

2018 - 2019 Student Handbook

ACCIDENT INSURANCE/DENTAL PLAN The school district does not assume responsibility for accidents which may occur. However, school district officials recognize the advantage of making school accident insurance available as well as school dental protection by cooperating with companies offering these services.

The insurance mentioned will be offered to parents wishing coverage for students enrolled in the Meade School District. The school district's role is (1) to send the literature home to parents explaining the programs and providing for student enrollment, and (2) to have available the forms for filing claims for accidents covered by insurance. The school district does not approve claims. The company does this.

DRUG FREE SCHOOL Sturgis Williams Middle School is a drug-free school. Drug and alcohol possession or use is not permitted at school or events. For more information contact the principal's office.

TELEPHONE: The telephone in the middle school principal's office may be used in the case of emergencies. The number for the middle school is 347-5232 or 1-888-567-8274.

Student/School Services

GUIDANCE SERVICES: Students are always welcome to talk to a guidance counselor at any time. Counselors will meet periodically with students as a class or individually to discuss class work or other activities.

Sometimes students have problems of a personal nature which cause them considerable worry and concern. Talking these problems over with someone who will listen and discussing them with someone who is interested very often helps. Counselors may be contacted at their offices or at the middle school office.

NONDISCRIMINATION

The Meade School District does not discriminate on the basis of gender, color, disability, national origin, race, creed, religion, homelessness, marital status, pregnancy or age in the education programs or activities it offers or to admission to or employment in its education programs or activities. Inquiries concerning Title VI or Title IX may be referred to Jeff Ward, 1230 Douglas Street, Sturgis, SD 57785, and 605-347-4454. Inquiries concerning ADA may be referred to Brett Burditt, 1230 Douglas Street, Sturgis, SD 57785, 605-347-2523. Inquiries concerning Section 504 may be directed to Deb Kerstiens, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries concerning Title X, Part C may be directed to Chrissy Peterson, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries may also be directed to the Kansas City Office, Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov

2018-2019 Calendar

Preschool In-service		August 21-23 2018
First Day of School		August 27, 2018
Labor Day (no school)		September 3, 2018
Middle School Parent-Teacher Conferences:	Monday 4:00PM—7:00PM	October 1, 2018
Middle School Parent-Teacher Conferences:	Thursday 4:00PM—7:00PM	October 4, 2018
Inservice Day (no school)		October 5, 2018
Native Americans’ Day (no school)		October 8, 2018
Inservice Day (no school)		November 2, 2018
Thanksgiving Vacation		November 21-25, 2018
Christmas Vacation		Dec. 20 - Jan. 1, 2019
Martin Luther King Jr. Day		January 21, 2019
Middle School Parent-Teacher Conferences:	Tuesday 4:00PM—7:00PM	February 12, 2019
Middle School Parent-Teacher Conferences:	Thursday 4:00PM—7:00PM	February 14, 2019
Inservice Day (no school)		February 15, 2019
Presidents’ Day (no school)		February 18, 2019
Inservice Day (no school)		March 14, 2019
Spring Break		March 15, 2019
Good Friday /Easter Monday		April 19 and April 22, 2019
Graduation	2:00 PM	May 19, 2019
Last Day of School		May 22, 2019

Any snow days will be made up by adding days at the end of the school calendar. Furthermore, February 18, March 15 and April 22, 2019 could also be used at the discretion of the Meade School Board with recommendations from the Superintendent.

SCHOOL CLOSING:

Any notification in regard to the closure of district schools, or early dismissals due to hazardous weather, or other emergencies that threaten the health and safety of students and district personnel will be provided to parents through SCHOOL MESSENGER. This same notification will also be submitted to the following stations: KBHB, KSQY, KOTA, KAT, FOX, KIMM, KTOQ, KKLS, KDSJ, KDDX, KKMK, KIQK, KZZI, and on television stations KOTA, KEVN, KELO and KNBN. This information will be posted on the school district website: www.meade.k12.sd.us. Cancellations can also be found on www.cancellations.com.

Parents are responsible for making alternate arrangements for their children in the event that school is closed early and/or if buses cannot return the children home.

EMERGENCY EVACUATION

In case of emergency evacuation, students will be evacuated to the following sites:

- 6th Grade - Grace Lutheran Church—1061 Sherman Street—347-2713
- 7th Grade - First Presbyterian Church—1319 Junction Avenue—347-2395
- 8th Grade - St. Francis of Assisi Parish— 1049 Howard Street—720-3579

ATTENDANCE REGULATIONS

“School is preparation for future life. It is important that habits of regular attendance be developed. A student’s contribution and achievement in class are directly related to attendance. Students and parents/guardians must understand that students miss a vital portion of their education when they are absent from class. Teachers and administrators are expected to communicate with students and parents/guardians about the effect of attendance upon student achievement and success in their class and in their lives as adults.” **(Meade School Board Policy File JED)**

NOTIFICATION OF ABSENCES

A student can be excused by the student’s parent/guardian by writing a note, sending an e-mail to sue.smalley@k12.sd.us or making a phone call to the main school office at 347-5232 between the hours of 7:00 am and 4:00 pm during school days.

- 1. A note or phone call should include:**
 - a. First and last name of the student;
 - b. The date and/or hours of the absence;
 - c. The reason for the absence;
 - d. A telephone number where the parent may be reached during the day;
 - e. The parent/guardian signature.

EXCUSED ABSENCE

All students at Sturgis Williams Middle School will be allowed a maximum of ten (10) absences per period, per semester. Any absence after ten will result in an unexcused absence. For each missed day, students with excused absences are given a day to make up the work, to receive full credit.

Parents/guardians may request that their student be excused from school for the following reasons:

- 1. Personal illness:** Each absence that is excused by a parent or guardian due to personal illness. In instances of chronic or irregular absences reportedly due to illness, the school administration will require a physician’s statement certifying such absences to be justifiable.
- 2. Appointments:** Medical, dental and legal appointments will be excused when written notification from a physician’s office, dentist office, or court services’ office is provided to the attendance office. Dr. appointments, with written notification, will not count toward the ten absences per semester. Written notification should include the name of the student, date, time, and reason for the appointment.
- 3. Parent or family request:** For funerals, weddings and other special family events, the school reserves the right to determine whether or not an absence is excused. If the family/student does not wish to state the reason for the absence, the student may be assigned an unexcused absence.
- 4. Inclement weather or poor road conditions:** On days of bad weather, parents will have to use their own discretion in sending their children to school. Road and weather conditions may vary

throughout the school district.

5. **Family vacation:** All absences of this classification must be requested with reasonable advance notice by the parent or guardian. The student's parent/guardian must telephone the attendance office or visit the assistant principal's office stating why and when the student will be absent.
6. **Major religious holidays.**
7. **Special circumstances upon prior approval by the administration.**

Any absence other than those listed above may be considered truancy or unexcused. Administration may at any time refuse to grant an excused absence regardless of parent consent.

UNEXCUSED ABSENCE

1. **An unexcused absence is defined as a school day or period for which a student chooses to skip an academic or non-academic period, fails to obtain a documented excused absence.**
2. Behaviors such as being late to school, oversleeping, skipping, missing class to work on homework, wandering the halls, etc., are considered unexcused absences.
3. Failure to provide documentation for appointments may result in an unexcused absence(s).
4. Administration may at any time refuse to grant an excused absence regardless of parental consent.
5. Unexcused absences will result in disciplinary action from the school administration.

TARDINESS: The goal of SWMS is to teach positive habits and skills including being on time for class. If a student is more than **ten (10) minutes late**, the student will be considered absent and will need to follow the procedure for being absent. A student is allowed three tardies per semester, per class period without consequences. Detention will be assigned for every tardy after three in each period. Failure to report to detention may result in additional detentions or In School Suspension.

GRADING SYSTEM

100 – 93 = A 92 – 86 = B 85 – 78 = C 77 – 70 = D 69 & below = F

HONOR ROLL: All academic classes will be used for grade point average calculations. Only letter grades will be used; no pluses or minuses will be figured. Honor roll applies for grades 6-8.

G.P.A. procedure: A = 4 pts. D= 1 pt.
 B = 3 pts. F= 0 pts.
 C = 2 pts.

The honor rolls for Sturgis Williams Middle School are:

Principal's Merit 4.0 GPA
"A" Honor Roll 3.9-3.6 GPA
"B" Honor Roll 3.5-3.0 GPA

No student with a D or F will be eligible for the Honor Roll.

HOMEWORK

Students in Sturgis Williams Middle School may be assigned homework. Students' achievement may be affected by their success in completing homework assignments. Class time may not be sufficient for the students to complete the assignment. A student's inappropriate use of allowed class time may also affect the amount of homework. Students may have homework in order to:

1. Complete make-up assignments from absences.
2. Provide additional practice in order master skills.
3. Prepare for tests or examination.
4. Complete special projects or enrichment activities.

ICU: ICU stands for Intensive Care Unit, just like the hospital. ICU is a communication tool, a shared, school-wide document that tracks missing student assignments. The document helps teachers and administrators communicate with each other as well as with the students and their parents. The expectation is that all assignment will be completed. Through the ICU program students are given an opportunity to redo assignment or retake tests of poor quality.

After School Program: SWMS will be offering an after school program throughout the school year. It will be provided Tuesdays and Thursdays from 3:25-5:15. Teachers will be present to offer assistance on homework, or to facilitate tests. Mandatory attendance to the After School Program may be required for students on the ICU list. Students may be required to attend the After School Program in place of activities practice. Students who attend the After School Program will be allowed to use the late bus to Piedmont.

REPORT CARDS:

A report card will be issued at the end of each grading period.

Quarter End Dates: Friday, October 26, 2018
 Friday, January 11, 2019
 Wednesday, March 13, 2019
 Wednesday, May 22, 2019

Athletics and School sponsored activities

ATHLETICS: Philosophy — Athletics plays an important part in the lives of Sturgis Williams Middle School students. Young people learn a great deal from participation in interscholastic competition. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are integral parts in an athletic program. Athletics plays an important part in helping individual students develop healthy self-concepts, as well as a healthy body. Athletic competition adds to school spirit and helps all students, spectators, and participants develop pride in their school. The major objective of the program is to provide wholesome opportunities for students to develop favorable habits and attitudes of social and group living.

The ultimate goals of the athletic program should be (1) to realize the value of participation without overemphasizing the importance of winning or excelling and (2) to develop and improve positive citizenship traits among the program participants.

The following are offered on a competitive basis:

<u>Boys</u>	<u>Girls</u>
Football, Basketball	Basketball, Track
Wrestling, Track, Cross Country	Volleyball, Cross Country, Dance/Cheer
	Competitive Dance & Cheer

Although the middle school program does not offer golf, middle school students may be allowed to participate with the high school teams. In regard to other sports, an exceptional athlete may be allowed to participate with the high school teams through a petition process.

Squad Competition — There are some competitive sports where it may be necessary to put limitations on squad numbers due to space restrictions on team size. However, it is our intention to follow a “no cut” policy at Sturgis Williams Middle School.

Practices — Athletic teams will practice outside the school day. Because of limited facilities and number of participants, a practice session may be scheduled both before and after the regular school day. No single program shall dominate facilities or prime practice time.

Physical exam and parent permit form — All student athletes must have an official SDHSAA physical. The physical and parent permission form should be on record in the Activities Office before the student is allowed to participate.

Training Rules — Athletic training rules are established by the Activities Office and distributed to the students prior to the start of the activity.

ELIGIBILITY: Eligibility in extra-curricular activities will be determined based off of passing grades, and school/bus behavior. Student are responsible for getting all late/missing work completed and handed in to the teacher before they leave school on the last day of the week. A grade report will be run Monday morning, any students with a failing grade will not be eligible to participate in extra-curricular activities for that week (Monday through Saturday). Any student who is assigned In School Suspension or receives a bus write-up will not be eligible to participate the following week.

STUDENT COUNCIL: There will be a Sturgis Williams Middle School Student Council. Election of Student Council members will be held during the first couple weeks of school. Student Council members must remain academically eligible to serve on the Student Council.

CHURCH NIGHT: The school, with the cooperation of the ministers of the various area churches, has agreed upon Wednesday evening as “Church Night.” The school will attempt not to schedule activities for that evening, thereby leaving the students free to participate in activities held by their respective churches.

ASSEMBLIES: Students will be invited to a variety of assemblies throughout the school year. It is important for the students to display proper behavior at the assemblies.

BUS REGULATIONS

Riding the school bus is a privilege not a right. If students abuse the privilege of riding the bus, they may be removed from the bus route and it will be the parent's responsibility to get their child to and from school. The primary responsibility of the bus driver is to provide a safe trip to and from school.

1. Bus drivers are an extension of the school system and have the same authority as other school officials when supervising students on the bus.
2. Behavior on the bus that takes away from the bus driver's ability to concentrate on safely driving the bus will not be tolerated.
3. Absolutely no tobacco, e-cigarettes, alcohol or other control substance, including paraphernalia, allowed on the bus.
4. Students are asked to assist the bus driver in keeping the interior of the bus clean.
5. The camera system on the bus is designed for the bus company and the school administration to monitor activity and student behavior on the bus. The video will be used when assessing disciplinary action. The viewing of the video is not accessible to parents.
6. In the event of a bus accident, the bus accident protocol is on the district website.

School board policies JFCC: Student Conduct on School Buses, JG: Student Discipline and JFCG/JFCH/JFCI Comprehensive Drug Prevention Policy can be found on the district website.

Late Bus: A late bus runs to the Piedmont area at 5:30 p.m. on weekdays. This bus is for students in after-school activities. The following rules will apply to the late bus:

- (a) Students participating in after-school athletics are entitled to ride the bus upon receiving an activity bus pass.
- (b) Students involved in other school activities that don't meet daily are required to pick up a bus pass from the office.
- I Students without passes are not permitted to ride the bus.

Bus services are provided through the Harlow's Bus Co. Any questions regarding the bus schedules, pick-up points, or supervision of students while on the bus should be directed to:

Andy Ellingsen.....Harlow's Bus Co. 347-5066

STUDENT TRANSPORTATION ON SCHOOL TRIPS

(File: JHFE*)

The following constitutes the arrangements of the Meade School District concerning the transportation of students to and from extra-curricular school activities and school functions:

1. In most instances, District shall provide transportation to the students for all trips of more than

ten (10) miles one way from the attendance center. This shall apply to all school functions where the attendance of the student is required, as well as extra-curricular activities. In most cases, the District will pay the cost of transportation, but in some cases, a student may be assessed a transportation fee. A student must travel on the school provided bus or van both ways. School personnel may release students to ride with the custodial parent, legal guardian, or other persons authorized by the parent and school, with written request.

2. In the case of school activities or school functions which are less than ten (10) miles one way from the attendance center, the District will generally provide transportation, provided the entire class is being transported. If less than the entire class is being transported, or in the case of extra-curricular off-campus home events, the students may be asked to provide their own transportation or be transported by District personnel or in private vehicles driven by a licensed and insured adult.
3. No student may ride with another student to or from a school function or activity during the school day, unless the students are siblings.

Bus Accident Protocol

Bus Driver/Harlow's

1. Immediately notify 911 or appropriate first responders. Assess the accident and let first responders know if medical attention is needed. Always error on the side of safety.
2. Notify Harlow's Bus Company of the accident and Harlow's Bus Company will immediately notify the school.
3. Fill out the passenger list so that there is a copy for the first responders and for the school.
4. Assist first responders and the law enforcement agency in any and all ways possible.
5. Provide for additional transportation for students if necessary.

City/County

1. Will establish a command center and will be in charge of the situation. The first law enforcement agency will be in charge of the situation (command center) until or unless they are relieve by a different law enforcement agency. All law enforcement will work through the command center.
2. Law enforcement will work with first responders, Harlow's Bus Company and the school. Law enforcement will be in charge of the situation until it is resolved.

First Responders

1. Assess the situation, do initial evaluation, determine whether students need additional medical attention.
2. Work with the school for permission /treatment authorization.

School Responsibilities

1. Building principal /designee will notify parents of students involved ASAP.
2. Superintendent/ designee will coordinate all press releases in conjunction with law enforcement agency in charge of command center.
3. Building principal/designee will provide treatment authorization forms, when accessible, to First Responders.
4. Work under the direction of the command center and assist when possible.
5. Provide for a central location in one of the schools for all of the students that were on the bus to meet with nurses, counselors, administration, etc.

SCHOOL LUNCH

SWMS has a closed campus policy for lunch. All students are expected to eat in the lunch room at their designated times

Meal ticket information and Free and Reduced applications can be found by going to the Meade School District Web-site. Go to District Web-site — District Offices – Food Service

Lunch tickets may be purchased every morning during the breakfast hours. Payments can be made directly to the food service or online at www.myschoolbucks.com. (The student's eight digit ID number is required.)

Delinquent Accounts: Please refer to School Board policy EFC/JNB in regards to Delinquent Accounts

HEALTH SERVICES

The school nurses are licensed and registered in the state of South Dakota. Preparation and experience enables the nurses to support the educational process by providing health services within the school system.

Monitoring Immunizations: Nurses keep accurate immunization records on all Meade School District students as required by South Dakota law.

Vision Screening: Nurses will test a student's vision at the request of a parent or teacher and/or according to a scheduled plan. If the cost for an appointment with an eye doctor or for eye glasses isn't affordable, the school nurse will get help from the community.

Audio (hearing) Screening: Nurses use an audiometer to test the hearing of students. There are many things that may prevent a child from hearing which can be easily corrected if discovered early such as ear wax blockage, fluid in the ears, and infection.

Scoliosis Screening: In the fall of every year, the nurses check the spines of fifth grade girls and in the spring the nurses check the spines of sixth grade girls for scoliosis (crooked spine).

Health Counseling: Nurses may help students in the following additional areas: Emotional situations, Height and weight monitoring and intervention, Crisis, Diabetic, asthmatic and arthritic conditions, Individualized education plans, Temporary disabilities

Dispensing Medications: Nurses may legally dispense and monitor students taking prescribed medications during school hours.

Additional responsibilities of the School Nurses:

Assisting with the Dental Health Program, Teaching health education, Presenting accident prevention information, Collaborating with the community health nurse, Monitoring blood pressure, Interpreting state and local laws and regulations concerning school health, Promoting health in the classroom, Collaborating with administration regarding epidemics and health alerts, Protecting the health of the students

EPIPEN

The Meade School District will maintain a stock supply of epinephrine auto injectors (Epipen) pursuant to SDHB 1167 and according to The Meade School District policy.

These epinephrine auto injectors will be for use in an emergency situation of a severe allergic reaction causing anaphylaxis regardless of whether or not the student has a prescription for an epinephrine auto injector or has been diagnosed with an allergy.

School nurses and staff will be trained to recognize symptoms of severe allergic or anaphylactic reaction. An anaphylactic reaction is a progressive whole body allergic reaction that can be fatal and can occur with hypersensitivity to food, insect stings, medication other allergens.

Student Immunization/Records and FERPA

SDCL 13-28-7.1. states that, “any pupil entering school or an early childhood program in this state, shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, and varicella, according to recommendations provided by the Department of Health.”

Parents of new students must submit appropriate documentation that their children have received the minimum immunization requirements set forth in SDCL 13-28-7.1 **before** the first day their children enter school.

Students will not be admitted to school until and unless the school nurse has received and verified the immunization documentation.

INITIAL ENROLLMENT PROCEDURES

1. At the time of the initial entrance of a student into Meade School District, the appropriate documentation will be required from a parent/ guardian. Students who attempt to enroll without such documentation will be denied entrance until such forms are submitted.
2. The immunization documentation will be transferred to the school nurses, in an expedient manner, for verification. If the school nurse determines that the student does not have appropriate immunization, the parents of the student will be contacted by the school nurse.
3. In cases where the certification indicates that immunizations have begun, but are not completed, new students may be admitted to school upon verification of the process by the school nurse.
4. The only exceptions for the above immunization requirements are:
 - A. Medical Exemption: The physical condition of the child is such that a test or immunization would endanger life or health. The parent must provide an exemption form **SIGNED BY A DOCTOR.**
 - B. Religious Exemption: Parents or guardians of the child adhere to a religious doctrine whose teachings are opposed to Immunizations. The parent must sign an exemption form.

In the case of a communicable disease outbreak, students who fall in the above two categories MAY be denied entrance to the schools during this time as a safety precaution for themselves and others.

STUDENT RECORDS: The Board designates the following personally identifiable information in a student's education record as "directory information," which may be disclosed without prior written consent:

- | | |
|----------------------------------|---|
| 1. Name | 7. Participation in school-recognized activities |
| 2. Address | 8. Weight and height of members of athletic teams |
| 3. Names of parents or guardians | 9. Grade in school |
| 4. Date of birth | 10. Individual/group pictures pertaining to school activities |
| 5. Dates of attendance | 11. Awards, achievements, or honors |
| 6. School attending | |

The above list will be published in the District's legal newspaper each year, and the parent, legal guardian, or student over 18 years of age may notify the school in writing of their refusal to permit the release of any or all of this information.

Other student's records will not be released without written consent and may be reviewed by a parent, legal guardian, or student over 18 years of age. Procedures for requesting amendment of records will be developed by the administration in accordance with the law.

District personnel may review all material pertaining to students for educational reasons but are required to keep such information confidential.

LEGAL REF: Family Educational Right and Privacy Act (FERPA) of 1974, P. L. 93-380 ARSD 24:03:04:10

Emergency and Disaster Procedures

Emergency drills will be held throughout the year for the safety of the students and staff. These include fire, disaster, tornado, ALICE, lockdowns, and evacuation. A detailed emergency plan outlining actions in given situations is on file in the principal's office. Specific information for fire drills is posted in each room.

If a decision is made to send students home or to another location, every attempt will be made to notify parents by radio and TV announcements on Sturgis and Rapid City stations. If a school is closed during the day and buses cannot run, parents are responsible for making arrangements for their children. Staff will supervise the orderly evacuation of the building and remain with the students.

School Rules and Regulations

BOOK BAGS AND COATS: Students will not be permitted to take book bags with them from class to class or to wear coats in the classroom. All book bags and coats must remain in the student's locker during the school day.

DRESS AND APPEARANCE: All students are expected to dress in a fashion that reflects good taste and a style appropriate for a school day. Students will be required to correct their attire in the following situations:

1. Clothing or article which is excessively soiled, torn, or ragged.
2. Clothing which displays vulgar writing, symbols of sexual-reference, or inappropriate phrases.
3. Clothing which is excessively revealing such as mini-skirts, short-shorts, tank tops, loose fitting and low cut tops, mesh shirts, and shirts which expose the midriff.
4. Clothing with alcohol, tobacco, controlled substance references, or inappropriate phrases.
5. Pants which have holes in them.
6. Pants that are worn below the hip level or in which undergarments are showing.
7. Any other apparel which the principal determines to be unacceptable for school standards.

Hats, caps, or sunglasses will not be worn in the building.

MONEY AND VALUABLES: Students are discouraged from bringing large sums of money or valuables to school.

ELECTRONIC DEVICES: Electronic devices such as cell phones, MP3 players, iPod, camera and video games are permitted in school. Students may use these devices during lunch period, before and after school. However, use is not permitted once students enter the classroom. Devices must be turned OFF and kept in student lockers.

CELL PHONE: Cell Phones/electronic communication devices can be disruptive to the classroom learning environment. Cell phone use in the classroom is prohibited at any time. Cell phone use is allowed in the

school building prior to school beginning in the morning, during the designated lunch time, and after school is dismissed. Abuse of cell phones rules and regulations will be handled as outlined in the discipline matrix.

TEXTBOOKS: Textbooks have been issued for student use. Books checked out to students are their responsibility and must be returned or paid for if not returned. Fines will be levied if there is misuse of the book.

LOCKERS: Lockers and locks are provided for students' use. Students are responsible for keeping their lockers in a neat fashion. Any damage done to lockers during the school year will be the responsibility of the person to whom the locker has been assigned. The school is not responsible for items stolen from lockers. Therefore, students are encouraged not to keep valuables in their lockers. School policy JFG will be enforced in regard to search and seizure of student lockers.

DAMAGE TO SCHOOL PROPERTY: Students will be responsible for the cost of replacing any school district materials or property that is lost or damaged through the student's negligence.

Water Bottles: Water bottles may be used at school. All bottles must be clear, and contain only clear liquids. No sports drinks, sodas, or juices will be allowed.

OFFICE ETIQUETTE: The school office is a busy place. Students are urged not to loiter or come to the office for no reason. Office staff is available to help students with questions or problems. The materials in the office are the property of the school; no one will be allowed to take materials out of the office without first asking permission of the secretary.

If someone phones for a student, the office staff will take a message. No one will be excused from a class to make or take a phone call unless it is an emergency. Students have the responsibility to be to class on time. If a student is held up in the office, they will receive a tardy pass. The office should not be used as a shield for tardiness.

LOST AND FOUND: The principal's office shall serve as the clearinghouse for all lost and found articles. When students find an article that does not belong to them, they should immediately turn it in to the office. Students losing pens, books, billfolds, etc., should report this to the office as soon as possible. Cooperation of this nature will get lost articles back to their rightful owners.

STUDENT DRIVERS: Students are discouraged from driving vehicles to school. When it is necessary for a student to drive to school, the following rules apply:

1. Students will park the vehicles immediately upon arriving at school.
2. Students will not remain in the vehicle or have friends join them in the vehicle.
3. Students may not return to the vehicle until dismissal time without permission.
4. Students must present a signed note from the parents stating the student permission for driving.
5. Students must park in the south parking lot.

Discipline Program

ADMINISTRATIVE RESPONSIBILITIES

The Superintendent delegates the responsibility of maintaining discipline in the schools and the administration of appropriate corrective measures to the building administration within the guidelines of Board Policy, Administration Regulation as well as the Laws and Constitution of the State of South Dakota and the United States. The administration of Sturgis Williams Middle School will cooperate with law enforcement. The administration retains the right and privilege to issue penalties for discipline not specifically stated herein and to alter any penalties as considered necessary.

DUE PROCESS

Students shall be afforded the rights of fair procedure or due process which includes the right to:

1. Be informed of alleged misconduct which could result in disciplinary action against the student.
2. Receive notice of alleged violations.
3. Receive an explanation of the evidence supporting the charge(s).
4. Receive an opportunity to present the student's side of the story.
5. Receive a penalty that is proportionate to the violation.
6. Receive notice of time and place of disciplinary meeting.

DISCIPLINE DEFINITION AND EXPLANATION

INAPPROPRIATE BEHAVIOR

Students sent to the office for inappropriate behavior may face a variety of consequences. Repeat offenders can expect a more stringent consequence. The following are examples of inappropriate behaviors and possible consequences. The definition is followed by a list of typical, but not exclusive, consequences.

Alcohol Consumption/Possession: Use, possession or being under the influence of alcoholic beverages on school grounds or at a school activity will result in a suspension. The student will also be reported to the authorities. *Minimum 3 days of suspension, Out-of-School Suspension, In-School Suspension, Report to Authorities*

Arson: The act of setting fire to school property or personal property on a school campus to cause destruction of said property. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Battery: Physical attack/harm; actual and intentional striking of or violence to another person against his or her will; intentionally causing bodily harm to an individual. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Bullying: Behavior that is violent. Bullying is unfair and one-sided. It happens when someone repeatedly and purposely hurts, frightens or threatens someone. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Cheating / Plagiarism: The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student or author's work, without giving credit, are included. In instances of cheating or plagiarism, the student will receive no credit. *Detention, In-School Suspension, Out-of-School Suspension*

Disruption of School:

A student shall not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

Neither shall he/she engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if such a disruption or obstruction is reasonably certain to result.

Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

While this list is not intended to be exclusive, the following acts -- when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school -- illustrate the kinds of offenses encompassed here:

- (1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
- (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
- (3) setting fire to or substantially damaging any school building or property;
- (4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
- (5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus;
- (6) preventing students from attending a class or school activity;
- (7) except when under the direct instruction of the principal or assistant principal, blocking normal pedestrian or vehicular traffic on a school campus; and,
- (8) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class.

Disruption of school as a misdemeanor (SDCL 13-32-6): A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a 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 or her duty, is guilty of a Class 2 misdemeanor.

Drug Consumption/Possession: Using, possessing, selling, dispensing, or being under the influence of any mood altering drugs, alcohol, or possessing drug paraphernalia at school, on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. *Minimum 5-day out-of-school suspension, In-School Suspension, Report to Authorities, Expulsion*

Electronic Devices Violation: Electronic devices may be used in class at the discretion of the teacher. This policy applies to students in the hallway during instruction time. Students are allowed to use cell phones before/after school, and during their assigned lunch period. Failure to follow these guidelines may result in the phone being confiscated by district faculty and staff and taken to the office. The school is not responsible for any stolen or lost electronic device. *Confiscation, Detention, In-School Suspension*

Failure to Attend Detention: Failure to appear for detention at the time assigned or expected. Also includes leaving or being dismissed before the entire detention has been served. *Detention, In-School Suspension, Out-of-School Suspension*

Falsifying Information: Incidents which are designed to deceive teachers, administrators, or other authorities including falsifying an admit slip, falsifying a parent phone call to excuse an absence or falsely using another student's ID. *Detention, In-School Suspension, Out-of-School Suspension*

Fighting: Mutual participation in an incident involving physical violence, where there is no one main offender and no major injury. This may include students watching the fight, instigating the fight and videotaping the fight. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities*

Instigating: Agitating a situation that may cause or escalate a conflict between others. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities*

Insubordination/Disrespect: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities*

In-School Suspension (ISS) Incident: Failure to comply with all the rules or leaving ISS without permission. *In-School Suspension, Out-of-School Suspension*

Leaving Without Authorization: Leaving the school campus to go to another place without permission of the administrative assistant, assistant principal, principal or counselor.

Parents/guardians must be contacted and give consent before the student may be dismissed from school. *Detention, In-School Suspension*

Profanity/Graffiti: Use of obscene language or communication that is verbal, written or graphic. Communication with sexual overtones and innuendo are included. In addition, the writing on school property in a way that does not permanently damage said property. The F-word will be an automatic In-School-Suspension. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities.*

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive educational environment. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Skipping/Truancy: The act of staying away from class without permission or reasonable cause, choosing to attend a class scheduled at a different time without permission of the teachers, or remaining in the building unsupervised. *Detention, In-School Suspension, Report to Authorities*

Theft: Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Threats: Physical, verbal, or written action, which immediately creates fear of harm without physical attack. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Tobacco Possession or Use: Using, possessing, selling, or dispensing tobacco on school property, or at a school sponsored activity, including E-cigarettes. Law enforcement authorities will be notified to administer appropriate legal consequences. *In-School Suspension, Out-of-School Suspension, Report to Authorities*

Vandalism: Willfully causing or attempting to cause damage to private or school property. This includes alteration of the school's or a student's computer program, files, or systems. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Sturgis Williams Middle School: Discipline Matrix Name: _____

OFFENSES	1ST INFRACTION	2ND INFRACTION	3RD INFRACTION	4TH or more INFRACTION
TARDY: Student will get 3 tardies per class per semester before consequences.	Warning	Warning	Warning	Detention Parent meeting as needed.
CELL PHONE: Including cell phone watches.	Warning - Phone is left in office the remainder of the school day.	Phone will be checked into the office for 2 school days. It may be picked up at the end of each school day.	Phone will be checked into the office for 3 school days. It may be picked up at the end of each school day.	Phone will be checked into the office for 5 school days. It may be picked up at the end of each school day.
PROFANITY: Inappropriate language used on school grounds	Detention	ISS (1)	ISS (1-3)	ISS (1-3)/OSS (1)

Administration reserves the right to deviate from this discipline matrix to fit the needs of the individual students, school personnel and/or the situation. Students will be given the right to be heard before any discipline actions are taken.

Sturgis Williams Middle School: Discipline Matrix Name: _____

OFFENSES	1ST INFRACTION	2ND INFRACTION	3RD INFRACTION	4TH or more INFRACTION
LEVEL 1:				
<ul style="list-style-type: none"> • Office Referral/Classroom Disturbance • Dress Code Violation • Bus incident • Cheating/Plagiarism • Inappropriate Behavior • Skipping Detention • Playing Games on Computer • Cafeteria/Study Hall Violation 	Detention, Parent Contact Computer Games: Computer kept in office for 24 hours.	Detention, Parent Contact	Detention, Parent Contact, Parent Signature	Detention, ISS (1-3), Mandatory Parent Meeting
LEVEL 2:				
<ul style="list-style-type: none"> • Skipping class • Bullying / Harassment / 	Detention,	Detention,	Detention,	Detention,

<ul style="list-style-type: none"> Threat • Bus Incident • Substitute Teacher Referral • Inappropriate Tech. Use • Insubordination / Disrespect 	ISS (1-2), Parent Contact	ISS (1-3), Parent Contact, Parent Signature	ISS (1-3), OSS (1-3), Parent Meeting	ISS (1-5), OSS (1-3), Mandatory Parent Meeting
LEVEL 3:				
<ul style="list-style-type: none"> • Fighting/Filming a Fight/Instigating a Fight • Hazing • Disorderly Conduct • Sexual Harassment • Destruction of Property Graffiti/Vandalism • Network Violation • Theft • Tobacco Possession / including e-cigarettes/Vape Pens 	ISS (1-3), Parent Contact	ISS (1-3)/OSS (1-3), Parent Contact	ISS (3-5)/OSS (3-5), Mandatory Parent Meeting	OSS (3-5), Mandatory Parent Meeting
LEVEL 4:				
<ul style="list-style-type: none"> • Weapons Possession • Alcohol/Drugs Consumption / Possession/Distribution • Bomb threat • Fire alarm • Arson • Battery • Threat of Violence 	Referral to Law Enforcement, Long Term Suspension, Parent Conference, Superintendent meeting. A threat assessment will be performed if needed. Long Term Suspension may be reduced to an out-of-school suspension at the discretion of the superintendent. SDCL 13-32-4.			

Administration reserves the right to deviate from this discipline matrix to fit the needs of the individual students, school personnel and/or the situation. Students will be given the right to be heard before any discipline actions are taken.

District Policies

ANTI-BULLYING/HARASSMENT OF STUDENTS

File: JFCE

Bullying and harassment of students are not tolerated by the Meade School District. The school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Therefore, the school district prohibits harassment or bullying.

Bullying and harassment are repetitive, intentional, harmful behaviors initiated by one or more students and directed toward another student or students which create a hostile school environment including, but not limited to, the following:

- Physical – harmful action or threat of harmful action against another person;
- Verbal, Written or Electronic – threatening, unkind, abusive or hurtful communication to a person or about a person;
- Emotional – taunting or other conduct intended to upset, exclude, or embarrass a person;
- Sexual – conduct or communication based on actual or perceived trait or characteristic of a person because of

gender and/or initiation of unwarranted or unwelcome sexual advances, or Racial – rejection, exclusion, isolation, or embarrassment of a person because of ethnicity.

This policy applies while students are on school property; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities, or while using school equipment.

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

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

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

BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Students who feel that they have been bullied or harassed should:

- Communicate to the perpetrator that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the perpetrator, the individual should ask a teacher, counselor, principal, or other adult in charge to help.
- If the bullying or harassment does not stop, or the individual does not feel comfortable confronting the perpetrator, the individual should: -- tell a teacher, counselor, principal or other adult in charge; and -- write exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including: what, when and where it happened; who was involved; exactly what was said or what the perpetrator did; witnesses to the bullying or harassment; what the student said or did, either at the time or later; how the student felt; and how the perpetrator responded.

-- The incident needs to be reported to the building principal as soon as possible.

CYBER BULLYING

File: JFCD

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not delete the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher.

The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer or cell phone, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats or making a threat off school grounds to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated, it shall be reported to local law officials.

Adopted March 13, 2012

HAZING

File: JFCF

It is the goal of the Meade School District to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational process and are prohibited at all times.

No student, administrator, teacher, volunteer, contractor, or other employee of the School District shall plan, direct, encourage, aid, or engage in hazing. No student, administrator, teacher, volunteer, contractor, or other employee of the District shall permit, condone, or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization (see definition below) shall be subject to discipline for that act.

The District will act to investigate all complaints (formal or informal, verbal or written) of hazing and will discipline or take appropriate action against any student or other school staff who is found to have violated this policy.

Further information regarding regulations, definitions, and procedures can be found on the Meade School District website.

SEXUAL HARASSMENT

File: GBEE

VI. It is the policy of Meade School District 46-1 to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Meade 46-1 staff to harass another staff member or student through conduct or communication of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.

II. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical contact of a sexual nature when made by a member of the school staff to a student, a member of the school staff to another staff member, a student to another student, or a student to a staff member. Such behavior constitutes sexual harassment when any of the following statements apply:

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

III. Sexual harassment, as set forth in Section II, may include, but is not limited to, the following:

- a. Verbal harassment or abuse
- b. Pressure for sexual activity
- c. Repeated remarks to a person with sexual or demeaning implications
- d. Unwelcome touching
- e. Suggesting or demanding sexual involvement accompanied by implicit or explicit threats concerning one's grades, job, etc.

IV. Any person who alleges sexual harassment by any staff member or student in the District may contact the Title IX Coordinator, Jeff Ward, at 605-347-4454 and use the procedure detailed in the Title

IX policy (File GBMA*) or may complain directly to his/her immediate supervisor or building principal. In the event that the complaint is filed directly with the immediate supervisor or building principal, the immediate supervisor or building principal shall conduct a timely investigation into the matter and shall report the results of the investigation to the Superintendent. Any subsequent action taken shall be consistent with the results of the investigation and with Section V of this policy should the charges be substantiated. Filing of a Title IX grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. The right of confidentiality, both of the complainant and of the accused, will be respected, consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

V. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action, up to and including discharge. A substantiated charge against a student in the District shall subject that student to disciplinary procedures.

VI. This policy will be reviewed on an annual basis with all employees and students in each administrative unit and incorporated into teacher and student handbooks. Information on the prevention of sexual harassment will be provided to teachers and students in all schools as needed.

LEGAL REF: South Dakota Executive Order 81-08 "Sexual Harassment" Title VII of the Civil Rights Acts of 1964 Title IX of the 1972 Education Amendments

COMPREHENSIVE DRUG PREVENTION POLICY

File: JFCG/JFCH/JFCI

The possession and use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful, and illegal except when used as directed (prescription drugs) by a physician. Students are prohibited from using, selling, attempting to sell, possessing, distributing, delivering, transferring, concealing, or being under the influence of alcohol and/or other drugs or materials/substances represented to be a narcotic drug, depressant, or controlled substance (including tobacco and alcohol), or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in alcohol and/or drug use/abuse nor possess paraphernalia specific to the use of alcohol and/or other drugs.

This policy is in effect on premises owned, leased, or maintained by the school district, at all school-related activities on and off campus, on vehicles used to transport students to and from school or to other activities, and in vehicles parked on school property. Student and parent members of the school community are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents. Compliance with this policy is mandatory for all students.

In accordance with Federal Drug Free Schools and Campuses legislation (Section 5145 of the Drug-Free Schools and Communities Act), the Board authorizes the use of programs aimed at facilitating awareness, prevention, and intervention regarding the use/misuse of alcohol and other drugs.

The primary responsibility for helping students seriously involved with alcohol and other drugs lies with the students and their parents. The District will recommend that students with alcohol and

other drug abuse problems seek professional assessment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency.

2) The Board authorizes District efforts to provide a supportive school environment for students harmed by alcohol and other drugs.

3) School chemical abuse prevention programs could provide:

- a) group experiences
- b) individual counseling
- c) such other services as are judged to be necessary by school personnel and other involved agencies
- d) programs for persons who desire more information
- e) programs for those who need help with intervention in an existing problem (their own or someone else's)
- f) programs for those who need help completing the goals of a rehabilitation program.

Students who violate this prohibition will be subject to disciplinary sanctions as provided in the disciplinary plans of the administrative units, up to and including suspension and/or expulsion. Students who violate this prohibition also will be referred to appropriate legal authorities for prosecution.

LEGAL REF.: Public Law 101-226

Revised November 13, 2012

Revised November 15, 1994

Revised June 15, 1992

Complaint and Grievance Procedures

COMPLAINT PROCEDURE: If a concern arises regarding a school issue, the first step is to address the issue with the staff member immediately involved. If the matter is not resolved at that level, contact the building administrator or program director for further review. After trying these and the issue is not resolved, the formal complaint procedure should be followed.

For information regarding the formal complaint policy and procedure, please contact the principal's office at the following number: 347-5232 or visit the district website at www.meade.k12.sd.us.

FORMAL COMPLAINT PROCEDURE: An individual who believes that he/she has been harassed or bullied will notify the principal, school counselor, or principal designee. The investigator may request that the individual complete the Harassment/Bullying Formal Complaint form and turn over evidence of the incident, including, but not limited to, letters, tapes, or pictures. Information received during the investigation is kept confidential to the extent possible.

The principal or the alternate investigator, with permission from the principal, has the authority to initiate an investigation in the absence of a written complaint.

GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, TITLE X, Part C, SECTION 504, ADA, AND AGE DISCRIMINATION ACT

Any person who believes that Meade School District 46-1 or any part of the school organization has inequitably applied the principles and/or regulations of Title VI, Title IX, Title X, Part C (Homeless

Education), Section 504, ADA, or the Age Discrimination Act may file a grievance. The District designates coordinators for each of these programs, and the grievant should contact the appropriate coordinator to initiate the grievance procedure. (The name of the appropriate coordinator may be secured from the Superintendent's office.)

The grievant first shall discuss the alleged grievance informally with the coordinator, who shall investigate the complaint and reply to the grievant within five (5) business days. If the reply is not acceptable, the grievant may initiate formal procedures according to the following steps:

LEVEL I -- The grievant shall submit a written statement of the grievance to the coordinator within five (5) business days of the receipt of the reply to the informal complaint.

The coordinator, within five (5) business days of receipt of the written grievance, shall require the employee or group who allegedly committed the grievance to submit a written grievance answer to the coordinator. Such answer shall a) confirm or deny each fact alleged in the grievance; b) indicate the extent to which the grievance has merit; and c) indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress.

Within ten (10) business days of the receipt of the written grievance, the coordinator shall submit a written reply to the grievant.

LEVEL II --- If the grievant is not satisfied with the resolution of the grievance at Level I, he/she may submit a written statement of appeal to the Superintendent within five (5) business days of receipt of the written reply of the coordinator. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievant within ten (10) business days.

LEVEL III -- If the grievant remains unsatisfied, he/she may submit a written statement of appeal to the School Board within five (5) business days of receipt of the written reply of the Superintendent. The School Board shall meet with the concerned parties and/or their representatives no later than the next regular School Board meeting following receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to the grievant within ten (10) business days of the meeting. LEVEL IV -- If the grievant still is not satisfied, he/she may appeal to the Office for Civil Rights, Federal Building, Suite 310, 1244 Spear Boulevard, Denver, Colorado 80204-3582. Telephone: (303-844-5695)

Special provisions:

- 1) A grievance must be filed within forty-five (45) days after the occurrence that gave rise to the grievance. If the grievance is not filed within this time limit, it shall be considered null and void.
- 2) If the grievant fails to appeal from Level I to Level II or from Level II to Level III within the specified time limits, the grievance shall be considered null and void. If the coordinator or the Superintendent fails to reply within the specified time limits, the grievance shall automatically advance to the next Level.
- 3) The grievant has the right to be represented at his/her expense by knowledgeable persons, organizations, or groups of his/her selection at any point during the initiation, filing, or processing of the grievance. The coordinator shall provide help in identifying such knowledgeable persons or groups.

- 4) The District shall provide assistance to the grievant, including access to copies of the regulations, related guidelines, memoranda, and other relevant materials supplied to the District by the Federal government, and access to public grievance records. In addition, the coordinator and designated representatives shall provide consultation and assistance in the interpretation of such information and the use of the grievance procedure.
- 5) The grievant and the District shall jointly determine whether any grievance hearing or other grievance procedure shall be open to the public or open only to participants.
- 6) No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or having assisted others in the utilization of this grievance procedure.
- 7) It should be understood that a complaint can be made to the Office for Civil Rights without following the District's grievance procedure, but the grievance procedure provides a method for getting a prompt and equitable resolution of a complaint.

LEGAL REFS: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972
Title IX of the Education Amendments of 1972

Asbestos Information

Dear Parents and Students:

The Meade School District 46-1 completed an asbestos survey of all the school buildings in the summer of 2016. A product of the audit is a report known as the Asbestos Management Plan that documents the areas that have asbestos containing materials. This plan also provides us with the information necessary to maintain the asbestos in a safe condition until its eventual removal. The AMP is on file for review at 12940 E. Highway 34, Sturgis, SD 57785, in the Building & Grounds office.

The danger of asbestos comes from breathing in tiny fibers when the material has been damaged. When this material is maintained in good condition or encapsulated, the potential hazard diminishes and the material may be kept in place for the life of the building or until renovation will disturb it.

To avoid exposure, it is important to know what types of materials may contain asbestos, to avoid any damaged areas, and to contact the appropriate personnel when these areas are found so the problem may be immediately remedied. Common applications of asbestos in buildings have included sprayed-on fireproofing, soundproofing, or thermal insulation; acoustic plaster soundproofing or ceiling tiles, pipe insulation, cement containing asbestos called transite; and floor tile and mastic, linoleum and backing. Most buildings constructed from 1950 to 1970 contain some of these asbestos containing materials. It is important to realize that not all buildings contain asbestos and the Asbestos Management Plan identifies these materials and their locations within our buildings.

We are continually working to maintain the asbestos containing materials in good condition through our Operations and Maintenance Program. When any material cannot be repaired or encapsulated safely, it is then removed. All remediation is performed in strict compliance with State of South Dakota and federal regulations. Activity involving asbestos within the district during FY 2017-2018 involved the completion of the asbestos abatement for the Williams remodel project, Williams Administrative

Building, and this removal was conducted by a professional contractor in compliance with state and federal regulations. The removal was updated in the district plan.

Should you have any questions or comments, or if you would like to review the AMP, please contact me by phone at 605-347-2523 or stop by the Williams Administrative Building at 1230 Douglas St., Sturgis, SD 57785.

Sincerely, Brett Burditt

Business Manager