

**DAKOTA VALLEY
UPPER ELEMENTARY & MIDDLE SCHOOL
STUDENT HANDBOOK**

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2021-2022



MOTTO

Prowl The Path of Knowledge

DISTRICT MISSION STATEMENT

The mission of Dakota Valley Schools is to ensure all students receive an enriched educational experience in a safe environment.

UPPER ELEMENTARY/MIDDLE SCHOOL VISION STATEMENT

The vision of Dakota Valley Upper Elementary/Middle School is to prepare responsible, respectful, trusting, and caring students with the knowledge base to succeed.

| | |
|---|----|
| Beliefs/DV C.A.R.E.S..... | 3 |
| Student Enrollment Required Documents..... | 3 |
| School Hours/Attendance..... | 3 |
| Illness Policy..... | 4 |
| Tardy Policy..... | 4 |
| Dress Code..... | 4 |
| Youth Gang Apparel and Behaviors..... | 4 |
| Denial of Extracurricular Activities or Privileges..... | 5 |
| Detention..... | 5 |
| In-School Suspension..... | 5 |
| Discipline..... | 7 |
| Short-Term Suspension..... | 7 |
| Playground/Recess..... | 7 |
| Playground Rules..... | 8 |
| Telephone Information..... | 8 |
| Electronic Devices..... | 9 |
| Backpacks..... | 9 |
| Pets..... | 9 |
| Honor Rolls..... | 9 |
| Grading and Reporting..... | 9 |
| National Junior Honor Society..... | 10 |
| Student Passes..... | 10 |
| Parties..... | 11 |
| Physical Education..... | 11 |
| Injuries and Restrictions..... | 11 |
| Homework Policy..... | 12 |
| Eligibility..... | 12 |
| Promotion-Retention-Placement..... | 12 |
| Retention/Summer School..... | 12 |
| Field Trips..... | 13 |
| 8 th Hour..... | 13 |
| Copying of Academic Work..... | 14 |
| Lost and Found..... | 15 |
| Student Conduct Code..... | 15 |
| Nondiscrimination & Equal Opportunity Notice..... | 19 |

BELIEFS

- Everyone is capable of learning
- Everyone is unique
- Everyone needs to be successful
- Everyone needs a feeling of self-worth
- Everyone deserves to feel safe
- Everyone deserves to be treated fairly
- Every action has a consequence
- A positive environment enhances learning
- Learning is a lifelong process

DV C.A.R.E.S

Dakota Valley Upper Elementary/Middle School Panthers are:

Connected
Accountable
Respectful
Enthusiastic
Safe

STUDENT ENROLLMENT REQUIRED DOCUMENTS

Upon registration, all new students (including incoming Junior Kindergarten and Kindergarten students) will be required to provide to the ES office:

1. Proof of date of birth through a state certified birth certificate or affidavit in lieu of birth certificate. (SDCL 13-27-3.1)
2. Record of immunizations and a health certificate from a licensed physician. (SDCL 13-28-7.1)
3. Proof of residency document (Accepted documents include: a current rental/lease agreement, purchase agreement, or utility bill in the name of parent/guardian. Monetary amounts may be blacked out for privacy). (SDCL 13-28-9)

SCHOOL HOURS/ATTENDANCE

Time Schedule:

Bells
1st Bell - 8:17 AM.
Tardy Bell - 8: 20 AM.
Dismissal - 3: 20 PM.

Office Hours
7:45 AM. to 4:00 PM.

Please refer to the district student handbook for the attendance/absence expectations and procedures.

ILLNESS POLICY

If your child is running a fever of 100 degrees or higher or has vomited, they should not attend school until they are fever free without the assistance of medicine or have not vomited for 24 hours. If they were taken to the doctor and are taking antibiotics, they should not return to school until 24 hours after the first dose.

If your child's illness requires their absence from school for more than 3 days, they will need to be seen by our school nurse or a doctor's note should be brought into the school office.

Even if your child was sent home from school, you must still call your child in as absent each day they will be out of school.

TARDY POLICY

Students are expected to be seated in class when the bell sounds. After a student has received three (3) tardies in one class, in one semester, he/she will serve a detention.

DRESS CODE

1. Any style of dress, article of clothing, or hairstyle, which interferes with or disrupts the maintenance of a learning atmosphere, is unacceptable. Alcoholic beverages, cigarettes, profanity, hate speech, or offensive/obscene pictures are not allowed.
2. Students must wear clean clothing and be clean in appearance.
3. Students must wear reasonable footwear, appropriate to the activity or season.
4. Any article of clothing that is a hazard to safety is unsuitable attire.
5. Hats or caps are unsuitable classroom attire during the normal operation of the school day.
6. Hairstyles must be in keeping with the ideals of cleanliness, neatness, and good grooming.
7. Students must have proper clothing for each season, (i.e., coats, gloves, hats, etc.)
8. Clothing must cover from mid-thigh to shoulders in non-see-through materials.
9. Undergarments should not be visible.

YOUTH GANG APPAREL AND BEHAVIORS

For the safety and welfare of students, and the continued maintenance of a positive and secure learning environment, the following rules relative to youth gang apparel, possessions and behaviors apply to all students on school grounds or at school activities.

Dress, identified as gang-related apparel by Dakota Valley Public Schools, is not allowed. Any item worn or carried to identify a person as a gang member is not allowed.

Writing gang graffiti, possessing items containing gang graffiti, or the display of gang hand signs can be an indication of possible gang involvement and are not acceptable in the school setting.

DENIAL OF EXTRACURRICULAR ACTIVITIES OR PRIVILEGES

Denial of extracurricular activities or privileges shall be the declaration of ineligibility to participate in such extracurricular activities or privileges for a period of time to be specified by the principal or his/her designee. Any student with excessive detentions, suspensions, absences, and/or failing grades can be excluded from any or all activities.

DETENTION

Detention is time spent after school. Detention time is assigned as disciplinary action for the improper behavior displayed by a student. The following guidelines have been established for students serving detention:

- 1.) The length of detention will be forty (40) minutes or as determined by the principal or classroom teacher.
- 2.) Students are expected to complete a report followed by schoolwork or other assigned tasks as given by the principal or teacher.
- 3.) Detention period takes precedence over all extracurricular activities, after-school jobs, or requests from the teachers or parents.
- 4.) Riding the bus will not be an excuse to miss detention. Students may contact their parents to make arrangements for a ride home from detention.
- 5.) Detention will be held on Monday through Friday. If a student receives a detention, he/she will serve the detention that day or the next detention day.
- 6.) Students with a habit of not completing assignments may be required to spend time after school so teachers can assist them with their studies.
- 7.) Students who earn eight (8) detentions will be subject to further disciplinary action, which may include placement in In-School Suspension.

Students may receive detention for the following reasons: (Not an all-inclusive list)

- 1.) Disruptions that impact a teacher's ability to teach and a student's ability to learn.
- 2.) Failure to follow class or school guidelines and expectations
- 3.) Minor acts of disrespect, which may include - improper language, insubordination to staff, talking back, inappropriate comments or gestures, name calling, and etc.
- 4.) Excessive tardiness

IN-SCHOOL SUSPENSION

In-School Suspension is the temporary isolation of a student from classes for the day while under proper supervision. In-school suspension may be imposed by the principal for violation of school rules or policy where the infraction does not necessarily warrant removal from school by suspension.

DISCIPLINE

Dakota Valley UE/MS Expectations/Consequences Chart

As we implement our PBIS model at the UE/MS school, our goal is to set expectations and teach expectations to all the students. We want to be proactive with all of our classroom management and school management procedures. DV prides itself in teaching a well-rounded curriculum and reaching each child. The school staff will work closely with parents and students to resolve and reteach inappropriate behavior. Allowing all students and staff the opportunity to learn and teach in a safe, positive learning environment is our goal. The following consequence matrix will be utilized when necessary to provide that safe positive learning environment for everyone.

| Behavior Minor-Class one offenses | 1 st offense | 2 nd offense | 3 rd offense | 4 th offense |
|---|--|---|--|--|
| General Misconduct Inappropriate Language, cell phone violation, chronic missing assignments, minor behaviors. Recess violation, etc. | Reteach Expectations | Student-Staff conference, Detention w staff member Parent Notified | Detention w/ staff Parent Notified | Office Referral-ISS day Parent Conference |
| Class Two Offenses: Major Behaviors | 1 st offense | 2 nd offense | 3 rd offense | 4 th offense |
| Unexcused absence, Insubordination, Harassment/Hazing/Bullying of students, uncorrected disrespectful behavior, uncorrected disruptive behavior, inappropriate language, verbal-pushing conflict. | Office Referral-1 Detention Parent Notified | Office Referral-2 days Detention Parent Notified | 1-3 days of Suspension Parent Conference | 3-5 days of suspension Parent Conference |
| Tardy | 3 tardies per quarter= 1 detention-Parent notified | Each subsequent tardy is additional detention-SRO officer is notified for truancy procedures. | | |
| Leaving School without permission | 1 day of suspension-Parent notified | 2 days of suspension-Parent notified | 3-5 days of suspension | Multiple day Suspension-Parent Conference |
| Profanity directed at staff | 1 day suspension Parent notified | 2 days suspension Parent notified | 2 day suspension-Parent meeting | Referral to Superintendent/Board of Education |
| Class Three Offenses | 1 st offense | 2 nd offense | 3 rd offense | 4 th offense |
| Harassment of staff members | 3 days of ISS Parent notified-Counselor referral | 3-10 ten day suspension Parent notified Referral to Superintendent/Board of Education | 3-10 ten day suspension Referral to Superintendent/Board of Education | 3-10 ten day suspension Referral to Superintendent/Board of Education |
| Fighting | 3 days suspension Parent/Admin/Counselor Conference | 5 days suspension Parent/Admin/Counselor Conference-SRO-Report filed | 5-10 day suspension Referral to school board-SRO-Report filed | 10 day suspension Referral to school board-SRO-Report filed |

| | | | | |
|---|---|---|--|--|
| Theft of personal property, Assault on Students/Staff | 3-10 days suspension-Referral to Superintendent/Board of Education-Parent/admin conference-SRO report | 3-10 days of suspension-possible removal of school pending hearing with superintendent/board of education | | |
| Smoking/Vaping/use or possession of Tobacco products or any device or product that contains nicotine or used for inhaling or ingestion unless used for medicinal purposes with prescription filed with nurse. | 3 days suspension-Parent notified-recommend counseling assessment-SRO notified | 5-10 day suspension-Parent notified-recommend counseling assessment-SRO notified | 5-10 day suspension-Parent notified-recommend counseling assessment-SRO notified | |
| Class Four Offenses | 1st offense | 2nd offense | 3rd offense | 4th offense |
| Possession or Use of Alcohol, Drugs, or related items on school property-Refer to district student handbook | 10 day suspension-Admin/parent conference required, notification to superintendent and school board for further action. SRO notified-Counseling assessment recommended. | 10 day suspension-Admin/parent conference required, notification to superintendent and school board for further action. SRO notified-Counseling assessment recommended. | Possible removal from school, pending hearing with the superintendent and or board of education. | |
| Vandalism to School | Detention or suspension-work detail assigned-payment of damages-SRO notified | 1 day suspension with work detail assigned and payment of damages-Admin parent conference-SRO notified | 1-3 days of suspension- | Referral to superintendent and board of education. |
| Weapons, Bomb Threats, Fires, Life Threatening remarks, sale or distribution of illegal substances | Long term suspension and referral to school board for possible expulsion-referred to law enforcement. | | | |

This flowchart will not cover all possible events that may occur during the school year. If a situation arises that is not specifically covered by this flow chart, the administration will act fairly and quickly to resolve the situation. In reaching a solution, the interest of the student, parents, school district, and community will be taken into consideration.

SHORT-TERM SUSPENSION

Short-term suspension is that period of time not to exceed ten (10) school days that a student is sent home from school for any breach of discipline as covered in this handbook. A suspended student shall be given the opportunity to make up work and receive credit on the same basis as other absentees. Suspended days are to be counted as absences. The initiative to make up the work shall be made by the student.

PLAYGROUND/RECESS

Recess can play an important role in learning, social development, and health of elementary school children. Because of the impact of weather on recess in South Dakota, the UE/MS building has implemented recess attire guidelines that we require

students to follow (below). These guidelines are not designed to be restrictions, but to ensure students are dressed in an appropriate way to get the full benefit of their recess time and, in turn, their learning time in the classroom. Students who are wet and cold do not enjoy their recess time, and needing to change clothes after recess detracts from their classroom learning. Please be aware of weather conditions and dress your child accordingly.

- Indoor activities are held if it is raining, icy, or if the outside temperature, in combination with wind chill, is **below 0 degrees Fahrenheit**.

PLAYGROUND RULES

- 1.) During free play, each group decides upon rules for their group. Each participant must play and abide by those rules or be sent to the office.
- 2.) Children must stay on the playground. In order to retrieve a ball, a child must receive permission from the adult on duty.
- 3.) No throwing balls against the building.
- 4.) No snowballs, sliding on snow or ice, or “King of the Mountain”.
- 5.) No child should pull at another student’s clothing. **NO WRESTLING**.
- 6.) Students being dropped off at or walking to school before 7:40 a.m. are there at their own risk as no supervision is provided before 7:40 a.m.
- 7.) Students should stay on the pavement after it has rained or when the snow is melting.
- 8.) No equipment allowed from home.

TELEPHONE INFORMATION

Students are not to be excused from classes to make phone calls. Phone use is discouraged by students except in emergencies. The main office phones are business phones only. Please try to make all plans with your children before they leave for school.

A change of address or telephone number during the school year should be reported to the Principal’s office immediately. Parents without a phone, please list the name of another adult who can be reached in case of an emergency. Notifying the school of a change is very important should an emergency arise.

The Middle School office number is 422-3830.

ELECTRONIC DEVICES

Electronic devices, which include (but not limited to): cell phones, tablets, smart watches, wireless earbuds, and gaming consoles are not to be used in school during school hours (8:20-3:20) because of the disruption that occurs in the learning environment. Students need to keep these items in their locker. If cell phones/electronic devices are used or are visible during school hours, teachers will be instructed to take the device and deliver it to the principal’s office. Students may pick up their electronic devices in the main office after school. If the problem persists, parents will be contacted. A breach of this rule would be considered insubordination as covered in the discipline policy.

The school is not responsible for lost, stolen, or damaged items brought on campus.

BACKPACKS/PURSES/DUFFLE BAGS

Students will be assigned a locker in the academic locker area. Lockers are assigned to students for their convenience, but remain the property of the school and may be opened by school authorities at any time. Periodic inspections will be held. Students are responsible for the locker assigned to them and are responsible for keeping them in good condition. Fines will be assessed for undue wear, damage, writing, or materials that are difficult to remove from the locker.

All personal items, backpacks, cell phones, and books should be kept in lockers. The school is not responsible for items lost or stolen from lockers or backpacks. Students shall not store in their lockers or backpacks, or have in their possession, any items that are expressly prohibited or violate safety, health, or standard morality. Examples are weapons, drugs, alcohol, tobacco, or any items that may jeopardize the welfare or safety of other students. Students will use only the locker assigned to them.

Students may use their own backpacks to bring their belongings to and from school each day. Backpacks, shoulder bags, purses, or any bag aside from the school provided laptop bag will not be permitted in the classroom. If there is a legitimate medical reason that requires use of a backpack during the day and in the classroom, there must be documentation provided by a doctor. This documentation needs to be updated and provided at the beginning of each school year. The principal will make the final determination based on the provided medical documentation. A parent may have the doctor call or email the principal to explain the necessity of a backpack for all day use. If there is an obvious need for a student to use a backpack for each class (i.e. student is on crutches or has an injury to hand/arm/shoulder), the principal or nurse can make that determination without need for a doctor's note.

PETS

No pets are allowed on campus.

HONOR ROLLS

Academic honor rolls will be published each quarter. A 3.50 grade point average qualifies you for the Honor Roll. A "B" (3.00) average qualifies you for the Merit Roll. (All classes are included toward the Honor and Merit Rolls.)

GRADING AND REPORTING

The Grade scale, for grades 5-8 is as follows:

The 4th grade core classes started using [standards-based report cards](#) in 2020.

A+ = 98 – 100

C+ = 78 – 79.9

F = 59.9 and Below

A = 93 – 97.9

C = 73 – 77.9

I = Incomplete

A- = 90 – 92.9

C- = 70 – 72.9

B+ = 88 – 89.9

D+ = 68 – 69.9

B = 83 – 87.9

D = 63 – 67.9

B- = 80 – 82.9

D- = 60 – 62.9

Report cards will be sent home after each reporting period.

NATIONAL HONOR SOCIETY/NATIONAL JUNIOR HONOR SOCIETY

NHS and NJHS are more than just an honor roll. The Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character (plus citizenship for NJHS). These criteria for selection form the foundation upon which the organization and its activities are built.

Scholarship: Students who have a cumulative grade point average of 3.5 (on a 4.0 scale) or a higher cumulative average meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character (and citizenship for NJHS).

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

Citizenship: The student who demonstrates citizenship understands the importance of civic involvement, has a high regard for freedom, justice, and democracy, and demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

Any student in grades 10 through 12 is eligible for consideration for membership in NHS. For NJHS, any student in the second semester of grades 7 through 9 is eligible for consideration for membership in NJHS.

STUDENT PASSES

Students who wish to pass from a class to another location at times other than during the passing period must present to the teacher of the class he/she wishes to leave, his/her own student agenda book filled out with the time they are leaving and where they are going.

PARTIES

Seasonal parties are planned during the year at each teachers' discretion. These parties will be planned by the teacher, students, and room helpers. If you do not wish for your child to participate in a certain holiday party, please notify the classroom teacher or principal at the beginning of the school year.

Your child may wish to celebrate his/her birthday at school. He/she may bring a treat to share with the class. If a child brings a treat that requires napkins, utensils or plates, the parent/guardian is responsible for providing these items and all cutting of treats should be done prior to the item arriving at school. We encourage parents/guardians to provide healthy treats packaged in individual serving sizes to share with classmates to encourage lifelong healthy lifestyles and to limit the interruption to instructional time. Please note that Dakota Valley UE/MS is a **peanut-free/nut-free environment** and all snacks or treats provided must follow our peanut/nut/tree nut and food sharing procedures.

To avoid disappointment and hurt feelings, invitations to private children's parties will not be handed out at school unless all of the girls in the class, all of the boys in the class, or the whole class are invited. This includes before and after school as well. If a staff member is made aware that invitations are being shared with select students, they will be collected and returned to parents/guardians.

PHYSICAL EDUCATION

All students are required to take Physical Education as a part of the curriculum unless excused, in writing, by their family medical doctor. The written request must be on file in the office of the school. It is recommended that all 7th & 8th-grade students wear gym clothing and are required to wear tennis or athletic shoes for Physical Education. Students who miss Physical Education due to their failure to bring PE clothes will be assigned to detention.

All 7th & 8th-grade students are expected to take showers following Physical Education. No towel service is provided by the school; therefore, students should bring a clean towel weekly for the purpose of showering.

INJURIES AND RESTRICTIONS

Students who attend school with casts or air casts, crutches, splints, arm slings, wheelchairs, walkers, canes, and/or immobilizers, will need to submit a written physician's note including: diagnosis of the injury and restrictions for physical education and lunch/class/recess.

If your child has an injury and needs to be restricted from activities such as Physical Education, recess or sports, the school nurse will need a note from the physician indicating the type of restriction and the length of the restriction from physical activities. If the student **cannot** participate in gym class, they also **cannot** play at recess. The

school nurse will need another note from your physician when your student is able to increase activity or return to full participation.

Please **do not** excuse your child from Physical Education or recess because of a common cold, stomachaches, scratches, or other minor ailments, unless prescribed by a physician, as children need daily physical activity.

A signed note from the parents/guardians will only be accepted as a request for the student to see the nurse in determining Physical Education or recess participation.

HOMEWORK POLICY

Homework is an essential part of our school day. Homework will be used to increase practice to ensure learning. Practice activities will not be recorded. The emphasis will be placed on what students show they know and are able to do based on tests, projects, and class activities.

ELIGIBILITY

Middle school students involved in any extracurricular activity are governed by the following rules for eligibility. Students must be passing his/her required academic classes to participate. Students having more than one failing grade will be ineligible to continue with extracurricular activities for the remainder of that grading period. School assignments must be completed before students will be allowed to attend activities and sports events. Students serving a suspension are not eligible to participate that day. Extracurricular activities include: cross country, football, boys/girls track, boys/girls basketball, girl's volleyball, band, chorus, wrestling, golf, drama and student council.

PROMOTION-RETENTION-PLACEMENT

Placement shall be made in the best interest of the students after careful evaluation of all the factors relating to the advantages and disadvantages of promotion or retention. In retaining or promoting a pupil, the school will consider not only the child's academic achievement and needs but the child's age, his/her social and emotional security, and the wishes of the child's parents. Pupils can be recommended for retention at any grade level. In all instances of retention, the child's parents will be kept informed of the child's progress. Parents will be informed of a possible retention by the middle of the 3rd nine weeks. Failure of two major subject areas may constitute failure of a grade level.

RETENTION/SUMMER SCHOOL

Purpose:

To provide an additional opportunity for students who have been considered for retention to remedy deficiencies and to prove themselves capable of successful performance at the next grade level.

Eligibility:

1. Any student who fails the same class in both semesters is required to attend summer school.
2. Students who fail two or more classes or have incompletes at the end of the second semester are required to attend summer school.

Considerations:

1. Incomplete work and/or unmet curriculum objectives will be completed during summer school.
2. Unsuccessful classroom performance, irregular attendance, or disruptive behavior during summer school may result in grade level retention.

Structure:

1. Summer school is a maximum of two weeks in June, Monday-Friday (but subject to change).
2. Students placed in summer school by the staff will not be charged a fee.
3. Parents/Guardians cannot place or request their student be placed in summer school.
4. Summer school is a completion program. Students are finished when all objectives are met at the established proficiency level.
5. Other curricular areas will be individually addressed as necessary.

Summer School Requirements:

1. 90% + attendance
2. Successful demonstration of performance criteria (Typically achieving a minimum of 70%)

FIELD TRIPS

Educational field trips may be taken by various classes during the school year. Such trips will be made on school buses with a teacher(s) in charge. A permission slip will be sent home and must be signed by a parent in order for the child to attend. Students will lose field trip privileges if it is determined by the Principal that a history of inappropriate behavior exists, or classroom work has not been satisfactorily completed as required by the teacher. The school or teachers will keep you informed of upcoming field trips. Teachers will notify parents/guardians in advance of any field trips taking students from the building. If you have any problems concerning bussing, please contact your principal or transportation supervisor, Kelly Curran at 422-3830 or (712) 259-3608.

8TH HOUR

Many students turn work in late or do not turn their work in at all. Not completing required work greatly affects their overall grade and also their daily performance and understanding of the concepts taught. Homework/assignments allow the students to practice the skills taught in class. They are also a form of review and drill to help master the skills. Teachers use homework/assignments to assess student understanding of the concepts taught. When students do not complete their homework and assignments, they

are not learning the required skills, therefore it makes it difficult to participate in class and difficult to move on to new skills.

“8th Hour” is used to ensure that students complete their work on time. When a student does not have their assignment completed or turned in on time, they will stay after school that day to complete it. It is a time for them to work and get caught up and prepared for the next day. This is a way to ensure student responsibility and prevent them from falling behind. Students will be asked to contact their parent/guardian regarding the late work and making arrangements to stay after.

8th hour is NOT a detention and it does not go on their permanent record. If students do not stay for an 8th hour, they will serve a detention the next day for their late work.

COPYING OF ACADEMIC WORK

A student shall not knowingly use or copy academic work of another and present it as his or her own.

The term copying/cheating is used to include but not limited to the following forms of academic dishonesty: unauthorized copying or sharing of homework assignments, plagiarism, cheating on quiz or test, and theft or forgery.

A student is copying or cheating if he/she:

- Copies a homework assignment from another student or gives a homework assignment to a student to be copied, unless specifically permitted or required to by the teacher.
- Faxes, duplicates or transmits using any technology assignments that will be turned in as original work.
- Exchanges assignments by printout, disk transfer, modem or other electronic means, and then submits it as original work.
- Passes quiz or test information to another student before or during a class period, or to students of another class period who will be taking the same quiz or test.
- Talks, signs or gestures in order to give answers to another student during a quiz or test.
- Uses unauthorized notes, books, study guides, internet data or other information for an assignment that was to be the student’s original work.
- Writes formulas, codes, symbols or key words on the student’s person or on objects for use during a quiz or test.
- Uses programmed material in watches, calculators or computer programs unless specifically permitted or required by the teacher.
- Presents as the student’s own, the works or the opinions of someone else without proper acknowledgement.
- Submits as the student’s own, a project done in whole or in part by a family member, friend, other student or tutor.
- Steals quizzes or tests, answers, answer keys or teacher materials
- Steals another student’s homework, notes, assignments, essays or projects.
- Alters computer and/or grade book records.
- Forges signatures of a student, teacher or any other school personnel.

- Sabotages or destroys the work of others.

CONSEQUENCES

Offense: Copying/sharing homework assignments: zero on assignment. Subsequent offenses: zero on assignment and parent notification.

Offense: Plagiarism: zero on assignment, parent notification, conference with student, teacher, administrator, and parent or guardian.

Offense: Cheating on quiz or test: zero on assignment, parent notification, conference with student, teacher, administrator, and parent or guardian.

Offense: Theft, forgery: parent notification, conference with student, teacher, administrator, and parent or guardian with any of the following assigned: Saturday detention, in-school suspension, or out-of-school suspension.

LOST AND FOUND ITEMS

Dakota Valley UE/MS maintains a lost and found for misplaced items in the commons area. Students should check immediately in the lost & found drawers if they are missing any personal articles. Following Parent-Teacher Conferences, the lost and found box is reorganized and unclaimed items will be donated to a local charity organization.

STUDENT CONDUCT CODE

This code is designed to provide a consistent, positive, and safe environment for the students in the Dakota Valley School District. This code applies to all students and covers all school activities, whether home or away, such as but not limited to athletics, dance, drill team, cheerleading, student council, band, choir, orchestra, debate and speech.

All violations of this code must be reported to the principal or his/her designee, and in the case where the student is involved in athletics, the athletic director shall also be informed of the incident. All students must sign this form (part of student handbook), in order to participate in any of the activities listed above.

All violations which occur on school property have additional penalties.

A. PROHIBITED STUDENT CONDUCT (on or off school property) is as follows:

- 1.) The sale, distribution, use or possession of any mind-altering chemicals, including a controlled substance or marijuana.
(Violations & penalties will be pursuant to state law, which are in addition to the violations and penalties outlined in this code.)
***** Note that the State of South Dakota has a specific law (13-32-9)** that states that students involved with the legal system for drug-related offenses will be ineligible to participate for one calendar year, which may be reduced to thirty (30) calendar days for completing an assessment and treatment program. The student is also ineligible for a minimum of two SDHSAA sanctioned events upon completion of the reduced suspension period. The one-year suspension for a 2nd offense may be reduced to sixty (60) calendar days if the student completes an accredited intensive prevention or treatment program. If the suspension for a second offense is reduced, the student is also ineligible for a minimum of six SDHSAA sanctioned events upon completion of the reduced suspension

period. A student is ineligible for the remainder of his or her high school for a third offense.

- 2.) The sale, distribution, use or possession of alcohol.
- 3.) The use or possession of tobacco of any kind, including smoking or chewing tobacco, or devices or smokeless products which resemble the smoking of tobacco or any nicotine producing product.
- 4.) Disobedience of public laws resulting in adjudication or finding of guilt of any criminally related activities.

If a student violates # 2, 3, or 4 of the above prohibited conduct, the following penalties will be assessed. It is the intent and specific policy of the Dakota Valley School District that violations will be cumulative during the student's seventh and eighth grade years. At the commencement of the student's ninth grade year, all students will be considered to have no violations but all violations thereafter, grades 9-12, will be cumulative. Penalties for violation of the code are as follows:

NOTE: The reduction in suspension is not an option for any of the violations if the student had contact with law enforcement officials anytime during the violation.

First Violation - The student will be suspended and will not be allowed to attend or participate in any school or after school activity or extra-curricular activities for a period of fourteen (14) calendar days. However, the student must participate in any extra-curricular activity practices during the fourteen (14) day suspension. If the student voluntarily admits the violation, and reports the violation to the administration of his/her school, the school, in its sole discretion, may reduce the suspension to seven (7) calendar days, and the imposition of fifteen (15) hours community or school service which must be completed prior to participating or attending any school activity.

Second Violation - The student will be suspended and will not be allowed to attend or participate in any school or after school activity or extra-curricular activities for a period of sixty (60) calendar days. If the student voluntarily admits the violation, and reports the violation to the administration of his/her school, the school, in its sole discretion, may reduce the suspension to thirty (30) calendar days, and the imposition of thirty (30) hours community or school service which must be completed prior to participating or attending any school activity.

Third Violation and all subsequent violations- The student will be suspended and will not be allowed to attend or participate in any school or after school activity, or extra-curricular activities for one hundred and eighty (180) calendar days commencing on the date of the infraction. If the student voluntarily admits the violation, and reports the violation to the administration of his/her school, the school, in its sole discretion, may reduce the suspension to ninety (90) calendar days, and the imposition of ninety (90) hours community or school service which must be completed prior to participating or attending any school activity. If all three infractions are of the same type, the student will be suspended and not allowed to attend or participate in any school or after school activities for twelve (12) months. The same type of infractions will be defined as substance abuse or criminal related activities. If the student at their own expense completes an evaluation and completes a treatment program, the penalty will be reduced to ninety (90) days.

* All calendar day penalties define a day as ending at 11:59 pm. An example would be a 7-day penalty means that the student is ineligible to participate in or attend school activities until 11:59 pm on the seventh day.

B. APPEAL PROCESS

During the appeal process, the student will be ineligible. If an appeal of the administrative decision is desired, the process is as follows:

- A.) The Administration must meet with the student. If the parent(s) desire; the parent (s) may also meet with the Administration.
- B.) In the event the student or parent/guardian believes that the action taken by the Administration is inappropriate, they may appeal the Administration's decision in the following manner:
 - 1.) An advisory three (3) member panel of impartial school staff members shall review the case. Two (2) members of the review panel shall be appointed by the school principal. One (1) of these two (2) staff members may be chosen by the student if so desired. The third (3rd) panel member will be designated by the superintendent of schools from the central administration staff.
 - 2.) The student and his/her parent(s)/guardian(s) shall be notified when and where the review panel will meet, and they shall be allowed to appear before the review panel.
 - 3.) The review panel shall consider the circumstances and evidence and make its findings and recommendations in writing, to the student and parent(s)/guardian(s), and to the school principal. Responsibility for the decision of the appeal rests solely with the principal of the school.
 - 4.) Following the decision, the student and parent(s)/guardian(s) shall have three (3) school days to file an appeal with the superintendent. The appeal shall be heard at the earliest feasible opportunity, but no later than seven (7) days following the filing of the appeal.
 - 5.) If the appeal conducted by the superintendent is not acceptable, then an appeal may be made to the board of education at the next regularly scheduled board meeting, in closed session.

C. CREDIBLE WITNESS: Judgment as to whether a student has violated this code will be based upon an arrest, citation, or notification from Law Enforcement, self-admission, or court proceedings. A credible witness is defined as school staff, law enforcement, or parents of the violator. Additional witnesses may enter evidence to be considered if they are willing to submit information in a signed statement.

D. DATES OF ENFORCEMENT: This code is in effect upon the first day of practice and/or the first day of school, whichever arrives first. The code remains in effect until the last school-sanctioned event in the summer.

**STUDENTS CANNOT PARTICIPATE OR PRACTICE
IN ANY SCHOOL SPONSORED CO/EXTRA-CURRICULAR ACTIVITY UNTIL THIS
CODE HAS BEEN SIGNED BY BOTH THE STUDENT AND PARENT(S)/GUARDIAN(S)
AND RETURNED TO THE SCHOOL.**

I hereby acknowledge that I have read the above rules and code and agree to adhere to this code if I participate in activities for the Dakota Valley School District #61-8.

Signed: _____ Grade: _____
(Student Signature)

Signed: _____
(Parent/Guardian Signature)

We are proud of the behavior of our student body. Most Dakota Valley Middle School students conduct themselves in an exemplary manner. Visitors to our building often comment about the positive climate at Dakota Valley Middle School and the courtesy extended to them by students. Every effort will be made to develop and maintain a positive learning environment.

NONDISCRIMINATION & EQUAL OPPORTUNITY NOTICE

The Dakota Valley School District does not discriminate in its policies and programs on the basis of sex, or sexual orientation, race, color, age, religion, disabilities, or national origin.

Inquiries concerning the application of Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act and the American with Disabilities Act should be brought to the attention of the Special Services Director, 1150 Northshore Drive, North Sioux City, SD 57049 or by phone at (605) 422 – 3800.

Inquiries concerning the application of Title IX and School Food Services should be brought to the attention of the Special Services Director, 1150 Northshore Drive, North Sioux City, SD 57049 or by phone at (605) 422 – 3800.

To file a complaint regarding Section 504, Title VI or Title IX, please contact the Regional Office for Civil Rights, write to the U.S. Department of Education, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City Missouri 64106. You may also call (816) 268 – 0550 or TDD to (800) 877 – 8339 or fax to (816) 268-0599.

To file a complaint of discrimination in regard to school food service, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.