

# Watertown Middle School

## Student Handbook

Dr. Todd L. Brist, Principal      •      Mr. Chad Johnson, Assistant Principal  
 1700 11<sup>th</sup> Street NE              •      Watertown, SD 57201  
 605.882.6370 (phone)           •      605.882.6372 (fax)



Quarter \_\_\_\_\_

Period	Subject	Room #	Teacher
Advisory			
1			
2			
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4			
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7			
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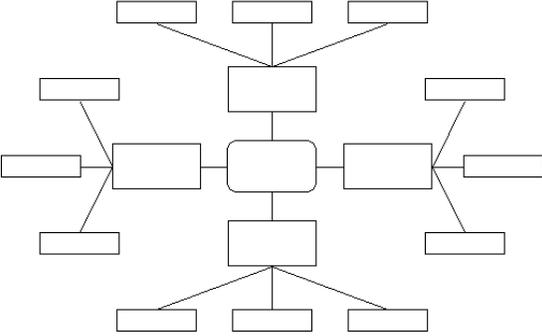
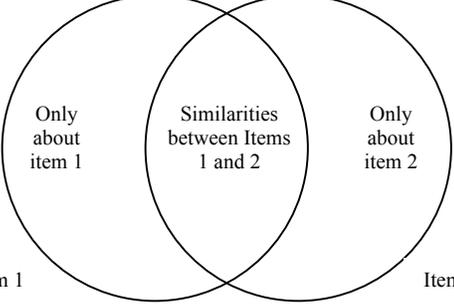
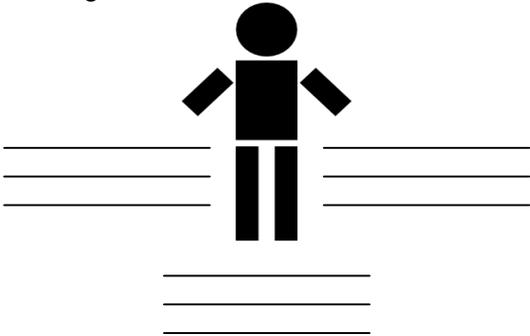
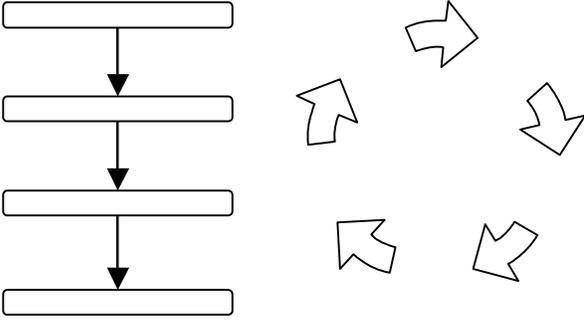
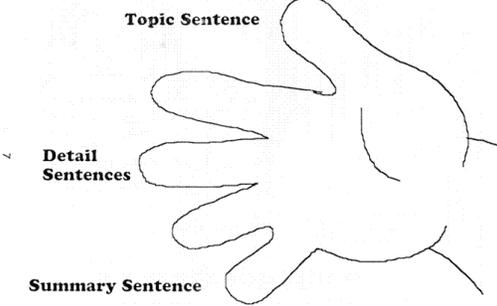
Quarter \_\_\_\_\_

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8			

### *Bullying Prevention Rules*

- Rule 1: We will not bully others.
- Rule 2: We will try to help students who are bullied.
- Rule 3: We will try to include students who are left out.
- Rule 4: If we know that someone is being bullied,
- Rule 5: We will tell an adult at school and an adult at home.

# WMS Graphic Organizers

<p><b>Web Diagram/Concept Map</b> Show relationship between ideas</p> 	<p><b>Venn Diagram</b> Compare similarities and differences of two topics</p> 																																																
<p><b>Fruiter Model</b> Develop vocabulary and conceptual understanding</p> <table border="1" data-bbox="198 709 786 1045"> <tr> <td>Definition (in your own words)</td> <td>Characteristics</td> </tr> <tr> <td colspan="2" style="text-align: center;">WORD</td> </tr> <tr> <td>Examples</td> <td>Nonexamples or Visual Representations</td> </tr> </table>	Definition (in your own words)	Characteristics	WORD		Examples	Nonexamples or Visual Representations	<p><b>Character Map</b> Record facts/characteristics of people in a story or historical figures</p> 																																										
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WORD																																																	
Examples	Nonexamples or Visual Representations																																																
<p><b>Continuum Scale</b> Show numbers or events in order (number line/timeline)</p> 	<p><b>Series of Events</b> Show a sequence of events or a process</p> 																																																
<p><b>Helping Hand in Writing</b> Construct a quality paragraph</p> 	<p><b>Five Paragraph Essay</b> Outline a five paragraph essay</p> <table border="1" data-bbox="841 1579 1416 1927"> <tr> <td colspan="12"><b>Introduction</b>—include attention grabber and thesis statement</td> </tr> <tr> <td colspan="4"><b>Body</b> Main Idea One</td> <td colspan="4"><b>Body</b> Main Idea Two</td> <td colspan="4"><b>Body</b> Main Idea Three</td> </tr> <tr> <td colspan="4">Details Supporting Main Idea One</td> <td colspan="4">Details Supporting Main Idea Two</td> <td colspan="4">Details Supporting Main Idea Three</td> </tr> <tr> <td colspan="12"><b>Conclusion</b>—restate thesis and summarize main points</td> </tr> </table>	<b>Introduction</b> —include attention grabber and thesis statement												<b>Body</b> Main Idea One				<b>Body</b> Main Idea Two				<b>Body</b> Main Idea Three				Details Supporting Main Idea One				Details Supporting Main Idea Two				Details Supporting Main Idea Three				<b>Conclusion</b> —restate thesis and summarize main points											
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*Welcome to*  
**Watertown Middle School**  
*Home of the Arrows*

The student handbook is designed to make students and parents aware of the expectations and guidelines that make WMS a positive and productive school. Students are expected to read and follow the expectations and guidelines outlined in this handbook. While the handbook does not address every practice and procedure, it will answer most of your questions about the rules and procedures that make WMS a safe place to be and learn. We want great things for you; therefore, we expect great things from you!

As a student at WMS you are now part of the Arrow legacy, a tradition of success and pride. Year after year WMS students make great accomplishments in their academic, athletic, and community service efforts giving great pride to the staff, parents, and the community. What will **YOUR** contribution to the Arrow legacy be? Watertown Middle School will be what you, the students, make it—make it something **GREAT!**

*Watertown Middle School Belief Statements*

- ❖ We believe all people have the right to be treated with dignity and respect in a safe and healthy environment.
- ❖ We believe achievement, skill development, and self esteem are directly related.
- ❖ We believe learning is a lifelong process and is essential to personal success.
- ❖ We believe holding high expectations for each student will result in maximized individual learning and success.
- ❖ We believe education is an ongoing, active team effort involving students, parents, guardians, staff, and the community.
- ❖ We believe the pillars of character—trustworthiness, respect, responsibility, fairness, caring, and citizenship—are an integral part of education.
- ❖ We believe each student has the responsibility for ownership in his or her own learning.
- ❖ We believe each family must accept the responsibility to be actively engaged in and accountable for the child’s education.
- ❖ We believe children learn in a variety of ways and instructional methods must change to meet each student’s learning needs.
- ❖ We believe technology is a powerful learning tool in the process.
- ❖ We believe high quality professional learning experiences are crucial for educators.

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*Daily Schedule*

Advisory .....	8:30 – 8:48 .....	18 minutes
Period 1 .....	8:51 – 9:33 .....	42 minutes
Period 2 .....	9:36 – 10:18 .....	42 minutes
Period 3 .....	10:21 – 11:03 .....	42 minutes
Period 4 .....	11:06 – 11:48 .....	42 minutes
Period 5A Lunch .....	11:49 – 12:24 .....	35 minutes
Period 5A Class .....	12:25 – 1:07 .....	42 minutes
Period 5B Class .....	11:51 – 12:33 .....	42 minutes
Period 5B Lunch .....	12:34 – 1:09 .....	35 minutes
Period 6 .....	1:10 – 1:52 .....	42 minutes
Period 7 .....	1:55 – 2:37 .....	42 minutes
Period 8 .....	2:40 – 3:22 .....	42 minutes
Advisory .....	3:25 - 3:30 .....	5 minutes

*Homecoming Schedule*

Advisory .....	8:30 – 8:38 .....	8 minutes
Period 1 .....	8:41 – 9:09 .....	28 minutes
Period 2 .....	9:12 – 9:40 .....	28 minutes
Period 3 .....	9:43 – 10:11 .....	28 minutes
Period 4 .....	10:14 – 10:42 .....	28 minutes
Period 5 .....	10:45 – 11:13 .....	28 minutes
Period 6 .....	11:16 – 11:44 .....	28 minutes
Period 7A .....	11:44 – 12:19 .....	35 minutes
Period 7B .....	12:19 – 12:54 .....	35 minutes
Period 8 .....	12:54 – 1:22 .....	28 minutes
Advisory .....	1:25 – 1:30 .....	5 minutes

*Early Out (Inservice) Schedule*

Advisory .....	8:30 – 8:35 .....	5 minutes
Period 1 .....	8:38 – 8:57 .....	19 minutes
Period 2 .....	9:00 – 9:19 .....	19 minutes
Period 3 .....	9:22 – 9:41 .....	19 minutes
Period 4 .....	9:44 – 10:03 .....	19 minutes
Period 5 .....	10:06 – 10:25 .....	19 minutes
Period 6 .....	10:28 – 10:47 .....	19 minutes
Period 7 .....	10:50 – 11:09 .....	19 minutes
Period 8A .....	11:12 – 11:47 .....	35 minutes
Period 8B .....	11:47 – 12:22 .....	35 minutes
Advisory .....	12:25 – 3:30 .....	5 minutes

*Two-Hour Late Schedule*

Advisory .....	10:30 – 10:38 .....	8 minutes
Period 1 .....	10:41 – 11:09 .....	28 minutes
Period 2 .....	11:12 – 11:40 .....	28 minutes
Period 3 .....	11:43 – 12:11 .....	28 minutes
Period 4A .....	12:11 – 12:46 .....	35 minutes
Period 4B .....	12:46 – 1:21 .....	35 minutes
Period 5 .....	1:21 – 1:49 .....	28 minutes
Period 6 .....	1:52 – 2:20 .....	28 minutes
Period 7 .....	2:23 – 2:51 .....	28 minutes
Period 8 .....	2:54 – 3:22 .....	28 minutes
Advisory .....	3:25 – 3:30 .....	5 minutes

# *Watertown Middle School Handbook*

This handbook is intended to serve as a guide. It is not an all-inclusive list of rules, but rather an outline of expectations and procedures that contribute to the operation of our school. Students are responsible for knowing the contents contained within. A complete copy of the policy manual is available in the principal's office or under the school board tab on the district website. Further, this handbook may be changed or amended during the school year. Changes will be announced by the principal and posted on the school website.

## *Attendance*

The Watertown School Board has established an attendance goal of 95% for every student (nine days or less) per academic year. Good attendance and punctuality are directly related to success in school. Students and parents must understand that students miss a vital portion of their education when they are absent from school. Activities that take place in the classroom are an important part of the teaching/learning process.

South Dakota Compulsory Attendance Laws require all students under the age of 18 to be enrolled and attending school. The role of the school in attendance matters is one of cooperation, counseling, and reporting to parents and court services. It is the duty of the school officials to know the whereabouts of students during school hours. Parental cooperation is expected.

Attendance is taken in each class, and a record of absences from each class is kept. Days of absence will be accumulated and recorded on report cards each semester and on permanent school records at the end of each school year.

A. ABSENTEESIM is defined as being absent from the assigned location during regularly scheduled school hours.

1. Generally, the only excused absences are:
  - illness, if the school is notified (documentation may be required).
  - death in the family/funeral.
  - documented appointment (medical, dental/ortho, counseling, legal/court, etc.) that cannot be made after school hours or on a Saturday.
  - family request/emergency, if approved by school.
  - religious holiday/instruction.
  - physical emergency conditions, such as inclement weather, fire, flood, etc.
  - school-sponsored activities
  - removal of a student pursuant to a suspension.
2. When a student is going to be absent, parents are expected to call the school between 8:00 am and 8:30 am. If no call is received by 9:00 am, the school will call to verify the absence. If no contact is possible, the school resource officer will be notified. The safety and welfare of students depend on prompt parental contact. A written excuse is not necessary if the parent has made a phone call. If a student is, or will be, absent for two or more days, homework may be requested by calling the office prior to 10:00 am.
3. A student shall not leave school during the school day without reporting to the office and obtaining permission prior to the absence. Failure to report to the office shall result in an unexcused absence or truancy and the school resource officer will be notified.
4. If a student becomes ill while in school, he/she shall report to the nurse's office. Students will be sent home when the nurse or other school personnel have contacted a parent or responsible person. Students are required to check in with the nurse's office or main office before calling home.
5. Perfect attendance recognition will be given to students who are neither absent nor tardy during the year.
6. In the case of an excused absence, the student may make up the work and receive full credit. Students will be given at least two school days for each day absent to make up the work for full credit. It will be the sole responsibility of the student to make arrangements with the teacher for assignments and class activities missed because of an absence. If a grading period falls within the allowed time to make up work due to an absence, an "incomplete" shall be recorded.

A. TARDINESS is defined as failure to be seated with required materials when the bell rings.

1. Students who earn an unexcused tardy will serve a teacher detention.
2. If a student is tardy between classes due to a teacher conference, the teacher shall provide a written excuse.

B. TRUANCY is defined as absence from school without permission. One day, or any part thereof, equals one violation. A parent shall be notified by telephone, letter, and/or personal contact by the appropriate school official. The student shall be assigned detention or in-school suspension and shall be required to make up all school work.

C. TRANSPORTATION: In the event a student needs transportation while at school, such transportation arrangements will be reviewed by the school with the parents. During the school day, students will not be allowed to ride with other students unless arrangements have been made with school administration.

## *Code of Conduct/Discipline*

The student code of conduct is outlined in the student contract distributed each fall. Students and parents are reminded to review and discuss the student handbook and character contract.

Students will be assigned teacher detention 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 and then Refocus Room (in-school-suspension (ISS) room).

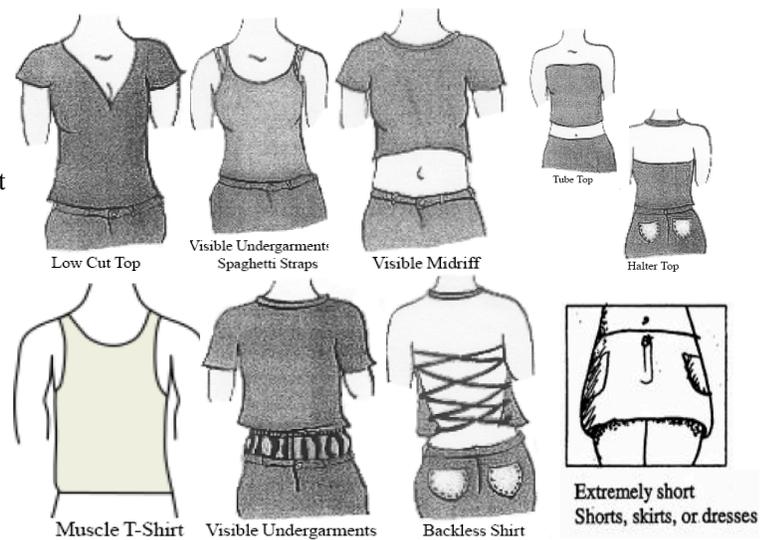
Detention may be assigned before or after school. Students are expected to be on time, remain quiet, and do homework or read. Failure to follow detention rules may result in additional consequences. Students are expected to serve detention within two days. Students may also be expected to miss school activities and/or extra curricular events to serve detention. Multiple incidents or chronic violations of the same behavior will warrant more serious/severe consequences and more intensive interventions. Other disciplinary actions may include, but are not limited to:

- behavior contract.
- meeting with the teacher, counselor or principal.
- suspension from a class or classes (ISS or OSS).
- 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 or county court.
- fines or restitution.
- removal from class.
- expulsion.

### ***Dress Code***

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Restrictions on a student's dress and grooming are necessary when they create danger to a student's health and safety, interfere with the educational process, or disrupt school or school activities. Students may not wear clothing or hairstyles that are hazardous to them or to others. Grooming and dress that prevent students from doing their best work because of restricted vision or movements, or which create a disruption of classroom activities, will be discouraged. When in doubt, remember that wearing anything that detracts from the educational process is not allowed.

### ***Dress Code Violations***



1. Clothing should be neat and clean to meet general standards of health, safety, and decency.
2. Clothing containing prison or gang affiliations, alcohol, tobacco or drug advertising symbols, or that has markings, pictures, or lettering that convey profane, obscene, or immoral meanings or sexual innuendo will not be permitted. Students may not wear clothing that displays profanity, obscenities, promotes alcohol, tobacco, illegal drugs, is sexually suggestive, is provocative, or is so bizarre that it distracts other students from focusing on classroom tasks.
3. Jackets and coats will not be allowed in classrooms without teacher approval.
4. Caps, hats, scarves, bandanas, and headgear are to be removed and hoods are to be lowered upon entering the school building.
5. Hair should be neat and clean and of such length, where required to meet safety and health standards (example: family and consumer science).
6. Footwear is required of all students. (Slippers and footwear with wheels are not allowed.)
7. Students may not wear clothing that is revealing. Shorts and skirts must reach mid-thigh and not be shorter than the student's extended fingertips.
8. Garments that are cut low, or expose one's midriff or clothing that exposes undergarments will not be permitted. Shirts/tops must have shoulder straps that are at least one inch wide. (Pajama bottoms are not allowed.)
9. Large chains on clothing, chains connected to students' wallets, and accessories with large spikes not allowed.

Students who do not meet dress code will be asked to:

1. change clothes,
2. wear PE uniform, or
3. remain in office until an adult brings a change of clothing.

### ***Dress Code—Physical Education***

Students in physical education are required to dress appropriately for athletic activity. The physical education clothing requirement consists of a uniform (purple shirt and black/yellow shorts), socks, and tied athletic shoes that do not leave marks on the gym floor. Failure to dress appropriately for physical education may result in disciplinary action.

## ***Electronics Devices***

The staff at WMS understands the importance of electronic devices (cell phones, MP3 players or iPods, e-readers, tablets, CD players, radios, etc.) to middle school students. Our goal at the Watertown Middle School is to allow students to use their electronic devices in a responsible and appropriate way that does not interfere with our commitment to learning. Responsible possession and use are the priority, and students who do not follow the guidelines for electronic devices will forfeit their privileges. We'd also like to remind students that possession and use of electronic devices is a privilege, not a right. It is also important to remember that students bring electronic devices to school at their own risk and that the school is not responsible for damage, loss, or theft.

Electronic devices should be turned off (not on silent or vibrate) and properly stored before advisory begins in the morning. They should not be seen or heard during classes or in common areas like hallways, restrooms, and locker rooms, etc. Students may use their electronic devices in the cafeteria during lunch, but they may not make/answer phone calls, text, use social media, or take/view photos or videos. Individual teachers, at their discretion, may allow the use of electronic devices from time to time in the classroom setting. However, teachers must collect all electronic devices in the classrooms where standardized testing is occurring.

The use of earbuds/headphones is limited to the classroom, with permission from the teacher, and in the cafeteria at lunch time. Earbuds/headphones should never be worn (including around the neck) in common areas. Laser lights and other nuisance items are not permitted in the building at any time and will be turned over to administration.

All electronic violations will be handled by the staff member who observed the violation, and that staff member will then turn the device over to administration. Insubordination issues related to electronic violations will result in an office referral and will be handled by administration.

Any student wishing to communicate with parents/guardians during the instructional day will seek permission from the office or a teacher. If parents need to contact students during the school day, they may call WMS at 882.6370.

## ***Academic Assistance/Power Hour/ICU***

Students are required to complete all assignments in a quality manner. Failure to do so may result in Academic Assistance or Power Hour being assigned. Academic Assistance is typically assigned from 7:30 am to 8:20 am. Power Hour runs from 3:30 pm – 4:30 pm. Students are invited to (or may be assigned to) complete any missing work during this time.

## ***Alcohol/Tobacco/Other Drugs***

Students who possess or use alcohol, tobacco, or other drugs will be subject to disciplinary action. A conference with parents is expected before reentry to school. The school resource officer will be contacted. Possession or use of alcohol, tobacco, or other drugs may lead to disqualification from school and/or extra curricular activities.

## ***Contacting Teachers***

You can communicate with teachers via e-mail. Staff e-mail addresses can be found on the WMS homepage. Click on the specific teacher's name to access their webpage and e-mail address. We appreciate the communication potential of e-mail, but also welcome phone calls at 882.6370.

## ***Counseling Services***

Counseling services are available at the Watertown Middle School to help each student develop toward social, emotional, and intellectual maturity. Our counseling program provides individual counseling, classroom guidance, and a district-wide assessment program. Students should feel free at any time to ask for the help of a counselor with the assurance that confidentiality will be maintained. A counselor will help the student discover why he or she feels unsuccessful in school, and what emotional, social, or family factors may be contributing to these feelings. A counselor will also help explore alternative choices and behaviors that may alter the unsatisfactory conditions and be advantageous to the student.

## ***Dances and School Activities***

1. Students must meet attendance, academic, and behavior expectations in order to be eligible to attend dances and other school activities.
2. All school behavior rules apply.
3. Students who go beyond the inside glass doors will not be allowed back in the building for the duration of the dance.
4. Dances and activities are chaperoned by WMS staff/parents.
5. Admission will be charged. WMS dances and other school activities are open to WMS students only.

## ***Dangerous Weapons***

A dangerous weapon is defined as any firearm or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or bodily harm (Policy JICI). Possession or use may result in suspension or expulsion from school.

## ***Deliveries***

Deliveries of plants, balloons, etc. are not accepted at WMS.

### ***Fire/Tornado/Evacuation***

In the event of a fire or other emergency, your teacher will lead you to the appropriate routes and exits. The directions are posted in each classroom. In the event of an evacuation, follow the directions of your teacher. In the event of a weather emergency (i.e. tornado) proceed to the safe area identified on the map in the classroom. Fire exit doors may only be used in case of drill or actual emergency. Use at other times may result in disciplinary action.

### ***Grading***

Letter grades are used at Watertown Middle School. Plus and minus symbols may be used. The District grading policy is as follows:

A = 92% - 100%	D = 68% - 75%
B = 84% - 91%	F = 0% - 67%
C = 76% - 83%	

The following marks may be used to determine the progress of students at the Middle School: I=Incomplete, S=Satisfactory, U=Unsatisfactory.

### ***Food and Beverages***

Students may carry water in a bottle with a cap/lid. Food and beverages will be allowed only in the cafeteria.

### ***Gum & Candy Rules***

1. Dispose of gum in a wrapper, piece of paper, or tissue.
2. While chewing gum, students should refrain from blowing bubbles, cracking gum, or chewing with an open mouth.
3. Gum may not be chewed in the lunchroom, chorus, band, orchestra, or PE.
4. Candy is not permitted.

### ***Hall Passes***

All students in the hallway are expected to have a pass from a staff member. Students should request a pass anytime they leave the classroom.

### ***Honor Roll***

There are three Honor Rolls: Gold (3.8-4.0), Silver (3.4-3.7), and Bronze (3.0-3.3). Letter grades are equal to points as follows: A=4 points, B=3 points, C=2 points, D=1 point, F=0 points.

### ***Lockers/Locker Searches***

Each student will be assigned two lockers: one for books and personal belongings and another for gym clothes. Never leave valuable property or money in your locker. Valuables should be left at home or checked into the office. Students should not share lockers. Students should not give out locker combinations to others. The school is not responsible for lost or stolen items.

School lockers are the property of the school district and may be searched periodically. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

### ***Lunchroom/Lunch Tickets***

WMS has a closed lunch period. All students must report to the cafeteria during their scheduled lunch period, including students who are not eating lunch. Students may purchase a meal or bring a sack lunch. Milk and water are also available for purchase during lunch. Students may deposit money for meals between 8:00 am and 8:25 am. Checks in any amount may be made out to WMS School Lunch. Lunchroom procedures will be reviewed with all students at the beginning of the school year. The behavior expectations are consistent with the general behavior contract.

### ***Non-Discrimination Statement***

Watertown School District No. 14-4 provides equal opportunity in its employment regulations, education, and activity programs. It is the policy of the district not to discriminate on the basis of sex, race, color, national origin, creed, religion, marital status, status in regard to public assistance, age, or disability.

### ***North Section of WMS***

The doors to the academic wings will open 8:20 am. Students must have a note from a teacher or parent to enter the academic wings of the building prior to 8:20 am. The doors to the classrooms and academic wings will close at 4:00 pm.

### ***Nurse Services***

Nursing facilities are available at the Middle School. The school nurse is available on a part-time basis, time being shared with the elementary schools. In addition to handling emergency situations and illness on a day-to-day basis, the nurse also is responsible for all health records and shot immunization requirements. Students who become ill during the day should report to the nurse's office before calling home; the nurse will contact the parent/guardian.

If a student is to take medication (prescription or non-prescription) during school hours, a parent/guardian must bring the medication to the nurse's office in its original packaging and sign the Parent Medication Request Form before any medication may be administered. No medication of any kind may be kept in a student's locker or on his/her person. This includes aspirin or other over-the-counter medications.

### ***Parking/Student Drop Off and Pick Up***

1. Students are to be dropped off and picked up on the **WEST** side of the school.
2. Visitors are to park in the **WEST** parking lot.
3. School staff members are to park in the **EAST** parking lot.
4. Students who drive to school are to park in the **SOUTH** end of the **WEST** parking lot.

### ***Personal Relationships***

It is noted that personal relationships do develop between students during the school year. WMS has a “hands off” policy. It is the policy of the school that hugging, kissing, hanging on each other, groping, and other public displays of affection should not occur. Such behavior is subject to discipline action.

### ***Report Cards/Progress Reports***

- A. **REPORT CARDS AND GRADES**: Report cards are prepared at the end of each 9-week period. Work habits, class conduct, and social skills may be indicated.
- B. **MIDTERM STUDENT PROGRESS REPORTS**: Reports are sent home with each student at the mid-term of each quarter. The reports may be required to be signed by parents/guardian and returned. Midterms provide time to improve grades before report cards are issued.
- C. **GRADE CHECKS**: Grade checks are available upon request. Contact should be made with respective team(s).

### ***Section 504, Affirmative Action, and the ADA***

Persons with inquiries regarding implementation and compliance of Americans with Disabilities Act and Section 504 may contact the Special Service Director and persons with inquiries regarding implementation and compliance regarding Title IX may contact the Superintendent at 200 9th Street Northeast, Watertown, South Dakota, 605-882-6312. Additional inquiries may be directed to the Regional Director, Dept. of Education, Office for Civil Rights, 1961 Stout St., Denver, CO 80294.

### ***Sexual Harassment***

It is the District’s policy that sexual harassment of students by other students or other individuals is unacceptable and shall not be tolerated. No student or employee of the school district may sexually harass any other person. Every person will be subject to disciplinary action, including possible suspension or expulsion, for violation of this policy.

Any student, or any parent or guardian of any student, or other individual, who believes that the student has been subjected of to sexual harassment should report the incident immediately to the student’s teacher or building principal.

### ***Student Grievance Policy***

A grievance is defined as a written complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices:

1. A school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or handicap; or
2. An unfair procedure has been used in arriving at a punishment.

If you believe that you have a grievance, please see the principal to file a grievance. The school principal will schedule an informal discussion of said grievance. Many grievances may be resolved at this level. The principal must hold a conference within five days of the date of filing.

### ***Summer School***

Students who do not pass a class or classes will be assigned to mandatory summer school. Summer school will begin on the day after the last day of the regular school year. Summer school will be held Monday – Friday from 8: 30 am – 3:30 pm. Students will be required to attend until he/she successfully completes the course. If a student fails to attend summer school, the student will repeat the course the next school year.

### ***Telephone & Messages***

Students may use a school phone with permission. Parents may leave a message for their child in the office.

### ***Vandalism***

Vandalism of any kind will be dealt with as prescribed by South Dakota law which says: “Any student who cuts, defaces or otherwise injures any school house, apparatus or outbuilding thereof, is liable to suspension or expulsion on the complaint of the teacher. The parents or guardians of the student shall be liable for all damages.”

# Watertown Middle School Social Skills

## #1 Following Instructions/Complying with a Request

1. Look at the person.
2. Say "Okay."
3. Do what you've been asked right away.
4. Check back.

## #2 Accepting "No" for an Answer or Accepting Decision of an Adult

1. Stay calm; refrain from arguing, pouting, or becoming angry.
2. Don't argue.
3. Look at the person.
4. Say "Okay" in a neutral voice.
5. If you disagree, check back later.

## #6 Disagreeing Appropriately

1. Look at the person.
2. Use a pleasant voice.
3. Say "I understand how you feel."
4. Tell why you feel differently.
5. Give a reason.
6. Listen to the other person.

## #7 Showing Respect

1. Obey a request to stop a negative behavior.
2. Refrain from teasing, threatening, or making fun of others.
3. Allow others to have their privacy.
4. Obtain permission before using another person's property.
5. Do not damage or vandalize public property.
6. Refrain from conning or persuading others into breaking the rules.

## #8 Showing Sensitivity to Others

1. Express interest and concern for others, especially when they are having troubles.
2. Recognize that disabled people deserve the same respect as anyone else.
3. Apologize or make amends for hurting someone's feelings or causing harm.
4. Recognize that different races, religions, and backgrounds deserve to be treated the same way as you would expect to be treated.

## #11 Accepting Consequences

1. Look at the person.
2. Say "Okay."
3. Don't argue.
4. Follow instructions or suggestions, if given.

## #27 Following Rules

1. Learn what rules apply to the current situation.
2. Adjust your behavior so that you are following those rules exactly.
3. Do not "bend" rules, even just a little.
4. If you have a question or do not understand, ask an adult about the rule.

## #32 Greeting Others

1. Look at the person.
2. Use a pleasant voice.
3. Say "Hi" or "Hello."

## #41 Making an Apology

1. Look at the person.
2. Use a serious, sincerer voice, but do not pout.
3. Begin by saying, "I want to apologize for..." or "I'm sorry for..."
4. Do not make excuses or rationalize your behavior.
5. Sincerely say that you will try not to repeat the same behavior in the future.
6. Explain how you plan to do better in the future.
7. Offer to compensate, pay restitution, or make amends.
8. Thank the other person for listening.

## #47 Participating in Activities

1. Appropriately request to be part of an activity.
2. Cooperate with the others in the group, such as allowing others to take their turns.
3. Use a pleasant voice when talking to others.
4. Remember to accept losing or winning appropriately.

## #62 Lunchroom Etiquette

1. Enter quietly.
2. Dispose of your gum.
3. Sit quietly at the table with your hands to yourself.
4. Wait your turn in line.
5. Say "Please" and "Thank you."
6. Use a napkin.
7. Engage in appropriate conversation topics.
8. Avoid belching, taking large bites of food, talking with your mouth full, or using your fingers.
9. Keep food on your tray. Clean up any messes.
10. When you've finished eating, wait for permission to be excused.
11. Exit quietly.



# 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 • Tell the truth

**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 • Arrow Pride

# Below The Line

**Disrespectful • Irresponsible • Uncooperative • Unproductive • Unsafe • Insensitive  
Classroom/Staff Member Discipline**

Unengaged/Sleeping/Head Down

Disrespect/Name-Calling

Missing Materials

Tardy

Public Display of Affection

Profanity/Inappropriate Language or Gesture

Insubordination

Missing Homework/Redos

Hood/Jacket

Horseplay

Cheating/Forged Signature

Electronic Use

Food/Beverage Violation

Gum

Failure to:

Follow Instructions/Comply With Request

Accept "No"/Decision of Adult

Accept Criticism/Consequences

Disagree Appropriately

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

# 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 Concerns

## **School Song**

We will be true to you,  
dear Watertown,  
and we will cheer you on to fame.  
And to our colors we'll be loyal  
in bringing honor to our name.  
So come and sing a song for our school,  
a school inspired by loyalty.  
And we will promise truly, Watertown,  
that we will fight for thee!



**Arrow Pride!**