



## Mitchell Middle School

800 W. 10<sup>th</sup> Avenue  
 Mitchell, SD 57301  
 605-995-3051

[www.mitchell.k12.sd.us/mms](http://www.mitchell.k12.sd.us/mms)

### Administrators

Brad Berens-Principal  
 Lisa Heckenlaible-Assistant Principal

### Counselors

Erin Fowkes  
 Traci Moore

### Secretaries

Debbie Garton  
 Rhonda Piper

**Mitchell School District Philosophy:** The Mitchell School District No. 17-2 believes that people are our society's most valuable resource. We further believe in the supreme worth, dignity, and uniqueness of each individual.

It is the responsibility of the Mitchell School District to provide academic, vocational, and activity programs which will give each student the opportunity to attain full potential in academic achievement, intellectual development, economic understanding, positive relationships, social responsibility, aesthetic appreciation, and physical development.

The ultimate purpose of the educational process in the Mitchell School District is to prepare each student to accept responsibility to self, family, community, country, and thus to become a contributing member in our changing society.

These educational responsibilities and purposes can best be attained through a joint effort of students, parents, staff and the community as they work together to motivate students to achieve their individual potential. These groups also must work together to encourage all citizens

to understand the need for life-long learning.

Mitchell School District Mission Statement: To empower all students to succeed as responsible, contributing members of a global society.

### 2009-2010 School Calendar

Aug.18	School Starts
Sept.7	No School (Labor Day)
Oct.8	MMS Parent/Teacher conferences
Oct.16	No School
Nov.26,27	No School (Thanksgiving Break)
Dec. 23	Winter Break begins
Jan. 4	School Resumes
Jan. 18	No School (Staff Development)
Feb. 4	Parent/Teacher conferences
Feb. 12	No School
Feb. 15	No School (President's Day)
Mar.18,19	Spring Break
Apr. 2	No School (Good Friday)
Apr. 5	No School (Easter Monday)
May 19	Last Day of school

All snow days will be added to the end of the calendar in May

#### QUARTERS

#### MIDTERMS

1 <sup>st</sup>	Aug. 18 –Oct.15	September 11
2 <sup>nd</sup>	Oct. 19 –Dec. 22	November 20
3 <sup>rd</sup>	Jan. 4 –Mar. 12	February 5
4 <sup>th</sup>	Mar. 15- May 19	April 16

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## **ACTIVITIES Eligibility and conduct**

School-sponsored extracurricular activities start in the 7th grade (with the exception of wrestling which starts in the sixth grade). The Mitchell Park and Recreation Center and other community agencies sponsor some sixth grade activities. Seventh and eighth graders must have a physical each year to participate in athletic activities. Student activity tickets for high school activities are available at Mitchell High School.

**Eligibility and conduct:** Participation in the various activity programs is predicated upon successful work in the academic classroom. Your son/daughter grades 7 through 12 **MUST** always be passing at least five (5) classes to maintain their eligibility to participate in an event. A Failing List check is done weekly at the Middle School on Mondays. If a student is on that list with at least one (1) F letter grade, they are ineligible to compete in an event until the following Monday. The student will still be allowed to practice if deemed appropriate by the coaching staff and building principal. If a student is on that list with at least one (1) F letter grade, that student **WILL NOT** be permitted to travel if it means lost school time. A student may still participate in a home event after school or on Saturday if they are only failing one class. Any student grades 7-12 failing three (3) or more classes at any time during the school year is automatically ineligible to practice or compete. Should this occur a meeting would be held with the Head Coach, Parent(s), Principal, Activities Director, and Guidance Counselor to establish a plan of improvement and retain eligibility. Should you as a parent have **ANY** questions regarding your son/daughter, please contact the Activities Director. 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.

## **ALCOHOL/TOBACCO/DRUGS**

We expect to have a safe and drug free school. Illegal drugs, which include tobacco 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 (995-3013)**

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.

1. If a student is absent for five days of school per semester, the parents will receive a Letter of Information.
2. If a student is absent for eight days of school per semester, the parents will receive a Letter of Concern and a resource officer will make a home visit.
3. If a student is absent for ten days of school per semester, a truancy petition may be filed with the State's Attorney, parents will receive a Letter of Notification of the truancy, and the Principal or Dean of Students will monitor absences.

Other notes:

1. If a student is more than 30 minutes late for the morning he or she is considered absent for one half day.
2. If a student misses more than 30 minutes during the school day he or she is considered absent for one half day.
3. If a student leaves for the afternoon more than 30 minutes before class is dismissed for the day he or she is considered absent for one half day.
4. Continuous absence for prolonged illness or a series of medical treatments may be counted as one absence. A note from the physician will be required.
5. 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.
6. Absence due to vacation will be counted one absence per day unless the parent has contacted the administration prior to the vacation.

7. Absence for school activities will not count as an absence.
8. Students may be excused for other exceptional reasons with approval of the principal.
9. 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. Parents/guardians or an adult relative must accompany students on family trips to have these considered excused absences. In special cases a student may be excused from a special outing if "parents" accompany the student. Absences for reasons other than school-sponsored activities will be counted as a day of absence. In all cases, the parent must contact the attendance secretary (995-3013) or principal (995-3051) by a written note or telephone. It is the student's responsibility to have assignments for class upon returning.  
\*This is the current policy, but it is subject to change.

### **BEFORE AND AFTER SCHOOL**

School starts at 8:15 a.m. and ends at 3:15 p.m. If students enter the building before 8:05 a.m., they must report to the cafeteria or East front lobby. Students are encouraged to meet with teachers at this time but must have written permission. After school, they can work with a teacher, participate in school-sponsored activities, or study in the library. 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 Deitrich Bus Service at 996-2440 for information.

### **CELL PHONES/I Pods/CD Players/etc.**

Use of electronic devices is prohibited during the school day. Such items must be kept in lockers and turned off. Students caught breaking the rule will have their item confiscated and parents will be required to pick them up in the middle school office. Detentions or suspensions will be assigned to students.

### **COMPLAINTS AND APPEAL PROCEDURE**

Student complaints are, if possible, resolved between the student and the teacher. If the complaint is not resolved, the decision can be appealed by the student to the principal using the Student Complaints and Appeal Policy 1045. Refer to Board Policy 1045 for the complete policy. Board policies can be obtained from the superintendent or principal's offices.

### **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. Individual counseling sessions are during study halls when possible. Counselors do not offer long term personal counseling or family counseling, but can help find resources available in the community. Counselors have other duties including groups, making schedule changes, checking on failing students, special services needs, registration, standardized testing, enrolling new students, etc.

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 7-10 p.m.
- Students cannot leave and return to the dance (one time entry rule).
- Students who wish to leave before 10:00 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.
- Students are restricted to the dance area, which includes the cafeteria, bathrooms and immediate hallway.
- The School Dress Code is in force.

### **DISCIPLINE PLAN**

The school discipline plan is in force.

- Students will be expected to carry planners with them at all times, except lunch. If your child has lost his/her planner, new ones 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.
- Academic and behavioral infractions will be handled separately and recorded in student planners on an Academic/Behavior log in the front of the planner. Please review this log in the evenings with your child.
- a. Academic infractions will be handled by the teachers and within the team. After the 5th infraction a letter will be sent to parents voicing our concerns.
- b. Minor behavior infractions will be handled by the team. On the 6th infraction students will be sent to the office.
- c. Major behavioral infractions are still office referrals.(see discipline attachment)
- Saturday Academic School may be offered to students in jeopardy of failing each quarter. A written invitation will be sent to your home.

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. Academic infractions, behavioral infractions,

tardies, hall passes, and computer repair are all documented on the log pages. Students start fresh with a new log the first day of each quarter.

**2. Academic Infractions:** Infractions will be recorded in student planners on an Academic/Behavior Log in the front of the planner. **Please review this log in the evenings with your child.** Academic infractions include incomplete or missing assignments and assignment planner not readily available. When a student receives his/her third academic infraction, the student will meet with the SRB teacher. When a student receives his/her fifth academic infraction, the student will meet with the team/8<sup>th</sup> grade SRB teacher and a letter will be sent to the parents informing them of the concerns. When a student receives his/her seventh academic infraction, the student will meet with the team/8<sup>th</sup> grade SRB teacher, an administrator, and the parents to discuss an alternative plan. If parents do not attend a phone call will be made or a letter will be sent. The alternative plan begins with the eighth infraction and continues for all academic infractions for the remainder of the quarter.

**Alternative plan:** The student will remain after school for 15 minutes for each infraction. During this time, the student will be free to ask for assistance with the incomplete work and turn it in for a partial grade. The student will notify the parents, if possible, that he/she is staying that afternoon. Parents will make necessary arrangements for the child's transportation needs. Time must be served that same day. A teacher may escort a student who does not comply with the alternative plan from his or her fourth block class at 3:05 to complete obligated time. Failure to show will be a behavior infraction, and a zero grade will be recorded.

**3. Behavior Infractions:** Minor behavior infractions will be recorded in student planners on an Academic/Behavior Log in the front of the planner. **Please review this log in the evenings with your child.** 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 sent to the office on a referral. Detentions, 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**

In the interests of cleanliness, decency, and good taste, 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. Shorts will be permitted, but an appropriate length is expected.
2. Clothing choices that show underwear are not allowed.
3. Any chains on billfolds, belts, or locker keys must be kept in pockets.
4. No hats or caps will be worn during school.
5. Clothing that is shredded or full of holes is not allowed.
6. No apparel or articles that promote or suggest alcohol, cigarettes, drugs, sex, racism, gangs, cults or violence are allowed in school. (This includes some brand name apparel.)
7. 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 go home and

change, and parents may be contacted. Violations may result in detentions or suspensions.

## **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.

**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 a whole classroom. 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. This policy (#115) is available in full at the Central Administration Office or the Middle School library and is also posted by the middle school auxiliary gym. Please report harassment to a counselor or administrator.

## **HOMEWORK**

Homework information is maintained at our web site; click on homework information at [www.mitchell.k12.sd.us/mms](http://www.mitchell.k12.sd.us/mms).

## **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 (3.0-3.34), Silver (3.35-3.69), and Gold (3.70-4.0). 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.

## **INCOMPLETE GRADES**

If an incomplete is recorded on a report card, the

student must consult with the teacher involved. Only in special cases will the time allowed exceed ten days. Work not completed within the allotted time will receive a failing grade.

## **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 belong to all students and need to be treated properly. Students on the failing list usually do not have library privileges and must have a slip from their teacher to use the library during a study hall.

## **LOCKERS**

The locker is the property of the school and may be checked for physical condition and contents. Valuables should not be kept in the lockers because they may not be secure. 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**

Lunch options include choosing a lunch line offering with a salad bar or bringing a lunch from home. 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 send a note to the office. Students must be back in school in time for class.

## **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, they are permitted one day for each day of an absence to complete missed

assignments (one gold day for a missed gold day, etc.). Absences due to school 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 instructor should be notified 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 aspirin, decongestant, 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.

## **PROFANITY**

We are proud of our facilities and our students. Profanity is one area that we have worked hard to improve. In general, profanity and swearing is 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 failing two or more core classes will 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.

## **SATURDAY DETENTION**

Students failing to serve detentions on time will be assigned Saturday detention. Failure to serve Saturday detention will result in Out Of School Suspension the next school day. Students may not receive credit for missed schoolwork during OSS.

## **SCHEDULE CHANGES**

Schedule changes are made by the school counselor and are rare in occurrence.

## **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**

If you are wondering if school is going to be cancelled on a day when the weather is bad, listen to one of the following radio stations. KORN (1490 AM), KMIT (105.9 FM), Q107 (107.3 FM), or KUQL (98.3)

