actions

Other disciplinary actions may include, but are not limited to:

- behavior contract or check-in/check-out sheet
- meeting with teacher, counselor, and/or principal
- suspension from a class or classes- In-school suspension (ISS) may be assigned by the administration when warranted. Students serve this suspension time in the in-school suspension room for a period of up to ten (10) days. If the situation warrants, an out-of-school suspension (OSS) of up to ten (10) school days may be assigned.
- loss of school privileges
- parental conference with school staff
- modified or alternative classroom placement/school programs

- in-school monitoring
- referral to in school or community support services
- referral to law enforcement
- fines or restitution
- removal from class
- expulsion

Response to Violent Behavior

The administration of consequences shall be left to the discretion of the building principal(s), who may utilize, but are not limited, to the following list of criteria:

- Any student who engages in threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property shall not be tolerated and may be subject to removal from class or activity. The student will be placed in a setting where the behavior will receive immediate attention from a building administrator, counselor, licensed mental health professional or others.
- The building principal shall notify the parent or guardian of any student in violation of this policy.
- The building principal shall determine the necessity of notifying law enforcement and the school superintendent.
- Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board Policy.
- A meeting may be held with students, parents, and appropriate school staff to plan for the re-integration or expulsion of the student.

The following behaviors are defined as violent and aggressive:

- Possession, Threat with, or Use of a Weapon. Any firearm, loaded or not loaded, any device designed as a weapon or, through its use, capable of producing bodily harm or any device or instrument, which is used to threaten or cause bodily harm.
- Physical Assault. The act of striking or touching a person or that person's property with a part of the anatomy or any object, with the intent of causing hurt or harm.
- Verbal Abuse. Including, but not limited, to swearing, screaming, obscene gestures, name calling or threats when directed either orally, including the telephone, or in writing, at an individual, his/her family, or a group.
- Threat/Intimidation/Bullying. Purposeful intention to frighten or coerce someone into submission or obedience, or the physical or verbal coercion to obtain control over others or to be habitually cruel to others who are weaker. (Policy JFCE)
- Extortion. The use of verbal or physical coercion in order to obtain financial or material gain from others.
- Gangs. Groups of youth who share common beliefs, attitudes and attire and exhibit unlawful and anti-social behavior, and who associate with each other for mutual protection and/or profit.
- Sexual Harassment. A behavior, which includes any unwanted, unsolicited sexual advance, or sexually oriented behavior made by a person who knows or who ought

reasonably to know that such attention is unwanted. Sexual harassment may include, but is not limited to, unnecessary touching or petting, suggestive or other sexually aggressive remarks, leering at a person's body, demands for sexual favors, or compromising invitations.

- Stalking. Persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of the individual.
- Racial Slurs. Insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's racial origin.
- Disorderly Conduct. Any act which substantially disrupts the orderly conduct of a school function or the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others, including instigation or defiance in any manner.
- Other Local Board Policy Violations. Any other school board policy violation resulting in disciplinary action not previously classified, including any criminal offense.

Alcohol, Tobacco & Other Drugs

South Dakota rules and regulations forbid the student possession, use, transmission of or being under the influence of any narcotic drug, amphetamine, marijuana, hallucinogenic drug, barbiturate, tobacco/vape, alcoholic beverage or any substance represented to be any of these or intoxicant of any kind.

These rules and regulations apply to and include school district buildings and grounds. Violations of any of the above rules and regulations can result in student suspension or expulsion.

Transportation: Bussing, Drop Off & Parking

The school district provides bus transportation for all middle school students who reside within the city limits. Students need to go to the nearest bus stop to board the bus. If you have any questions, you may contact Kathie Bostrom, Transportation Director at 605-353-6989.

Bicycles

Bicycles should be parked in the bicycle racks provided. Bikes and other modes of wheel transportation should be walked or pushed off the school grounds before you use them. Students are not to ride another student's bicycle without permission from the owner.

Bus Rules and Consequences

Proper behavior is expected on busses for the safety of all students/drivers. Bus drivers reserve the right to fill out a "bus conduct" report if a student is unwilling to follow expectations, and the principal/assistant principal will notify parent(s)/guardian(s). The Board of Education reserves the right to restrict the bus transportation privileges of any student who refuses to obey the rules and regulations. [Refer to Appendix D for Progressive Discipline Plan.](#)

Student Drivers

Students who drive to school must park their cars in the high school student parking lot. Students should NOT be parked in the teachers' parking lot.

Parent Drop-off or Pick-up

Students MAY be picked up and dropped off in the south parking lot loop (front entrance), the east drop-off and pick-up loop, or the west parking lot by the Nordby Center for Recreation/HMS gym. Students MAY NOT be picked up or dropped off in the bus loading/unloading zone.



Student Services & Activities



Students are encouraged to participate in the activities of their choice. Co-curricular activities are viewed as another educational opportunity where students are exposed to social interaction and leadership skills, and they develop a sense of belonging. A wide variety of activities are provided to meet the interests of all students.

The following activities are provided for student participation.

6th Grade **No Physical Required	7th Grade & 8th Grade **Physicals Required
<p>6th grade may practice with and participate in the following MS events:</p> <ul style="list-style-type: none"> ● Tennis ● Golf ● Cross Country ● Wrestling 	<p>7th & 8th grade will have teams for:</p> <ul style="list-style-type: none"> ● Football ● Volleyball ● Basketball ● Track ● Wrestling <p>7th & 8th may participate on the high school teams for:</p> <ul style="list-style-type: none"> ● Soccer ● Cheer and Dance ● Tennis ● Golf ● Cross Country ● Gymnastics ● Wrestling
<p>All athletes will complete required paperwork including, but not limited to:</p> <ul style="list-style-type: none"> ● Insurance forms ● Tiger Belief Statement ● Training Rules <p>Questions can be directed to Terry Rotert, Activities Director, at 353-6970; or email terry.rotert@k12.sd.us.</p>	
<p>All Middle School students may participate in:</p> <p>Band Vocal Orchestra Yearbook Special Olympics Student Council Fall Play Tiger Cub Follies (Spring) Oral Interpretation (Spring) Destination Imagination Kindness Club Quiz Bowl Before and After-School Clubs-vary throughout the year</p>	

Participation Restrictions

The Board of Education has placed some restrictions on the participation of students for reasons of health or safety. The eligibility rules apply equally to all school departments. All students who take part in the activities program will be subject to the rules provided to them by the activities director or his designee.

Huron School Board policy 5133.1 states: Offense 1- Any student adjudicated, convicted or the subject of suspended imposition of sentence for possession, use or distribution of a controlled substance or marijuana (as defined by SDCL 22-42) shall be ineligible to participate in those activities sanctioned by the South Dakota High School Activities (SDHSAA) for a period of one year. Offense 2- The student will be permanently ineligible to participate in those activities sanctioned by the SDHSAA.

Accident Insurance

Both accident and dental insurance are available to all students for a nominal fee. The application forms will be given to students at the beginning of the school year.

Church Night

There are no required activities for middle school on Wednesdays after 3:25 PM for sixth, seventh and eighth graders. This allows the student to participate in the youth activity program in the church of his/her choice.

Season Tickets and Admission

Student season tickets to home varsity athletic contests are available at the admission gates and the arena office. Admission to middle school events is \$2 for adults and free to students.

Co-Curricular and Middle School Sports and Attendance

A student may NOT participate in an activity if he/she has been absent from school the day the activity is to be held, with the following exceptions:

- A student who checks into the school office and attends class at least three hours before the bus leaves or before the end of the school day.
- A student who comes to school, checks out for illness, and then returns to school, will only be allowed to participate if a written note from a doctor is provided stating that the student is physically fit to participate.

If a student checks out for illness and does NOT return to school that day, he/she is ineligible to participate that day.

Music

Music activities are considered as co-curricular activities at the middle school. All students who are interested have the opportunity to participate in band, orchestra, and/or vocal. These are graded activities with letter grades of A, B, C, D, and F. These grades are not figured into the students GPA. At the beginning of each year, instructors provide communication with expectations and grading criteria to participating students and their parents. Band and orchestra have full group rehearsals during the school day and individual lessons are scheduled once per week.

Activity Recognition

Students involved in school related activities have the opportunity to earn special awards to be received at the recognition program at the end of the school year.

Students receive a Huron Middle School pennant for participation in three or more activities during the school year.

Dances and other Social Activities

Social events are held from 6 p.m. until 8 p.m. unless otherwise noted. Upon paying and entering the area where the activity is being held, students are not allowed to leave. If a student leaves before the social is over, they will not be allowed to return. Huron Middle School social events are for students currently attending the middle school. Students cannot bring guests from other towns, schools, or grades. Volunteers and parents are welcome to help chaperone events. If there is a problem with your student(s), you will be contacted and informed of the problem. Casual dress is encouraged for social activities. School dress code must be followed.

Media Center

The Media Center/Library will supply materials for study, research, and pleasure reading for Huron Middle School students, staff, and parents. All materials to be used outside the library must be checked out and returned at the appropriate time. Students are given a grace period of three (3) days. Excessive fines and/or overdue books may result in library privileges being restricted or revoked. Students will not be allowed in the library without a planner or pass signed by their teacher. Visiting and loitering are not allowed in the library. The Huron Middle School Library phone number is 353-6916 Ext. 8903. Students and parent are welcome to call anytime.

Counseling Office

Counseling and guidance services are available for every student at the middle school. These services include help with personal and family issues, peer relationships, career information, school planning and registration, group guidance, and study organization. Students and parents are welcome to contact the counseling office to discuss any questions or concerns. If you need to talk to the counselor, ask your teacher for a pass. If your parents would like to visit with a school social worker, they can call 605-353-6905 or email taylor.kevan@k12.sd.us or akina.decker@k12.sd.us.

School Nutrition

If you have any special nutritional needs, please contact the administration or the Nutrition Office and they will help you with these needs. Contact Amanda Reilly at 353-6909 or email amanda.reilly@k12.sd.us

Free & Reduced Meal Applications will be sent home with all students on the first day of school each year. A new application must be filled out each year. Applications may also be filled out at any time during the year.

HMS is a closed campus for lunch. No outside delivery services will be utilized by students.

We use a computerized Point of Sale system to record all our meal transactions. Parents should deposit money and maintain a positive account balance. Deposits can be made with school nutrition cashiers or online at myschoolbucks.com. Remaining account balances carry over for the next year. Students must have their ID card with barcode to scan for meal and a la carte purchases. We do not charge extra meals or a-la-carte. Students may not remove cash from their account.

As a reminder, Huron Middle School has a closed lunch. This means that you may not leave the school grounds during lunch. If you have to leave the building at lunchtime, it must be with your parents. Parents are encouraged to come eat with their child.

Power of ICU Huron Middle School Grading Practice

What is ICU? ICU stands for Intensive Care Unit, just like in a hospital. ICU is an academic support system for students and a communication tool for teachers and parents. It is built around a school-wide electronic database that tracks missing assignments. The primary purpose of ICU is to hold all students accountable to learning by completing every assignment. Students learn quickly if they have one missing or poor quality assignment, their grade is sick and needs attention.

Students with missing or poor quality assignments have their names placed on an ICU failing list that can be viewed by all staff members. Students are asked by a variety of staff members: “Who do you owe?” “What do you owe?” “What do you need?” “How can I help?” Staff members reteach content material and provide students with extra assistance to complete their work before school, during lunch, in intervention classes, after school, and/or on select Saturdays and vacation days. Names are removed from the ICU failing list when assignments are completed and quality work has been done.

It is crucial that parents, teachers and administrators are all on the same page and convey the message that **“All students will complete all assignments and do quality work.”**

If your child’s name is placed on the ICU:

- You will immediately receive a text, phone call, and/or an email message informing you of the missing work or the failing grade.
- Your child will need to make arrangements with their teacher to complete the missing work. The following options are available to all students:
 - Morning ICU (M-F) from 7:30-8:05
 - After School- (M, T, and Th) from 3:25-3:55 (in-town bussing available)
 - Lunch time ICU (M-F) and Intervention Class (M-F)

Additional work sessions may be offered on Saturdays, school vacation days, and during specially planned “Blitz” activities.

- Your child will be removed from the ICU failing list when quality work is complete.
- Final Grades will be calculated two weeks after the quarter ends and any work not completed at this time will be considered missing and calculated as such.
- Students in activities will not be allowed to miss school for those activities if they have two or more missing assignments on the ICU list 24 hours before the event or if they have one or more assignment that has been on the ICU list for more than two school days.
- 8th Grade will follow the Huron Middle School ICU Policy for the first semester of the school year. The second semester, students will transition to the high school grading policy. Students failing or have two or more assignments or one assignment for more than 24 hours, on the ICU List will not be excused to miss school to attend extracurricular activities or events. All work must be submitted to teacher 90 minutes prior to check

We look forward to helping your middle school children master the academic content they need to be prepared for high school. We know that with all of us working together it will be a successful journey.

For further information please contact the Middle School office 353-6900.

Appendix B

HURON MIDDLE SCHOOL 1:1 Chromebook Initiative

Huron School District is proud to offer our 6th -8th grade Huron Middle School students Chromebook devices for use at school. We are ensuring that all 6th, 7th, and 8th grade students have equal access to high-quality content that meets their academic, social, emotional and physical needs within the school day.

Vision

We envision a 1:1 Chromebook learning environment that inspires and engages students in real world learning experiences.

Learning Goals:

To Enhance Teaching and Learning through:

- Digital Citizenship
- Collaboration
- Creativity
- Problem solving
- Differentiation

The guidelines, procedures, and information in this document are in addition to the Huron Middle Schools Responsible Usage Policy and Internet Usage Policy. Teachers may set additional requirements for Chromebook use in their classroom.

General Precautions and Rules for Chromebook-Use

1. The Chromebook is school property that you are being allowed to use.
2. All students will pay an annual \$20 user fee for Chromebook use. This covers fees for apps and general maintenance of the Chromebook.
3. Students are responsible for keeping their Chromebook in good working order.
4. Any damage to the Chromebook should be reported by contacting the school Principal.
5. Use only a soft cloth to clean the screen, no cleaners of any kind.
6. No writing or stickers should be applied by the student.
7. Sound must be muted at all times unless permission has been given by a teacher. Earbuds may be used only when permission has been given by a teacher.
8. Music should only be accessed only if permission is given by a teacher.
9. Gaming is not allowed on the Chromebook unless directed by a teacher.
10. Students are not to take photos or video unless it is being used in a project.
11. Students are not to use any social media sites during school
12. No electronics in the restrooms or locker rooms.

13. Only school appropriate backgrounds and screen savers may be used on the Chromebooks. Examples of inappropriate backgrounds include the presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, etc...
14. Students will not use any gaming or social media applications during school.

Consequences for Chromebook use Infraction:

Actions that violate any of the items in the Respectable Use Policy, Internet Usage Policy, Chromebook-Guidelines or individual classroom teacher Chromebook electronic us policies will result in:

1. 1st Offense — verbal warning with consequence determined by administration and teacher.
2. 2nd Offense – Chromebooks-may be confiscated – principal referral – with length of suspension determined by teacher and administration.
3. 3rd Offense & Beyond –confiscated – principal referral. Student is responsible for the same work through another mode. Parent/student conference may be scheduled.

Since the Chromebooks are the property of Huron Middle School, officials of the school have the right to review all material stored on or accessed by any Chromebook. Chromebook. School officials may revoke a student’s Chromebook use privileges for misuse or violation of policies.

Repairing or Replacing your Chromebook

Students will be responsible for damages to their Chromebooks including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue. The Huron Middle School District would determine the cost of the repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

- Chromebook screen replacement: \$45
- Chromebook keyboard replacement: \$20
- Chromebook cover replacement: \$26
- Chromebook replacement: \$250

All claims for accidental damage or maintenance must be reported and filed with the Principal’s Office. In cases of theft or loss, students or parents must file a police report (School Resource Officer must be notified) and bring a copy of the report to the office before a Chromebook can be replaced with the Huron School District.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Print Student / User Name

Student / User Signature

Date

Parent/Guardian Signature

Date

Huron Middle School Chromebook Agreement 2023-24
Board Approved June 2022

ABOVE THE LINE

Trustworthiness ~ Respectful ~ Responsible ~ Fairness ~ Caring ~ Citizenship Expected Behavior

Trustworthiness

Be honest * Complete your own assignments * Be reliable -- Do what you say you'll do * Have the courage to do the right thing * Build a good reputation * Be Loyal * Respect property*

Responsibility

Follow the Golden Rule * Be tolerant and accepting * Use good manners * Be considerate of others * Don't threaten, hit or hurt anyone * Deal peacefully with anger, insults, and disagreements * Be on time

Respect

Follow instructions * Persevere: keep on trying! * Always do your best * Use self-control * Be self-disciplined * Be accountable for your words, actions, and attitudes * Set a good example for others

Fairness

Play by the rules * Take turns and share * Be open-minded; listen to others * Don't take advantage of others * Don't blame others * Treat all people fairly

Caring

Be kind * Be compassionate * Express gratitude * Forgive others* Help people in need

Citizenship

Do your share * Make your school/community better * Cooperate * Get involved * Be a good neighbor * Obey laws and rules * Respect authority * Maintain the school grounds * Volunteer

BELOW THE LINE

Disrespectful ~ Irresponsible ~ Uncooperative ~ Unproductive ~ Unsafe ~ Insensitive Classroom/Staff Member Discipline

Behaviors Include:

Unengaged/Sleeping/Head Down
Disrespect/Name Calling
Missing Materials
Tardy
Public Display of Affection
Profanity/Inappropriate Language or Gesture
Insubordination
Missing Homework/Redo's
Hood/Jacket
Horseplay
Cheating/Forged Signature
Electronic Use
Food/Beverage Violation
Gum

Failure to:

Follow Instructions/Comply with Request
Accept "No" /Decisions of Adult
Disagree Appropriately
Accept Criticism/Consequences
Show Respect
Show Sensitivity to Others
Complete Homework/Do Quality Work
Be Prepared/Manage Time
Use Study Skills/Set Goals
Ignore Distractions/Work Independently
Tolerate Differences/Prevent Trouble
Report/Respond/Resist Peer Behavior/Pressure
Interact Appropriately with Peers

BOTTOM LINE

Dangerous ~ Harassment ~ Reckless ~ Defiant ~ Bullying ~ Unlawful *Automatic Office Referral

Harassment* (Racial, Religious, or Sexual)
Vandalism/ Graffiti*
Theft/Stealing*
Threats and/or Violence*
Tobacco/Alcohol/Drugs*

Gang Activity*
Trespassing*
Contraband*
Bullying*
Gross Insubordination*

Outburst/Profanity directed at a person*
Dress Code*
Absenteeism/Skipping*
ICU Issues or Concern

Appendix D

School Transportation – Inappropriate Bus Behavior and Consequences					
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
<p><u>Class 1-Conduct</u></p> <ul style="list-style-type: none"> • Standing/walking while bus is moving • Throwing items • Loud/boisterous behavior • Littering • Eating and/or drinking 	Warning- driver talks with student	Warning- driver, transportation director, and/or school principal notify parent	Official conduct is written for student and is recorded accordingly on DDN. Parents are notified by transportation director and/or principal.	Detention or other school consequence given Parent meeting may be required (A bus conduct will be recorded and parent contact will be made.)	Becomes a Class 2 Conduct
<p><u>Class 2- Conduct</u></p> <ul style="list-style-type: none"> • Inappropriate language • Obscene gesture • Disrespectful actions toward driver or other personnel • Name calling • Harassment of others • Horseplay • Writing on seats or other parts of the bus • Spitting • Lying/cheating 	Warning- Bus conduct Loss of bus privileges for 1 day Parent contacted by school official (Transportation director/building principal)	Bus conduct Parent contacted by school official (Transportation director/building principal)- Student visits with building principal 2 day suspension of bus privileges	Bus conduct Parent contacted by school official (Transportation director/building principal)- Student visits with building principal 3 day suspension of bus privileges	Becomes a Class 3 Conduct	

<p><u>Class 3- Conduct</u></p> <ul style="list-style-type: none"> Fighting/physical aggression Vandalism Threat to safety: verbal, written, or physical Theft Abusive language Gross insubordination 	<p>Parent contacted by school official (Transportation director/building principal)-</p> <p>Student visits with building principal</p> <p>*Suspension at school 1 day - as determined by building administration</p> <p>5 day suspension of bus privileges</p>	<p>Parent contacted by school official (Transportation director/building principal)-</p> <p>Student visits with building principal</p> <p>*OSS/ISS for 2-3 days</p> <p>Suspension at school - as determined by building administration</p> <p>7-10 day suspension of bus privileges, as determined by transportation administration.</p> <p>Damage to bus will be paid for.</p>	<p>Becomes a Class 4 Conduct</p>		
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<p><u>Class 4- Conduct</u></p> <ul style="list-style-type: none"> Alcohol, Tobacco, Vape devices, etc. Weapon with no intent 	<p>Parent contacted by school official (Transportation director/building principal)-</p> <p>Student visits with building principal</p> <p>*OSS/ISS 3+ days -as determined by building principal</p> <p>5-15 day suspension of bus privileges – as determined by transportation administration.</p> <p>SRO will be notified</p>	<p>Becomes a Class 5 Conduct</p>			
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<p><u>Class 5 – Conduct</u></p> <ul style="list-style-type: none"> Weapon w/ intent Use of lighter or matches on the bus 	<p>SRO will be notified.</p> <p>Bus privileges suspended for the remainder of the school year (following year privileges will be determined by administration)</p> <p>*School suspension as determined by administration</p>				
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***All OSS/ISS consequences will be at the Principal’s discretion.**