

# Huron Middle School



## HANDBOOK

2024-2025

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## WELCOME TO HURON MIDDLE SCHOOL “HOME OF THE TIGERS”

1045 18<sup>TH</sup> St. SW, Huron, SD 57350  
Office: (605) 353-6900 Fax: (605) 353-6913  
website: [www.huron.k12.sd.us](http://www.huron.k12.sd.us)

**Congratulations – You’re in Middle School!** It’s an exciting time that marks the beginning of an important new phase in your educational and personal development. We are excited to begin working with each and every one of you. Our curriculum will challenge you to reach new heights. You will have more activities to join. It is a time to start seriously thinking about careers, life choices, and friends. We encourage you to work hard and talk with those who will be of help. Every parent knows the importance of the three “R’s”: Reading, wRiting and aRithmetic, but there is a fourth “R” – Responsibility –and it is a basis to learning. When you learn how to study, organize your time, solve problems, and get along with others, you will be successful. One of our goals is to see that all students and parents/guardians feel at home at HMS. To accomplish this, we ask that you work with us and visit often. Be sure to read the Huron Middle School Handbook and review it regularly. We feel that this communication tool can lead to a successful year. Remember, that middle school is a time of change. The workload and social adjustments are great. Huron Middle School asks that you attend school regularly, complete all assignments, be kind and respectful to others, and demonstrate good behavior by following school rules. Get ready for a great year! We hope you find the days, weeks, and months ahead to be a positive and rewarding educational experience.

Play a positive role in this time of change,  
Laura Willemsen, Principal  
Lyndi Hudson, Assistant Principal

### **Greetings from the Guidance/Counseling Department:**

We are excited to meet each and every one of you. The purpose of our department is to anticipate and address each student’s personal, social, educational, and career needs. We realize that changing times and life outside of school can produce complex needs which cannot be met solely by the classroom teacher. Therefore, it is our goal to work with students, parents, and staff to help create a memorable school experience.

Best of luck to you at HMS!

Akina Decker, Social Worker  
Taylor Stahly, Social Worker

### **School Song**

We're loyal to you, Huron High.  
We're orange and black, Huron High;  
We'll back you to stand  
'Gainst the best in the land,  
For we know you are grand, Huron High.  
(Rah! Rah!)  
So go beat that team, Huron High;  
We're backing you all, Huron High;  
Our team is our fame protector – TIGERS;  
For we expect victory from you, Huron High.



## **Mission, Vision, & Belief Statements**



### **Mission Statement**

*Lifelong learners will be inspired and developed through effective teaching in a safe and caring environment.*

### **Vision Statement**

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*Respect – Pride - Excellence for All*

### **Huron Middle School Belief Statements**

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We Believe:

- (1) all students are capable of learning, achieving, and succeeding both academically and socially.
- (2) high expectations produce high achievers.
- (3) our schools provide opportunity and incentive to challenge each student to develop to the best of his/her ability.
- (4) the primary responsibility of education begins in the home and is actively shared by the student, family, school, and community.
- (5) our school emphasizes the development of technical and occupational skills to produce competent members of our community.
- (6) in the ideals on which the Constitution is based and that educated and involved citizens are essential for a democratic society.
- (7) in the interrelationship of personal virtues, civic values, and ethical conduct.
- (8) school safety is essential to student learning, and is the responsibility of the school system and community.



# Huron School Board & District Administration



Tim VanBerkum  
President

Garret Bischoff  
Member

Shelly Siemonsma  
Vice President

Craig Lee  
Member

Ray Cardona  
Member



Dr. Kraig Steinhoff  
**Superintendent**  
Phone: 605.353.6900

Kelly Christopherson, CPA  
**Business Manager**  
Phone: 605.353.6995

150 5<sup>th</sup> Street SW  
Huron, SD 57350

150 5<sup>th</sup> Street SW  
Huron, SD 57350

Linda Pietz, MA  
**Director of Curriculum, Instruction, & Assessment,  
and Title IX**  
Phone: 605.353.6992

Jolene Konechne, Ed. S.  
**Director of ESL, Federal Programs & Accreditation,  
and CTE**  
Phone: 605.353.8660

150 5<sup>th</sup> Street SW  
Huron, SD 57350

150 5<sup>th</sup> Street SW  
Huron, SD 57350

Ralyna Abelseth, MA  
**Director of Special Services**  
Phone: 605.353.6997

Rodney Mittelstedt, MA  
**High School Principal & Colony Principal**  
Phone: 605.353.7800

705 Dakota Ave North  
Huron, SD 57350

701 18<sup>th</sup> St. SW  
Huron, SD 57350

Laura Willemsen, MA  
**Middle School Gr. 6-8 Principal**  
Phone: 605.353.6900

James Cutshaw Sr., Ed. S.  
**High School Assistant Principal**  
Phone: 605.353.7800

1045 18<sup>th</sup> St. SW  
Huron, SD 57350

701 18<sup>th</sup> SW  
Huron, SD 57350

Lyndi Hudson, MA  
*Middle School Assistant Principal*  
Phone: 605.353.6900

1045 18<sup>th</sup> St. SW  
Huron, SD 57350

Heather DeBoer, Ed. S.  
*Buchanan K/1 Center Principal*  
Phone: 605.353.7875

555 Mellette SW  
Huron, SD 57350

Heather Rozell, Ed. S.  
*Madison 2/3 Center Principal*  
Phone: 605.353.7885

1680 Idaho SE  
Huron, SD 57350

Kari Hinker, MA  
*Washington 4/5 Center Principal*  
Phone: 605.353.7895

1451 McClellan Drive  
Huron, SD 57350

Roger Ahlers, MA  
*Technology Director*  
Phone: 605.353.7800

701 18<sup>th</sup> SW  
Huron, SD 57350

Scott DeBoer, MA  
*Activities Director and Arena Manager*  
Phone: 605.353.6973

150 5<sup>th</sup> Street SW  
Huron, SD 57350

John Halbkat  
*Director of Buildings & Grounds*  
Phone: 605.353.7867

150 5<sup>th</sup> Street SW  
Huron, SD 57350

Amanda Reilly  
*School Nutrition Director*  
Phone: 605.353.6909

1045 18<sup>th</sup> St. SW  
Huron, SD 57350

Kathie Bostrom  
*Director of Transportation*  
Phone: 605.353.6989

700 Lincoln Ave NW  
Huron, SD 57350

You may want to receive important announcements and information from time to time from the middle school office via e-mail. To sign up for this go to:  
[www.k12.sd.us/Listserv/HuronMiddleSchoolInfo.htm](http://www.k12.sd.us/Listserv/HuronMiddleSchoolInfo.htm) and follow the instructions. If you have any questions, contact the middle school office.

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## Huron Middle School Staff



<b>6th Grade</b>		
Lisa Carr	Language Arts	<a href="mailto:lisa.carr@k12.sd.us">lisa.carr@k12.sd.us</a>
Courtney Clarke	Science	<a href="mailto:courtney.clarke@k12.sd.us">courtney.clarke@k12.sd.us</a>
Zach Kaderabek	ESL	<a href="mailto:Zachary.kaderabek@k12.sd.us">Zachary.kaderabek@k12.sd.us</a>
Joshua Lien	Science	<a href="mailto:joshua.lien@k12.sd.us">joshua.lien@k12.sd.us</a>
Chris Rozell	Mathematics	<a href="mailto:chris.rozell@k12.sd.us">chris.rozell@k12.sd.us</a>
Sonia Malley	Language Arts	<a href="mailto:sonia.malley@k12.sd.us">sonia.malley@k12.sd.us</a>
Brooke Tschetter	Science	<a href="mailto:brooke.tschetter@k12.sd.us">brooke.tschetter@k12.sd.us</a>
TyAnn Ulmer	Mathematics	<a href="mailto:tyann.ulmer@k12.sd.us">tyann.ulmer@k12.sd.us</a>
Melody Witte-Trowbridge	Mathematics	<a href="mailto:melody.witte-trowbridge@k12.sd.us">melody.witte-trowbridge@k12.sd.us</a>
<b>7th Grade</b>		
Brice Anderson	Mathematics	<a href="mailto:Brice.anderson@k12.sd.us">Brice.anderson@k12.sd.us</a>
Heidi Blue	Science	<a href="mailto:heidi.blue@k12.sd.us">heidi.blue@k12.sd.us</a>
Leah Branaugh	Mathematics	<a href="mailto:leah.branaugh@k12.sd.us">leah.branaugh@k12.sd.us</a>
Carson Britzman	Social Studies	<a href="mailto:Carson.britzman@k12.sd.us">Carson.britzman@k12.sd.us</a>
Sharon Engelhart	Science	<a href="mailto:sharon.engelhart@k12.sd.us">sharon.engelhart@k12.sd.us</a>
Myranda Holtrop	Language Arts	<a href="mailto:myranda.holtrop@k12.sd.us">myranda.holtrop@k12.sd.us</a>
Claire Gilbert	Mathematics	<a href="mailto:Claire.gilbert@k12.sd.us">Claire.gilbert@k12.sd.us</a>
Rosa Eddy	7/8 ESL	<a href="mailto:Lilia.eddy@k12.sd.us">Lilia.eddy@k12.sd.us</a>
Cory Weeks	Social Studies	<a href="mailto:Cory.weeks@k12.sd.us">Cory.weeks@k12.sd.us</a>
Kristi Winegar	Language Arts	<a href="mailto:kristi.winegar@k12.sd.us">kristi.winegar@k12.sd.us</a>



<b>8th Grade</b>		
Brian Hoier	English Language Arts	<a href="mailto:Brian.hoier@k12.sd.us">Brian.hoier@k12.sd.us</a>
Joel Bergeson	Mathematics and Algebra I	<a href="mailto:joel.bergeson@k12.sd.us">joel.bergeson@k12.sd.us</a>
Paige Lampe	English Language Arts	<a href="mailto:Paige.lampe@k12.sd.us">Paige.lampe@k12.sd.us</a>
Elizabeth Raml	Science	Elizabeth.raml@k12.sd.us
Lisa Kissner	Mathematics	<a href="mailto:lisa.kissner@k12.sd.us">lisa.kissner@k12.sd.us</a>
Mark Knight	Science	<a href="mailto:Mark.Knight@k12.sd.us">Mark.Knight@k12.sd.us</a>
Nyo Nyo Sein	Science	<a href="mailto:nyo.sein@k12.sd.us">nyo.sein@k12.sd.us</a>
Derek Schaefers	History	Derek.schaefers@k12.sd.us
Andrew Raml	History	<a href="mailto:andrew.raml@k12.sd.us">andrew.raml@k12.sd.us</a>
Tyler VanWhye	English Language Arts	<a href="mailto:Tyler.vanwhyte@k12.sd.us">Tyler.vanwhyte@k12.sd.us</a>
Camryn Romig	8 <sup>th</sup> History/7 <sup>th</sup> Geography	Camryn.romig@k12.sd.us
<b>Special Education</b>		
Amanda Katzenberger	DLC	<a href="mailto:Amanda.katzenberger@k12.sd.us">Amanda.katzenberger@k12.sd.us</a>
Kris Lavalley	8 <sup>th</sup> Grade SPED	Kristopher.lavalley@k12.sd.us
Donald Decker	6 <sup>th</sup> Grade SPED	Donald.Decker@k12.sd.us
Brittany McClanahan	7 <sup>th</sup> grade	Brittany.mcclanahan@k12.sd.us
<b>Exploratory Staff</b>		
Tammy Barnes	6 <sup>th</sup> Keyboarding, 7 <sup>th</sup> Writing, 8 <sup>th</sup> Careers	<a href="mailto:tammy.barnes@k12.sd.us">tammy.barnes@k12.sd.us</a>
Tim Buddenhagen	6-8 <sup>th</sup> grade Physical Education	<a href="mailto:tim.buddenhagen@k12.sd.us">tim.buddenhagen@k12.sd.us</a>
Michelle Johnson	6-8 <sup>th</sup> grade Art	<a href="mailto:michelle.johnson@k12.sd.us">michelle.johnson@k12.sd.us</a>
Julie King	6-8 <sup>th</sup> grade Physical Education	<a href="mailto:julie.king@k12.sd.us">julie.king@k12.sd.us</a>
Dru Strand	6-8 <sup>th</sup> grade CTE	<a href="mailto:dru.strand@k12.sd.us">dru.strand@k12.sd.us</a>

Ian Krekelberg	6-8 <sup>th</sup> General Music, 6-8 <sup>th</sup> Vocal	<a href="mailto:ian.krekelberg@k12.sd.us">ian.krekelberg@k12.sd.us</a>
Julie Berger	6-8th grade Band and Marching Band	<a href="mailto:julie.berger@k12.sd.us">julie.berger@k12.sd.us</a>
Jamie Kouf	6-8 <sup>th</sup> grade FACS	<a href="mailto:Jamie.kouf@k12.sd.us">Jamie.kouf@k12.sd.us</a>
Beth Neitzert	6-8th grade Orchestra	<a href="mailto:beth.neitzert@k12.sd.us">beth.neitzert@k12.sd.us</a>
<b>Support Staff</b>		
Mrs. Taylor Stahly	Social Worker	<a href="mailto:taylor.stahly@k12.sd.us">taylor.stahly@k12.sd.us</a>
Mrs. Akina Decker	Social Worker	Akina.decker@k12.sd.us
Mr. Zach Retzer	Technology	<a href="mailto:zach.retzer@k12.sd.us">zach.retzer@k12.sd.us</a>
Mrs. Rita Lanners	School Nurse	rita.baszlerlanners@k12.sd.us
Mrs. Sarah Owen	HMS Secretary	Sarah.owen@k12.sd.us
Ms. Leia Eddy	HMS Secretary	<a href="mailto:leia.eddy@k12.sd.us">leia.eddy@k12.sd.us</a>
Mrs. Amanda DeJong	Instructional Coach	<a href="mailto:amanda.dejong@k12.sd.us">amanda.dejong@k12.sd.us</a>

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 **School Calendar 2024-25** 

August 19 .....5:30-6:30 p.m. Open House  
 August 20 .....First Day of School  
 August 28 .....Early Release  
 August 29- September 2 NO SCHOOL ..... (State Fair and Labor Day)  
 September 11 .....Early Release  
 September 26.....Conferences  
 October 2 .....Early Release  
 October 14 NO SCHOOL..... Native American Day  
 November 6.....Early Release  
 November 11 NO SCHOOL.....Veteran’s Day  
 November 25 .....Parent/Teacher  
 Conferences  
 November 28-29 NO SCHOOL..... Thanksgiving Break  
 December 11.....Early Release  
 December 23-January 2 NO SCHOOL.....Christmas Vacation  
 January 8.....Early Release  
 January 20 NO SCHOOL.....Martin Luther King, Jr. Holiday  
 February 5.....Early Release  
 February 17 NO SCHOOL ..... President’s Day Break  
 February 18.....Parent/Teacher Conferences  
 March 5.....Early Release  
 March 14 NO SCHOOL.....Spring Break  
 March 21 NO SCHOOL.....Spring Break  
 April 2.....Early Release  
 April 10 .....Parent/Teacher Conferences  
 April 18-21.....Vacation  
 May 7.....Early Release  
 May 20 Early Release.....Last Day of Classes



## Statement of Rights



Students at Huron Middle School have the basic constitutional rights that are guaranteed to all citizens. In exercising these rights, students have a responsibility to respect the fundamental rights of all citizens. One purpose of schools is to encourage the responsible use of these rights, and develop good citizenship within the framework of an educational society. The school is a community, and the rules of a school are the laws of that community. To enjoy the right of citizenship in the school, students must also accept the responsibilities of citizenship.

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for

which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Huron School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Huron School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Huron School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Huron School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary*

*Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. <sup>1</sup>

If you do not want the Huron School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. The Huron School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- |                          |  |
|--------------------------|--|
| -Student’s name          | -Participation in officially           |
| -Address                 | recognized activities and sports       |
| -Telephone listing       | -Weight and height of members of       |
| -Electronic mail address | athletic teams                         |
| -Photograph              | -Degrees, honors, and awards           |
| -Date and place of birth | received                               |
| -Major field of study    | -The most recent educational agency or |
| -Dates of attendance     | institution attended                   |
| -Grade level             |  |
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.) See the list below of the disclosures that elementary and secondary schools may make without consent.**

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

### **Right to Nondiscrimination**

The Huron School District will not discriminate in any of its policies on the basis of age, race, color, creed, national origin, ancestry, religion, sex, marital status, or disability, and will not violate any provisions of applicable federal programs, statutes or regulation (e.g., Title IX, Title I, Rehabilitation Act, Americans with Disabilities Act [ADA] Section 504). Inquiries concerning the application of Title VI or Title IX may be referred to Mrs. Linda Pietz or Rodney Mittelstedt, Coordinators, Huron School District, Huron, SD 57350 ( 605-353-8660) or the U.S. Dept. of Education, Office for Civil Rights, Customer Service Team, 400 Maryland Ave. SW,

Washington, DC 20202-1100. Phone: (800-421-3481; FAX (202)245-6840; TDD (877)521-2172; E-mail: [OCR@ed.gov](mailto:OCR@ed.gov)

### **Section 504/American Disabilities Act**

For a complete description of the rights granted under section 504 to students with disabilities, please contact Mrs. Ralyna Schilling, Special Services Director, at 353-6997 or Ms. Heather Sieh, Huron Middle School Counselor at 353-6900 or [heather.sieh@k12.sd.us](mailto:heather.sieh@k12.sd.us).

### **Rights of the Disabled**

All students with disabilities in the Huron School District are entitled to the benefits of a free and appropriate educational program. For specific information about eligibility and services, please contact Mrs. Ralyna Schilling, Special Services Director, at 353-6997.

### **Right of Parent, Guardian, or Student to Prohibit Release of Information**

A parent, guardian, or student over 18 years of age may refuse to permit the release of any of the directory information by notifying the principal in writing. Such notification may be made at any time.

### **Student Records Policy**

The Board of Education has adopted an educational records policy, and in implementing the release of information, that policy shall be considered. This policy is on file in the middle school office.

### **Public Solicitation in the Schools (School Policy Manual KI)**

Except those approved by the district administration and/or school board, no person will solicit contributions, sell, or offer for sale (within school buildings or on school property) any articles or services.

### **Special Interest/Instructional Material**

In accordance with federal copyright law (9III AK/KFA) (MPAA MOVIES AND VIDEOS), the Huron School district 2-2 has adopted a video policy, which prevents classrooms from showing home videos without classroom instructional purposes. The use of movies, videos and other audiovisual materials may be used in the classroom according to board policy. This policy may be reviewed in Principal's Office or the Curriculum office at 353-6992.

### **USDA Guidelines**

For all other FNS nutrition assistance programs, State or local agencies, and their sub recipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact



the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_cust.html](http://www.ascr.usda.gov/complaint_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410  
fax: (202) 690-7442  
email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **Due Process Procedure**

Due process can be simply defined as observing all regulations as prescribed by law to ensure that the student's rights and privileges are protected when disciplinary action is deemed necessary. The due process procedure is as follows:

- An informal meeting will take place between the administrator and the student.
- The student must be informed of the charges.
- The student must be given the opportunity to tell his/her version of the situation.
- The administrator will make the final determination.

Guidelines, pursuant to SDCL 13-32-9, to be followed in cases of suspension and/or expulsion, are on file in the principal's office.

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## Attendance

If a student is to be absent from school, he/she is requested to bring a written statement from parents stating the date(s) of and the reason for the absence, or parents may call the school at 605-353-6900 at any time to report their child absent for the day.

Parents will be contacted by letter after four, eight, and twelve absences, and a parent conference may be held when the student reaches twelve absences. If a student is judged to be truant, the school district's truant officer or the state's attorney may be called. The Huron School Board believes attendance is vital to the progression of student learning and has set a goal of 90% attendance rate (10 days or less absent).

The school day starts promptly at 8:05 a.m. and ends at 3:25 p.m.

### **Make-up Work**

Students will be able to make up class work missed due to absences by using the following procedures:

- Pre-excused absences- When possible, all assigned work shall be completed and submitted to the appropriate teacher(s) or arrangements shall be made for completion prior to the impending absences.
- All other missed work will be allowed to be made up as per the Huron Middle School Grading Practices. (Appendix A)

### **Excused Absences**

- sickness of the individual (doctor's note is requested) or a sickness in the immediate family which requires student to miss school
- death in immediate family
- travel if the school is notified in advance
- extraordinary circumstances

### **Unexcused Absences**

- missing a class or lunch without parental notification
- leaving the building unexcused
- skipping school or other absences from school for which there is no legitimate reason

### **Permission to Leave School**

Parent/guardian must communicate with the school to grant permission for students to leave school during the school day and students must check out with the office secretaries. Students returning to school the same day must stop at the office to check in. A student who leaves school without obtaining permission or signing out will be considered absent unexcused.

### **Tardies**

Students are expected to be in their designated seats with appropriate materials when class begins. Failure to meet this requirement will result in being counted tardy to class.

Consequences for these tardies will be determined by the teacher.

**Withdrawal from School**

Students who are going to transfer to another school should receive instructions from the office regarding proper procedures. “Checking out” will require at least one day’s notice.

All outstanding obligations to the school must be satisfied before the student’s withdrawal is completed and records can be forwarded to the next school.

## **Academics**

### **Grading Scale**

The Huron Middle School follows School Board Policy 5121, which states that children will receive letter grades (A-F) Students will be graded on the following basis:

A 90%-100%	D 60%-69%
B 80%-89%	F Below 59%
C 70%-79%	I Incomplete

### **Huron Middle School**

Grading Policy 2024-2025

### **Philosophy**

Huron Middle School's grading practice is focused on giving helpful feedback, evaluating progress consistently, ensuring accountability, and using various assessments for learning measurement. We aim to create an inclusive learning environment that encourages students to understand, improve, and take responsibility while fostering growth along their academic journey through continuous improvement.

### **Late and Missing Assignments**

Students will have a minimum of two days to complete an assignment missed due to an absence. Late assignments will be accepted with no grade deduction if the work is late due to illness or other factors beyond student control. (ie. funeral, family responsibility, unforeseen circumstances, etc.)

Late submissions of assignments, attributable to a lack of student effort or preparedness, will be subject to a 10% grade deduction.

Late and missing assignments may be accepted toward the final quarter grade for two calendar weeks following the end of the quarter.

Students with missing assignments will need to make arrangements with their teacher to complete the assignment. The following options are available to all students:

- Before School from 7:30 - 8:05
- After School (M, T, and Th) from 3:25-3:55
- Directed Study Class (M-F)
- Additional work sessions may be offered by staff on Saturdays, school vacation days, or during specially planned make-up events.

### **Extra Credit**

Extra credit opportunities may be given as determined by the teacher. Extra credit will be academically based and relative to the subject matter. Extra credit can make up no more than 2% of a student's final grade.

### **Academic Integrity**

Academic honesty ensures a fair and respectful learning environment for all students. Students determined to be involved in any of the below concerns will be given a zero on daily assignments but will be required to redo/resubmit tests, quizzes, and projects to demonstrate mastery as required by the classroom teacher.

- *Cheating:* Any attempt to gain an unfair advantage over others, including copying from someone else's work, using unauthorized materials during assessments, or collaborating without permission.
- *Plagiarism/AI:* Presenting someone else's work, ideas, or words as your own without proper citation.
- *Collaboration:* Working together on assignments or projects as allowed by the teacher. Collaboration outside the defined instructions is considered cheating.

### **Eligibility**

Students engaged in school activities, such as sports, fine arts, or clubs, are expected to maintain a balance between academic responsibilities and extracurricular involvement. If a student has an F in any class on the day of an event requiring early dismissal or absence, they will not be dismissed until the conclusion of the school day.

Grade checks will be conducted weekly, and students have until 8:00 am on the day of the event to address any existing F grades and become eligible.

### **Honor Roll**

Student honor roll and honorable mention is published quarterly in *The Huron Plainsman*. Students who qualify for the honor roll must have a grade point average of 3.50 to 4.0. Students who qualify for honorable mention must have a grade point average of 3.00 to 3.49.

### **Report Cards and Progress Reports**

Teachers will provide mid-term and final grades for their courses/students as determined by individual staff members and distributed to parents/students four times per year. Parents may access their child's grades at any time by signing up for Parent Portal through the main office. Missing assignments and failing grade reports will be sent to parents through emails from Infinite Campus as needed.

Teacher assistance is typically available at 7:30 AM – 8:00 AM and 3:25 PM - 3:50 PM on Mondays, Tuesdays, and Thursdays.

## **Health Related Items**

There is a school nursing facility in the office for those students who are injured or become sick during the school day. Students who are ill or injured should report to the school office. Over the counter Ibuprofen and Tylenol are available to students as long as the parent signs a Medication Authorization form prior to medication administration. This form is available in the HMS office.

If your child needs to take a prescription medication during the school day, both the prescribing doctor and parent must sign a Medication Authorization form prior to medication administration. Parents are responsible for bringing the medication to the school. Students are not allowed to carry medications with them with the exception of rescue medications (i.e. inhalers, EpiPens, insulin, glucagon, etc.).

All medication must be in the original container. Prescription medications are required to have the original prescription label attached to the container. Medications are secured in a locked cupboard and only administered by trained staff per SD codified law. A record of medications administered to students is kept in the nurse's office.

Students who have a temperature of 100.0 or higher are asked to go home. They may return to school after being fever free for 24 hours without the use of Tylenol or Ibuprofen. Other school exclusions are listed on our district website.

The school nurse is not always in the building. Students should ask the secretaries for assistance if the nurse is not available. Parents can contact the school nurse by calling the school or sending an email to [rita.baszlerlanners@k12.sd.us](mailto:rita.baszlerlanners@k12.sd.us)

## **Policies and Procedures**

### **Care of School Property**

- **Textbooks**
  - The school requires no book deposits of any kind, but when the student withdraws from school, or at the end of the school year, damages may be assessed for excessive book use. A student who loses or damages a book will need to pay the replacement cost for that book.
  
- **Other Fees, Fines and Deposits**
  - In general, the school does not require payment of fees; with the following guidelines:

- Planners – 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students are required to have a planner. A replacement cost of \$3 will be charged to students who have lost their planner.
- IDs- 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students are required to wear IDs. A replacement cost of \$3 will be charged to students who have lost or broken their IDs.
- Band and Orchestra students who use school-owned instruments may rent them at a cost of \$10.00 per semester.
- Chromebooks: All students will pay a \$20 Chromebook maintenance fee
  - Chromebook screen replacement: \$45
  - Chromebook keyboard replacement: \$20
  - Chromebook cover replacement: \$26
  - Chromebook replacement: \$250

### **Electronic Devices**

Personal electronic devices such as cell phones, tablets, iPods/iPads, music players, ear buds, headsets, smartwatches, and any other cameras or recording devices are not to be used during instructional periods, unless for educational purposes as directed by a teacher. All teacher required/permitted use of cell phones or any personal electronic device must be approved by administration.

Earbuds/headphones should not be carried or worn during the school day.

If any one of the above devices is being used while class is in session, the item will be confiscated and may be picked up from the confiscating teacher at the end of the school day. Electronic devices should be kept in student lockers. Additional violations will be considered insubordination and the item will only be returned to a parent/guardian. Contact with parent must be made by confiscating teacher. On-going/excessive electronic device violations will result in administration intervention. Chronic/excessive violations may result in student being denied the right to bring cell phone onto school campus.

Students choosing to bring these electronic devices, do so at their own risk. The school is not responsible for lost or stolen electronic devices. Laser lights and other nuisance items are not permitted in the building at any time.

### **Computer, Chromebook & Internet Use**

Students who use school computers, Chromebooks and other school owned electronic devices are responsible for their care. A student who damages or misuses these devices will be liable for the damage and may lose their privileges. [A detailed Chromebook usage agreement will be shared with grade students/parents and is available upon request. (See Appendix B)]

Student use of the Huron School District (HSD Network) shall comply with policies of the school board, district staff, and the children's internet protection act (CIPA). A copy of the policy may be obtained upon request from the building principal.

Student use of school issued electronic devices may be permitted after the permission form is signed by parent/guardian and has been received in the office.

### **Student E-Mail**

Students at the middle school are assigned an email account for communication and academic purposes.

### **Lockers**

Each student is assigned an individual locker with a combination lock to be used for coats, books, and other school supplies. The school district assumes no responsibility for articles lost or stolen. Lockers are the property of the Huron School District, and can be inspected at any time by school personnel. Authorized random searches, including drug dogs, are part of our student safety program. Students may use book bags to carry materials to and from school. Book bags are not allowed in the classrooms and are to be left in the students' lockers.

## **Safety**

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### **Drills**

Bus evacuation drills will be held twice per school year. All students will participate in and be instructed by our school's bus drivers on how to evacuate from the buses in case of an emergency.

Fire drills will be conducted twice per semester and more drills may be conducted if deemed necessary.

One wind drill will be held during the spring semester for student and staff awareness of protocols in the event of severe weather.

Lockdown drills will be conducted to ensure students and staff know the correct safety procedures in the event of an external or internal threat.

Detailed instructions for evacuating the building are posted in each room and are shared with the students. Teachers will lead students to the appropriate exit/meeting spot in case of an emergency. It is expected that students follow all instructions/directions of the classroom teacher or adult in charge.

### **School Resource Officer**

The Huron school district, in partnership with the community of Huron and the Huron Police Department, has developed a School Resource Officer program to better meet the needs of the youth in our community. A police officer is assigned full time to work and teach in the district's schools. The officer helps students, staff, and administrators deal with legal issues and answers any questions that may arise throughout the school year. If



you have questions or concerns about school safety you can contact the School Resource Office at 605-353-7800

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## **HOMEROOM**

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Homeroom is an advisor/advisee program that meets weekly.

**MISSION:** Huron Middle School Homeroom will foster an environment which supports student academic success by encouraging healthy human relations and where students develop commitment to community, service to others, problem-solving and responsibility to self.

### **Telephone & Messages**

Students are required to have permission from their teacher to use classroom or house area phones. Any messages for students, other than for emergencies, will be communicated to the student through the office.

### **Visitors**

It is expected that ALL visitors shall report to the middle school office upon entering the building so that school officials will properly note their presence. SDCL 13-32-6 provides misdemeanor penalties for loitering in or disturbing a school. Substitute teachers, volunteers, and visitors will sign-in at the office and receive a visitor's pass to be worn while they are in the building. This will help students and staff identify them as visitors and provide assistance if needed.

### **Weather Related Announcements**

Information relative to cancellation of school because of bad weather or another major problem will appear on the Superintendent's Facebook page and the Huron School District website. The announcement will also be broadcast over radio stations KIJV (1340 AM and 99.1 FM) and KOKK (1210 AM and 105.1 FM). In an effort to improve parent-school communications the District Messenger System will be used for this purpose, as well as other important information sharing. You may also watch various television stations for cancellations.

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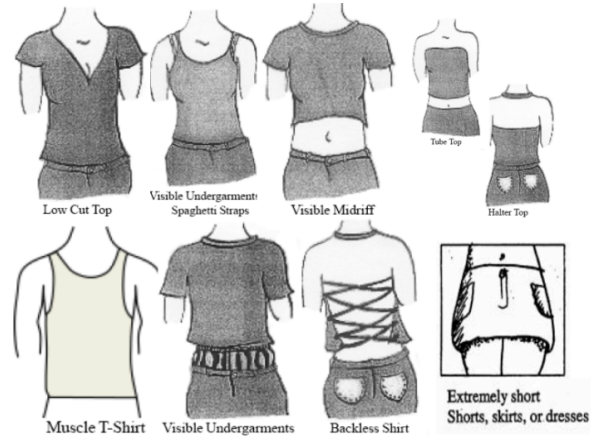
## Standards of Conduct & Discipline



### Dress Code

The following list is not all inclusive but gives examples of inappropriate student dress:

- Clothing that displays derogatory, obscene, suggestive, or off-colored messages or advertises/promotes alcohol, tobacco or drug use.
- Clothing that is unnecessarily distracting in the school and learning environment. (e.g.- low riding jeans, pants, or shorts that permit undergarments or skin to show, clothing that is cut up, shredded or full of holes in inappropriate areas)
- Undergarments that are worn as outer garments.
- Tops or shirts that do not touch the top of jeans or shirt, mesh tops, or any tops that permit undergarments to be seen.
- Tops that are excessively revealing or permit excessive exposure. Tank tops must have high back and high neckline, small arm holes and cover all undergarments and straps. No spaghetti straps allowed.
- NO Hats/caps/bandanas/sweatshirt hoods are to be worn in the building at any time.
- Book bags are to be kept in student lockers and are not to be worn or carried during the school day.



The school reserves the right to restrict the activity of students in situations where the student's health or safety is directly related to their manner of dress. Clothing judged by the school to be inappropriate or disruptive to class is not allowed. Students who have violations of these policies may be asked to change clothes, or remain in office until an adult brings a change of clothing that is appropriate.

### PE Attire

Proper workout attire is recommended every day in physical education class. This includes shorts (no cutoffs), sweatpants, t-shirts or sweatshirts (no advertisements for alcohol, tobacco, etc.). Tennis shoes must have non-marking soles.

### Protection of Property

Students are expected to recognize the property rights of staff members, other students and the public by:

- Using property (equipment) only for its intended purposes without damage to property.
- Obtaining permission to use property belonging to others.
- Reporting to school official situations which may result in damage to, loss of, or misuse of property.

## **Food and Candy**

Food and beverages are allowed in the commons area only. Students will be allowed to have water with them as long as it is a hard-sided water bottle. Gum and candy are NOT allowed. Huron Middle School has a closed lunch which means students may not leave the school grounds during lunch. If students must leave the building at lunchtime, it must be with a parent or guardian. Parents are encouraged to come eat with their child.

Rules for participants in district activity programs are enforced throughout the entire season-7 days a week, 24 hours a day, at any location.

## **Discipline Definitions and Conduct Plan**

Huron Middle School is committed to maintaining a favorable academic atmosphere. Student behavior that is dangerous, disruptive, or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Insubordination will not be tolerated.

Students will be assigned a teacher determined consequence for most minor classroom infractions. If a student's behavior is "below the line" the student will receive an office referral. Students receiving an office referral should report immediately to the office where administration will determine consequence based on student and teacher/staff member incident report. (See Appendix C)

## **Detention**

Detention may be assigned before or after school or during lunch. Students are expected to be on time, remain quiet, and do homework or read. No personal electronic devices are allowed in detention. Failure to follow these expectations may result in additional consequences. Detentions will be served with the assigning teacher. Detentions assigned by the office will be served with administration.

## **Disciplinary Actions**

Other disciplinary actions may include, but are not limited to:

- behavior contract or check-in/check-out sheet
- meeting with teacher, counselor, and/or principal
- suspension from a class or classes- In-school suspension (ISS) may be assigned by the administration when warranted. Students serve this suspension time in the in-school suspension room for a period of up to ten (10) days. If the situation warrants, an out-of-school suspension (OSS) of up to ten (10) school days may be assigned.
- loss of school privileges
- parental conference with school staff
- modified or alternative classroom placement/school programs
- in-school monitoring
- referral to in school or community support services
- referral to law enforcement
- fines or restitution
- removal from class
- expulsion

## **Response to Violent Behavior**

The administration of consequences shall be left to the discretion of the building principal(s), who may utilize, but are not limited, to the following list of criteria:

- Any student who engages in threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property shall not be tolerated and may be subject to removal from class or activity. The student will be placed in a setting where the behavior will receive immediate attention from a building administrator, counselor, licensed mental health professional or others.
- The building principal shall notify the parent or guardian of any student in violation of this policy.
- The building principal shall determine the necessity of notifying law enforcement and the school superintendent.
- Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board Policy.
- A meeting may be held with students, parents, and appropriate school staff to plan for the re-integration or expulsion of the student.

The following behaviors are defined as violent and aggressive:

- Possession, Threat with, or Use of a Weapon. Any firearm, loaded or not loaded, any device designed as a weapon or, through its use, capable of producing bodily harm or any device or instrument, which is used to threaten or cause bodily harm.
- Physical Assault. The act of striking or touching a person or that person's property with a part of the anatomy or any object, with the intent of causing hurt or harm.
- Verbal Abuse. Including, but not limited, to swearing, screaming, obscene gestures, name calling or threats when directed either orally, including the telephone, or in writing, at an individual, his/her family, or a group.
- Threat/Intimidation/Bullying. Purposeful intention to frighten or coerce someone into submission or obedience, or the physical or verbal coercion to obtain control over others or to be habitually cruel to others who are weaker. (Policy JFCE)
- Extortion. The use of verbal or physical coercion in order to obtain financial or material gain from others.
- Gangs. Groups of youth who share common beliefs, attitudes and attire and exhibit unlawful and anti-social behavior, and who associate with each other for mutual protection and/or profit.
- Sexual Harassment. A behavior, which includes any unwanted, unsolicited sexual advance, or sexually oriented behavior made by a person who knows or who ought reasonably to know that such attention is unwanted. Sexual harassment may include, but is not limited to, unnecessary touching or petting, suggestive or other sexually aggressive remarks, leering at a person's body, demands for sexual favors, or compromising invitations.
- Stalking. Persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of the individual.

- Racial Slurs. Insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's racial origin.
- Disorderly Conduct. Any act which substantially disrupts the orderly conduct of a school function or the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others, including instigation or defiance in any manner.
- Other Local Board Policy Violations. Any other school board policy violation resulting in disciplinary action not previously classified, including any criminal offense.

### **Alcohol, Tobacco & Other Drugs**

South Dakota rules and regulations forbid the student possession, use, transmission of or being under the influence of any narcotic drug, amphetamine, marijuana, hallucinogenic drug, barbiturate, tobacco/vape, alcoholic beverage or any substance represented to be any of these or intoxicant of any kind.

These rules and regulations apply to and include school district buildings and grounds. Violations of any of the above rules and regulations can result in student suspension or expulsion.

### **Transportation: Bussing, Drop Off & Parking**

The school district provides bus transportation for all middle school students who reside within the city limits. Students need to go to the nearest bus stop to board the bus. If you have any questions, you may contact Kathie Bostrom, Transportation Director at 605-353-6989.

### **Bicycles**

Bicycles should be parked in the bicycle racks provided. Bikes and other modes of wheel transportation should be walked or pushed off the school grounds before you use them. Students are not to ride another student's bicycle without permission from the owner.

### **Bus Rules and Consequences**

Proper behavior is expected on busses for the safety of all students/drivers. Bus drivers reserve the right to fill out a "bus conduct" report if a student is unwilling to follow expectations, and the principal/assistant principal will notify parent(s)/guardian(s). The Board of Education reserves the right to restrict the bus transportation privileges of any student who refuses to obey the rules and regulations.

### **Student Drivers**

Students who drive to school must park their cars in the high school student parking lot. Students should NOT be parked in the teachers' parking lot.

### **Parent Drop-off or Pick-up**

Students MAY be picked up and dropped off in the south parking lot loop (front entrance), the east drop-off and pick-up loop, or the west parking lot by the Nordby Center for Recreation/HMS gym. Students MAY NOT be picked up or dropped off in the bus loading/unloading zone.

**When and Where Rules Apply**

District behavior expectations apply to students whenever students are:

- present in any school or on the property of the school district.
- at any school sponsored activity, regardless of its location.
- traveling to and from school.

Rules for participants in district activity programs are enforced throughout the entire season-7 days a week, 24 hours a day, at any location.



## Student Services & Activities



Students are encouraged to participate in the activities of their choice. Co-curricular activities are viewed as another educational opportunity where students are exposed to social interaction and leadership skills, and they develop a sense of belonging. A wide variety of activities are provided to meet the interests of all students.

The following activities are provided for student participation.

6th Grade **No Physical Required	7th Grade & 8th Grade **Physicals Required
<p><b>6th grade may practice with and participate in the following MS events:</b></p> <ul style="list-style-type: none"> <li>● Tennis</li> <li>● Golf</li> <li>● Cross Country</li> <li>● Wrestling</li> </ul>	<p><b>7th &amp; 8th grade will have teams for:</b></p> <ul style="list-style-type: none"> <li>● Football</li> <li>● Volleyball</li> <li>● Basketball</li> <li>● Track</li> <li>● Wrestling</li> <li>● Tennis</li> </ul> <p><b>7th &amp; 8th may participate on the high school teams for:</b></p> <ul style="list-style-type: none"> <li>● Soccer</li> <li>● Cheer and Dance</li> <li>● Tennis</li> <li>● Golf</li> <li>● Cross Country</li> <li>● Gymnastics</li> <li>● Wrestling</li> <li>● Basketball</li> </ul>
<p><b>All athletes</b> will complete required paperwork including, but not limited to:</p> <ul style="list-style-type: none"> <li>● Insurance forms</li> <li>● Tiger Belief Statement</li> <li>● Training Rules</li> </ul> <p>Questions can be directed to Scott DeBoer, Activities Director, at 353-6970; or email <a href="mailto:scott.deboer@k12.sd.us">scott.deboer@k12.sd.us</a></p>	
<p><b>All Middle School students may participate in:</b></p> <p>Band  Vocal  Orchestra  Yearbook  Special Olympics  Student Council  Fall Play  Tiger Cub Follies (Spring)  Oral Interpretation (Spring)  Destination Imagination  Quiz Bowl  Before and After-School Clubs-vary throughout the year</p>	

### Participation Restrictions

The Board of Education has placed some restrictions on the participation of students for reasons of health or safety. The eligibility rules apply equally to all school departments. All students who take part in the activities program will be subject to the rules provided to them by the activities director or his designee.

Huron School Board policy 5133.1 states: Offense 1- Any student adjudicated, convicted or the subject of suspended imposition of sentence for possession, use or distribution of a controlled substance or marijuana (as defined by SDCL 22-42) shall be ineligible to participate in those activities sanctioned by the South Dakota High School Activities (SDHSAA) for a period of one year. Offense 2- The student will be permanently ineligible to participate in those activities sanctioned by the SDHSAA.

### **Accident Insurance**

Both accident and dental insurance are available to all students for a nominal fee. The application forms will be given to students at the beginning of the school year.

### **Church Night**

There are no required activities for middle school on Wednesdays after 3:25 PM for sixth, seventh and eighth graders. This allows the student to participate in the youth activity program in the church of his/her choice.

### **Season Tickets and Admission**

Student season tickets to home varsity athletic contests are available at the admission gates and the arena office. Admission to middle school events is \$2 for adults and free to students.

### **Co-Curricular and Middle School Sports and Attendance**

A student may NOT participate in an activity if he/she has been absent from school the day the activity is to be held, with the following exceptions:

- A student who checks into the school office and attends class at least three hours before the bus leaves or before the end of the school day.
- A student who comes to school, checks out for illness, and then returns to school, will only be allowed to participate if a written note from a doctor is provided stating that the student is physically fit to participate.

If a student checks out for illness and does NOT return to school that day, he/she is ineligible to participate that day.

### **Music**

Music activities are considered as co-curricular activities at the middle school. All students who are interested have the opportunity to participate in band, orchestra, and/or vocal. These are graded activities with letter grades of A, B, C, D, and F. These grades are not figured into the students GPA. At the beginning of each year, instructors provide communication with expectations and grading criteria to participating students and their parents. Band and orchestra have full group rehearsals during the school day and individual lessons are scheduled once per week.

### **Activity Recognition**



Students involved in school related activities have the opportunity to earn special awards to be received at the recognition program at the end of the school year.

Students receive a Huron Middle School pennant for participation in three or more activities during the school year.

### **Dances and other Social Activities**

Social events are held from 6 p.m. until 8 p.m. unless otherwise noted. Upon paying and entering the area where the activity is being held, students are not allowed to leave. If a student leaves before the social is over, they will not be allowed to return. Huron Middle School social events are for students currently attending the middle school. Students cannot bring guests from other towns, schools, or grades. Volunteers and parents are welcome to help chaperone events. If there is a problem with your student(s), you will be contacted and informed of the problem. Casual dress is encouraged for social activities. School dress code must be followed.

### **Media Center**

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The Media Center/Library will supply materials for study, research, and pleasure reading for Huron Middle School students, staff, and parents. All materials to be used outside the library must be checked out and returned at the appropriate time. Students are given a grace period of three (3) days. Excessive fines and/or overdue books may result in library privileges being restricted or revoked. Students will not be allowed in the library without a planner or pass signed by their teacher. Visiting and loitering are not allowed in the library. The Huron Middle School Library phone number is 353-6916 Ext. 8903. Students and parent are welcome to call anytime.

### **Counseling Office**

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Counseling and guidance services are available for every student at the middle school. These services include help with personal and family issues, peer relationships, career information, school planning and registration, group guidance, and study organization. Students and parents are welcome to contact the counseling office to discuss any questions or concerns. If you need to talk to the counselor, ask your teacher for a pass, if it's an emergency. For non-emergency needs, fill out the Google form that can be found in the Apps tab on the Chromebook. If your parents would like to visit with a school social worker, they can call 605-353-6905 or email [taylor.stahly@k12.sd.us](mailto:taylor.stahly@k12.sd.us) or [akina.decker@k12.sd.us](mailto:akina.decker@k12.sd.us).

### **School Nutrition**

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If you have any special nutritional needs, please contact the administration or the Nutrition Office and they will help you with these needs. Contact Amanda Reilly at 353-6909 or email [amanda.reilly@k12.sd.us](mailto:amanda.reilly@k12.sd.us)

Free & Reduced Meal Applications will be sent home with all students on the first day of school each year. A new application must be filled out each year. Applications may also be filled out at any time during the year.

HMS is a closed campus for lunch. No outside delivery services will be utilized by students.

We use a computerized Point of Sale system to record all our meal transactions. Parents should deposit money and maintain a positive account balance. Deposits can be made with school nutrition cashiers or online at [myschoolbucks.com](http://myschoolbucks.com). Remaining account balances carry over for the next year. Students must have their ID card with barcode to scan for meal and a la carte purchases. We do not charge extra meals or a-la-carte. Students may not remove cash from their account.

As a reminder, Huron Middle School has a closed lunch. This means that you may not leave the school grounds during lunch. If you have to leave the building at lunchtime, it must be with your parents. Parents are encouraged to come eat with their child.

## **HURON MIDDLE SCHOOL 1:1 Chromebook Initiative**

Huron School District is proud to offer our 6<sup>th</sup> -8<sup>th</sup> grade Huron Middle School students Chromebook devices for use at school. We are ensuring that all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students have equal access to high-quality content that meets their academic, social, emotional and physical needs within the school day.

### **Vision**

We envision a 1:1 Chromebook learning environment that inspires and engages students in real world learning experiences.

### **Learning Goals:**

To Enhance Teaching and Learning through:

- Digital Citizenship
- Collaboration
- Creativity
- Problem solving
- Differentiation

The guidelines, procedures, and information in this document are in addition to the Huron Middle Schools Responsible Usage Policy and Internet Usage Policy. Teachers may set additional requirements for Chromebook use in their classroom.

### **General Precautions and Rules for Chromebook-Use**

1. The Chromebook is school property that you are being allowed to use.
2. All students will pay an annual \$20 user fee for Chromebook use. This covers fees for apps and general maintenance of the Chromebook.
3. Students are responsible for keeping their Chromebook in good working order.
4. Any damage to the Chromebook should be reported by contacting the school Principal.
5. Use only a soft cloth to clean the screen, no cleaners of any kind.
6. No writing or stickers should be applied by the student.
7. Sound must be muted at all times unless permission has been given by a teacher. Earbuds may be used only when permission has been given by a teacher.
8. Music should only be accessed only if permission is given by a teacher.
9. Gaming is not allowed on the Chromebook unless directed by a teacher.
10. Students are not to take photos or video unless it is being used in a project.
11. Students are not to use any social media sites during school
12. No electronics in the restrooms or locker rooms.

13. Only school appropriate backgrounds and screen savers may be used on the Chromebooks. Examples of inappropriate backgrounds include the presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, etc...
14. Students will not use any gaming or social media applications during school.

### **Consequences for Chromebook use Infraction:**

Actions that violate any of the items in the Respectable Use Policy, Internet Usage Policy, Chromebook-Guidelines or individual classroom teacher Chromebook electronic us policies will result in:

1. 1<sup>st</sup> Offense — verbal warning with consequence determined by administration and teacher.
2. 2<sup>nd</sup> Offense – Chromebooks-may be confiscated – principal referral – with length of suspension determined by teacher and administration.
3. 3<sup>rd</sup> Offense & Beyond –confiscated – principal referral. Student is responsible for the same work through another mode. Parent/student conference may be scheduled.

**Since the Chromebooks are the property of Huron Middle School, officials of the school have the right to review all material stored on or accessed by any Chromebook. Chromebook. School officials may revoke a student’s Chromebook use privileges for misuse or violation of policies.**

### **Repairing or Replacing your Chromebook**

Students will be responsible for damages to their Chromebooks including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue. The Huron Middle School District would determine the cost of the repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

- Chromebook screen replacement: \$45
- Chromebook keyboard replacement: \$20
- Chromebook cover replacement: \$26
- Chromebook replacement: \$250

All claims for accidental damage or maintenance must be reported and filed with the Principal’s Office. In cases of theft or loss, students or parents must file a police report (School Resource Officer must be notified) and bring a copy of the report to the office before a Chromebook can be replaced with the Huron School District.

**I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

\_\_\_\_\_  
**Print Student / User Name**

\_\_\_\_\_  
**Student / User Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Huron Middle School Chromebook Agreement 2024-25**  
**Board Approved June 2024**

## ABOVE THE LINE

### Trustworthiness ~ Respectful ~ Responsible ~ Fairness ~ Caring ~ Citizenship Expected Behavior

#### Trustworthiness

Be honest \* Complete your own assignments \* Be reliable -- Do what you say you'll do \* Have the courage to do the right thing \* Build a good reputation \* Be Loyal \* Respect property\*

#### Responsibility

Follow the Golden Rule \* Be tolerant and accepting \* Use good manners \* Be considerate of others \* Don't threaten, hit or hurt anyone \* Deal peacefully with anger, insults, and disagreements \* Be on time

#### Respect

Follow instructions \* Persevere: keep on trying! \* Always do your best \* Use self-control \* Be self-disciplined \* Be accountable for your words, actions, and attitudes \* Set a good example for others

#### Fairness

Play by the rules \* Take turns and share \* Be open-minded; listen to others \* Don't take advantage of others \* Don't blame others \* Treat all people fairly

#### Caring

Be kind \* Be compassionate \* Express gratitude \* Forgive others\* Help people in need

#### Citizenship

Do your share \* Make your school/community better \* Cooperate \* Get involved \* Be a good neighbor \* Obey laws and rules \* Respect authority \* Maintain the school grounds \* Volunteer

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## BELOW THE LINE

### Disrespectful ~ Irresponsible ~ Uncooperative ~ Unproductive ~ Unsafe ~ Insensitive Classroom/Staff Member Discipline

#### Behaviors Include:

Unengaged/Sleeping/Head Down  
Disrespect/Name Calling  
Missing Materials  
Tardy  
Public Display of Affection  
Profanity/Inappropriate Language or Gesture  
Insubordination  
Missing Homework/Redo's  
Hood/Jacket  
Horseplay  
Cheating/Forged Signature  
Electronic Use  
Food/Beverage Violation  
Gum

#### Failure to:

Follow Instructions/Comply with Request  
Accept "No" /Decisions of Adult  
Disagree Appropriately  
Accept Criticism/Consequences  
Show Respect  
Show Sensitivity to Others  
Complete Homework/Do Quality Work  
Be Prepared/Manage Time  
Use Study Skills/Set Goals  
Ignore Distractions/Work Independently  
Tolerate Differences/Prevent Trouble  
Report/Respond/Resist Peer Behavior/Pressure  
Interact Appropriately with Peers

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## BOTTOM LINE

### Dangerous ~ Harassment ~ Reckless ~ Defiant ~ Bullying ~ Unlawful \*Automatic Office Referral

Harassment\* (Racial, Religious, or Sexual)  
Vandalism/ Graffiti\*  
Theft/Stealing\*  
Threats and/or Violence\*  
Tobacco/Alcohol/Drugs\*

Gang Activity\*  
Trespassing\*  
Contraband\*  
Bullying\*  
Gross Insubordination\*

Outburst/Profanity directed at a person\*  
Dress Code\*  
Absenteeism/Skipping\*  
ICU Issues or Concern

<b>Level 1 Behaviors</b>					
	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	<b>Additional offense</b>
Gum/Candy	staff redirection	staff redirection	staff redirection	staff redirection with parent contact	staff redirection with parent contact
Hats/Hoodies	staff redirection	staff redirection	staff redirection	staff redirection with parent contact - parent/staff/student meeting as determined by team	staff redirection with parent contact - parent/staff/student meeting as determined by team
IDs- should be turned in with chromebook at the end of the day	sticker given from office for day	warning - sticker given from office for one day	warning, sticker, detention	warning, sticker, detention	warning, sticker, detention
<b>Level 2 Behaviors</b>					
Unengaged/head down/ sleeping	staff redirection w/warning	staff redirection, parent contact	staff redirection, parent contact, detention as needed after school w/ staff	staff redirection, parent meeting	staff redirection, parent contact; detention after school w/ staff, parent meeting with nurse and counselor communication
Missing materials	staff redirection w/warning	staff redirection w/warning	staff redirection, parent contact, detention as needed after school w/ staff	staff redirection, parent contact, detention as needed after school w/ staff	staff redirection, parent contact; detention as needed after school w/ staff
Tardy to class	marked in campus as tardy warning	student held after school or during lunch for minutes tardy - record in campus	student held after school for minutes tardy- marked in campus- parent contact	student held after school for minutes tardy- marked in campus- parent contact	teacher, student, parent meeting
Cheating/forging/plagiarism	report to admin for direction	report to admin for direction	report to admin for direction	report to admin for direction	report to admin for direction
Incomplete work/assignments	staff communication/CU contact	staff communication/CU contact	staff communication/CU contact parent meeting	staff communication/CU contact assigned time after school, meeting	staff communication/CU contact- assigned time after school, parent contact- assigned time after school, parent meeting

### Level 3 Behaviors

Disrespect toward staff	office referral, parent contact, detention	teacher referral, parent contact, teacher, student, admin meeting- detention	teacher, student, admin meeting- detention	office referral, parent contact, teacher, student, admin meeting- detention	office referral, parent contact, teacher, student, admin meeting- OSS	office referral, parent contact, teacher, student, admin meeting- OSS
Disrespect toward student	staff redirection- document on DDN	office referral, parent contact, counselor intervention, detention	office referral, parent contact, detention	teacher, student, admin meeting- detention	teacher, student, admin meeting- detention	office referral, parent contact, detention
Namecalling	staff redirection- document on DDN	parent contact, detention	office referral, parent contact, detention	office referral, parent contact, detention	office referral, parent contact, detention	office referral, parent contact, detention
Profanity/Inappropriate language or gesture	staff redirection- document on DDN	office referral, parent contact, detention	office referral, parent contact, detention	office referral, parent contact, detention	office referral, parent contact, detention	office referral, parent contact, detention
Insubordination	staff redirection- document on DDN	office referral, parent contact, teacher, student, admin meeting- detention	office referral, parent contact, teacher, student, admin meeting- detention	office referral, parent contact, teacher, student, admin meeting- detention	office referral, parent contact, teacher, student, admin meeting- OSS	office referral, parent contact, teacher, student, admin meeting- OSS
Horseplay	staff redirection- document on DDN	teacher, student, admin meeting- detention	teacher, student, admin meeting- detention	teacher, student, admin meeting- detention	teacher, student, admin meeting- detention	teacher, student, admin meeting- detention
Electronic Use- cell phone/personal device	teacher/staff confiscates phone and returns to student at the end of the day	teacher/staff confiscates phone and returns to parent	teacher/staff confiscates phone and returns to parent	teacher/staff confiscates phone and returns to parent	teacher/staff confiscates phone- office referral	teacher/staff confiscates phone- office referral
Electronic Use- Chromebook	Chromebook is confiscated by admin- student must request chromebook for day	Chromebook is confiscated by admin- student must request chromebook for day	Chromebook is confiscated by admin- student must request chromebook for day	Chromebook is confiscated by admin- student must request chromebook for day	Loss of Chromebook privileges for one day, two days etc.- parent contact	Loss of Chromebook privileges for one day, two days etc.- parent contact
Chromebook- not turned in at the end of the day or left in building - unsecured	Chromebook is confiscated by admin- student must request chromebook for day	Chromebook returned to grade level teachers- student will not be allowed to carry Chromebook- parent contact	Chromebook returned to grade level teachers- student will not be allowed to carry Chromebook- parent contact	Chromebook returned to grade level teachers- student will not be allowed to carry Chromebook- parent contact	Loss of Chromebook privileges for one day, two days etc.- parent contact	Loss of Chromebook privileges for one day, two days etc.- parent contact

### Level 4 Behaviors

Tobacco Use/Vaping	2 day OSS- SRO referral	3 day OSS- SRO referral	4-day OSS- SRO referral	4-day OSS- SRO referral	4-day OSS- SRO referral
Alcohol/Drug Use	3 day OSS- SRO referral	3 day OSS- SRO referral	5 day OSS- SRO referral	5 day OSS- SRO referral	5-10 day OSS- SRO referral
Assault	3 day OSS- SRO referral	3 day OSS- SRO referral	5 day OSS- SRO referral	5 day OSS- SRO referral	5-10 day OSS- SRO referral
Fighting	3 day OSS- SRO referral	3 day OSS- SRO referral	5 day OSS- SRO referral	5 day OSS- SRO referral	5-10 day OSS- SRO referral
Weapon possession	SRO referral	SRO referral	SRO referral	SRO referral	SRO referral
Vandalism	SRO referral - fine- suspension as determined	SRO referral - fine- suspension as determined	SRO referral - fine- suspension as determined	SRO referral - fine- suspension as determined	SRO referral - fine- suspension as determined



## Transportation

<b>School Transportation – Inappropriate Bus Behavior and Consequences</b>					
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<p><b><u>Class 1-Conduct</u></b></p> <ul style="list-style-type: none"> <li>● Standing/walking while bus is moving</li> <li>● Throwing items</li> <li>● Loud/boisterous behavior</li> <li>● Littering</li> <li>● Eating and/or drinking</li> </ul>	Warning- driver talks with student	Warning- driver, transportation director, and/or school principal notify parent	Official conduct is written for student and is recorded accordingly on DDN.  Parents are notified by transportation director and/or principal.	Detention or other school consequence given  Parent meeting may be required  (A bus conduct will be recorded and parent contact will be made.)	Becomes a Class 2 Conduct
<p><b><u>Class 2- Conduct</u></b></p> <ul style="list-style-type: none"> <li>● Inappropriate language</li> <li>● Obscene gesture</li> <li>● Disrespectful actions toward driver or other personnel</li> <li>● Name calling</li> <li>● Harassment of others</li> <li>● Horseplay</li> <li>● Writing on seats or other parts of the bus</li> <li>● Spitting</li> <li>● Lying/cheating</li> </ul>	Warning- Bus conduct Loss of bus privileges for 1 day  Parent contacted by school official (Transportation director/building principal)	Bus conduct  Parent contacted by school official (Transportation director/building principal)-  Student visits with building principal  2 day suspension of bus privileges	Bus conduct  Parent contacted by school official (Transportation director/building principal)-  Student visits with building principal  3 day suspension of bus privileges	Becomes a Class 3 Conduct	
<p><b><u>Class 3- Conduct</u></b></p> <ul style="list-style-type: none"> <li>● Fighting/physical aggression</li> <li>● Vandalism</li> <li>● Threat to safety: verbal, written, or physical</li> <li>● Theft</li> <li>● Abusive language</li> <li>● Gross insubordination</li> </ul>	Parent contacted by school official (Transportation director/building principal)-  Student visits with building principal  ⚠Suspension at school 1 day - as determined by building administration  5 day suspension of bus privileges	Parent contacted by school official (Transportation director/building principal)-  Student visits with building principal  ⚠OSS/ISS for 2-3 days Suspension at school - as determined by building administration  7-10 day suspension of bus privileges, as determined by transportation administration.  Damage to bus will be paid for.	Becomes a Class 4 Conduct		

<p><b><u>Class 4- Conduct</u></b></p> <ul style="list-style-type: none"> <li>● Alcohol, Tobacco, Vape devices, etc.</li> <li>● Weapon with no intent</li> </ul>	<p>Parent contacted by school official (Transportation director/building principal)-</p> <p>Student visits with building principal</p> <p>*OSS/ISS 3+ days -as determined by building principal</p> <p>5-15 day suspension of bus privileges – as determined by transportation administration.</p> <p>SRO will be notified</p>	<p>Becomes a Class 5 Conduct</p>			
<p><b><u>Class 5 – Conduct</u></b></p> <ul style="list-style-type: none"> <li>● Weapon w/ intent</li> <li>● Use of lighter or matches on the bus</li> </ul>	<p>SRO will be notified.</p> <p>Bus privileges suspended for the remainder of the school year (following year privileges will be determined by administration)</p> <p>*School suspension as determined by administration</p>				

**\*All OSS/ISS consequences will be at the Principal's discretion.**