

Harrisburg South Middle School

2018-2019 Student Handbook



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WELCOME TO HARRISBURG SOUTH MIDDLE SCHOOL!

Welcome to Harrisburg South Middle School. As you embark upon a new school year, we hope that you will establish high expectations for yourself that will be reflected in your academic achievement, co-curricular involvement, and positive contributions to our school community.

No matter where you go or what you do, you will find certain regulations to guide you. Naturally, there are rules and regulations at Harrisburg South Middle School. They are meant for your benefit.

Your conduct at all times is a reflection of you and all students at our school. You should show respect for the property, rights, and privileges of others, just as you expect and appreciate this respect when others show it to you. Good behavior can help make your school life a happy and rewarding experience.

Take pride in our school. We want you to be proud of our school and your fellow students, and we want others to be proud of them, also. Each of you has a responsibility for the school's reputation. Be supportive of all activities at our school, either as an active participant or as an enthusiastic observer.

We encourage you to get involved and be a positive contributor in your classes and your activities. Give 100% effort in everything you do and good rewards will happen. We wish you a very successful school year.

MOTTO

Building Strong Foundations for Success

VISION

It is the vision of the Harrisburg School District to create a legacy of exemplary academics, paired with a comprehensive scope of extra-curricular activities and opportunities that will develop an educational environment of leaders who foster citizenship, exemplify integrity, and evoke critical thinking. As an innovative, leading-edge school district, together we will maximize positive change and transcend barriers.

MISSION STATEMENT

The Harrisburg School District optimizes student potential through the pursuit of educational excellence in partnership with the school community.

GOALS

1. To provide a quality academic curriculum which secures students' acquisition of knowledge and skills by achieving adequate yearly progress.
2. To provide an environment conducive to teaching and learning which ensures opportunities of success for all.
3. To provide opportunities to practice responsibility, respect, and acts of good citizenship in a diverse community.
4. To provide a challenging environment which motivates students to be critical and creative thinkers.

STUDENT CREED

As a student at Harrisburg School District 41-2, I believe that the reputation of the school and my self-respect as a member of the student body depends upon my attitude and behavior.

"As a student at Harrisburg South Middle School, I desire to exhibit good manners, speech, and sportsmanship and to show friendliness toward all. I also will strive for high scholastic standing and support school activities to the best of my ability. I will honor, respect, and cooperate with my school, my teachers, my fellow students, and members of the Harrisburg community."

ADMINISTRATION

Superintendent-----Mr. James Holbeck
Principal-----Mr. Darren Ellwein
Assistant Principal-----Mr. Brad Hartzler
Counselor-----Ms. Betsy Atwood
Activities Director-----Mr. Jim Altenburg
Assistant Activities Director-----Mr. Toby Bryant
Curriculum Director-----Dr. Michael Amolins

BOARD OF EDUCATION

Board Member-----Mike Christopherson
Board Member-----Amber Ellingsen
Board Member-----Jay Hutton
Board Member-----Linda Heerde
Board Member-----Mike Knudson

FORWARD

It should be noted that not all of the guidelines, regulations and restrictions that we enforce in the school can or will be found in this handbook. We have attempted to provide you with some of the more prevalent guidelines that address issues which occur more frequently than others. Administrative discretion will dictate how matters are handled that are not found in this handbook or addressed through board policy. All handbook and school rules apply to all school-sponsored events, including those activities occurring off campus. Please read the information and student policies of this handbook and use it for reference throughout the school year. At the conclusion of the handbook, you will find a parent and student commitment statement that states you have read and understand all information in the handbook and will adhere to these expectations and guidelines.

* The following information is organized according to alphabetical order.

* The reference to "parent" in this handbook is referring to parent and/or guardian.

ACTIVITY TICKETS

Individual and family activity passes can be purchased through Tiger Nation. Please refer to the Tiger Nation website for more information (<http://tigernation.harrisburgdistrict41-2.org/>).

ATTENDANCE & ABSENTEEISM

Irregularity in attendance may have an adverse effect on a student's academic and developmental progress and achievement. Attendance is an important part of each student's permanent record and being punctual is an important skill taught at HSMS.

Daily attendance of all students who are enrolled in Harrisburg South Middle School is required in accordance with state law. South Dakota statutes require the local board of education to enforce definite standards of attendance, with few valid excuses for absences. Students will be allowed ten (10) absences per class, per semester. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required

to be proactive in making up the missed work and staying current in the class.

Illness, doctor or dental appointments, work at home, vacations, etc. will be counted as part of the ten (10) absences. Absenteeism beyond the ten (10) absences due to lengthy illness (which is defined as three (3) consecutive days or longer), family trips, and death or family emergency will be given consideration by the administration. For every day of a lengthy absence, one-half (0.5) days of absence will be counted against them. A doctors note will be required as proof in cases of lengthy illness. A student, who is tardy ten (10) times to the same class period during a semester, will be given one (1) absence from that class period. The administration will take into consideration any "special situations" that may arise.

Students who plan to participate in a school activity that takes place after school hours must be in attendance that school day for the full day. A student must be present before 9:00 am to constitute a full day for activity purposes. If the activity takes place on a day when no school is in session and school was in session the previous day, then they must be in attendance at least the last three periods of that previous school day. Emergency cases which allow for deviation from this are given consideration by the Head Coach (or Supervisor), Activities Director, and Middle School Administration.

A. Excused Absences

An excused absence indicates an authorized absence from school with written/verbal parental permission or school permission. All excused absences are cleared through Administration. Full credit is given for all work made up. Excused absences include but are not limited to the following: (1) illness, (2) death in the family, (3) family emergencies, (4) students accompanying their family on a trip, or (5) students who have a doctor or dental appointment that cannot be scheduled outside of school hours. In order for an 'absence due to appointment' to be considered excused, a written note or appointment card from the office of the appointment must be submitted to the school. This absence will not count toward the ten (10) day absence per semester.

B. Unexcused Absences

An unexcused absence indicates a student is absent from school with or without the consent of the parent, but for a reason, which is not acceptable to the school. For disciplinary purposes if a student is less than ten minutes late to school, the student will receive an unexcused tardy. If the student comes to class 10 or more minutes late, but less than one hour, he/she will receive will receive an unexcused absence.

If students are absent from school, parents should call the school before 9:00a.m. If parents do not contact the school, a school representative will contact the parents to alert them of their child's absence. Each day of absence should be reported unless the parent knows the duration of the absence. If parents do not contact the school, parent/guardians must send a written note, email, or call the school explaining the absence upon returning to school or it will be considered an unexcused absence. If students are absent from any class period, they are required to get make-up work from the classroom teacher when they return to school. Schoolwork must be made up within two (2) times the number of days absent. Students, who are ill and wish to go home, must check out at the office.

BAGS/BACKPACKS

Students will be allowed to bring backpacks, handbags, or purses to school. These should be kept in their lockers throughout the day, unless deemed necessary by school personnel for learning. Backpacks, handbags, and purses will not be allowed in the classroom or lunchroom during school hours.

BULLYING/ HARASSMENT OF STUDENTS

The Harrisburg School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Therefore, the school district prohibits harassment or bullying.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. Thus, bullying is strictly prohibited and shall not be tolerated.

Bullying consists of repeated physical, verbal, or non-verbal, written, electronic or any conduct directed toward a

student(s) that is so pervasive, severe and objectively offensive that it:

1. Has the purpose of creating or resulting in an intimidating, hostile or offensive academic environment, or
2. Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

This policy applies while students are on school property; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities, while using school equipment, and while students are away from school grounds if the misconduct directly affects the good order and efficient management of the school and the welfare of the students of the District.

This policy shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. Any individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated or filed a false complaint in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The building principal, assistant principal, school counselor or principal's designee will be responsible for investigating all complaints by students alleging bullying or harassment. All documentation associated with a complaint shall be maintained by the building principal.

ANTI-DISCRIMINATION POLICY (TITLE IX)

The Harrisburg School District believes that a valuable element of education is the development of respect for all individuals and seeks to provide equal access/equal opportunity for students, employees, and the public to District programs and activities. The District is committed to prohibiting discrimination in its policies, employment practices, programs and activities on the basis of race, color, creed, age, religion, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information or any other category protected by law. The District prohibits acts of discrimination toward any individual(s) while on District property or at District sponsored activities and is committed to supporting those in our educational community who are discriminated against in other venues. To encourage development of respect for all individuals, the District will play a key role in the education regarding the prevention of discrimination. Training of employees and awareness education for students are examples of methods in which the District will assist in being proactive against discrimination. Violations of this policy may result in discipline up to and including expulsion for students, up to and including termination for employees and suspension from attending school activities for citizens. These consequences are independent of any legal consequences that may ensue, depending on the circumstances of each case. The District prohibits retaliation against any individual who reports a claim under this policy or participates in an investigation of any such claim. Additional information regarding the District's anti-discrimination policy, including complaint procedures, are outlined in School Board Policies AC and AC-R. Inquiries concerning equal opportunity/nondiscrimination or retaliation may be referred to the Harrisburg School District Human Resources Manager at 605-743-2567 x3003 (Jennifer.Conway@k12.sd.us).

BUS CONDUCT POLICY

The Transportation information and scheduling will be handed out on orientation night. Driver and route information is available on the website under the Parent-Public tab. Please contact the transportation supervisor with any questions.

Bus Discipline Procedures

Bus transportation for students is not a right, but a privilege, conditioned upon courteous behavior and obedience to the established rules. Bus safety requires the cooperation of all involved. In cases where misconduct does occur, the following procedure will be followed:

Minor Infractions: The driver will give verbal warnings to students involved.

Major Infractions: A major infraction may result in immediate suspension of riding privileges. Student/parents will be informed of due process in cases relating to suspension of bus riding privileges.

** First Infraction: Principal notified, parents notified and informed of administrative response per the Rules of Conduct.

** Second infraction: Principal notified, parents notified and informed of administrative response per the Rules of Conduct, bus riding privileges may be suspended for 20 school days.

** Third infraction: Principal notified, parents notified and informed of administrative response per the Rules of conduct, bus riding privileges may be suspend for remainder of year.

CELL PHONE and TELEPHONE USE

Students at South Middle School may have cell phones in school. The purpose of using a cell phone in the classroom will be for learning. If a teacher allows the use of a cell phone in the classroom for the purpose of learning outcomes, then students are able to use them (i.e., research, airdrop capability, word processing, accessing applications, etc.). If the classroom teacher is not allowing them for the lesson and the phone is deemed a distraction, the teacher has the right to take the cell phone from the student if a warning did not work. The teacher will explain appropriate use and review digital citizenship. Other significant events or reoccurring misuse will follow our Discipline Matrix. Cell phones used for communication (parents, other people) or entertainment is not permissible without permission from staff. Communication to parents still must be initiated through the school office, including the nurse.

CHEATING/PLAGIARISM POLICY

Cheating is the use of deceit to complete schoolwork. Plagiarism is taking the writing of someone else and claiming it as your own. If a student engages in cheating or plagiarism, the teacher will collect the student's paper and the student may receive a zero for the work. If another student assists a peer by allowing them to cheat from their assignment, that student may also receive a zero for their work. A disciplinary consequence may also be issued to both students. The teacher will conference with the student(s), administration, and contact the parent regarding the final disciplinary decision.

CITIZENSHIP & CONDUCT

The development of good citizenship is as important to the student as gaining knowledge in subject matter. Good citizenship is not limited to the classroom. Students are expected to be good citizens in the classrooms, the halls, group assemblies, field trips, and at all school activities. Unreasonable behavior and violation of city, state, and federal laws is prohibited on school facilities.

CO-CURRICULAR ELIGIBILITY REQUIREMENTS

GRADING: ELIGIBILITY POLICY

Participation in the various extra-curricular programs offered to Harrisburg Middle School students is predicated upon successful work in the classroom. Therefore students will be required to uphold certain academic standards to participate in these extra-curricular events.

On the first school day each week, a check of classes at a level of "Standards Not Met" (N) will be completed. In a given week, if a student has one or more classes with an activity eligibility calculation of either an 'N', he/she is ineligible to participate in any event which would require him/her to miss time during a school day. A student's eligibility will run Tuesday through the following Monday.

A student who has a designation of an activity eligibility calculation of an 'N' in one or more classes in a given week will have eligibility restrictions (see matrix below for guidelines). Power Hour attendance will provide students the additional support they need to improve their grades as well as show their desire to succeed in the academic setting. A student who has one or more classes with an activity eligibility calculation of an 'N' for four or more weeks in a given season will be ineligible to participate in the activity (practices, games and events) until all insufficient classes reach the "Emerging" (E) level or greater.

The administration reserves the right to adjust these rules as necessary on an individual basis.

Activity Eligibility Matrix

Students with one or more deficient activity eligibility grades:

Week 1 Probation	Week 2 & 3 Eligibility Restrictions	Week 4 & beyond Ineligible
Daily attendance to Power Hour strongly encouraged as a resource for academic improvement.	Student may participate in practices and home events ONLY IF he/she attends Power Hour daily during the week of ineligibility.	Student is ineligible to participate in activity until insufficient classes are resolved.
Weeks 2-4 & Beyond Students with insufficient classes may not participate in events that require him/her to miss class time during the school day.		

A student who is assigned in-school (ISS) or out-of-school (OSS) suspension is ineligible to participate in co-curricular activities for each day suspension is assigned.

COUNSELING OF STUDENTS BY OUTSIDE PERSONNEL

Students may not be counseled by an outside person(s) without the permission of the parent or guardian. Lists of students or faculty members may not be given to any person or company except the Department of Education and agencies of the State and Federal Government.

COUNSELOR SERVICES

Students may stop in the counselor's office at any open office time or may schedule an appointment. If parents would like to visit with the counselor, please make an appointment with the counselor or with the office. The school counseling program assists students with a wide range of issues, including those of academics, career exploration, and personal/ social development.

COURSE CHANGES

A student needs to provide written notification from a parent in order to add or drop a course. The student may be asked to meet with administration and the teacher of the course to discuss the reason for the request. Administration and teacher will make the final decision. No changes in schedules will be made after the first two weeks of a semester, unless deemed necessary by administration.

DAILY ANNOUNCEMENTS

Daily announcements will be read at the beginning of each school day. Any announcements to be included in the daily bulletin must be turned into the office by 7:30am to be part of that day's announcements. Students are accountable for what is read during the announcements.

DANCES

- A. School dances are for individuals who are current students at Harrisburg South Middle School.
- B. Students leaving the school dance will not be readmitted. Dances will close promptly at the designated time and may be automatically terminated at any time due to misconduct.
- C. Dances may not be held on school nights without permission of the Principal.
- D. School dress code will be enforced at all dances.
- E. Any misbehavior or inappropriate dancing may result in students being removed from the dance and parents being called. The HSMS rules of conduct will be enforced at all dances.
- F. Cell Phones/Devices are not to be used during the dance on the dance floor.

DETENTION

Detentions will be served before school, during lunch and/or after school. Students will be expected to report to the detention area, where a teacher will meet them. The supervising teacher will dismiss the student for lunch. Students in detention will not have access to à la carte. Failure to report to an assigned detention may result in further disciplinary consequences. Please see code of conduct for behavior warranting a detention.

DEVICES AND ELECTRONICS

iPADS: ALL GRADES

Harrisburg South MS provides a 1-1 environment for students by issuing them an iPad. Students will be allowed to take the iPads home with them after completing a training session at the start of the school year. Documents allowing learners to take home their iPad will be provided at open house night or by request to the office. Damage to the iPad could be subject to school consequences, including damage fees. **Refer to Network Acceptable Use Policy and Insurance information *

ELECTRONIC DEVICES

Personal music players, laser lights, cellular phones, hand-held game devices, and all other electronic devices deemed unnecessary to the education process are to be kept in students' lockers during the school day. Electronic devices deemed appropriate (i.e., e-readers) may be used for educational purposes only. Electronic devices used inappropriately will be confiscated and turned into the office. On the first offense the student can pick up their property in the school office after school hours. On additional offenses, refer to Rules of Conduct page 25.

Security of electronic devices is the sole responsibility of the student. Accessing the District network with outside devices without District knowledge and/or consent is impermissible, per District Network Acceptable Use Policy.

DRESS CODE

Students' standard of dress should conform to the standards generally accepted by the community. During the school day, students are expected to dress with standards that enhance the learning environment. Cleanliness, neatness, and safety are our primary concerns.

Students are encouraged to "dress for success" as mature young adults and to make clothing choices that are consistent with a positive and safe learning environment.

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants, shorts or skirt (mid-thigh length), or the equivalent and shoes.
- All clothing must have fabric in the front and on the sides.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see through.
- Footwear must be worn at all times
- Students may not wear or carry head apparel during the school day, unless that head apparel is part of a student's customary religious attire
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of violence, weapons, alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- Students may not wear chains or accessories with spikes/sharp objects.
- Students may not wear sunglasses during the day, unless medically necessary.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Discipline for dress or grooming violations will be consistent with discipline policies for comparable violations and will follow the Rules of Conduct for Harrisburg Middle School Behavior Matrix. Repeated dress or grooming violations will be considered insubordination and be subject to the appropriate disciplinary response per the Rules of Conduct for Harrisburg Middle School Behavior Matrix.

*The administration reserves the right to make a determination on student clothing on an individual basis.

DRIVERS EDUCATION

Driver's Education may be offered to any student who has completed the eighth grade and who have attained the age of fourteen during the calendar year in which the class is offered. To help offset the expense of driver's education, a fee is charged to each student. Students identified in the Free and Reduced Lunch Program are eligible for a scholarship through the high school office. To apply, please contact the high school principal.

FOOD AND BEVERAGE

Food and beverages are not to be consumed outside of the cafeteria/commons area without permission from administration. This includes all classrooms and hallways. Students may carry water in a water bottle.

GENERAL HEALTH INFORMATION

If your child has special health care needs, requires medication and/or treatments during the school day, or has a chronic health care condition (such as anaphylactic allergy, asthma, diabetes, seizure, etc.) please contact the school nurse/aide who will give you the necessary forms to be completed by you and your primary care physician. Completing this process will allow us to provide a safe and stable environment for your child while at school.

Illness: Student attendance is important. We want students in school as much as possible. However, if your child is ill, please keep him/her home so other students and staff are not exposed. When a child becomes ill while at school, a

determination will be made whether the child requires exclusion. Harrisburg School District follows recommendations made by the American Academy of Pediatrics and the South Dakota Department of Health.

Children should be excluded for the following illnesses:

- Illness that **prevents the child from participating** comfortably in program activities.
- Illness that results in a **greater need for care** than the staff can provide without compromising the health and safety of other children.
- **Fever of 100.0 or greater, lethargy, irritability, persistent crying, difficult breathing** and/or other manifestations of possible severe illness.
- **Persistent abdominal pain** (continuous for more than two hours) or intermittent abdominal pain associated with fever, dehydration, or other systemic signs or symptoms.
- **Chicken Pox (Varicella)**: Exclude until rash or lesions have crusted over.
- **Diarrhea exclude while symptomatic only if person is unable to practice independent hygiene or for stools that contain blood or mucus. Haemophilus Influenzae, type B invasive (Hib)**: exclude until after 24 hours of antibiotic treatment
- **HIV, Hepatitis B, Hepatitis C or other blood borne diseases**: generally no exclusion; considerations may exist if potential for blood borne exposure exists. Consult healthcare provider for guidance.
- **E. Coli 0157:H7 or Shigella infection**: exclude until diarrhea resolves and two stool cultures are negative.
- **Hepatitis A virus infection**: exclude until one week after onset of illness or jaundice (if symptoms are mild).
- **Influenza and Influenza-like Illness**: exclude as long as fever ≥ 100 degrees Fahrenheit is present in an un-medicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on state or federal guidance.
- **Measles**: exclude until four days after onset of rash.
- Meningococcal disease (*Neisseria meningitidis*): exclude until after 24 hours of antibiotic treatment.
- Methicillin-resistant *Staphylococcus aureus* (MRSA): exclude only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.
- **Mumps**: exclude until five days after the onset of parotid gland swelling.
- **Pinkeye** , scabies, head lice, ring worm, herpes gladiatorum, mollescum contagiosum, and skin rashes without fever: Generally no exclusion; consideration may exist for certain sports, extracurricular activities or behaviors that might increase risk of transmission. Consult healthcare provider for guidance..
- **Rubella**: exclude for seven days after appearance of rash.
- **Shingles (Herpes Zoster)**: generally no exclusion if lesions can be covered. If lesions cannot be covered exclude until rash or lesions have crusted over.
- **Strep Throat (Streptococcal pharyngitis) and streptococcal skin infections (Impetigo)**: exclude until after 24 hours of antibiotic treatment.
- **Tuberculosis**: exclude until a physician and Department of Health determine person is not infectious.
- **Vomiting**: exclude if vomiting occurs two or more times in 24 hours or accompanied by a fever. Exceptions for vomiting that is caused by a non-communicable condition and the child is not in danger of dehydration.
- **Whooping Cough (Pertussis)**: exclude until five days of the appropriate antibiotic therapy has been completed.

(2009 Red Book, American Academy of Pediatrics, 28th Edition; Managing Infectious Diseases in Child Care and Schools, A Quick Reference Guide, American Academy of Pediatrics, 2nd Edition; 2008 Control of Communicable Diseases Manual, 19th Edition.)

Medication and Treatment Administration: In the event that your child needs medication while in school, both prescription or over-the-counter, the Harrisburg School District requires a completed *Medication and Treatment Authorization Form* prior to administration. This form needs to be completed by the parent/guardian for OTC medications and parent/guardian AND primary care physician for prescription medications/Herbal medications. Forms can be picked up in the health office in each school building as well as on the parent portal tab of the district website (http://harrisburgdistrict42-1.org/?page_id=179). If at all possible, medications should be scheduled and given outside of school hours. The school district does not provide OTC medications. Medication must be delivered directly to the school

nurse/aide or trained personnel by the parent/guardian in the original pharmacy or manufacturer's container. For your child's safety and the safety of other children, students in kindergarten-5th grade are not allowed to carry and self-administer medication. Parent/guardians are responsible to pick up unused medication within one week after the last day of school. If medication is not picked up within one week after school is out, it will be destroyed. Medication renewal is required at the beginning of each school year. Please see this form for further information. For more information on our Medication Administration Policy, please see online (http://harrisburgdistrict41-2.org/?page_id=179)

Annual Health Record: Each student is required to have a new annual health record completed each school year. The Annual Health Record is now found online and can be returned at open house. It should be completed and returned by the first day of school and will be kept on file in the School Health Office. Please see the school nurse/aide if you have not received or completed this form.

Immunizations: Harrisburg School District complies with the South Dakota Department of Health requirements in obtaining and verifying immunization records for all new and transferring students. If records are not current, the law allows for the school district to exclude children from school. Completed forms are due by the first day of school.

Minimum Immunizations Required for School Entry in South Dakota:

1. **Diphtheria, Pertussis, Tetanus vaccine– 4 or more doses.**
Four or more doses of **diphtheria, pertussis and tetanus containing vaccine**, with at least one dose administered on or after age 4. Children 7 years and older needing the primary series are required to have Td and only need three doses, with at least 6 months between dose two and three. If the child is 11 or older, the first dose of the primary series should be Tdap and the second and third doses should be Td, with at least 6 months between dose two and three. Children receiving six doses before age 4 do not require any additional doses for school requirements. The maximum a child should receive is six doses.
2. **Polio vaccine – 4 or more doses.**
Four or more doses of **poliovirus vaccine**, at least one dose on or after age 4; if four doses are administered prior to age 4 years, a fifth dose should be administered after age 4.
3. **Measles, Mumps, and Rubella Vaccine – 2 doses.** Two doses of a **measles, mumps, and rubella vaccine (MMR) or submit serological evidence of immunity**. Minimum age for the first dose is 12 months. Administer the second dose routinely at age 4 through 6 years. The second dose may be administered prior to age 4 provided at least 28 days have elapsed since the first dose.
4. **Varicella Vaccine – 1 dose.** One dose of **varicella vaccine**. The minimum age for the first dose of varicella (chickenpox) vaccine is 12 months. People 13 years of age and older (who have never had chickenpox or received chickenpox vaccine) should get two doses at least 28 days apart. History of disease is acceptable with parent or guardian signature.
5. **Varicella Vaccine – 2 doses (kindergarten only).** The additional immunization requirement for **kindergarten entry only** is two doses of **varicella vaccine**. Administer the second dose at age 4 through 6 years. The minimum interval between the two doses is 3 months. History of disease is acceptable with parent or guardian signature.

*ALL 11 year old students entering 6th grade must also have the following:

- One dose of Tdap vaccine (Tetanus, Diphtheria, and Pertussis); AND
- One dose of MCV4 (meningococcal vaccine)

The requirements apply only for 6th grade entry and transfer students 6th – 12th grade.

If your child is 10 years old when entering the 6th grade they have 45 days after their 11th birthday to be vaccinated.

NOTE: *Haemophilus Influenzae* B, Hepatitis A, Hepatitis B, and Pneumococcal vaccines are recommended but not required.

The school nurse/aide is available to assist in promoting good health and in maintaining a healthy, safe environment for students and staff. The school nurse/aide cannot diagnose your child but will consult with you and make recommendations regarding your child's care. If you have any questions, concerns or comments, please contact your school's nurse/aide.

GRADING SYSTEM and GRADE POINT AVERAGE

Students will be assessed through Standards Based Grading (SBG). SBG guides students toward their potential in each course of study. Students will be assessed by content standards rather than an overall grade. Please refer to the Student Tab on the South Middle School website: <http://southmiddleschool.harrisburgdistrict41-2.org>

Middle School Grading Scale

Grade	Percentage
Meets Standard (M)	90% and above
Progressing (P)	80 – 89.5%
Emerging (E)	70 – 79.5%
Standard Not Met (N)	69.4% and below
Incomplete (I)	Inadequate Work: Final Grade Not Assigned
Standard Not Assessed ()	No Scores in Gradebook

- All standards will be available for assessment during each semester, or term, of the school year.
- Standards not assessed during a given term will be denoted with a blank in the grade book.
- Students must maintain a grade of *Emerging* or higher in each course standard in order to pass the course.

HARASSMENT

Harassment is a repeated pattern of unprovoked aggressive behaviors of a physical and/or psychological nature carried out by an individual or a group against an individual or group with the effect of causing harm or hurt. All forms of harassment meet the standards of being unwelcome, unwanted, and uncomfortable in the view of the recipient. They all have the effect of creating a hostile environment. It is the Harrisburg School District's policy that no student may interfere with another individual's academic or work performance by creating an intimidating hostile threatening or offensive environment. After informing the offender that their behavior is unwelcome, students should report the behavior to a staff member. Formal written complaint forms are available in Ms. Jennifer Conway's office located at 200 Willow Street, Harrisburg, SD.

HOME/SCHOOL COMMUNICATION

- A. **Parent Portal:** Information about student grades, attendance, schedules, and discipline can be found on Parent Portal: <https://sis2.ddncampus.net/campus/portal/harrisburg.jsp>. Parents must have a login to access this information. If parents do not have a login, they may obtain one by contacting the middle school office.
1. Grades become a part of every student's permanent record and consequently become a recommendation for the student when that record is examined.

- B. **Bright Arrow:** Bright Arrow communication system will be used to notify parents of school cancellations, late starts, early releases, or special events and announcements concerning the school.
- C. **Team Sites:** Each grade level team has a team website. Please access the Parent Public tab at <http://southmiddleschool.harrisburgdistrict41-2.org/>
- D. **NFTM:** News From the Middle will be sent as an electronic communication to parents and is available on the South Middle School website.
- E. **District App:** Push notifications and other resources available on a smart phone app. Download the app by searching for Harrisburg Schools on the device app store.

HOMEWORK

Homework will vary by grade level, teacher, and subject. It is important to note that the student's individual ability and speed of work will affect how long each student will take to complete the assignment. As a result, in middle school there will be times when students will not complete their work at school, and they will be required to complete them at home. Assignments are expected to be completed neatly and fully by the designated due date. Exceptions to the completion date will only be made for students who have had an excused illness or absence.

ICU

The ICU (Intensive Care Unit) is a program used to support a school-wide focus on student engagement, responsibility, and accountability – specifically in completing quality assignments.

One tenet of the ICU philosophy is to provide students who have late assignments a time, place, and support to complete their work. These support services will take place during the school day in Directed Studies or after school during ICU PM, available until 5:00 p.m., for students who have not sufficiently completed an assignment at a level of "Progressing" or "Meets Standard." Staff and administration will work with students and their families in finding a time for students to complete assignments if families are unable to meet these requirements.

Saturday School will be assigned to students who require additional support to complete late or incomplete assignments. The following are guidelines used by staff to determine eligibility for Saturday School:

- Three or more incomplete or late assignments on ICU as of 3:30 p.m. Thursday of each week
- One or more assignment(s) that is incomplete 1 week beyond its due date
- One or more project(s) that require a greater amount of time for students to complete

The ICU Database is a secure, web-based tool used to track, organize, and communicate information about students with missing assignments. Teachers will enter the student's name and assignment in the ICU Database when the student has a late or missing assignment, which may be due to absence. At this point, a message is generated and sent to up to two email addresses and one mobile device for each student informing the parent / guardian(s) of the missing assignment. The parent / guardian(s) will receive notification when the assignment has been completed and removed from the ICU Database.

ICU is a system to communicate with all stakeholders that a student has incomplete work. This program is most effective when students, their families, and SMS staff collaborate together to support students in completing their work to demonstrate their learning.

ID BADGES

At the beginning of each school year every student will be issued a student identification badge. IDs are used for lunch and à la carte purchases, library check-out, and for identification to ensure the safety of all students and staff. IDs must be with the student during the school day. Any alteration of the ID is prohibited and will result in the ID's replacement at the student's expense. This includes but is not limited to: coloring, cutting, damaging, or placing stickers on the ID. If a

staff member sees that a student has altered their ID, they will be asked to fix or replace the ID at a cost of \$5. Continued refusal to follow these expectations will result in disciplinary actions. Students who have lost or broken their ID badge can get it replaced the first time of the year for free. Further badges will be replaced at a cost of \$5 per badge.

INITIATIONS/HAZING

There will be no initiations, hazing, or harassing of any student or athlete.

INSURANCE

Students in all grades will be given the opportunity to take student insurance through a private agency at a cost to the parent. Anyone participating in a major sport is recommended to carry this insurance and the special insurance for football.

Learner OF THE MONTH

This faculty-selected award is given to a select number of students in each grade per month who display many positive qualities, making them an example to their peers. Qualities highlighted in the students of the month include, but are not limited to, the following: attendance, scholarship, cooperation, initiative, attitude, leadership, involvement, and character.

LIBRARY MEDIA CENTER

1. The goals of the Harrisburg schools' library media centers are to:
 - a. Provide resources, both print and web-based to enhance the curriculum.
 - b. Teach information literacy as part of an information problem-solving process.
 - c. Encourage and promote recreational reading.
2. The middle school library center, the Makerspace and its resources are available to all students to enrich both their scholastic and personal development. Students are welcome in the library media center to work on research projects, read a book or magazine, and/or study quietly. The following guidelines allow all students easy and equitable access to library resources.
 - a. Books may be checked out of the library for two weeks and may be renewed three times. If there is a continued need beyond this time frame, an extension may be granted upon request.
 - b. Students who fail to return books or have lost books will be charged a replacement fee. Students who damage a book will be charged \$10.00 or replace it at the library media specialist's discretion.
 - c. The library catalog and articles from online reference databases are available from any computer at the middle school via the library's web page.
3. Located in our Library Media Center is the HSMS Makerspace. Makerspaces provide students the opportunity to create, innovate and tinker with various materials. If you want to fly/play with drones, make sewing projects, create prototypes of your ideas, program or code (Makey-Makey, Hummingbird Boards, Arduino kits), 3D print objects, or create 'think big' ideas, then you can come to the Makerspace. Times available for students are 7:30a-8:00a, during Directed Studies, and after school. These times are subject to change. To schedule a time to work in the Makerspace during one of your classes, please talk to Ms. Kristi Jones, our Head Librarian, after you receive permission from your instructor.

LOCKERS

The locker(s) assigned to each student are the responsibility of the student and shall be locked at all times. The locks and lockers supplied by the school are the property of the school and consequently remain under the control and maintenance of the school system. Administration maintains control over all locks and has a master list of all combinations and a key which will open every lock. Thus, each student has exclusive control over his/her locker as do other students; but not as to the school or its designated officials. The school stands "in loco parentis" and consequently

has the right in matters of school discipline to act as the parent in maintaining order. Students and parents should not assume that there is any expectation of privacy and as such the administration may search lockers without notice/warning.

LUNCH

Child Nutrition Department

Harrisburg School District's Child Nutrition Department is dedicated to providing wholesome and nutritious lunch and breakfast meals to all students. All of our menus meet or exceed the meal pattern requirements introduced in January 2012. The meal pattern is designed to meet the requirements of the *Healthy, Hunger-Free Kids Act of 2010*. Currently our lunch and breakfast meals offer students milk, fruits and vegetables, proteins and grains, and they must meet strict limits on saturated fat, sodium and portion sizes. Harrisburg School Districts' lunch, breakfast and Ala carte items currently meet additional standards requiring:

- Age-appropriate calorie limits
- Larger servings of vegetables and fruits (students ***must*** take at least one serving of produce)
- A wider variety of vegetables, including dark green and red/orange vegetables and legumes
- Fat-free or 1% milk (flavored milk must be fat-free)
- All grain items will contain 51% or more whole grain
- Less sodium

Student Accounts

The Child Nutrition Department utilizes a computerized point of sale system to track student meals and account balances. Each student is issued an individual lunch account and they are issued an Identification Badge which is linked to their individual account. If a student loses their ID card a new one must be purchased for \$5.00. Students are required to present their ID Badge when they go check out at the end of the meal line. Students that do not have ID Badge will have to wait at the end of the lunch line and will not be able to purchase Ala carte items.

Depositing Money into Student Accounts

Money can be deposited into a student's individual account either by sending cash or check with the student to school or they can use our online payment system (www.myschoolbucks.com). When a check is sent please indicated the student's name(s) and dollar amount to be deposited, in the memo section on the check. Parents can also utilize our online payment system which can be found at the My School Bucks website at www.myschoolbucks.com. There will be a \$2.00 fee for each credit/debit card or electronic check transaction.

Meal Prices

Student meal prices for the 2018-2019 school year can be found on the Harrisburg School District website (<http://harrisburgdistrict41-2.org/>) after July 15th.

Ala Carte Items

Ala carte items will be offered and the prices will be posted in the Ala carte area. Students ***must*** have their ID Badge to purchase Ala carte items.

Ala carte Restrictions

Parents can request that we set up Ala carte purchasing dollar limits on each individual student account. We can set dollar limits by the day, week or month. Once a student has reached the dollar limit that has been set our point of sales system will not allow additional purchases until the time limit has passed. Ala carte is defined as any purchases outside of the normal lunch or breakfast. This includes extra entrees and extra milks.

District Negative Balance Policy

All students will be required to have enough money in their account to pay for the items in which they choose. **No students will be allowed to incur a negative balance.** At the Middle Schools, Students will not be allowed to purchase Ala Carte items if their account balance is below \$10.00. They will be allowed to purchase extra milk or extra entrees providing they have enough money in their account. Students that do not

have enough money in their account to purchase a lunch will be given an alternate meal. A student will only be allowed an alternate meal for three consecutive school days, after that time no food will be provided. Once a student receives an alternate meal one of the Child Nutrition staff will contact the parent or guardian via a phone call to notify them of the meal situation. An alternate meal consists of a cheese sandwich, items from the fruit & vegetable bar and milk. There is no alternate meal for breakfast. Students will be reminded as they go through the line if their account balance falls below \$10.00.

Low Balance Notifications

To receive low balance notifications for your student's account, you must set them up on the My School Bucks website (www.myschoolbucks.com). There are tutorials on how to do this on the My School Bucks website or on the Harrisburg School District website. The school district will no longer send low balance notifications out via email.

Free or Reduced Meal Forms

Children from families whose income falls within certain guidelines may be eligible for either free meals or reduced meals. Children of families, who qualify for the Supplemental Nutrition Assistance Program or SNAP, automatically qualify to receive free meals. To apply for free or reduced priced meals, please complete an application available online at the Parent Portal which is located on the Harrisburg School District website. This form **cannot** be completed using a smart phone or tablet. If you do not have a computer, you can use the ones located in the public library or the computers available at the District Office.

Meal Change or Special Diet Forms

All students that require a special diet or modifications need to have the *Meal Change* form filled out and on file with the Child Nutrition Department. This can be obtained from the school office or online at the District's website. Once the form has been filled out it only needs to be updated unless the special diet or modification has changed. A new form no longer as to be filled out every year.

Peanut & Tree Nut Restrictions

Harrisburg School District's Middle and Elementary Schools have been declared a **Peanut & Tree Nut Restricted Zone!** Please see the Harrisburg Website for the complete Peanut & Tree Nut Policy. Students that have peanut or tree nut allergies can have life threatening reactions, even without consuming the item. Do not send snacks or foods that contain peanuts or tree nuts. This includes all items sent in student's sack lunches. A list of peanut free foods & snacks can be found in the school office or on the District website.

Classroom or Large Group Parties

The Harrisburg Child Nutrition Department requires 2 weeks' notice prior to any classroom or large group parties in which the students will not be eating lunch on that day. This will allow them to make any necessary changes to their food orders and plan accordingly.

Parent & Adult Meals

Parents, guardians or grandparents are welcome and encouraged to eat lunch with their students. Please see the Harrisburg website for the price of an adult meal. Payment is required at the end of the meal line. Harrisburg School District encourages and teaches our students to make healthy choices for their meal so please refrain from bringing pop into the meal area during that time.

If you have questions or comments regarding Harrisburg's Child Nutrition Department please contact Chris Beach, Director of Child Nutrition, at 605-743-9031 or via email at chris.beach@k12.sd.us.

MODIFICATIONS FOR INDIVIDUALS WITH A DISABILITY

The Harrisburg School District will make modification to its programs, facilities, employment practices, and activities to accommodate all qualified individuals with a disability. The district will assure that all educational services will be provided and offered to all students including disabled/disadvantaged students. The district assures that all students will receive an equal opportunity to achieve educational benefits including vocational technical education programs.

MORNING ROUTINE

We ask that no students arrive at school before 7:30am. Students may be in the Commons until 7:40am or until the gym doors are open and lights are on. After the gym is open, the Commons is reserved for students that eat breakfast. Students will sit in the bleachers by grade and will not be allowed to be on the gym floor. After being released from the gym, students will report to their advisory class with the appropriate materials. Students needing assistance prior to 8:00am will need to get a pass in order to see a teacher.

NETWORK ACCEPTABLE USE POLICY

Students using the school district's network are responsible for using this technology appropriately and in an ethical manner. Failure to do so may result in disciplinary action, including termination of network privileges for the user.

Technology use must be in support of education and consistent with the academic goals of the district.

The student will be able to:

- Access the school's equipment.
- Use the internet for educational purposes.
- Access real time audio/video streaming for educational purposes.
- Utilize the cloud for data storage.
- Print in moderation for classroom use.
- Use external storage devices if virus scanned by a staff member prior to use.

The student will be prohibited from:

- By passing the internet filter to gain access to blocked websites.
- Transmitting, receiving or viewing obscene materials.
- Deleting their browsing history.
- Revealing personal information about themselves or others.
- Sharing passwords or using another student's password to gain access to network resources.
- Communicating any financial information for online purchases on school equipment.
- Utilizing e-mail/electronic messaging services during school hours unless under the direct supervision of a classroom teacher.
- Using tools or programs capable of disrupting the network.
- Accessing real-time audio or video streaming for non-educational purposes.
- Vandalizing, stealing, or attempting malicious harm to school equipment or data of other users.
- Accessing non-educational games on school equipment.
- Bringing programs or games from home or other sources.
- Downloading files from the internet for non-education use.
- Using P2P (Peer to Peer) services.
- Using chat or instant message services on school equipment.
- Housing MP3 files or executables on the school server(s).
- Using vulgarities or other inappropriate language while on the network.
- Using school computers to place phone calls.

The student's internet use is tracked and monitored daily. Files on any of the Harrisburg computers or data servers are not private, therefore, subject to inspection.

Misconduct:

1. The building administrator, in consultation with the Technology Department, is responsible for applying disciplinary actions when the Network Acceptable Use has been violated.

Consequences:

First Notice: Maximum of 2- week (10 school days) suspension of computer privileges
Second Notice: Maximum of 1 month (20 school days) suspension of computer privileges
Third Notice: Termination of privileges for the remainder of the year or 6 months, whichever is longer.

When applicable, law enforcement agencies may be involved.

Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

NON-DISCRIMINATORY POLICY

The Harrisburg School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin or ancestry.

Inquiries concerning the application of Title VI, Title IX, Section 504, Affirmative Action, and the Americans with Disabilities Act compliance activities, may be referred to the Ms. Kristin Hamman at 200 Willow Street, Box 187, Harrisburg, SD 57032-0187, phone 605-743-2567 or to the Office for Civil Rights, U.S. Department of Education, 8930 Pkwy, Suite 2037, Kansas City, MO 64114-3302, Phone: 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172 E-mail: OCR-Kansascity@ed.gov

It is the policy of the Harrisburg School District that no individual be discriminated against based on the grounds of race, color, national origin, creed, religion, sex, disability, or age.

PBIS (Positive Behavior Interventions and Supports)

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (e.g., hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occur. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional. At the middle school, systems are used to reinforce pro-social and positive behaviors.

PBIS CELEBRATIONS

The PBIS Celebration program was created for and is devoted to rewarding student achievement. The PBIS Celebration program gives all students the opportunity to be rewarded with a celebration. Celebrations are held in the gym with music, games and prizes. Getting into the celebration requires students to have met the PBIS Celebration- standards designated by the PBIS Celebration committee members. Students may be disqualified if they have infractions with the office.

PEANUT/TREE NUT POLICY

- 1) The school will make a reasonable effort to make sure that peanut/tree nut products will not be used by the school in the elementary and middle school lunchrooms, which includes products labeled "it may contain..." and will inform parents and students that food made with peanuts/tree nuts or products labeled "it may contain..." will not be permitted in student lunches brought in from outside the school lunch program. Products made with peanut/tree nuts as an ingredient will not be permitted in elementary and middle school concessions. This information will be made known to outside groups (PTO's, etc.) using either the concession stands or other facilities.

- 2) The High School will continue to not use peanut/tree nut products or ingredients in their lunchroom, school store, or concessions, but may have products that say "it may contain....." This information will be made known to outside groups using the concession stands and our facilities. The high school is not either peanut/tree nut "free" or "restricted" by label or practice.
- 3) The school will inform parents and students that food brought to the elementary or middle schools during normal school hours for consumption outside of lunch time (i.e., snacks, birthday treats, in-class parties, etc.), cannot state within the ingredients list any peanut or tree nuts or products made from peanut or tree nuts.
 - a) Grades PreK-2: Outside food including shared snacks or special occasion treats cannot include products containing any manufacturer warning regarding the possible presence of peanuts or tree nuts such as "it may contain", "is manufactured in", or "may contain traces of..." .
 - b) Grades 3-8: Students and adults may bring into the school products with a peanut or tree nut manufacturer warning regarding the possible presence of peanuts or tree nuts such as "it may contain" or "is manufactured in", or "may contain traces of..." or are produced in a business, bakery or home that has peanut or tree nuts present.
- 4) We will not be referring to our elementary and middle schools as Peanut/Tree Nut Free, but the school will refer to it as Peanut/Tree Nut Restricted.
- 5) Staff in elementary and middle schools may bring into any school products that contain peanut/tree nuts but must keep them stored and consumed in staff lounges/workrooms. In addition, foods brought in for inservice times will also not have any restrictions. Consumption is only for adult staff members.
- 6) Education to staff and students will be given yearly about properly washing of hands after eating any products that may contain peanut/tree nuts or products or has a label of "it may contain....." Information will be given to all students and staff about food allergies and cautionary procedures related to food allergies.
- 7) All classrooms that have students who have peanut or tree nut allergies will have additional education about precautions which can be done to make their areas safer.
- 8) All students will be encouraged to refrain from sharing of food with other students.

PLANNERS

Organizational skills are a fundamental skill for success later in life. Students that take the time to reflect upon their activities for the day will find that time management is much easier. With this concept in mind, Harrisburg South Middle School students will use digital planners throughout the day to develop these organizational skills, which instill a personal responsibility for academic success. The digital planners will also help foster positive communication between home and school. The following are guidelines for their use:

1. Assignments and/or activities will be noted by a valid entry for each class period daily. Teachers will occasionally spot check their completion.
2. Passes are limited to the number provided in your student planner, so management and effective use are highly recommended.
3. Planners may be checked by any staff member at any time.

POSTERS

All posters, campaign notices and other information posted in school or notices concerning school events must receive proper approval from the administration.

POWER HOUR

The objective of Power Hour is to offer academic support to students who may need extra assistance with homework, organization skills, study skills, and/or time management techniques.

Power Hour will be available before school from 7:30 - 8:00 AM and after school from 3:05 - 4:00 PM each school day. Power Hour will not be offered on school days that follow an alternate schedule (i.e., late starts or early release). Direction and support during Power Hour will be provided by the Harrisburg South Middle School tutors. To sign up for Power Hour, please fill out the form on the Parent-Public tab on the HSMS webpage.

PRIVACY RIGHTS

This is your annual notice from the Harrisburg Public School District to the inspection of education records and disclosures of personal identifiable information from those records. A copy of the policy and regulations governing the educational records of students may be attained in the building principal's office.

Also, during the school year, Harrisburg students are involved in many activities such as music, athletics, publications, debate, drama, academic coverage through school publications or bulletins and special coverage by the newspapers, television and radio stations. The Administration may release personally identifiable information known as "Directory Information" surrounding these activities at their discretion unless a written objection is filed by the parent of a student of an eligible student.

"Directory Information" includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sport, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. The type of information mentioned may also be included in class rosters, student directories, school annual and publications. You need not respond to this communication unless you question the release of "Directory Information." If you have an objection, contact the building administration and complete the necessary form within ten days of your student's registration.

Complaints regarding violations of rights afforded parents and eligible students should be submitted in writing to Superintendent, Box 187, Harrisburg, SD 57032, or the Family Educational Rights and Privacy Act Office, The Department of Health, Education and Welfare, 330 Independence Ave., SW, Washington, SD 20201.

SATURDAY SCHOOL SESSIONS

Saturday school sessions are issued in compliance with the Harrisburg South Middle School rules of conduct. Students attending a Saturday school session must meet the supervisory teacher at the front entrance of the middle school building by 8:00am. Saturday school session concludes at 11:00am. Failure to attend a scheduled Saturday school session is a class four offense, refer to Rules of Conduct.

SCHOOL CANCELLATION

It is the policy of the School Board that the Superintendent of Schools must make the decision of when school is to be canceled due to inclement weather. This decision will normally be made by 7:15a.m. It will be based on weather bureau reports and weather conditions available at the time. If the weather is bad, parents are asked to listen to local radio and television stations. Parents will also be notified of a school cancellation, late start or early release, through the SchoolReach communication system. If a severe storm occurs during the school day, and the administration believes it unsafe to send the buses out, the children will be kept at school until contact is made with the families for specific arrangements.

SCHOOL-SPONSORED EVENTS

All co-curricular activities, practices, sporting events, and school-sponsored events are an extension of the school. All rules, guidelines and policies of the Harrisburg School District will be adhered to while participating in or attending said events, whether on school property or at an alternate location.

SEXUAL HARASSMENT

It is the policy of the Harrisburg School District that sexual harassment is unacceptable and shall not be tolerated; that no member of the Harrisburg School campus community may sexually or verbally harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or
- B. Such conduct has the purpose or effect of unreasonable interference with an individual's academic or work performance or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment is illegal, under both South Dakota (Executive Order #81-08) and Federal (Title VII, Title IX) law. In some cases, it may be liable to prosecution under the criminal sexual conduct law. Students may report such incidents to the middle school administration or superintendent. Resolution of complaints or problems may be pursued informally or formally at the option of the person who feels he or she has been subject to sexual or verbal harassment.

STUDENT ACCOUNTABILITY

Mastery to Move On:

1st Semester	Standard Not Met (N) or Incomplete (I)
2nd Semester	Standard Not Met (N) or Incomplete (I)

If Mastery is not achieved, students redo assignment(s). Tutor program assists. Redo deadlines must be met or Power Hour will be assigned. Modifications made based on student need.

If mastery after the redo of the standard is not achieved, student will begin Tiered process, as described below.

Tiered Interventions:

Tier 1 - Team connects student with tutor interventions (DS and Power Hour).

*2 Weeks

Tier 2 - TAT process begins. 'Focused Power Hour' (before and/or after school led by staff).

*4 Weeks

*Begin the TAT Process led by the student's advisor with parent involvement

*Testing may proceed as needed

Tier 3 - Pulled from Encore class for additional instruction (led by tutor).

*6 Weeks

Tier 4 - Discussion of Summer School.

*Students will have to complete Summer School in the content area before moving to the next grade level (i.e., failing 7th ELA results in student taking 7th ELA the next year).

***Parents need to be notified of possible Summer School by May 1st.**

***Harrisburg School District will supply the instructor for Summer School.**

Summer School

Summer School is a board approved policy for learners that have an 'N' in an academic standard. Summer School begins shortly after the school year has been completed. Transportation is not provided, and your child will need to bring their own lunch. There is no expense to the parents for the instruction during Summer School. When the learner completes the standard(s) that is deficient, they are finished with the program. If they do not complete the requirements of Summer School, the learner will repeat the content the following year (i.e., 7th grader does not complete Science, they will repeat 7th Science). Parents/Guardians will be notified of the possibility of Summer School at the start of May. If it is needed, South MS will communicate the dates, times and location for attendance.

STUDENT COMPLAINTS AND GRIEVANCES

The School Board recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance can do much to maintain harmonious relationships between the schools and the students and community.

The School Board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, and that channels are provided for eventual hearing by the school board in instances where this becomes necessary.

1. Any student or his/her parents or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation that he/she considers unjust or unfair.
2. If the incident remains unresolved, the student or his/her parents or guardian or the teacher, may bring the matter to the administration's attention for his/her consideration and action.
3. The student may also bring a matter of general student concern to the attention of class officers or the student council for possible presentation to administration.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the Superintendent for his/her consideration.
5. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the School Board for review. The Board's decision will be final unless an appeal hearing is requested.

STUDENT CONDUCT

Teachers are expected to handle their own discipline problems within the classroom, study areas, or any other school activity/area under their supervision.

A. Procedures for Disciplinary Action

- Teachers will use the Behavior Response Matrix as a resource to make decisions related to student behavior. In instances of repeated or egregious behavior incidents, the following processes will generally be followed:
 1. Teacher will complete an electronic discipline referral form and submit it..
 2. Student will meet with the administrator to explain and discuss the incident.
 3. The administrator will investigate the incident to determine information and facts.
 4. If the alleged misconduct or violation has occurred, the administrator will give oral or written notice of the incident to the students involved and, depending upon the severity of the offense/infractions, to all the parents as soon as possible after the incident.
 5. After careful contemplation of all the facts, the administrator will decide appropriate action in the best interest of the student and Harrisburg Middle School.
 6. Police will be involved when the student conduct is such that, if committed by an adult, the conduct would be classified as a felony or a high-grade misdemeanor. Repetitious, low-grade misdemeanors will also be reported. Parents or guardians will be notified of Police involvement.

B. Definition of Terms

1. DESTRUCTION OR STEALING OF PROPERTY – Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property, or repeated damage or theft involving private or school property.
2. DISRESPECTFUL/OBSCENE LANGUAGE - Use of obscene or disrespectful language or communication will be grounds for short-term suspension.
3. EXCLUSION - Denial of a student's membership in school, by the School Board, for not more than 12 consecutive months.
4. IN-SCHOOL SUSPENSION - The student will be assigned to the ISS room and not be allowed to attend his/her classes. The student will be allowed to make up work missed, and receive credit for his/her work. The student will not be allowed to participate in activities the day of the suspension, including extra-curricular activities.
5. LONG-TERM SUSPENSION - Temporary denial to a student by the School Board or Superintendent of participation in a class, classes, or from school for more than ten (10) school days; not to exceed ninety (90) school days. Long-term suspension is served out-of-school.
6. MOOD ALTERING CHEMICALS, SUBSTANCES, AND TOBACCO - Using, possessing, selling, dispensing, being under the influence of any mood altering chemicals, substances, or tobacco at school, on school property, or at a school sponsored activity. See rules of conduct for disciplinary actions.

7. OUT-OF-SCHOOL SUSPENSION - The student will not be allowed to be in the school, school property, or attend school activities or functions without permission from the school administration or school board. Students will be allowed to make-up the work missed for credit.
8. PHYSICAL INJURY – Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some person shall not constitute a violation of this rule.
9. SHORT-TERM SUSPENSION - Temporary denial to a student by the Principal or the Superintendent of participation in a class, classes, or from school for not more than ten (10) school days. The term of a short-term suspension may be served either in school (in-school suspension) or out of school (out-of-school suspension).

STUDENT COUNCIL

The student council is the governing unit of the student body and an advisory group to the administration. It should be understood that the student council is not policy-making group, but a group designed to make suggestions to the school for its improvement and promotion and help in improving student morale and spirit.

The purpose of the Harrisburg South Middle School Student Council is to :

1. Provide a voice for the students.
2. Serve as a governing body for the students.
3. Provide activities for the student body.
4. Provide students with opportunities to develop skills of personal and social responsibility and leadership.
5. Increase student awareness of needs within our own community and the greater world.

The members of their respective classes will elect Student Council members. In order to run for student council, students must fill out a petition with signatures from three teachers and fifteen classmates and deliver a speech in front of the student body.

STUDENTS IN THE SCHOOL BUILDING AFTER HOURS

Students should not remain in a school building without the supervision of a teacher or adult who is affiliated with the school and employed by the Harrisburg School District or as approved through administration. If students are requested to leave by custodians or other teachers or school employees, the student should exit immediately.

SCHOOL SURVEILLANCE CAMERAS

The school has surveillance cameras. The recordings from these cameras are for the safety of our student body as well as for the protection of our property. These recordings can be requested by the law enforcement if necessary. No recordings will be shared with anyone outside of school authorities or law enforcement authorities.

TARDIES

Students will be considered tardy for class if they are not in the classroom with the appropriate materials when the bell rings. Some exceptions given upon teacher and/or administrative discretion.

TRANSPORTATION POLICY

The Harrisburg School District provides transportation to school activities and students are expected to ride to and from the activity on the transportation provided by the school. Students may ride home with parents/guardians only if the parent/guardian provides advanced notification to the Activities Director and activity advisor. In no instance will students either provide their own transportation or travel with anyone other than their own parent/guardian to or from a school-sanctioned event. We highly recommend that student participants always travel with school provided transportation. Violations of this policy may result in the loss of the privilege of participating in the event.

TEACHER QUALIFICATIONS

The federal education law put in place by President Bush called “No Child Left Behind” requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their children. If you are interested in this information, you may send your request to the building Principal who will provide a response. (Can also use Teacher 411 website through SD DOE: <https://apps.sd.gov/de04public/TeacherLookup/TeacherSearch.aspx>)

TEXTBOOK CARE

Due to the high cost of textbooks and novels, it is expected that they should last a number of years. Therefore, every student is asked to be as careful as possible with his/her school-provided textbooks and novels. Students will be fined for lost or damaged textbooks.

TOBACCO, ALCOHOL, AND DRUGS

Using, possessing, selling, dispensing, or being under the influence of tobacco (in any form), vape pens, alcohol, mood-altering chemicals or any illegal drug is forbidden at all times, in any school building, on any school grounds or at any school-sponsored event. This rule is also in effect while being transported by the school, or while under school supervision at any school function anywhere. Students violating this rule will be disciplined according to the discipline matrix and school policy.

VALUABLES

Students are cautioned not to bring large amounts of money, electronic devices, or other valuable items to school or on the bus. Students, not the school, are responsible for their personal property.

VISITORS

All visitors are required to check in the office, sign in and receive/wear a visitor’s badge while in the school building. The pass will be returned to the office at the end of visit. Please contact the office prior to scheduling a school visit.

WEAPONS

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school-sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents.

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

Any student bringing a dangerous weapon to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The chief executive officer (CEO) Superintendent shall have the authority to recommend to the School Board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. Local Policy-File:JFCJ

COMMITMENT STATEMENTS

**Student:**

I have read and understand the rules, procedures, and guidelines presented in this student handbook. I understand the aforementioned information is in place in order to establish and maintain a positive and safe learning environment. I am committed to giving my best effort, allowing for a positive, engaging experience at Harrisburg South Middle School.

Student Signature: _____ Date: _____

Guardian:

I have read and gone through the rules, procedures, and guidelines presented in this student handbook with my student. I understand and support these rules, procedures, and guidelines. I recognize that they are needed to establish a positive and safe learning environment. I will hold him/her accountable to the aforementioned information. I am committed to teaming with the school to ensure my student receives a quality educational experience.

Guardian Signature: _____ Date: _____

Advisor:

I have highlighted key parts of the handbook with my advisory student, familiarizing the student with the rules and expectations at Harrisburg South Middle School. I understand my role as the student's advisor and, thus, am committed to being an advocate for my advisory student - answering questions, providing support, and finding the proper resources to ensure that he/she has the tools and understanding to be a successful, lifelong learner.

Advisor Signature: _____ Date: _____

2018-2019 Rules of Conduct for Harrisburg Middle School

(Below is the matrix for infractions and corresponding consequences. The severity of the consequences is in relationship to the number of offenses incurred by a student. The administration reserves the right to adjust these rules of conduct as necessary in each situation. Rules of conduct include, but are not limited to, those items listed in this matrix. Documentation of each infraction is sent home. Police referrals will be made when appropriate.)

Infraction	Consequence			
	Offenses	1st Offense	2nd Offense	3rd Offense
Class One (per semester - each infraction accumulated individually) Dress Code Violation, Minor Device Violation (Playing a non-educational game, watching a video or using personal device without teacher permission, failure to plug-in device, etc.)		Verbal Warning (Device Confiscated)	Verbal Warning (Device Confiscated)	Lunch Detention - Parent Contact (Habitual infractions will result in progression as a class two offense for insubordination.)
		Lunch Detention	Lunch Detention	
Class Two (per quarter - each infraction accumulated individually) Insubordination (running in hallway, food outside of commons etc...), Tardies (begins with third offense per class).		Lunch Detention	Lunch Detention	Before/After School Detention - Parent Contact (Habitual infractions will result in progression as a class three offense for insubordination.)
Class Three (per quarter) Disruption, Possession of Lighter/Matches, Unexcused Absence, Skipping a Homework Recovery Session, Cheating, Dishonest, Inappropriate Language, Bus Conduct Reports, Excessive Mischief.		Before/After School Detention Parent Contact	Before/After School Detention Parent Contact	ISS Parent Contact
				ISS Parent Contact
Class Four (per year) Disrespectful, Obscene Language, Pornographic Material, Intimidation, Harassment, Physical Aggression, Truancy, Forgery, Threats, Leaving School Grounds without Permission, Skipping a Saturday School Session or After School Detention		ISS (1 day) Parent Contact	ISS (2 days) Parent Contact	ISS and OSS (1 day of each) Parent Contact
				OSS (2 days) Parent Contact
Class Five (per year) Violence, Fighting, Tobacco, Vape Pens, Theft, Destruction of Property, Hazing.		OSS - (3 days) Parent Contact	OSS - (5 days) Parent Contact	OSS - (10 days) Parent Contact
				Long-term Suspension or Expulsion, Parent Contact.
Class Six (per HMS and HHS career) Drug/Alcohol use, possession, distribution, selling, or under influence of, Drug Paraphernalia		OSS - (10 days) Police Referral Parent Contact	OSS - (20 days) Police Referral Parent Contact	Long-term Suspension or Expulsion, Police Referral, Parent Contact.
Class Seven (per HMS and HHS career) Weapons, Bomb Threat, Fire, Endangering the Life of Others		Long-term Suspension or Expulsion, Police Referral, Parent Contact. Mandatory 12-month expulsion for Firearm Possession.		

SCHOOL CALENDAR

2018-2019 SCHOOL CALENDAR → HARRISBURG SOUTH MIDDLE SCHOOL



15 -- Grades 6-8 Open House
4:30-7:00 PM
Lifetouch pictures
16 -- New Teacher In-Service
20 -- Teacher In-Service
21 -- All Staff In-Service
23 -- 1st Day of School

AUGUST '18						
Sa	Mo	To	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER '18						
Sa	Mo	To	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1 -- Tiger Bowl
3 -- NO SCHOOL -- Labor Day
14 -- Early Release -- 11:45
Homecoming Parade 1:30
Homecoming Game 7:00

4 -- NO SCHOOL -- In-Service
P/T Conferences 2:00-8:30 PM
5 -- NO SCHOOL -- Comp Day
8 -- NO SCHOOL -- Native American Day
12 -- Lifetouch retakes
26 -- End of 1st Quarter

OCTOBER '18						
Sa	Mo	To	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER '18						
Sa	Mo	To	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

21 -- Early Release 1:15
22-23 NO SCHOOL-Thanksgiving Break

21 Early Release 1:15 PM
24-31 NO SCHOOL-Christmas Break

DECEMBER '18						
Sa	Mo	To	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY '19						
Sa	Mo	To	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-2 -- NO SCHOOL -- New Year's Holiday
3 -- Classes resume
11 -- End of 1st Semester
21 -- NO SCHOOL-ML King Jr. Day
Teacher In-Service

13 -- NO SCHOOL -- In-Service
P/T Conferences 2-8:30 PM
14 -- NO SCHOOL -- Comp Day
15 -- NO SCHOOL
18 -- NO SCHOOL-President's Day

FEBRUARY '19						
Sa	Mo	To	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH '19						
Sa	Mo	To	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

13 -- End of 3rd quarter
14 -- NO SCHOOL-Spring Break
15 -- NO SCHOOL-Spring Break

18 -- Early Release 1:15
19 -- NO SCHOOL -- Good Friday
22 -- NO SCHOOL -- Easter Monday

APRIL '19						
Sa	Mo	To	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '19						
Sa	Mo	To	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21 -- Last day of school
End of Semester (175 days)
Early Release -- 1:15 PM

JUNE '19						
Sa	Mo	To	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY '19						
Sa	Mo	To	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 -- Independence Day

STAFF INFORMATION

Office Staff:

Darren Ellwein – Principal
Brad Hartzler – Assistant Principal
Betsy Atwood – Counselor
Courtney Burrack – Administrative Assistant
Debra Backman– Nurse

6th Grade Team:

Elliot Carmany-- Advanced & General Math
Jason Donnelly – Advanced & General Math
Tyler Fitz – Advanced & General Social Studies
Allie Long – English Language Arts
Jordan Meland – General Science/ FACS
Jeanine Murphy –English Language Arts
Maria Pettinger – Spanish/English Language Arts
Angie Plaine – Advanced & General Science
Greg Rockvam – Physical Education
Chris Stewart – Tech Ed./Computer/ PLTW
Byron Williams – Computer
Paige Wright -- Advanced & General Social Studies

7th Grade Team:

John Delle -- English Language Arts
Carla Diede – Math/ Idea Foundry
Stefanie Johnson– Science
Jared Kaltwasser –Geography
Erica Lund--Advanced and General Geography
Brenda Mutziger – English Language Arts
Matthew Robinson –Geography
Brittany Rosberg – Health/Physical Education
Mona Tschudy – General Science
Kirstin Wiemen –General Math

8th Grade Team:

Matt Dick –US History
Carla Diede - Advanced Math
Jennifer Esser – Advanced & General Science
Megan Farrell - English Language Arts
Anthony Jensen – Advanced & General English Language Arts
Jared Kaltwasser - English Language Arts/ US History
Levi Ludens – Advanced & General Math
Sara Robel – Math/PTLW
Greg Rockvam – Physical Education
Chris Stewart – Tech Ed./Computer/ PLTW
Byron Williams – Computer

Encore Team:

Carla Diede - Idea Foundry
Jordan Meland – FACS
Randi Murphy – Art
Jim Novak - Band
Maria Pettinger – Spanish
Kerry Reuer – Chorus
Sarah Robel - PTLW
Chris Stewart – Tech Ed./PLTW

Other Staff:

Kristi Jones – Library Media Specialist
Sam Lenz – 6th Tutor
Mary Geraets – 7th Tutor
Rob VandeLune – 8th Tutor
Chris Beach - Director of Food Service
Barbara Christopher – Technology Integrationist
Dr. Laurie Wenger – ELL

Special Education:

Christina Ayala--Special Education Teacher
Kyler Howard – Special Education Teacher
Jeff Kayl – Special Education Teacher
Becky Stassi – Special Education Teacher
Jennifer Rhode – 6th Grade SPED Paraprofessional
Jason Clare – 7th Grade SPED Paraprofessional
Marcy Weber – 8th Grade SPED Paraprofessional
Tanya Dirks--Life Skills Educational Assistant
Theresa Collins-- Life Skills Educational Assistant
Matt Lingo – Speech Therapist
Mark Rieck – Behavior Specialist
John Ratzloff - Psychologist