

# Mitchell Middle School

## Home of the Kernels

800 W. 10<sup>th</sup> Ave.

Mitchell, SD 57301

Phone: 605-995-3051 Fax: 605-995-3037

School Website: <https://www.mitchell.k12.sd.us/o/mms>

Dr. Joe Childs, Superintendent

Mr. John Tyler, Principal

Mr. Jeremy Hurd- Assistant Principal

Mr. Cory Aadland, Activities Director

School Colors: Black and Gold

Mascot: Cornelius



## ACADEMIC DISHONESTY

The well being of the school community depends on each student's accepting responsibility for his or her personal conduct both socially and academically. Academic honesty requires that students produce work that is their own. Academic dishonesty is a student's attempt to claim and show knowledge and/or skills that he or she does not possess. Instances of academic dishonesty will be handled at the discretion of the teacher and will also be referred to administration for documentation.

## ACTIVITIES

School-sponsored extracurricular activities start in the 6th grade (some activities are grade specific). Middle Level students must have a physical each year to participate in a variety of athletic and other activities. Student activity tickets for high school activities are available at Mitchell Middle School Registration and the Mitchell High School Main Office.

**Eligibility and conduct:** Participation in all activity programs is predicated upon successful work in the academic classroom. A Failing List check is done weekly at the Middle School on Wednesdays.

- If a student is on that list with at least one (1) F letter grade, they are ineligible to miss class to compete in an event. A student may still participate in a home event after school or on Saturday if they are only failing one class. If school transportation has left before the end of the school day, the person is ineligible for that event. The student will still be allowed to practice if deemed appropriate by the coaching staff and building principal. If a student has an incomplete grade for ANY quarter they will not be allowed to leave school early to travel to a school event.
- Any student that is on the list with two (2) F letter grades will be ineligible to compete in any event, home or away, regardless of time or day of the week.

- Any student failing three (3) or more classes is automatically ineligible to practice or compete.

A two-week grace period will be allowed at the beginning of each quarter for the failing list and activity participation. Power Hour is a priority over activities when assignments are owed. A student must attend school the half day prior to the activity or activity dismissal in order to participate. Should you as a parent have ANY questions regarding your son/daughter, please contact the Activities Director at (605)995-3082. It is the policy of the school district that participation in any extra-curricular activity is a privilege. The participation privilege carries the responsibility of adherence to a code of conduct, which reflects the role model status of extra-curricular participants. Individual coaches may have additional requirements. All students participating in school activities are subject to the expectations stipulated in the Board Policy #1071.

## ALCOHOL/TOBACCO/DRUGS

We expect to have a safe and drug free school. Illegal drugs, which include tobacco, nicotine not approved by the FDA, and alcohol, are prohibited in school, on school grounds, at school-sponsored activities, on student trips, or when students are being transported in a district vehicle.

## ATTENDANCE (605) 995-3051

Regular attendance directly relates to a student's ability to achieve in school. A student that is absent misses class instruction, presentations, discussions, audio-visual material, and student-teacher contact-all difficult to make-up after the absence. In order to encourage regular attendance, the following procedures will be in place each year:

- If a student is absent for four days (or 4 blocks of one class) per semester, the parents may receive a written first notice.

- If a student is absent for eight days (or 8 blocks of one class) per semester, the parents may receive a written second notice.
- If a student is absent for ten days (or 10 blocks) per semester, the school resource officer will be notified and a truancy petition may be filed with the State's Attorney.
- If a student is absent from school, phone contact or written notification to the school is required within 24 hours of the student returning to school.
- If a student is more than 30 minutes late for any period, the student is considered absent for that period.
- Continuous absence for prolonged illness or a series of medical treatments will be counted as one absence per day unless a note from the physician is provided.
- Continuous absence due to bereavement or serious illness of the student's immediate family may be counted as one absence. A note from the parent/guardian or physician will be required.
- Absence for school activities will not count as an absence.
- Students may be excused for other exceptional reasons with approval of the principal.
- Attendance will be counted on a semester basis.

#### Excused Absences:

- A student, who has been absent, on returning to school, must present an excuse (if telephone contact has not been made) stating the reason for the absence. The student is to get all missed assignments from his/her teacher(s) and make-up all work promptly. Absences for reasons other than school-sponsored activities will be counted as a day of absence and must be reported to the school within 24 hours. In all cases, the parent must contact the front office or principal by a written note or telephone. It is the student's responsibility to have assignments for class upon returning.

## BEFORE AND AFTER SCHOOL

School starts at 8:15 a.m. and ends at 3:15 p.m. If students enter the building before 8:00 a.m., they must report to the cafeteria or East front lobby. Students are encouraged to meet with teachers at this time. After school, they can work with a teacher or participate in school-sponsored activities. If they are not involved in one of these activities or working with a staff member, they should exit the building and students should be off the school grounds by 3:30 p.m.

## BUSSING

Inappropriate bus behavior is referred to the principal who may apply school consequences. In some circumstances, students may be denied bus privileges. Call Foreman Bus Service at (605) 999-0214 or Palace Transit at (605) 995-8440 for information.

## COUNSELING

Counseling at the middle school is a normal need for adolescent students. School counselors work with the concerns that may get in the way of academic progress. This includes personal, academic and career counseling. Counselors do not offer long term personal counseling or family counseling, but can help find resources available in the community. To access a counselor, students can come in before or after school or they can ask a teacher for a hall pass to see a counselor. In the case of an emergency, students can come directly to the office and say they have an emergency.

## DANCE RULES

- Middle school evening dances are restricted to seventh & eighth graders who attend the Mitchell Middle School.
- Dance times are from 7-9 p.m.
- Students **cannot leave** and return to the dance (one-time entry rule).
- Students who wish to leave before 9:00 p.m. will need to contact parents by phone.
- Students who are discourteous to chaperones will be asked to leave and their parents will be contacted.

- Students suspected of any chemical use (drugs or alcohol) will be reported to parents and possibly law enforcement.
- Students are restricted to the dance area, which includes the cafeteria, bathrooms and immediate hallway.
- The School Dress Code is enforced.

## **DISCIPLINE PLAN**

The school discipline plan is in force.

1. **Planners:** Students will be expected to carry planners at all times, except lunch. When using the restroom, documentation will be recorded in the planner and the planner will remain in the classroom. If your child has lost his/her planner, new planners are available for purchase in the office. If your child has misplaced a planner and purchasing a new one is a hardship, please call us and make arrangements. Behavioral infractions, tardies and hall passes are all documented on the log pages. Students start fresh with a new log the first day of each quarter.

2. **Behavior Infractions:** Minor behavior infractions will be recorded. Behavior infractions are handled the same at all grade levels. Behavior infractions include inappropriate language and other classroom management concerns. On the 6<sup>th</sup> behavior infraction per quarter and each infraction after, students will be referred to the office. Detentions, ISS lunch (students eat in an alternative supervised setting), in school suspension, or out of school suspension will be assigned. Major behavior concerns are always office referrals. (See discipline plan attachment)

## **DISTURBANCE OF SCHOOL**

A person whether pupil or not who intentionally disturbs the proper order or management of public or nonpublic school by acts of violence, boisterous conduct, or threatening language so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor. \*(As quoted by SDCL 13-26-6) Superintendents, principals, supervisors, teachers and their aides, and

assistants have the authority to use the physical force that is reasonable and necessary for supervisory control over students. (As quoted by SDCL 13-32-2)

## **DRESS CODE**

Mitchell Middle School reserves the right to place restrictions on a student's dress and grooming when they create a danger to the student's health and safety, interfere with the educational process, or cause a disruption in school.

The following are guidelines:

1. Baggy clothing that exposes undergarments, short shirts, short shorts, halter-tops, or spaghetti strap shirts are not allowed. No hats, caps, or hoods covering the head will be worn during school.
2. Clothing that is shredded or full of holes in a way that makes it revealing are not allowed.
3. No apparel or articles that promote or suggest alcohol, tobacco, drugs, sex, racism, gangs, cults or violence are allowed in school. (This includes some brand name apparel.)
4. Shoes are to be worn in the building

The school staff reserves the right to prohibit other forms of dress that may not be appropriate. Students who do not comply with the dress code may be asked to change, and parents may be contacted. Violations may result in detentions or suspensions.

## **GRADING SCALE**

90%-100%=A  
 80%-89%= B  
 70%-79%=C  
 60%-69%=D  
 0%-59%=F

## **HARASSMENT**

Actions that are meant to intimidate and embarrass others are very harmful in a school environment because they often result in students not engaging in education. It is a type of bullying and a form of violence. Please reference the legal notices section for the details of the Bullying policy #111 and the sexual harassment policy #115. These are both available on the district website.

### Mitchell Middle School Discipline Plan Attachment

<b>OFFENSES</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> &amp; 4<sup>th</sup> Offense</b>	<b>Habitual Disobedience</b>
<b>ALL MINOR BEHAVIORAL</b>	<b>OFFENSES WILL BE HANDLED</b>	<b>BY THE TEAM. AFTER 6TH</b>	<b>OFFENSE AN OFFICE</b>	<b>REFERRAL WILL BE ISSUED</b>
<b>Attendance &amp; Punctuality</b> (per Quarter) Tardy to school or class, Loitering after school  Skipping or cutting class	Record  Detention, <u>ISS Lunch or ISS</u>	Record  Detention, ISS lunch, ISS or OSS	Record  85-minute detention per class skipped, ISS, or OSS	6 or more tardies will lead to a detention  85-minute detention per class skipped, ISS or OSS. Truancy petition may be filed.
<b>Protection of the learning Environment (per Semester)</b> Insubordination, Disrespectful/Obscene Language or actions, pornographic materials, inappropriate technology use, minor vandalism, Graffiti Promotion, Illegal Activities, cheating, cell phone use, dress code violation	Warning, Detention(s), ISS lunch, and/or ISS, possible police contact  Technology-loss of privileges Minimum one week Detention, ISS or OSS	Detention(s), ISS lunch, and/or ISS (1-3) days, possible police contact  Technology—minimum loss of privileges 1 month/discussion with principal	ISS and/or OSS (1-3) days, possible police contact  Technology—no internet rest of year/meet with parents	OSS as per administrative discretion, possible police contact.
<b>POLICE CONTACT</b>	<b>DEPENDING ON</b>	<b>SERIOUSNESS</b>	<b>CIRCUMSTANCES &amp;</b>	<b>LEGAL REQUIREMENTS</b>
<b>Protection of property and physical safety (per Year)</b> Theft, Destruction of Property, Cyberbullying, Harassment, Hazing, Gang Graffiti, Symbols or clothing Violence, Fighting, Intimidation, Bullying, Gross Insubordination	Detentions and/or ISS or OSS (1-5 days) Restitution when appropriate.	OSS 1-5 days Restitution when appropriate	OSS 5-10 days Restitution when appropriate	Long term suspension or expulsion Restitution when appropriate
<b>Illegal substances (per Year)</b> Drugs, Alcohol, Huffing etc. Possession, use, sale, Under the Influence, or possessing drug paraphernalia.  Possession of Building Keys or computer passwords  Possessing an amount or other factors that suggests distribution  Possession or use of Tobacco and or lighters/matches vapes and vape products	1 Day OSS-long term suspension or expulsion   Long term suspension or expulsion  OSS 1 Day	Long term suspension or expulsion    OSS 3 Days	Long term suspension or expulsion    OSS 5-10 Days	Long term suspension or expulsion    Long term suspension or expulsion
Possession of an item considered to be a weapon with no malicious intent  <b>Weapons, Bomb Threats, Fires Endangering the Lives of Others (Per Year)</b>	Up to the discretion  OSS (3-5 days). Federal Law requires an automatic ONE-year expulsion for possession of a fire arm.	of administration  Long term suspension or expulsion up to 1 year Referral to authorities	May include long term	suspension or expulsion.

**\*ALL Offenses may include student conference and or parent contact. Disciplinary Action will be based on administrative discretion.**

- \* **Each category may include all like offenses**
- \* **All offenses may include counselor referral or referral to other community resources**
- \* **At administrative discretion, any detention may be substituted with a logical consequence**
- \* **Detentions are 40 minutes in length minimum. Number of detentions given per violation may vary**
- \* **Detentions are given by administration only**
- \* **Behavior Log Infractions-- after the 6<sup>th</sup> offense will be handled in the office with after school detentions, ISS Lunch or ISS.**

**Bullying** - Intimidating actions will not be tolerated. Students should report bullying to teachers, counselors, and administrators so the bullying can be stopped. Continued bullying is harmful to the school environment. Students who laugh at it, go along with it, or fail to report it become part of the problem.

**Sexual Harassment** in any form will not be tolerated. It is the policy of the school district that no administrator, faculty member, staff member or student shall be subject to sexual harassment by others. Please report harassment to a counselor or administrator.

### **HOMEWORK**

Homework information may be available at our web site- [www.mms.themitchellkernels.com](http://www.mms.themitchellkernels.com) This is also where teacher websites and teacher e-mail addresses can be found.

### **HONOR ROLLS**

To be listed on the Honor Roll, students must have at least a "B" average. The grade point average can be figured as follows: A's=4, B's=3, C's=2, and D's=1. Add total points. Divide by the number of classes taken (A half-period class such as band counts one half the points and one half the time). The three honor rolls are Bronze (3.0-3.59), Silver (3.60-3.99), and Gold (4.0). These honor rolls are published and sent to the newspaper approximately 2 weeks after a quarter ends. A uniform grading policy has been established for the school. It is available in the school office.

### **ICU PROGRAM**

ICU stands for Intensive Care Unit and in the field of education it means that if students have missing assignments, their grade is sick and needs attention. The foundation of this process is based on showing mastery of concepts through well-done work. Students must turn in quality work that reflects a level of mastery that matches their ability. While there are many components to an effective ICU program, communication with students, parents, teachers, and administrators is essential. If you would like to visit about ICU, please feel free to contact an administrator or teacher.

### **INCOMPLETE GRADES**

If an incomplete is recorded on a report card, the student must consult with the teacher involved.

### **INTERNET ACCESS**

A signed Internet Access Form allows students to use the Internet under supervision of school personnel.

### **LIBRARY**

The library is a place intended to provide magazines, books, and technology needed for class work and leisure reading. Remember that library materials are used by all students and need to be treated properly and returned promptly.

### **LOCKERS**

The locker is the property of the school and may be checked for physical condition and contents. For security and safety reasons, we ask that students not share lockers or locker combinations.

### **LOST AND FOUND**

Check the office for all lost and found articles. All articles are disposed of if unclaimed.

### **LUNCH**

Money for lunch can be left in the hallway window slot by the cafeteria. We have a closed campus and students are not allowed to leave the building without parents or school personnel. A parent who wishes to take his/her child out of school for lunch should contact the office in advance. Students must be back in school in time for class. Absolutely no food or drink may leave the lunchroom.

\*Personal water bottles may be permitted.

### **MAKE-UP WORK**

Schoolwork missed when a student is absent must be made up. Upon returning to school, the student is responsible for completing make-up work. Generally, one day for each day of an absence to complete missed assignments (one gold day for a missed gold day, etc.) is recommended. Absences due to school and pre-planned activities should be made up in advance, and teachers expect students to be prepared for the following day's work.

## **MEDICAL**

A school nurse is scheduled to be in the building for part of the time. Call the school if you need to know when she will be in. Students can see her about health concerns.

**Injuries** - If a student is injured while participating in any school activity, the student must notify the instructor immediately. Any first aid that is necessary to meet an immediate emergency will be done. After this, we will attempt to contact parents. If we are unable to reach parents and emergency care is needed, the student's medical card will be consulted. The school is not liable for doctor and hospital bills. The school does not insure students. Students have insurance only if they have student coverage (forms available in the school registration packet) or a policy at home.

## **MEDICATION**

**Prescription Medication** - The office staff, in the nurse's absence, dispenses prescription medication. Parents must sign a consent form that is available in the office. The form will specify what dose the school personnel are responsible for administering. If the school does not have permission, the dose must be given by the parent/guardian (This includes morning doses). The medication must be brought in by the parent in the original container from the pharmacy.

**Non-prescription Medication** - Students may have, in their possession, a daily dose of non-prescription medication, such as ibuprofen, etc. The medication should be in the original container and labeled with the student's name.

**Inhalers** - If a student needs to carry an inhaler(s), a consent form must be completed with the parent indicating approval of self-administering the medication. The inhaler must be labeled with the student's name.

\* Students are not permitted to share any form of medication with other students.

## **PERSONAL ELECTRONICS**

Personal Electronics include, but are not limited to cell phones, iPods, MP3 players, and other electronic devices (e.g. internet-capable watches).

Bringing personal electronic devices to school is not recommended as they are prohibited during the school day, including Power Hour, SPARC, detention, etc. Anyone found using a phone in a bathroom or locker room may have it confiscated. Students caught breaking the rule will have their item confiscated and **parents may be required to pick them up in the middle school office after the assigned and outstanding detention(s) have been served.** Multiple offenses could result in the item to be barred from the building. The school is not responsible for lost, broken, or damaged devices. The use of personal electronics is restricted to classroom use as per individual instructor.

## **PETS**

No pets will be allowed in the school building.

## **PROFANITY**

Profanity and swearing are not allowed.

## **REPORT CARDS**

Report cards will be issued following the close of each nine-week period. Final report cards will be mailed home.

## **RETENTION/PROMOTION**

We believe that every attempt should be made to provide each student with the maximum opportunity to succeed in school. The professional staff is expected to place students at the grade level best suited to their academic ability and social and emotional needs.

Students who do not adequately complete the required curriculum may be considered for retention.

Every effort is made to reach common agreement on student promotion or retention; however, the final decision rests with the administration.

## **SCHEDULE CHANGES**

Schedule changes are made by the school counselor. Schedule changes are rarely approved.

## **SCHOOL INSURANCE**

In the registration materials, limited insurance coverage is available on a voluntary basis. This

is accident insurance and is helpful to those who do not have other insurance. We simply make the insurance available and it is at the expense of individual families.

### **SCHOOL CANCELLATION**

School cancellations will be announced via emails and text messages to the numbers and email addresses we have saved in Infinite Campus. This information is updated annually when you register your child/ren. Please make sure to keep your information up to date. As in the past, MSD will continue to use radio (KORN (1490 AM), KMIT (105.9), Q107 (107.3), and KOOL (98.3) for announcements as well.

**SRB-** (Student Responsibility Block)  
This is a teacher directed study hall.

### **TARDY POLICY**

Students coming to class late will be considered tardy. Earning six or more tardies in one quarter will result in being assigned detention or ISS lunch.

### **TELEPHONES**

There is a student use telephone in the office that is available to call parents during regular office hours. The school expects conversations to be respectful, courteous, and brief. Failure to follow those guidelines can result in restricted use.

### **TOBACCO FREE SCHOOLS** (SB policy 518)

The negative effects of tobacco on persons who use tobacco and persons exposed to environmental smoke are well documented. The Mitchell School District is committed to encouraging healthy living styles and healthy working environments. Because of this commitment, the following policy will apply to all schools in the Mitchell School District. All K-12 Mitchell School District facilities and grounds will be tobacco - free in all areas. Tobacco use is prohibited in all K-12 schools and vehicles.

The use, possession, or promotion of tobacco on school property or during school sponsored activities is prohibited. This policy shall be in

effect at all times and shall apply to all students, employees and visitors.

For the purpose of this policy:

1. "Tobacco" means any substance or item, in any form, containing tobacco and or nicotine and not regulated by the Food and Drug Administration;
2. "School property" means all district-owned, rented or leased buildings, stadiums, grounds and vehicles;
3. "School-sponsored activity" means any planned, organized, endorsed, or supervised activity involving district students or staff that occurs either before, during or after regular school hours;
4. "Promotions" means the use or display of tobacco-related clothing, bags, lighters, or other material that is designed to encourage the acceptance or use of tobacco.
5. Neither e-cigarettes nor other vaping devices will be allowed on school grounds, in school facilities, or in school vehicles. Liquids intended to be used with such devices are also not permitted.

Students or district employees found in violation of this policy will be subject to appropriate consequences. Visitors in violation of this policy will result in appropriate sanctions as determined and imposed by the administration, which may include direction to leave school property. Additionally, the Mitchell School District shall not accept advertising or gifts from the tobacco industry. The Superintendent shall provide reasonable notification of the district's policy, including, but not limited to, inclusion in student and staff handbooks and paperwork, and on the district website. The Superintendent may develop administrative regulations as necessary to implement this policy and may permit administrators discretion in dealing with issues related to but not explicitly covered in this policy. The Mitchell School District ADAPT Team shall have the responsibility of maintaining this policy.

### **VIOLENCE**

Violence occurs whenever anyone harms - or threatens to harm - a person's body, feelings, or possessions. Violence can be a mean word, look, sign, or act. Violence hurts everyone involved whether it is verbal violence or physical fighting. All participants in a fight receive a disciplinary referral and may be sent



home. Second or serious offenses are usually referred to local police. Any threats of serious harm to students or staff will be treated seriously and may warrant police involvement.

### **VISITORS**

Parents are welcome to visit school. All visitors are required to check with the office before entering any classroom. We discourage visits by students from other schools. Student visits must be approved by the teacher(s) and a principal prior to the visit and are only for one half school day.

### **WEAPONS**

No student shall carry on his or her person, in any way have in his or her possession, store, keep, leave, place, or give to or put in the possession of another student a controlled, dangerous or deadly weapon, any destructive device or explosive, any ballistic knife, any stun gun or any firearm or air gun whether such firearm or air gun is designed, adapted, used or

intended primarily for imitative or noise-making purposes or not in or on any school property or premises, in any school vehicle or other vehicle being used for school purposes or in any other building, structure or property being used for school purposes or function or at which a school-related vehicle is being conducted. This policy shall not apply to any weapon, device or other item referred to herein which is being used by authorized individuals as a part of or in conjunction with school-related activities or functions.

As per SD state law, any student bringing a firearm to school shall be expelled for not less than 12 months and will be referred to law enforcement authorities. The superintendent of school shall have the authority to recommend to the School Board that this expulsion requirement be modified on a case-by-case basis. Refer to Board Policy #1033 for the complete policy.