West Central Middle School

Home of the Trojans

WC

Trojans

Handbook

2012-2013

Guy C. Johnson
Principal

TO: West Central Middle School Students

Welcome to another school year at West Central. We are pleased to have you as a part of our school system.

The West Central Handbook provides information about our school, which includes rules, policies, academic requirements, student privileges and responsibilities. We encourage each student to become familiar with information in the handbook. A school is a community, which needs the cooperation of all those involved in order to make the school a pleasant place in which to be.

Guy C. Johnson, Principal

West Central School Personnel Directory BOARD OF EDUCATION

Mr. Steve Dick

Mr. Joe Krizan, President

Ms. Lisa Engels

Mr. Tim Matson

Mr. Brian Skinner

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ADMINISTRATION

Mr. Jeff Danielsen
Superintendent
Office: 528-3217

Mr. Guy Johnson
Middle School Principal
Office: 528-3799

Ms. Susan Kurtz
Business Manager
Office: 528-3217

Mrs. Gale Begeman
Human Resources
Office: 528-3217

Mrs. Caryl Nolz
Accounts Payable
Office: 528-3217

Mrs. Sara Jost
Middle School Administrative Assistant
Office: 528-3799

Ms. Wendy Othiem
Director of Special Services
Office: 528-3210

Ms. Michelle Pliska
Student Support Counselor

Mr. Kier Murphy
Career / Academic Counselor

MIDDLE SCHOOL TEACHERS

Mrs. Amber Ruda	6th Math
Mrs. Jennifer Smedsrud	6th Reading
Ms.Rebecca Jaspers	6th World Hist & Computers
Mr. Dave Heck	6th Science & Computers
Ms. Angela Kjenstad	6th Language Arts
Mr. Joe Caffrey	7th Science/PE
Ms. Shirley Kueter	7th Social Studies/English
Mr. Jacob Sittig	7th Math & 6th Exploratory
Ms. Rebecca Wahl	7th Reading/L. Arts
Mr. Mike Ideker	8th Science & PE
Ms. Kristen Rhoades	8th Math & 7th L. Arts
Ms. Joan Peters	8th Literature/L. Arts, 7th Exploratory
Mr. Todd Wolles	8th Social Studies/English
Mr. Danny Eye	6th, 7th & 8th Inst. Music
Ms. Rebecca Bialas	6th, 7th & 8th Chorus
Mr. Dave Tuch	6th, 7th & 8th Art
Ms. Jessica Quail	Resource/Spec. Education
Ms. Katie Schultz	Resource/Spec. Education
Mr. Michael Ihler	Computers / PE
Mr. Josh Phillips	DARE and SRO
Ms. DaNann Kistler	Head Librarian

AIDES – HARTFORD

Mrs. Beth Prostrollo	Library Aide

CUSTODIAL SERVICE

Mr. Jerry Steen	Middle School
Mr. George Sechser	Building & Grounds Maintenance

FOOD SERVICE

Mrs. Victoria Wittrock	Food Service Manager

Middle School MISSION STATEMENT

To prepare all students for learning and living in a changing world.

West Central Middle School Promises

We promise to provide students the opportunity for a quality well-rounded education in order to prepare them with marketable skills.
We promise to promote a safe and nourishing environment in which to learn and grow during school hours.
We promise to provide the opportunity for community involvement through volunteerism and service projects.
We promise to provide students the opportunity to become involved in a variety of extra-curricular activities to enhance their learning.
We promise to build on student diversity by concentrating on student's wide range of intellectual abilities, special needs, and interests.

Middle School Supply List

GRADE 6 – 1 plastic carrier pouch for pencils, pens, etc., 12 -#2 pencils, colored pencils, 4 hi-liter markers, 2 erasable pens, crayons (16-24 count), 1 pointed scissors, 1-12 inch ruler (metric & inches), Elmer's glue, 3 red pens or pencils, 1 book bag (WITHOUT wheels so that it fits in student lockers), 1 box of Kleenex (250

count), 1 large eraser, , 3 packages of loose leaf paper. 1 notebook of graph paper, markers, protractor, 2 organizer (trapper keeper type, one for blue schedule and one for white schedule), with 7- folders), 5 book covers, and 6 pack of dry erase markers.
GRADES 7 & 8 – 1 pointed scissors, 1 small box crayons, 2 red pens or pencils, 12-#2 pencils, 4 ball point pens, 1 small bottle of glue, 1-12 inch ruler (metric & inches), 1 box Kleenex, compass, protractor, 7 notebooks , one notebook of graph paper, 7 folders, a pack of 3 x 5 note cards, 1 scientific calculator with fractional capabilities, 5 book covers, 1 512Kb minimum "jump drive" data storage device, and 6 pack dry erase markers.

Middle School PE – Grades 7 & 8 require shorts, T-shirt, tennis shoes, personal hygiene supplies. Grade 6 PE requires clean athletic shoes for participation in the class.

SERVICES

Art

Art classes are offered to all middle school students to help students develop an appreciation of artistic production and perception along with the development of creativity, health attitudes, and an opportunity to learn leisure time activities. Middle School students are involved in art classes during exploratory classes that are 9 weeks in length.

Music Classes

All middle school students are required to participate in instrumental or vocal music. Students may choose to participate in both activities or only one activity. Students are expected to participate in two concerts per year as part of the curricular music program. Students may also choose to be a part of the extra-curricular music program that includes our middle school Jazz Band and Drum line. Information specific to these activities will be provided by the music instructors.

Extra-Curricular Activities

Students are encouraged to participate in a host of extra-curricular activities throughout their school experience. Destination Imagination (DI) is open to students of all ages. In grades 7-8, students may participate in basketball, football, gymnastics, volleyball, cheerleading,, oral interp, drama, wrestling, student council, quiz bowl, improv, golf, track, and cross-country throughout the school year. Eligibility for these activities is based on academic performance (see Eligibility Requirements). In grade 6, students are able to participate in oral interp, student council, drama, quiz bowl and may audition to be part of the improv troupe.

Physical Education/Health

Physical education is taught at all levels to help promote physical fitness and healthy habits through life. Students participate in physical education/health 2 or 3 periods a week. Students with physical limitations are accommodated with an appropriate level of activity. Clean athletic shoes are required at all levels for physical education. Students in grades 7 and 8 are expected to bring a change of clothes for PE classes.

Special Education

Special Education services are provided for eligible children birth through twenty-one years of age in accordance with the child's individual education plan (IEP). Children are identified through a referral and evaluation process and are educated in the general education curriculum and classrooms to the maximum extent possible.

Each school in the district has resource classrooms which are staffed with certified special education teachers and educational assistants. Support services, such as, speech/language therapy, occupational and physical therapy, and adapted physical education are also provided at each school in accordance with the child's individual education plan. Additional information and guidelines can be found in the Educational Comprehensive Plan or by contacting the Director of Special Services at 528-3210.

Guidance Program

The middle school guidance program is designed to help students with school and personal problems, social concerns, and to help students plan for future education and training. Our school counselor is a professionally trained specialist with a Masters' degree and strong background in the behavioral sciences and human relations. The counselor assists students in the development of those lifelong skills necessary for optimum character development, coping with life's challenges, and building cohesive relationships. Sixth and Eighth grade students participate in an exploratory guidance class to develop these skills and begin planning for future education and training.

ATTENDANCE

Absenteeism is defined as absence from school during regularly scheduled school hours. All school lessons and class discussions assigned during the duration of the absence become the responsibility of the students and parents.

Generally, the only absence excuses are sponsored activities. (Students should notify teachers in advance of absence.) Parent's request for other special family events that are approved by the administration. Approval must be granted prior to the student's absence.

If a student is absent, parents should call the school between 8:00 and 9:00 a.m. If no call is received by 9:00 a.m., the school will call the home and make every effort to contact a parent to verify the absence. A written excuse is necessary unless the parent has made a phone call.

A student shall not leave school during the school day without reporting to the principal's office and obtaining permission. Failure to report to the office shall result in being charged with an unexcused absence or truancy.

If a student becomes ill while in school, he/she shall report to the principal's office. An attempt will be made to contact a parent or emergency contact person before allowing the student to go home if he/she lives in the city limits. All students will be asked to list one (1) additional person whom the school may call if contact cannot be made with either parent.

A student is counted absent for one-half day if he/she arrives at school after 9:15 a.m. Students who are late, but arrive before 9:15 are considered tardy. A student is counted absent for a full day if he/she arrives at school after 1:30. If a student leaves school early, he/she will be counted absent for the portion of the day he/she misses.

A student must be in attendance for one half of a school day to practice or participate in an evening activity (unless a specific exception has been granted by the principal. Any arrangements need to be made prior to the absence.). If a student leaves school ill during the last half of the school day, he/she will not be able to participate in an evening activity.

Students must use their planner to record missed assignments for any absence they have with the exception of school-sponsored activities.

In case of an absence, the student shall be allowed two days to make-up schoolwork for each day missed. Each day missed consecutively will be given one additional day for make-up. Completed work shall receive full credit. It is the responsibility of the student to make arrangements with the teacher for assignments and class activities missed. If a grading period falls within the allowed time to make up the work due to an absence, an incomplete may be recorded. Students will receive less credit for late make up work. Teachers may extend deadlines for unusual circumstances.

Whenever a student is absent more ten (10) days a semester, or more than twenty (20) days during the entire school year, a written excuse from a doctor will be required, or the absence will be considered unexcused and a truancy violation will be filed. The parents shall be notified that the student's absentee record will be reviewed by the school principal with the possibility that the student may be referred to the Board of Education with the recommendation that the student repeat the grade. If a student is absent five (5) consecutive days due to illness, a doctor's excuse will be required upon return to school.

Tardiness: A Little Late Is Too Late

Tardiness is defined as a student's appearance in an assigned area at any time after the designated starting time. If a student arrives late to school, he/she needs to report to the office for a late slip. If a student misses more than 5 minutes of class time, it will be considered an unexcused absence

Truancy

Truancy is an absence from class without permission. Any student missing class will be issued a "truancy" violation.

BUILDING PRACTICES AND PROCEDURES

Student Planners

In order to help our middle school students learn organizational skills, each student will be issued a planner. Students are expected to have their planner with them at all times, and will be required to write all assignments in the planner. Students should bring planner and work home each night. As a part of the transition plan from fifth to sixth grade, parents are asked to sign the planner daily.

Books

Textbooks – Teachers will issue textbooks to students at the beginning of the school year. Textbooks become the responsibility of the students they are issued to. Should the textbook get lost or receive excessive damage, a fine will be levied against the student it was issued to. The teacher and the principal will determine fines. The fine will be determined by the actual cost of replacement of the book.

Library Books – Library books may be borrowed by all West Central students. It is the responsibility of students to return library books back to the library on time and in good condition. Overdue fines will be issued to students who fail to return a library book in a timely fashion. Cost of replacement for a book will be issued to students who lost a library book or return it in a damaged state.

Building Hours

Regular building hours are 8:00 AM-4:00 PM. Middle School students **SHOULD NOT ARRIVE AT SCHOOL BEFORE 8:05 AM.**
Students must be at school at 8:30 AM. Classes will be held from 8:30 AM-3:30 PM. Any middle school students who arrive at school before 8:05 must go into the multi-purpose room until 8:05. At that time, Middle School students are expected to be in specifically designated areas for each grade level before school begins. Students who arrive between 8:05 and 8:30 are expected to be in supervised areas unless given permission to be in another area of the school.

No student should be in the school building or on school property after 3:50 PM unless they are under the supervision of the principal or a teacher. Students need to leave the school premises after 3:30 PM unless waiting for a bus or a ride home.

Busing

The bus driver is an official representative of the school and has full authority to discipline students on the bus. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and to abide by the stated rules.

Violation of school bus rules could mean cancellation of bus privileges on all buses. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district.

In the interest of safety, the following incidents should not occur:

- Lighting matches or smoking.
- Scuffling or fighting.
- Using obscene language.
- Disobeying the driver.
- Littering the bus.
- Moving around on the bus.
- Extending any part of their body or possessions out windows.
- Behaving in a loud or boisterous behavior.
- Throwing objects from windows.
- Tampering with bus or equipment.
- Blocking the center aisle.

The buses will transport children only on the basis of home-to-school, and school-to-school, and school-to-home during the school day. Any exception to this rule will be made only by action of the school board.

School Bus Conduct Policy

A notice of misbehavior will be given to the student, which must be returned to the bus driver with the parent's signature. The first notice is a warning. Second notice of misbehavior the student will loose bus privileges for 3 days. Third notice of misbehavior student will loose bus privileges for 5 days. For the fourth notice of misbehavior the student will be suspended from the bus for the remainder of the school year.

The loss of bus privilege on one bus means loss of privileges on all buses. A ticket received during the last week of school shall be carried over to the next school year. If a student is suspended from riding the bus, parents must find an alternative method of getting the student to school. A student's absence due to suspension of bus privileges is an unexcused absence.

Candy, & Sunflower Seeds

Pop, candy, snacks, or sunflower seeds are not allowed in the school building. However, they are permissible during special occasions such as class parties, birthday celebrations, etc. These items are distractions in classrooms and can create a mess. Consequences will be issued according to grade level of student and may include detention, clean-up duties, completion of a behavior improvement sheet, etc.

Individual coaches/advisors may make exceptions to this policy in regard to snacks and drinks needed by students following practices or activities.

Family Night

In keeping with Board Policy, there are to be no school activities scheduled on Wednesday evening after 6:00 p.m. and no formal practices or rehearsals will be regularly scheduled on Sundays or other legal holidays. Any deviation from this standard procedure must be cleared through the principal's office. Teachers will also make an attempt to keep homework assignments to a minimum on Wednesday nights.

Code of Conduct at School Sponsored Activities

Any student attending a West Central event (at home or away) is expected to follow guidelines regarding appropriate behavior according to the West Central Middle School Handbook. Violations may result in a conference with the parent/guardian and the student to address the problem and to choose an appropriate consequence which may include suspensions from future activities.

Middle School Activities

Middle School activities for students in grades 6-8 will be scheduled throughout the year. Admission will vary to cover costs of the activity.

Students are expected to conduct themselves in an appropriate manner and in accordance with the Middle School Handbook at any Middle School activity.

Any student who comes to the activity and leaves will not be readmitted. Only West Central Middle School students are permitted to attend these activities.

Dress Code

In the interests of cleanliness, decency, and good taste, West Central reserves the right to place restrictions on a student's dress and grooming as necessary when they create a danger to the student's health and safety, interference with the educational process, or cause a disruption in school. The following are some guidelines:

- No hats or caps will be worn in the school buildings during the school day.
- No outwear will be worn during the school day.
- No apparel or articles that promote or suggest alcohol, tobacco products or drugs are allowed in school. Apparel or articles containing messages, lettering, markings or pictures that convey profane or offensive meanings or may relate to sex, assault weapons or violent themes, race, gangs, or cults will not be tolerated if worn in school.
- All pants, shorts, skirts, etc. must be worn so that the top rim of the garment sits above the hipbone. Shorts and skirts should be worn in good taste and not become disruptive to the educational environment.
- Tops and bottoms must conceal all undergarments and tops must cover so those midriffs are not showing.
- Pocket chains hanging from pants may not be worn.
- Footwear is to be worn in the buildings at all times, no slippers.

School staff may prohibit other forms of dress that are not appropriate. Students who do not comply with the dress code may be asked to change or cover up. Future violations may result in detentions, suspensions or Saturday School.

Early Dismissals Inservice

There will be early dismissals due to afternoon teacher inservices. School will dismiss at 1:30PM on these days. Buses will run at 1:30PM on these days as well. After school activities will follow regular schedules. Early dismissal dates are listed in the West Central Newsletter.

Excursions/Field Trips

Excursions or field trips may be planned by teachers during the school day as the planned culmination of a class or an enrichment to a subject or topic. Students are expected to comply with district busing rules when school vehicles are used and to leave and return on school vehicles provided. Students on field trips are expected to behave in an orderly manner. Permission slips signed by parents/guardians are necessary for students to be able to go on the field trip. The privilege of attending a field trip may be restricted by the teacher and/or principal due to disciplinary problems at school or lack of academic effort.

Grading Policy

The grading system will evaluate and record student progress. The grading system will be 3-12.

Students in grades 3-12 will receive the following marks or grades:

A – Excellent (92%-100%)
B – Above Average (83%-91%)
C – Average (74%-82%)
D – Below Average (65%-73%)
F – Failing (64%-Below)
I – Incomplete

An incomplete grade will be given to a student if he/she has not satisfactorily completed his/her work on time. A student who receives an incomplete grade at the end of a nine-week grading period will have two weeks to make up the work. Failure to complete the work will mean that the grade will be changed from incomplete to failure.

Homework & Extended Learning Time

Homework will vary with the grade level, teacher, and subject involved. In middle school there will be times when students are required to complete assignments 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. Late work will result in a student receiving less credit.

Completion of assignments is crucial to a student's success at school. Any student who does not complete 90% of a homework assignment on time more than once during a quarter (nine-week period) without just cause (extended illness with a doctor's written excuse, family emergency such as death, serious illness, tragedy) will be automatically required to attend an **extended learning period from 3:35-4:05 on the school day the assignment is late.**

When a student attends ELT and completes the assignment, a deduction of 10% will occur (off the corrected work). If a student has an unexcused absence from ELT, a deduction of 35% will occur (off the corrected work) if the student turns the late assignment in by class period the following day.

Exceptions from the extended learning period **WILL NOT BE MADE** for a student involved in extra-curricular activities, practices or games. If such an absence occurs, the coach/supervisor of the activity will be immediately notified and the student will either be returned to ELT or **will not** participate in that activity for the night. Students will only be excused if transportation cannot be arranged due to extreme circumstances (approved by school administrator) or during an emergency school dismissal.

Students who have five incomplete assignments in one quarter will be referred to our Teacher Assistance Team, where a plan will be developed and put in place to help the student to get homework done in a timely manner. The assistance plan will remain in place until the student consistently demonstrates that they are able to get homework completed without extra support from staff. The plan may include, but is not limited to, checking in with advisor (or another teacher) before or after school, positive incentives, staying after school on designated days to work on homework, increased communciation with parents, or other team generated solutions. Teams will track student success and adjust plans as necessary.

Honor Roll

A student honor roll is compiled for each nine-week grading period. Students will have an opportunity to attain one of three honor rolls. These honor rolls are as follows:

3.75-4.0 – A Honor Roll. Grades must average 3.75 or better on a 4.00 grading scale.
3.40-3.74 – B+ Honor Roll. The student's grades must average 3.4 on a 4.0 grading scale.
3.00-3.39 – B Honor Roll. The student's grades must average 3.00 or better on a 4.0 grading scale in all subjects

Injuries

Students are encouraged to play safely and avoid injuries, but if injured the student should report injuries, no matter how small, to the teacher in charge or to the office. This is especially important for insurance reports. An accident report form will be completed for an injury which requires medical attention.

Insurance

Student accident insurance is available to all students. This is a service to the students. Application forms are sent out in the fall of the year. The school does not carry accident insurance.

Lockers

Each middle school student in grades 6-8 will be assigned a locker. Students will use this locker for storage of items needed in school. The locker itself remains the property of the West Central School District. Students have no expectation of privacy with respect to what is in the locker. West Central School District officials may open and search any locker, at any time, for any reason. The student is fully responsible for the locker issued to them. Any damage to the exterior, interior, or the lock will be responsibility of the student who was issued that locker. Students may personalize their lockers, but must keep all personal items on the inside of the locker. Pictures and other personal items may not be secured to the locker with tape of any kind. Students are encouraged to use magnets or a removable putty to affix these items to the locker without causing damage to the paint. Lockers are to be kept in a neat, orderly condition at all times. Absolutely NO food is to be kept in the lockers except for sack lunches or exceptions allowed by coaches and/or advisors regarding snacks and drinks needed following practice or activities. Students will be permitted to return to their lockers during the school day at times specified by middle school teachers. Students are encouraged to not keep valuable items in their locker and to keep their combination number confidential so unwanted entries will be avoided. Students invading other student's lockers could be charged with theft. Any bending of the lock that results in a student not having to use the combination (allows the student to lift up on lock and locker comes open) often results in breakage of the lock. Such occurrences may result in a detention or repair costs of the lock being charged to the student.

Lost and Found

A lost and found box will be maintained in the school in a designated area. Lost articles should be reported and found articles turned into the office.

Lunch and Lunchroom Policies

A hot lunch program is offered for all West Central Students. Students will not be permitted to leave school for lunch unless accompanied by a parent or guardian. Lunch accounts are computerized and students are issued an ID number. It is preferred that students bring money for lunch accounts for one month at a time.

Students may choose from one of three alternatives:

- Eat school lunch.
- Eat a sack lunch from home. No soft drinks are permitted at lunchtime.
- Do not eat. However, a signed note from the parent must be presented to the principal explaining the reason for not eating lunch.

Students who bring lunch may only bring their lunch for themselves. Students may not bring lunch "to pass" for multiple students.

We encourage parents to eat lunch with their children. We believe that this can be a good experience for both parents and students. We ask parents to keep in mind that soda pop is not allowed in our lunch room. We also ask that parents only bring lunch for their own children. Please do not bring any food "to pass".

Lunch prices (2009-2010) :	$2.00/meal
Adults	$2.70/meal
Milk	$.25/carton

Breakfast prices:
Ala Carte
It is a privilege for students to be able to eat at school. The lunchroom should be a pleasant place to eat but certain rules must be followed. Students are expected to comply with all lunchroom rules. Continuous violations of rules result in parental contact and suspension from the lunchroom.

Physicals

Athletic physicals are required as stipulated in Article 1, Section 11 of the S.D. High School Activities Association constitution and By Laws: "Doctors Health Statement". Each school year every student before being allowed to participate in inter school athletics, shall be certified as to the adequacy of his/her health for such participation, by a duly licensed doctor of medicine or a duly licensed four year college trained osteopath, on official blanks furnished by the Executive Secretary. The date of such required health certification shall be one of the entries on the annual report of student athletic participation made to the Executive Secretary by each member's school.

The student shall be responsible for the cost of his/her physical.

Pupil Progress Reports

Pupil progress reports may be sent home to parents anytime during a nine-week period and/or school year. The purpose of the progress report is to keep parents informed of their child's school performance.

Reports may include both positive information and/or cite areas that need improvement. Parents will be expected to work closely with the teachers and the school so that the child's deficient area(s) improve.

Report Cards

Report cards will be issued to the students at the end of each quarter. The report cards do not have to be returned to school. If the student has any outstanding debts from fines from books lost or damaged, or unreturned equipment that belongs to the school, his/her report card will be held until payment is made or items have been returned.

Saturday School

Students in the middle school may be given a Saturday School assignment for various behavioral violations. Saturday school will meet from 8:00 AM to 11:00 AM each Saturday at the high school or middle school (students will be notified of the location before Saturday School). The WC School District contracts a counselor to work with high school and middle school students on most Saturdays. Students will be made aware of this option before the assigned Saturday School date. Counseling will be available for 180 minutes of the three hour Saturday School time.,. Students are expected to bring enough schoolwork with them to make productive use of the 90 remaining minutes of Saturday School time, or students will be assigned a packet of work relating to their grade level and the behavior that placed them in the Saturday School. Students will be expected to come to Saturday School on the assigned date unless parents/guardians request the date to be changed due to a weekend conflict. The change must be approved by an administrator no later than by noon on Friday or the last school day before the assigned Saturday School. Failure of the student's family to obtain a change in the date will result in a violation of skipping Saturday School. Students must arrive on time to Saturday School. All established rules for Saturday School must be followed by the student or he/she will be asked to leave and will be reassigned for the next two Saturday Schools. **Saturday School will take precedence over all extra-curricular activities.** Any student who has been assigned to more than three Saturday School times during a semester may be required to attend the next regularly scheduled school board meeting with his/her parents/guardians to discuss the behavior(s) causing Saturday School. Failure of the student and parent(s)/guardian(s) to come to the scheduled board meeting will result in the student being suspended from school until the school board can meet again.

School Closing

In the event of severe inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over the following TV and radio stations: KSFY, KDLT, KELO TV and KSOO, WSN/KRRO, KXRB/KKLS/KIKN, KELO radio. If no report is heard it can be assumed that school will be in session. **PLEASE DO NOT CALL THE SCHOOL IF NO REPORT IS HEARD OVER RADIO OR TV STATIONS.**

Telephones

The office phones in all building are to be used for official school business. Parents are reminded that if they need to contact their child, they should call the school office not the child't cellular phone. Messages

will be delivered to students in a timely manner that does not disrupt classroom activities.
Cell phones, pagers and other electronic devices such as MP3 players are to be turned off and left in your locker during the school day. If electronic devices are visible during the school day(8:30-3:30) the following will occur: First Offense: Confiscation of the device, parents may pick it up at the end of the school day. Second Offense: Confiscated for one week and a parent will have to pick the device up from the principal's office. Third offense: Confiscated for a period of four weeks and a parent will have to pick the device up from the principal's office. Fourth offense: Confiscated for a period of eight weeks and parent will pick the device up from principal's office. Fifth Offense: Confiscated for a period of sixteen weeks and a parent will have to pick the device up from the principal's office.

HEALTH POLICIES

Rules regarding students who have AIDS or the HIV virus:

Admission and continued enrollment of Students with AIDS
Students with AIDS enrolled or seeking enrollment in grade K-12 shall be permitted to attend school. Students identified with AIDS shall not be excluded from attending school for reasons of the infection unless the following exceptional conditions are evident as determined by the student's physician, parent(s) or legal guardian(s) or the appropriate school administrator(s).

- The student is not toilet trained or is incontinent, or is unable to control drooling.
- The student is unusually physically aggressive with a documented history of biting or harming others.

Cases shall be referred to the superintendent of schools when disagreement on the existence of the excluding conditions prevents the student's physician, parent(s) or legal guardian(s), the appropriate school administrator(s) from reaching a decision on admission or continued enrollment.

Exclusion
A student with AIDS who is excluded from school shall be provided with appropriate alternative educational programs.

Confidentiality
The identity of a student with AIDS and all health records and related files shall be kept confidential in accordance with the Family Rights and Privacy Act.

Communicable Diseases
Rules for school attendance:

Chicken Pox – Rash begins as red bumps that develop into blisters. The blisters then dry and form a scab. Cases must be excluded from school until all scabs are dry and there has been no new pox for 2 days (this is usually 5-6 days).
Common Cold – Students with fevers above 99.6, severe coughs, severe nasal drainage, or fatigue should not attend school until symptoms have resolved. Students should be fever-free without medication (Tylenol or other fever reducing medications) for 24 hours before returning to school.
Impetigo- A disease characterized by pustule (crusted sore with oozing) appearing on face, neck, and hands -–occasionally on body. Exclude from school as long as lesions are draining and until treated with an appropriate topical antibiotic.
Pink Eye – Redness of the eye together with itching are present. The most obvious symptom is a discharge of pus. Students should be excluded from school and not return until seen by a physician and under treatment.
Ring Worm- Ringworm usually begins with a small red scaly patch and gradually increases in size. Exclude from school until area is under treatment with appropriate fungicide. Infected area should be covered when student is in school. Inspection of all contacts should be made.
Scabies – Caused by a mite burrowing under the skin. Small bumps may appear in rows, itching is usually present. Found between fingers, on wrist, in cracks of elbows and under arms. Exclude from school until treated. (Itching may still be present.) All clothing and linen must be treated also.
Strep Throat, Scarlet Fever, Scarletina, Scarlet Rash – Students having strep infections may return to school 24 hours after treatment is initiated.

Head Lice
Anyone can get lice. Head lice are found on the hairs of the head, especially behind the ears and at the nape of the neck. They attach each egg (nit) to a hair shaft with a gluey substance. Head lice are communicable by direct contact, and sharing personal items such as combs, brushes, or towels. Symptoms include itching, the presence of lice or nits, or a secondary infection. Exclude child from school until treatment is completed. Treatment should include shampoo with a delousing shampoo, or rinse and delousing of clothing and linen. All contacts should be inspected.

Immunizations
South Dakota State Law (13-28-7.1) requires that any pupil entering school in this state, shall, prior to admission, be required to present to school authorities certification from a licensed physician that he/she has received adequate immunizations and a test for Tuberculosis according to the recommendations of the State Department of Health. No pupil will be allowed to

attend school until the required immunizations are received.

Medication Policy

Prescription medications, (including antibiotics, cough/cold medication) and over-the-counter drugs should as much as possible be administered to students **outside** of school hours. Exceptions to this policy are medications that are taken at particular times during the day for ongoing medical or behavioral conditions. Over the counter medications are not dispersed to students at school.

Students who need medication during the school day have two possible options. The first option is that medication is stored in the office and administered by office personnel. The second option is that a student may have ONE DOSE of appropriate medication in their possession during the school day. Both options require appropriate paperwork to be completed in the office before a student is able to have medication in the school.

The following criteria must be met in order for the administration of medication to be supervised at school.

A completed "Request and Authorization for Medication" form submitted to the school administrative assistant. These forms can be obtained at the school office. This authorization sheet requires a statement by the prescribing doctor stating the reason for the medication, dosage, time to administer and a doctor's signature as well as a parent's signature before administration can be initiated.

District policy and rules state that a student's parent/guardian, not the student, shall transport the medication to and from the school. The secretary and parent will then account for the medication. The parent/guardian must bring the medication to the school in a bottle labeled by the pharmacy to include:

Student's name
Medication name and strength
Physician's name
Dosage to receive
Time to be given

When medication run outs, the parent will bring in an additional supply. Students will not be asked to take home any unused medication. Rather, parents are expected to pick up unused medication when prescriptions change, stop, or at the end of the school year.

See district policy JHCD-R for additional information regarding administering medications to students.

Screening Tests

Vision, hearing and scoliosis tests can be done on students throughout the school year upon a parent or teacher request, suspecting a problem. We encourage parents to inform the principal or teacher of any health problem their child may have.

If you have any questions regarding the health program or policies, please call the school.

Special Dietary Needs

Students who have special dietary needs should arrange with the school to accommodate these needs as recommended by a specialist/doctor.

DISCIPLINE PROCEDURES

Staff and students share responsibility for maintaining a climate in which education can be pursued. What is best for the individual must be balanced with what is more desirable for the entire school population. The following procedures shall be followed in regard to misconduct at school. The Board extends to all its (school) employees, certified and non-certified, the authority to enforce policy and regulations governing student behavior. Students will comply with the directions given them by staff members.

The following principals will be observed by the school staff in maintaining student control and discipline in the schools

1. It is believed that most individuals modify behavior faster under praise than under blame. Therefore, the general approach to discipline will be a positive one. This will include attempting to identify the social, emotional, and academic problems that underlie a students' poor attitude or misconduct, and striving to meet social, emotional and academic needs.
2. Every individual needs to feel worthy and accepted as a person. In criticizing a student for conduct or attitude and in taking disciplinary action, teachers and other staff members will endeavor to show that it is behavior that is unacceptable, not the student.
3. The best discipline is self-discipline. Modes of student control over classroom management will offer students the freedom to acquire self-control and self-discipline. This freedom with be extended in keeping with the students' maturity.

Within the above guidelines and specific policies regulating conduct and disciplinary action, the following procedure shall be followed:

1. Each teacher shall be responsible for logging behavioral violations which occur in their area of supervision.
2. If behavioral violations continue to reoccur, the teacher shall contact parents by

phone or personal conference (after the third violation).

3. Should misconduct continue after parental contact, a meeting will be set up with the principal, teacher, parent, and student to determine the course of action to be taken.
4. Continued misconduct could lead to in-school suspension, out of school suspension, or referral to the Board of Education for expulsion.

The following is a list of examples and definitions of possible violations of school rules. The listing is not to be considered all inclusive as we are not able to strictly define all behavior that may be inappropriate for the school setting.

At the end of the student handbook, a discipline matrix may be found. It includes suggested penalties for students who violate school rules. The principal has the authority to deviate from the matrix if it is determined that extenuating circumstances exist. The principal also has the authority to determine if a student is moved forward on the discipline matrix.

Bullying

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students in the school environment. For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops and all school-sponsored activities and events.

Bullying can include the use of electronic devices. This kind of bullying often-times begins in times outside the school day, but for those instances that either occur during the school day, or have disruptive effect during the school day, school officials will take action to remedy the situation.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

Cheating

A student is considered to be cheating if he/she has acted dishonestly in regard to a homework assignment, quiz, or test. Copying, using "crib notes", plagiarizing, etc. will be considered examples of cheating and a violation will be issued.

Dangerous and Nuisance Items

Dangerous Items – Any object or weapon that could endanger student's well being will be considered dangerous. Examples may include: pocketknives, sharp objects, guns, fireworks, cigarette lighters, etc. Parents and local law enforcement will be contacted for any student in violation of this policy. Consequences for violators will be subject to suspension (in or out of school) or referral to the Board of Education for expulsion. Because it is our goal of keeping our school violence-free, anything that resembles a dangerous item, although artificial in means, (toy guns, fake knives, etc.) may result in a consequence under "dangerous item".

Nuisance Items – Objects brought to school which create a disturbance or unnecessary mess on school property will be considered a nuisance item. Examples may include water balloons, confetti, computerized games, pagers, etc. Students violating this policy will be subject to detention or suspension (in or out of school). Parents will be contacted as well. The nuisance item will be removed from the student's possession and returned only to a parent.

Deception/Intentionally Misinforming

Students are expected to be honest in every aspect. Trying to deceive or intentionally misinform a staff member about anything regarding school will result in a deception/intentionally misinforming violation.

Detention

Detentions will be held daily from 3:35 PM – 4:05 PM (except on days of emergency dismissals). If the student arrives to detention late, the missed time will be made up.

Notification of a rescheduling of a detention must be made BEFORE noon of the day of the assigned detention with a note or phone call from a parent/guardian. Rescheduling will only be allowed with a note or phone call from a parent/guardian.

Drinking/Drugs

No student shall possess, use, sell, or dispense any over the counter medication, controlled or mind altering substance, or drug paraphernalia including, but not limited to, glue for inhaling, marijuana, drugs, alcoholic liquor, wine, beer, etc., at a school activity or on school property, which includes buildings, grounds, parking lots, and school buses. Any student who reports to school or an activity with evidence of having used the above substances shall be subject to the disciplinary action. Violation may result in referral to a law enforcement agency.

Because it is our goal to keep our school drug-free, anything that resembles a drug (although artificial in

means) that a student shall possess, use, sell, or dispense may result in a consequence under "drinking/ drugs policy".

Throughout the school year, West Central will conduct unannounced locker searches using a trained drug dog to search for any illegal drugs. If the dog detects the scent of a drug, the locker, bag, coat, etc… will be searched. If an illegal substance is found, parents will be informed and law enforcement contacted. If a scent is detected, but no substance found, parents will be notified.

Due Process

Students are guaranteed due process procedures under the law and West Central does provide a process of appeal on judgments made by those in authority. Grievances should be filed through the proper channels according to the board policy "JFH" in the West Central Policy Manual, which can be found in the principal's office. The following steps are used to ensure compliance with state codified laws:

Adequate notice of the charges.
Reasonable opportunity to prepare for and meet the charges.
An orderly hearing adapted to the nature and circumstances of the situation, and
A fair and impartial decision.

Expulsion

Shall mean denial of a student to participate in any instructional and/or school activity for a period of time as determined by the school board.

Insubordination, Physical or Verbal Aggression, and Fighting

The West Central School District wishes to maintain a learning and working environment that is free from violent words and actions. Any form of violence is strictly prohibited.
Insubordination – Refers to an event where a student refuses to obey, fails to follow instructions or directions of a staff member, becomes defiant, shows rebelliousness.
Physical or Verbal Aggression – Use of force, coercion, threats, intimidation or similar conduct from students toward another person that constitutes interference with school purposes.
Fighting – Refers to physical violence between 2 or more students in an angry or quarrelsome manner with intent to harm, or to disrupt the process of education while on school property or at a school function.

Forgery

Students committing forgery involving any type of passes and/or parental excuse notes will be subject to having a written report placed in their cumulative file and a penalty which may include suspension. Parents will be notified in all instances.

Harassment Policy

It is the policy of the West Central School District to maintain a learning and working environment that is free from religious, racial, sexual, and annoying harassment. The West Central Middle School prohibits any form of harassment.
Sexual Harassment – Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or communication of a sexual nature. Sexual harassment is behavior or words that:

- Are directed at a person because of his/her sex.
- Are unwanted, uninvited, and unwelcome.
- Cause a person to feel uncomfortable or offended.
- Create an environment that makes learning difficult.
- May be repeated or be very offensive on a one-time basis.

Examples include, but are not limited to discussing sexual activities, unnecessary touching, commenting on physical attributes, displaying sexually suggestive pictures, using demeaning or inappropriate terms (such as 'babe' or 'slut'), using inappropriate gestures, using crude or offensive language, etc.

Racial or Religious Harassment

This kind of harassment refers to words or actions directed at someone based on their race or religion. It has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment. It may be received in the form of verbal or written words and slurs, gestures or actions.

Harassment as "Annoying Persistently"

This type of harassment relates to excessive teasing, joking, poking, etc. that is unwanted and unwelcome. It may relate to a student's academic achievement, athletic or club participation, social status, choice of clothing, etc. This harassment has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment. It may be received in the form of words (verbal or written), gestures, or actions.

Physical or Verbal Aggression Toward West Central Staff

A student who interferes with the educational climate by willfully displaying verbal or physical aggression to a staff member or to their personal property may be subject to suspension, expulsion and/or referral to law enforcement.

Profanity

West Central expects students to use language that is not offensive at all times. Besides the obvious profane

words, there are words that are "gray" and will be considered offensive and may result in a profanity violation. Examples are words detrimental to groups of people.

Smoking

Use and/or Possession of any tobacco products and/or smoking materials by a student on or in any school property, including buildings, grounds, parking lot and buses, is prohibited.

Stealing

Stealing is defined as theft of personal or school property while at school or school related activities. Students who are involved in a theft will be issued a "theft violation". To avoid loss of personal property students are encouraged to do the following:

- Use common sense and do not leave purses and other personal belongings in classrooms and gym.
- Do not bring unnecessary amounts of money to school.
- Check valuable items into the office if they must be brought to school on any given day.
- Accept responsibility for belongings and valuables used each day in the classroom or on school activities.
- Mark gym uniforms, tennis shoes, and all other personal equipment or items.

Student Relationships

Students are to refrain from use of excessive affection in the hallways, classrooms, on school property, or at a school activity. Examples include kissing, excessive hugging, hand holding, touching of inappropriate areas, etc.

Suspension

Shall mean temporary denial to a student to participate in any instructional and/or school activity for a period of time. A school principal shall have authority to invoke a short or long term suspension.

- Short term suspension – shall mean a suspension for a period of five (5) school days or less.
- Long term suspension – shall mean a suspension for a period of up to ten days, at the discretion of the Administration.

Work completed during a suspension will be given full credit if it is completed upon return to regular classes. Any student receiving out-of-school suspension may have to make up the day(s) after school is dismissed for the summer.

Vandalism

West Central students are expected to respect the property of the public and private individuals. Vandalism is considered the willful or malicious destruction or defacement of public or private property.

STUDENT'S RIGHTS AND RESPONSIBLITIES

It is the Student's right to:

- Attend school free of charge.
- Attend school until age 21 or graduation from high school at public expense including free textbooks and instructional materials.
- Attend school and participate in school activities at no expense even though married or pregnant.
- Expect that the school will be a safe place for all students to gain an education.
- Expect that the school will provide an educational program that meets his or her special needs, abilities and talents and also meets or exceeds standards established for all schools by the state legislature and the South Dakota Board of Education.
- Exercise freedom of speech, press, and expression of views. This freedom shall not interfere with the school's learning and working environment.
- Exercise freedom of assembly.
- Receive due process and equal protection of the laws.
- Dress in such a way as to express individual personality.
- Establish and participate in student government.
- Make recommendations regarding the operation of the school.

It is the Student's Responsibility to:

- Attend school daily, except when ill, and to be on time to all classes. Protect and show respect for public property.
- Attend school regularly and pay only costs that are of a personal nature or for participation in voluntary activities.
- Obey restrictions on students in accordance with board rules and regulations.
- Be aware of all rules and regulations for student behavior and act in accordance with them.
- Participate in and take advantage of educational opportunities provided by the school.
- Respect human dignity and worth of all other individuals. Refrain from libel, slanderous remarks and written expression.
- Refrain from disobedience, misconduct or behavior that disrupts the educational process.
- Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the schools and at school-sponsored activities.
- Dress and appear so as to meet fair standards of propriety, safety, health, and good taste.

Take an active part in student government by running for office, or voting for the best candidates, make problems known to the school staff through student representatives.
Assume that until a rule is waived, altered or repealed, that is in effect.

PROMOTION AND RETENTION OF STUDENTS

1. The District will work with the parents/ guardians of a student to determine what is best for the student who is being considered for retention. The student will be promoted if they are passing the core courses, unless the parent and the administration, because of physical, mental or social conditions, want the child retained.

2. If professional educators recognize early in the child's school career that the child's mental or physical development will progress at a rate that would be best served by retention, the child should be retained in the earliest possible grade-level. The educators in these instances should share their concerns with the building principal.

3. A child should be passed or retained on the basis of their overall grades in core courses. Reading should be of specific focus, as it has shown to be a scientifically effective measure of student achievement in all other course content.

4. Students in grades 3-8 are expected to pass 80% of the core subjects during the school year, and maintain a level of proficient as indicated on state approved assessments before they are automatically promoted to the next grade. If students are not proficient on state assessments, but are passing at least four of the five core courses, the student shall be referred through the Teacher Assistance Team process to develop instructional goals for the student. If any student is passing fewer than four of the defined five core courses, they will be considered for retention.

5. In the event that a child is being considered for retention, the teaching team, the building principal, the parent/guardian of the student, and any other educational staff relevant to the child's instructional program will meet in a retention conference for that child.

6. The District administration will make every reasonable effort to include the parents/ guardians in the discussion of their child's retention. The District reserves the right to retain any child, including in the event that a parent/guardian does not agree with the District's decision, or wishes not to participate in a retention conference.

7. Students who do not meet the guidelines to be promoted, should be promoted only if the District believes that promotion is in the best interest of the student and the school. Any retention decision should be determined in the retention conference, and with the approval of the superintendent. The following items are examples of when a student may be promoted even though they did not pass 80% of the core courses:
    a. A student has been retained one or two times previous to the year in consideration for retention.
    b. Physically and socially, he or she is much more mature than the other students in the grade.
    c. The professional educational staff do not believe an additional year in the current grade would provide academic benefit.

West Central Training Rules and Penalty Code for All School Activities Philosophy

Activities are a vital part of the total educational experience offered to West Central students. Character, teamwork, poise, self-confidence, leadership, the wise use of leisure time, and development of physical, mental, and emotional health can be learned through participation in activities. The attitude a student develops by participating in these activities will carry over to his/her academic performance, family life, and community life.

Because students involved in activities represent the West Central District, they are expected to display exemplary behavior at all times.

Participating in activities is a privilege, not a right. Those students who choose to participate are expected to follow the rules of the code of conduct for all school activities.

Conduct Rules

The following rules and regulations apply to all West Central activities. Each supervisor is responsible for his/her respective activity.

During the school year, including the season of practice, a student shall not use, consume, have in posses-

sion, buy, sell, or give away an alcoholic beverage, tobacco, marijuana, drug paraphernalia as defined by state statute, or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. Students shall not be present in vehicles or in any place knowing that alcoholic beverages, tobacco, marijuana, drug paraphernalia as defined by state statute, or any controlled substance is being illegally stored or used therein. Any behavior unbecoming to the student or school, including but not limited to those behaviors outlined in the student handbook or the West Central policy manual, may result in a violation.

School personnel are obligated to report any alleged violation of the school code of conduct to the activity coordinator or building principal.

Penalties

First Violation:

After confirmation of the first violation, the student shall lose eligibility for two events in each activity in which the student is presently involved. A student who voluntarily reports the violation to the activity coordinator or building principal shall lose eligibility for only one event in each activity in which the student is presently involved. If the violation occurs between seasonal activities, the penalty will be imposed in the next seasonal activity in which the student may be participating.

Because the number of non-athletic events are much fewer than the number of athletic events, a student will lose eligibility for only one non-athletic event for a first violation. The advisor of non-athletic events will have an approved list of events, which will be used to enforce the penalties for rules violations. The list will be shared with the students at the start of the school year and posted in the classroom.

In the case of a controlled substance violation, the student will receive information about the effects of controlled substances and the school will refer the student to a community agency or a professional individual outside the school for assessment.

Second Violation:

After confirmation of the second violation, the student shall lose eligibility for all activities for the remainder of the school year. The student also will not be eligible for any awards earned in those activities.

Drug Violations

First Violation:

Any student adjudicated, convicted, or subject of a suspended imposition of sentence for possession of a controlled substance or marijuana as defined in Chapter 22-42 will be declared ineligible for all extra-curricular activities at any secondary school accredited by the South Dakota Department of Education and Cultural Affairs for one year or until the student has successfully completed a 30 day inpatient chemical dependency course conducted by a certified chemical dependency counselor and the student must test negative at this time before being reinstated to the program. This excludes alcohol and tobacco violations. This is in accordance with SD Codified Law 13-32-9.

Second Violation

Any subsequent controlled substance or marijuana violation will result in the student being declared ineligible for all extra-curricular activities while attending any school accredited by the South Dakota Department of Education and Cultural Affairs.

Parents Activity Packet

"It's good to know that we're all in this together."

Parents will receive activity packets prior to the beginning of any interscholastic competition. The packets are designed to present program goals, philosophy, expectation, and rules to parents and provide information on school and state activity association rules, parental roles, and student responsibilities. These meetings are intended to also reduce misunderstandings if rule violations occur later and to develop a sense of mutual responsibility between the school, parents, and students.

Attendance

A student participating in an activity is expected to attend all practices and scheduled events. Rules concerning absences from a practice or event and the administration of violations of these rules are the responsibility of the coach/advisor of each particular activity. Participants shall be notified of such rules and regulations by written handouts and bulletin board postings prior to the beginning of each activity.

In order for an individual to participate in practice or an evening activity, the student must be present in school the last three periods of the school day (unless the student has a pre-approved excused absence).

Weather Related Cancellations

When school is cancelled due to the weather, all activities and practices associated with West Central will also be cancelled and all facilities closed. The superintendent or his/her designee must approve any exceptions. Practices held at these times will not be mandatory (Policy File JHFE)

Student Physicals

Students are not eligible to participate in athletic practices or games if the student does not have on file with the athletic director, a physical exam signed by a physician and a parent's permission form.

Eligibility Rules

Middle school students who participate in any school sponsored extra-curricular activities must meet the academic requirements and training regulations that are required. Students must be passing all classes in order to participate in middle school extra curricular performances and or contests. Grades will be posted at the end of each week, and grade reports given to activity sponsors and coaches. Students who are not passing all classes will not be allowed to participate for the remainder of that week.

Student Due Process Policy

In the event that it becomes necessary to consider action for an alleged violation of a conduct rule:

The supervisor has an obligation to the student to discuss the alleged violation and to allow the student to explain his/her position.

If further action becomes necessary, the supervisor shall file a written charge with the building principal and activity coordinator, with copies given to the student and parents. At the time the student is notified in writing of the alleged violation, the supervisor shall also inform the student of the district's due process procedure.

Student Due Process Procedures

In the event that the student or parent requests a hearing, the supervisor or building principal shall:

Designate the time, date and place for the hearing being reasonable for both parties.

Inform the student and parent that the student will be suspended from participating or practicing in the activity until the hearing has been held.

Notify all concerned parties including the student, parent, activity coordinator, and supervisor of the time, date and place of the hearing.

The hearing shall be conducted so that the accused student and parent will have an opportunity to review the alleged violations of policy and ask questions appropriate to the situation. The same courtesy will be extended to the supervisor and building principal.

The disposition of the alleged violation will be made by the activities coordinator and building principal.

A decision averse to the student may be appealed in the following manner:

- To the superintendent
- To the West Central school board
- To a court of law

Comments on the Rules

All other reasonable rules and regulations adopted by the supervisor of a particular activity which in or of themselves are not basis for a suspension or dismissal, shall be followed, provided that the participants have been notified of such rules by written handouts and bulletin board postings, prior to the beginning of the activity.

The West Central School District retains an active membership in the South Dakota High School Activities Association and in doing so approves and abides by the constitution and by laws which are on file with the superintendent, high school principal, and activities coordinator. Adopt Fall, 1990, Amended Fall, 1991, Jan. 1995, Amended Fall, 1991, Amended Jan., 1995. Amended July, 1996
File: JO – E

PUBLIC NOTICE OF THE INTENT OF WEST CENTRAL SCHOOL DISTRICT #49-7 TO RELEASE PERSONALLY IDENTIFIABLE INFORMATION REGARDING STUDENTS OR FORMER STUDENTS

DIRECTORY INFORMATION

West Central School District designates the following personally identifiable information regarding its students as Directory Information:

- Name
- Address and phone number
- Date of birth
- School attending
- Dates of attendance activities
- Parents or guardians of student
- Participation in school-recognized activities
- Weight, height, age and grade of members of athletic team
- Awards received
- Individual and group photographs pertaining to school activities
- Similar information which denotes accomplishment or achievement.

RIGHT OF PARENT, GUARDIAN OR STUDENT TO PROHIBIT RELEASE OF INFORMATION

A parent, guardian, or student over 18 years of age may refuse to permit the release of any of the Directory Information by notifying the Principal of the student's school in writing which of the above Directory Information may not be released in respect to the particular student. Such notification may be made at any time.

STUDENT RECORDS POLICY

The Board of Education has adopted an educational records policy and, in implementing the release of information, that policy shall be considered.

CONSTITUTIONALLY PROTECTED PRAYER
West Central Middle School has no policy that prevents, or otherwise denies participation in constitutionally protected prayer in public school as set forth in the guidance of Section 9524 of the Elementary and Secondary Education Act of 1965 and as amended by the No Child Left Behind Act of 2001.
Adopted 3/24/03
West Central School District

NONDISCRIMINATION STATEMENT
The West Central School District #49-7 does not discriminate in its employment policies and practices, or in its educational programs (including career and technical education programs) on the basis of race, color, creed, religion, age, sex, disability, sexual orientation, national origin, ancestry, or other human differences.

Title VI (discrimination based on national origin/race) Special Services Director
Title IX (discrimination based on gender) Activities Director
Section 504 (discrimination based on disability) Special Services Director

Both Special Services and Activities Director can be reached at:

West Central School District
705 E. 2nd St.
Hartford, SD 57033
605-528-3217
Or
Kansas City Office
U.S. Department of Education
Office for Civil Rights
8930 Ward Parkway, 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

"West Central Middle School Discipline Policy Consequences"

OFFENSE	1st VIOLATION	2nd VIOLATION	3rd VIOLATION	4 OR MORE VIOLATIONS
CLASS ONE				
Tardy to school/ classes at school	Record	Record	Detention	Saturday School; Parent contact
Excessive affection displayed at school	Warning with copy of school relationship policy	Detention	Saturday School; Parent contact.	Saturday School; Parent conference.

“West Central Middle School Discipline Policy Consequences”

CLASS TWO				
Skipping a detention	Detention is doubled; Parent contact.	Parent contact; Saturday School.	Parent conference; Student plan is developed; Saturday School.	Two Saturday Schools; Student plan is followed; Counselor referral; Parent conference.
Skipping a Saturday School	Saturday school time is doubled.	Two days ISS, Assigned Saturday Schools must be served.	Student and Parent/ Guardian appear before the school board in executive session at the next regular scheduled board meeting. Saturday School must be served.	Alternative placement to a behavior program.
Skipping Class	Parent contact; Student makes up time missed after school.	Parent contact; Saturday School.	Parent conference; Saturday School; Student behavioral plan.	Parent conference; Saturday School; Follow student plan.
Disruptive Behavior, Inappropriate dress, minor harassment or irritation, nuisance items, Inappropriate message or lettering,	Conference with administrator, detention, possible restorative justice	Parent contact, Saturday School, possible remainder of the day spent in ISS; Counselor referral where appropriate; possible behavior plan / TAT	Parent Conference; Saturday School or ISS up to 3 days. Counselor Referral where appropriate; possible behavior plan	ISS or OSS (Up to five days), behavior plan, Parent conference.

CLASS THREE				
Insubordination; Pornographic materials; Verbal aggression towards students; Forgery; Inappropriate/ Disrespectful language or gestures; Indecent exposure of self/ others.	Remainder of the day ISS; Parent contact; Saturday School.	Remainder of the day ISS; Student behavior plan; Two Saturday Schools; Parent conference. Counselor referral when appropriate.	ISS or OSS (up to 3 days); Parent conference; Follow student behavioral plan. Counselor referral.	4th Violation – OSS (5 days); Parent conference; Referral to alternative schooling/ therapy as appropriate. 5th and following – Long term suspension or referral for replacement or expulsion.
Obscene Language directed toward someone, physical aggression towards students.	Remainder of the day ISS; Parent contact; Saturday School.	Remainder of the day OSS; Parent conference; Behavioral contract developed. Counselor referral.	ISS or OSS (1-3 days); Parent conference; Behavior contract is addressed. Counselor referral.	OSS (5 days) and referral to alternative educational setting or behavioral therapist.

Theft; Vandalism; Secret societies; Sexual harassment; Racial or Religious Harassment	Remainder of the day ISS or OSS; Parent conference; Restitution; Saturday School. Counselor referral and police referral when appropriate.	Two days OSS; Parent conference; Behavioral contract is developed; Restitution. Counselor referral and police referral when appropriate.	Three to five days OSS; Parent conference; Behavior contract addressed; Restitution. Counselor referral and police referral when appropriate.	Ten days OSS and referral to alternative educational setting; Restitution.
Violence; Fighting; Physical/Verbal aggression towards staff.	Remainder of the day OSS; Parent conference; Saturday School. Counselor referral and police referral when appropriate.	Three to five days OSS; Parent conference; Behavioral contract is developed. Counselor referral and police referral when appropriate.	OSS (10 days); Parent conference; Behavioral contract is addressed. Police referral when appropriate.	Long term suspension. Student and parent/ guardian must appear before the board of education before being readmitted.
CLASS FOUR				
Use of or possession of tobacco product; dispensing over the counter medications; Drugs; Alcohol – using, dispensing (illegal or prescription), or under the influence – includes drug paraphernalia.	Ten days OSS; Parent conference; Referral to law enforcement, Suspension reduced to Seven days if student participates in drug/ alcohol evaluation and counseling.	Long-term suspension. Student and parent must appear before the board of education before being readmitted to school.		

CLASS FIVE				
Weapons; Bomb threat; Arson; Endangering the life of others; Intentional physical harm or damage to personal property of any staff member.	Long term suspension or expulsion; Referral to law enforcement as appropriate; Possession of an item considered to be a weapon with no malicious intent up to OSS five days; Mandatory 12 month expulsion for firearm possession.			

***Students with behavioral violations resulting in class one, class two, class three, or class four violations will receive classroom social skills training that will help them develop skills to be more successful in the classroom.**