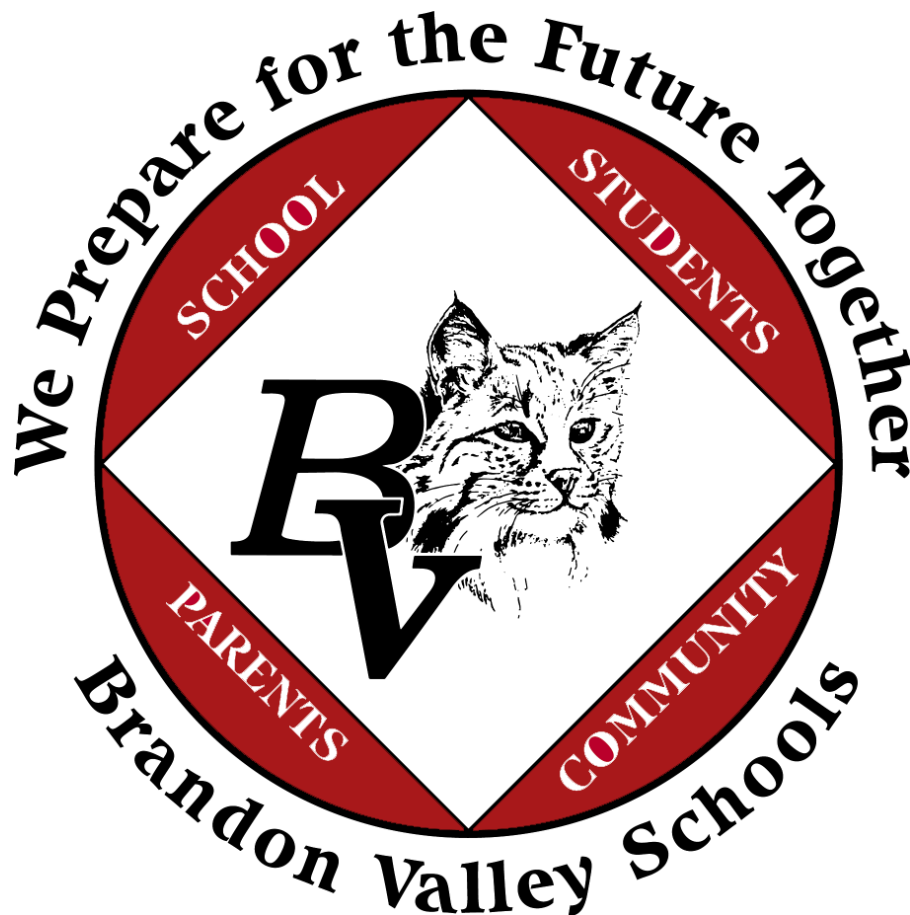


Brandon Valley School District

49-2


District Student Handbook



Respectful - Responsible - Safe
Kind - Active Learners

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FORWARD

Welcome to Brandon Valley School District for another year of excellence in education and meeting high expectations. The BV community supports one of the finest school districts in the state that produces success in terms of student achievement and in all aspects of our activity programs. I personally challenge each and every student to set high personal goals for achievement and to get involved in the wide variety of activities offered in Brandon Valley.

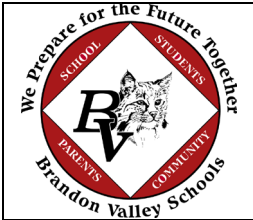
This handbook is written to provide basic policy, regulations, and information that help the district ensure a safe, orderly school that supports student success. The handbook does not contain every aspect of school district policy, but the complete policy manual can be accessed online at the school district web site. Students and parents are encouraged to review the handbook and note the expected standards for behavior.

The district core operating principle is, “Our business is the creation of learning environments that result in success.” This is a cooperative effort that takes commitment from the school board, administration, staff, parents, students, and community. Without that commitment and energy the district cannot advance in its desire for ALL students to realize success.

The information in this handbook is reviewed and approved each year by the Board of Education. It is divided into sections, first with general information, and then more specifically by areas within the schools.

The Brandon Valley School District is committed to the creation of learning environments that result in your success, but it is your personal commitment of your own energy that ultimately governs whether you receive the benefits or not. Make it a great year of personal success and enjoy the satisfaction of meeting high expectations.

Dr. Jarod Larson
Superintendent of Schools



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GENERAL STATEMENT

Applicants for admission and employment, students, parents, employees and all unions or professional organizations holding collective bargaining or professional agreements with the Brandon Valley School District are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school’s compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following persons designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination:

Title VI, Title IX Dr. Jarod Larson, Superintendent
Section 504 Wendy Otheim, Special Services
ADA Ty Hentschel, Operations Manager

Brandon Valley School District, 49-2
300 S. Splitrock Boulevard, Brandon, SD 57005(605)582-2049
or
Office for Civil Rights
U.S. Department of Education1010 Walnut Street, Suite 320
Kansas City, MO 64106 (816)268-0550
Fax (816)-268-0599

Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the Brandon Valley School District please contact the superintendent, principal or supervisor. We request thatyou provide a 48-hour notice so that the proper arrangements may be made.

CORE OPERATING PRINCIPLE

Our business is the creation of learning environments that result in success.

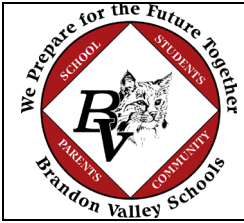
SCHOOL DISTRICT GOAL AND OBJECTIVES

The goal of this school district is to accept responsibility for the development of each student into an adult who can, participate fully, learn continually and contribute meaningfully to our world.

Seven objectives that contribute to the achievement of this goal, listed without priority in arrangement, define desirable outcomes to be incorporated into plans for the school system:

- 1. Each student develops proficiency in state basic academic standards.
- 2. Each student develops the capacity to recognize and cope with the problems of an unknown future.
- 3. Development of meaningful interpersonal relationships among students, staff and community.
- 4. Staff, students and parents are afforded maximum feasible participation in the development and evaluation of programs and policies that meet the educational needs of each community.
- 5. Maximum efficiency in the allocation of material resources.
- 6. Maximum efficiency in the allocation of human resources.
- 7. Each student develops proficiency in the area of technology.

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: August 26, 1996)
(REVISION DATE: January 10, 2005)



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BRANDON VALLEY EDUCATIONAL PHILOSOPHY

The Board will provide an educational environment that promotes and enhances learning as a life-long endeavor. In addition, the Board believes that education is not just the development and refinement of mental capacity but a process that assists the students in meeting their physical, social, aesthetic, and emotional requirements.

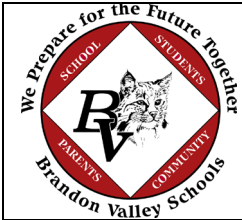
The board will strive to provide stimulation and assistance so that each student develops in accordance to their individual abilities, interests and potential. The responsibility of the school, therefore, is to help guide the individual in the many and varied educational experiences so that they can develop into a wholesome, happy and productive human being.

The Board recognizes the importance of the home as an influence upon the student and believes that cooperation between the teacher and the parent is necessary in the development of a student's integrated personality.

The total staff of the school system constitutes an immeasurable and lasting force in the development of the student. The teacher is the most significant influence in the school and must, therefore, possess and demonstrate dedication, enthusiasm and sensitivity. It is primarily the teacher's responsibility to provide the learning environment in the school that fosters maximum student growth and reflects individual differences.

It is further realized that mutual rapport among the home, student, staff, administration, School Board and total community is necessary to implement this policy.

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: June 22, 1992)
(REVISION DATE: January 22, 1996)
(REVISION DATE: January 10, 2005)
CROSS REF.: IA, Instructional Goals



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GENERAL POLICY STATEMENT

The Board of Education of the Brandon Valley School District believes that a self-disciplined citizenry is essential for the maintenance of a free society.

The rights of individual students shall be protected and each student shall be expected to respect the person and rights of all other students, teachers, and all other school personnel.

The Board of Education shall expect all employees to be concerned with student behavior, and when and where unacceptable behavior occurs to take that action which is most appropriate.

Under no circumstances will vandalism, violence, destructive acts, intimidation, extortion, harassment, malicious disturbances, or other violations of the law be tolerated, condoned or excused, and immediate steps will be taken to discipline any student involved in such behavior.

The Board of Education of the Brandon Valley School District, acting through the Superintendent of Schools, holds all school employees responsible for the supervision of the behavior of students while legally under the supervision of the school.

The Superintendent shall exercise leadership in establishing all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to the standards of student behavior.

The school principal shall be responsible to the Superintendent of Schools, for the total operation of his or her school. The principal shall have the responsibility and the authority to formulate school rules and regulations not in conflict with district policies relating to standards of student behavior to govern areas and situations not included in the Student Handbook. The principal shall, in developing these rules and regulations, involve representatives of the teaching staff, classified personnel, students and parents or guardians of the students.

All teachers shall be responsible for the supervision of the behavior of all of the students in the school. This includes not only those students who are regularly assigned to the teacher, but all other students with whom the teacher comes in contact.

The teachers shall be expected to maintain the kind of atmosphere and decorum which will promote the learning processes, utilizing all sound techniques which seem appropriate. When the teacher is unable to assist the student to maintain proper controls in behavior, the student shall be referred to the appropriate school administrator.

All classified and certificated employees of the Brandon Valley School District, regardless of their assignment, are expected to participate directly in the supervision and guidance of the behavior of all students.

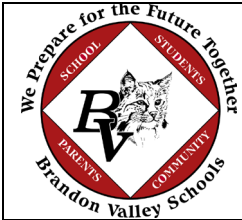
Bus drivers of Brandon Valley District have full authority to discipline students on the bus. Continued discipline problems, serious rule infractions or infractions not allowed in school will be reported by the driver to the transportation supervisor for additional school disciplinary actions.

Parents or guardians are expected to exercise the required controls so that their children's behavior at school will be conducive to their own progress and not disruptive to the school's educational program.

Each student shall be expected to obey all school rules and regulations as well as the laws of the community, state and nation. The principals shall be expected to inform the parents or guardians of any student whose behavior is in serious conflict with established rules, laws and procedures. "This handbook applies to all students whenever and wherever the student is under the jurisdiction of the school, including all activities and school functions." The mere fact that the student has reached eighteen (18) years of age does not relieve the student or the parents of school policies.

Everyone concerned with student behavior shall be expected to deal with students in a firm, fair, and consistent fashion. It shall be the responsibility of the principal to assist all concerned with this task beginning of each school year and for each new student upon registration, the comprehensive Student Handbook currently in effect.

Any individual who has a concern over the guidelines established by the Brandon Valley School District or who desires to review any of the administrative actions taken by school officials within the framework of these guidelines is encouraged to contact the appropriate school level administrator or the Office of the Superintendent of Schools.



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BIRTH CERTIFICATES

The legislature passed into law a requirement that schools have on file a copy of a certified copy of a birth certificate for each enrolled student. This law will affect students who move in the district as well as all incoming kindergartners and junior kindergartners. The certified copy of the birth record must be presented within 30 days of enrollment in school.

CHILD NUTRITION

BREAKFAST POLICIES

Breakfast will be available for all students in their building. Brandon Valley School District participates in the Free and Reduced Price Meals and Milk Programs through the National School Lunch Program for families within the income guidelines. Applications are available online through Family Access on Skyward. The information provided on the application is strictly confidential and will be limited only to the certifying official or officials. Applications may be submitted at any time during the year.

We begin serving breakfast at **7:30 a.m.** in all schools.

COST OF BREAKFAST

Grades K-6	Grades 7-8	Grades 9-12	Adult
\$2.05	\$2.05	\$2.05	\$2.50

2nd Chance Breakfast is available in all of the elementary schools. It is offered after the morning bell for those students who did not have the opportunity to eat breakfast prior to school starting.

Breakfast is not served if there is a late start.

LUNCH POLICIES

Brandon Valley School District participates in the Free and Reduced Price Meals and Milk Programs through the National School Lunch Program for families within the income guidelines. Applications are available online through Family Access on Skyward. The information provided on the application is strictly confidential and will be limited only to the certifying official or officials. Applications may be submitted at any time during the year.

All students may bring their lunch. If an elementary student goes home for lunch, a written note from the parent is required. The high school and middle school have closed noon hour and students are not permitted to leave the building.

COST OF LUNCH

	Grades K-6	Grades 7-8	Grades 9-12	Adult
Single meals:	\$3.05	\$3.30	\$3.35	\$5.10

Milk is served with each noon meal. Students who carry their lunch may purchase single milks for \$0.40 each.

The Daily Operational procedures for automated student food service accounts in a school will be as follows:

- Students will be verbally notified of negative balances daily until negative balance is paid.
- Child nutrition staff will ensure low balance notifications are turned on when a balance its \$0.00 (or less). Email notifications for accounts under \$15.00 go out Sunday through Thursday at 3:00 p.m.
- A letter will be sent to parents/guardians of students when a balance reaches -\$25.00. If payment is not received within 7 days of the notification letter, students will be offered an alternative meal that meets USDA meal pattern requirements.
- No change is given in the lunch line. Any change will be placed in the student's family account.

If your child requires a modification with the normal lunch served to allow for food allergies or for other reasons, contact the Child Nutrition Department. The district is responsive to making adjustments in any student's diet to allow for food intolerances, allergies or other reasons. In order to substitute any food items, a Meal Accommodation Form is required from a physician listing the



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related food intolerance, allergy or other reason as well as any appropriate substitutions needed.

Refund of Account Balances: Upon request, refund of account balances will be given if the family is leaving the district or if the graduating student is the last student of the family.

In accordance with the federal law and U.S Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office for Civil Rights/Kansas City, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302 or call (816) 268-0550 or fax (816) 823-1404. USDA is an equal opportunity provider and employer.

CHURCH – SUNDAY AND WEDNESDAY ACTIVITIES

There are to be no school activities scheduled on Wednesday evening after 6:15 and no required practice or rehearsals are to be scheduled on Sundays. Only state sanctioned events will be scheduled on Wednesday evenings and Sundays. Only formal concerts/plays will be scheduled on Sunday.

COMMUNICATIONS

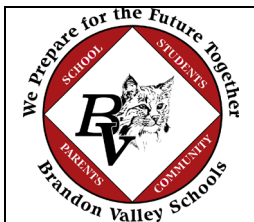
All communications wished to be distributed to students and/or faculty needs to be approved by an administrator. Administrators will determine whether or not information can be passed out to students, parents or faculty depending on the nature of the organization and/ or program. Advertisements for entities that are not non-profit are discouraged from being sent to school and may not be approved by administration for distribution.

COMPLAINT POLICY FOR FEDERAL PROGRAMS

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure.)



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CONFIDENTIALITY

Notification of Rights under FERPA for Elementary and Secondary Schools

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) Notice of Rights - Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians 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:

- A. The right to inspect and review the student's education records within 45 days after the day the District 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.
- B. 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 District 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.
- C. 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.

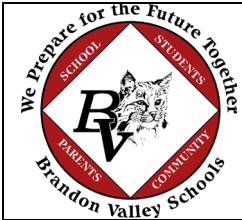
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement 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 or 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.

- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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



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FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions. 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, FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District 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 certain conditions are met.
- 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 certain requirements.
- 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.
- 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 certain limitations.
- 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.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to certain limitations.
- Information the school has designated as "directory information".

CRISIS MANAGEMENT TEAM (KCBAA policy)

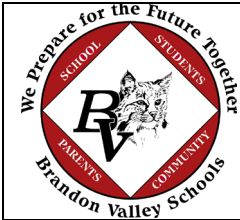
To maintain the orderly operation of the school and to meet the needs of students, their families, and staff in the event of a crisis or tragic loss the Crisis Management Team Guidelines will be followed.

CURFEW

The incorporated towns within our school district have established curfews. These communities cooperate with the school district in extending that curfew 1/2 hour beyond the ending time of a school activity. Students are expected to cooperate with these city ordinances.

DANGEROUS AND NUISANCE ITEMS

Students **will not** bring any dangerous, nuisance or improperly used items to school. Such items will be confiscated and



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returned at the discretion of the administration. The following is a partial (non-inclusive) list of such items: pocket knives, cap guns, fireworks, smoke bombs, matches/lighters, stink bombs, water guns, water balloons, playing cards, frisbees, or electronic devices, nuisance jewelry such as chains, and sharp or other dangerous/nuisance items. Skateboards, scooters and roller blades/in-line skates will be allowed at school only if they are the students' means of transportation to and from school, however they will not be allowed on the school bus. If you are not sure, please contact the administration before bringing an item to school.

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any student bringing a firearm to school will be expelled for not less than twelve (12) months and will be referred to law enforcement authorities. A dangerous weapon is defined as any firearm, or airgun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. The superintendent has the authority to recommend to the school board that an expulsion requirement be modified on a case-by-case basis.

DISCRIMINATION – SECTION 504/ADA ASSURANCE OF NONDISCRIMINATION

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working;
2. has a record of such impairment; or
3. is regarded as having such an impairment.

The board recognizes it has the responsibility to assure students the legal rights that are theirs by virtue of guarantees offered all persons under the federal/state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students. Students are responsible for the way they exercise their rights, and must accept the consequences of their actions and recognize the boundaries of their rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

It is the student's right to:

The Brandon Valley School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding students and personnel. No discrimination against any person with a disability shall knowingly be permitted in programs or practices in the school district.

Under Section 504, the school district has the responsibility to provide notice to parents, identify, evaluate, and if the student is determined to be eligible under Section 504, to provide access to appropriate educational services.

If any person believes that the school district or any of the district's staff has inadequately applied the regulations of Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the School District's Section 504 Coordinator. It should be understood by the individual(s) involved that a complaint can be made to the Office of Civil Rights without going through the school district's grievance procedures. The grievance procedures are to provide for a prompt and equitable resolution of a complaint.

- **GRIEVANCE PROCEDURE**

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the school Section 504 Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by complainant shall be submitted to the school district's Section 504 Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.



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Step 2

If the complainant wishes to appeal the decision of the school district's Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Coordinator and Superintendent cannot be the same individual. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the School District Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

The person can file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The school Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the Coordinator's office.

Office for Civil Rights/Kansas CityUS

Department of Education

1010 Walnut Street, Suite 320

Kansas City, MO 64106 Phone:

(816) 268-0550

Fax: (816) 268-0599

If there are questions, please feel free to contact the Section 504 Coordinator for the school district at 582-3446 or your child's building principal.

DISCRIMINATION – Sexual Discrimination

Grievance Procedure for BV Required by Title IX

Title IX Coordinator, Dr. Jarod Larson, Superintendent

TITLE IX of the 1972 Education Amendments prohibits discrimination on the basis of sex. It requires that:

...No person . . . shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

If an individual has a complaint of possible sex discrimination which has taken place in the Brandon Valley School District the following procedure has been adopted by the School Board to resolve all complaints at the lowest possible levels.

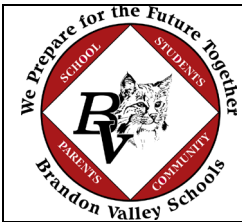
Step 1: The Title IX coordinator shall be responsible for explaining the entire grievance procedure to the complainant.

Step 2: The aggrieved person may file a written complaint containing information about the alleged discrimination on the basis of sex, the time that it occurred, the person apparently responsible for the discrimination, and whether or not it is a continuing form of discrimination. This written complaint shall be filed within 30 calendar days of a specific incident of discrimination on the basis of sex. The complaint shall be filed with the Title IX coordinator for the Brandon Valley School District.

Step 3: The Title IX coordinator shall attempt to conciliate the complaint with the immediate supervisor or other person apparently responsible for discrimination on the basis of sex. This shall be concluded within 30 days of the filing of the complaint. The Title IX coordinator shall keep a written record of investigations, attempts at conciliation and final dispositions.

Step 4: If the complaint has not been resolved at Step 3, the aggrieved person may request a decision by the Title IX coordinator.

Step 5: If the attempt to conciliate has failed or the aggrieved person is not satisfied with the decision at Step 4, the



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aggrieved person may ask for a hearing with the Board of Education for a final disposition of the complaint.

DRINKING/DRUGS

Summary relating to the Drug Free Schools and Communities Act: Drug and alcohol use is wrong and harmful. Personal dangers include damage to body systems, addiction, and death. Information on help that is available for dealing with drug or alcohol problems is available in the guidance offices.

In support of the Drug Free Schools and Communities Act, Brandon Valley School District #49-2 enacts the following policy: No student shall possess, use, sell or dispense any controlled or mind altering substance, including, but not limited to, inhalants, drugs, alcoholic liquor, wine, beer, etc., at a school activity or on school property which includes buildings, grounds, parking lot and school buses. Any student who reports to school or an activity with evidence of having used the above substances shall be subject to the violations. Violation could result in referral to a law enforcement agency and/or Student Assistance Program.

At the discretion of the school superintendent, a search of school property by drug detection canines (drug dogs) will be scheduled unannounced. Building principals will be present during any search. School counselors may be present at the discretion of the principal. If the canine unit alerts, the law enforcement personnel will conduct a search. If illegal drugs are found, the law enforcement personnel will conduct a search. If illegal drugs are found, the law enforcement personnel will seek out and question the suspected offender(s). After the identity of the person possessing the illegal drugs is established, an arrest will be made immediately. If illegal drugs are not found, the identification of the student will be disclosed to the school counselor who will then contact the parents of the identified student to make them aware their child's locker was alerted. All identification and procedures are carried out in confidence in order to protect the student(s) involved.

Any student that distributes (sells or gives) any medication, illegal drug, or alcohol to another student on school district property or at a school district event will face a range of consequences including but not limited to short-term suspension, long-term suspension, out-of-school placement and expulsion.

Any student that possesses or is under the influence of medication that has not been prescribed for them by a doctor.

DUE PROCESS

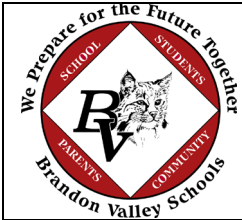
All students are entitled to due process when they are subjected to disciplinary actions such as suspension or expulsion. Due process refers to the hearing procedures established by the SD Board of Education. A basic ingredient of legal due process is that one who is not satisfied with a decision may appeal to a higher authority. Thus, the student may appeal a decision of a teacher to the principal, and the principal's decision to the superintendent. If still not satisfied, the superintendent's decision may then be appealed to the Brandon Valley Board of Education. Any school board action may be appealed to circuit court. The Board and school officials have the legal authority to deal with disruptive students and student misconduct.

Brandon Valley School District due process procedures conform to the following basic practices:

- 1) They must be fair.
- 2) They must apply equally to all.
- 3) They must be enforced in a fair manner, which involves
 - *adequate and timely notice and an opportunity to prepare a defense;
 - *an opportunity to be heard at a reasonable time and in a meaningful manner;
 - *the right to a speedy and impartial hearing on the merits of the case.

EMERGENCY POLICY

The Brandon Valley School District Safety Committee has developed a set of procedures to be followed in the event of an emergency. Staff members are provided with a copy of the procedures, and practice drills are performed in all buildings throughout the school year.



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EXPENSES

1. The following materials are furnished by the student: notebooks, gym attire, gym shoes, some materials for art, shop, drawing, and family consumer science. The student will furnish his or her own pencils, pens, paper, etc.
2. Some students plan their budget to include the following optional costs:
 - a. High school parking fee: \$50-100 per year. Students parking without a permit will be assessed a \$10.00 fine for the first violation, \$25.00 for the second violation, and on the third violation the vehicle will be towed.
 - b. School insurance.
 - c. School annual.
 - d. School pictures.
 - e. Band/orchestra instrument use: The district requests a non-mandatory contribution toward instrument maintenance: Piccolo \$20.00, Oboe \$35, Bassoon \$35, Bass Clarinet \$40, Tenor Sax \$40, Bari Sax \$40, French Horn \$35, Baritone \$35, Tuba \$40, Percussion \$35, String Bass \$40. If a student begins participating in the band program on a school owned instrument he/she may expect to pay the requested contribution on a yearly basis beginning the second full school year of use. Students asked by the director to switch permanently to a school owned instrument will not pay the first year (partial or full school year); one-fourth the requested contribution the second year; one-half the requested contribution the third year; and the full requested contribution thereafter. Students asked to switch to a school owned instrument on a temporary basis will pay no contribution. The requested contributions will be used to offset repairs on school owned instruments.
 - f. Small dues to some organizations.
 - g. Athletic physicals.
 - h. Senior Prom – Graduation: Each junior student has the obligation to financially support the junior/senior prom and graduation expenses. The student may do that by working in the concession stand once during their junior year. If a student did not work concessions, the fee per Junior or Senior prom is \$25.00. If a student did not work concessions wishes to participate only in graduation, the fee is \$10.00. If the student wishes to participate in neither, there will be no fee. Outside guests for prom will be required to pay the \$25.00 fee.

EXPULSION

Denial to a student to participate in any instructional and/or school activity for a period of time as determined by the school board. Special education regulations – See "Comprehensive Plan for Special Education".

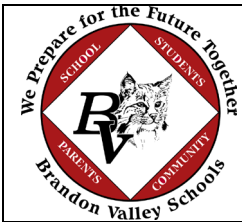
FIRE DRILLS/TORNADO DRILLS/LOCK DOWN

Fire drills and tornado/emergency drills will be held on a regularly scheduled basis with procedures for each building to be announced the first week of school. Fire exits and tornado/emergency designated areas are posted in each classroom.

FORGERY

Act of forgery, fabricating, or producing falsely.

Students committing forgery involving all types of passes and/or parental excuse notes as well as false phone calls will be subject to having a written report placed in their cumulative file and penalties varying from being detained in study hall and homerooms to points or suspension. Parents will be notified in all instances.



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FUND RAISING PROJECTS

Fundraising projects for school-sponsored and school-related activities must be approved in advance by the sponsoring organization advisor, the building principal, and the superintendent. The advisor must meet with district Business Office personnel before fundraising activities commence to assure compliance with South Dakota sales tax and other requirements. Any expenditures by a school organization must use district purchasing procedures. All monies collected by a school organization are school funds and must be deposited in a school activity account.

Students involved in approved fundraising activities are not allowed to solicit school employees during the school day except when specifically approved by the building principal. It is the principal's responsibility to determine if and how a building will participate in order to avoid disruption of the learning environment.

Students are not to engage in non-school related fundraising during school hours. The school accepts no responsibility for times or money lost or missing related to any non-school related fundraising.

Fundraiser involving the sale of food items are restricted by federal regulation.

GIFTS TO TEACHERS/STAFF

Students will be discouraged from the routine presentation of gifts to district employees. When a student feels a desire to present a gift to a staff member, the gift may not be elaborate or unduly expensive. Written letters to staff expressing gratitude or appreciation would be more appropriate and are encouraged.

GRIEVANCE/STUDENT COMPLAINTS

The District believes that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Complaints and grievances are to be resolved through an orderly process and at the lowest possible level.

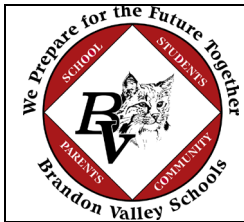
- 1) Any student or parent/guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which they may consider unjust or unfair.
- 2) If the incident remains unresolved, the student, parent/guardian or teacher may bring the matter to the principal's attention for consideration and action.
- 3) The student may also bring a matter of general student concern to the attention of class officers or the student council for possible presentation to the principal.
- 4) If the matter is still unresolved after the procedure outlined above, it may be brought to the superintendent for consideration.
- 5) Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board of Education for review. The Board's decision will be final unless an appeal to circuit court is filed.

GUIDANCE SERVICES

Guidance and counseling services are provided throughout the Brandon Valley School system to help each student develop social, emotional, and intellectual maturity. In addition to the guidance services available to students, it is our philosophy that any individual involved in the supervision of students should render positive and constructive assistance to any student within the school at any time the activities of the student indicate that he or she is not working for the improvement of him/herself or the welfare of his or her fellow students.

The guidance program provides individual and group counseling, career guidance and the district-wide testing program under the direction of the district Director of Instruction.

Students should feel free at any time to ask the assistance of the guidance personnel with their needs, assuring that confidentiality will be maintained. Complete details of this section are outlined in the district's JrK-12 guidance plan.



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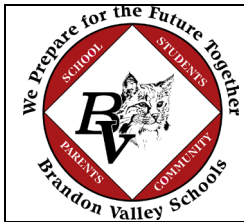
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HEALTH POLICIES

A. Communicable Diseases

Please do not send your child to school if he/she has a temperature of 100° F or above, has vomited, has diarrhea, or has a rash that may be disease related or with no known cause. In such cases, please consult your physician before sending your child to school. If your child will be absent, please notify the school office. The South Dakota Department of Health, Office of Disease Prevention recommends the following attendance policies for these conditions. For a complete list of recommendations visit their website www.doh.sd.gov/documents/SchoolExclusion.pdf See also Department of Health disease fact sheet website at www.doh.sd.gov/DiseaseFacts for information pertaining to specific conditions.

<u>DISEASE</u>	<u>SYMPTOMS</u>	<u>ATTENDANCE RULES</u>
<u>Influenza and Influenza-like illness</u>	Fever, body aches, headache, runny nose, cough	Exclude from school as long as a fever of 100° F is present in unmedicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on state or federal guidance.
<u>Chicken Pox</u>	Slight fever, runny nose with rash resembling water blisters appearing 3-4 days later. Blisters dry and scab.	Exclude from school until afebrile, no new pox, and pox dry and scab.
<u>Streptococcal infection (Strep throat, scarlatina, scarlet fever)</u>	Fever, sore throat, headache, nausea. If associated with a rash, scarlatina/scarlet fever.	Exclude from school until treated by physician, on antibiotic for 12 hrs. , afebrile, and student feels better.
<u>Pink Eye, scabies, head lice, ring worm, herpes gladiatorum, molluscum contagiosum, and rashes without fever</u>	Varies depending on type of condition	Generally no exclusion; considerations may exist for certain sports, extra- curricular activities or behaviors that might increase risk of transmission.
<u>Shingles (Herpes zoster)</u>	Painful, fluid-filled blisters in a band, strip or small area on one side of the body, usually on the abdomen or face. History of Chicken Pox.	Generally no exclusion if lesions can be covered. If lesions cannot be covered exclude until rash or lesions have crusted over.



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Methicillin-resistant Staphylococcus aureus(MRSA)

Skin infections that start as small red bumps, pimples or boils, but quickly develop into deep painful abscesses. May stay confined to skin or may spread to other body systems.

Exclude only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.

Whooping cough(Pertussis)

Cold symptoms followed in 1-2 weeks by a characteristic cough (bursts of coughing followed by a long inspiratory breath and “whoop” sound).

Exclude until 5 days of appropriate antibiotic therapy has been completed.

B. Immunizations

South Dakota State Law (SDCL 13-28-7.1) requires that any pupil entering school or an early childhood program in this state shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received, or is in the process of receiving, adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, and varicella, according to recommendations provided by the Department of Health. This law applies to all children entering a South Dakota school for the first time. This would include children in early intervention programs, preschool, as well as kindergarten through twelfth grade.

Children transferring (at any grade level) during the school term, and who have not previously completed the required immunizations, must be informed of the necessary requirements. They may then be given up to 45 days to show compliance. Failure to obtain the required immunizations is basis for excluding the child from attending school until immunizations are completed.

C. Injury/Illness

If your child becomes ill or is injured at school, we will contact the parent/guardian. It is the responsibility of the parent/guardian to transport the ill child home unless we are given verbal/written permission otherwise.

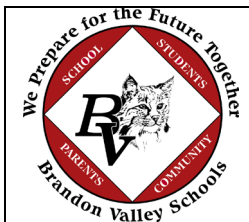
D. Nursing Services

Brandon Valley School District employs five full time RN's. They service all attendance centers and provide complete school health services including periodic screenings, first aid, dispensing of prescribed medications, and wellness promotion. Staffing hours and locations are determined by numbers of students and need. If you need to discuss your child's medical situation, please do not hesitate to call the nurse at your child's school.

E. Physical Examinations

Students involved in sponsored or sanction athletics and marching band are eligible to participate in practices **only after** all required forms are completed and on file in the Activities Director's Office. Parents and students must complete annually the SDHSAA (South Dakota High School Activities Association) Physical Examination Form, the Pre-Participation History form, the Parent and Student Consent Form the Consent for Medical Treatment, HIPPA, and Concussion Forms. Student athletic physicals are to be conducted by an SDHSAA allowable licensed medical personnel every year (unless a serious injury requires an updated physical) and the physician must complete the BVSD Physical Examination form which is available in the principal's office. Annual Physicals must be completed after April 1 to be valid for the ensuing school year.

F. Medication Policies



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If your child requires medication during school hours, a parent must bring the medication to school and complete proper paperwork. Do not send medications with your child to school. Forms can be found in each school office or on the school website under the parent tab, and then click on school nurse. Medications must be provided in the original medication bottle that is properly labeled with the medication and the child's name. This includes prescription and over-the-counter medications. Unused medications must be picked up by a parent on or before the last day of school. Any medication left at school after the last day will be properly disposed.

1. Emergency Medication Policy: Any student requiring prescribed emergency medication such as Glucagon, Epinephrine (Epi-pen), inhaled respiratory medication, etc., will be required to supply necessary emergency medication to the school for use throughout the school year. Students in extra-curricular activities, before/after regular school hours, must provide additional emergency medication and inform supervisory school personnel of medication location.
2. Prescription Medication: In those cases where medicine is prescribed necessary by a physician during school hours, a Medication Treatment and Authorization Form must be signed by a physician (includes any person authorized to prescribe medications in the State of South Dakota), stating the name of the medication, the medical diagnosis, specific time and dose to be taken at school, and possible adverse reactions. A parent signature is also required on this form. All prescription medications must be in pharmacy labeled containers with student's name, prescribing physician's name, directions, and medication name.
3. Non-Prescription Medication: School personnel will not provide any "over the counter" medications. School personnel will only dispense or supervise "over the counter" medications that have been provided by the parent. A Medication Treatment and Authorization Form must be signed by a parent stating the medication's name, dosage, times to be taken and any side effects. This form may be obtained on the district website, at the principal's office or from the school nurse. The medication must be in its original container. Any non-prescription medication taken daily for two weeks or longer will need a physician's signature.

HOMEBOUND FOR EXTENDED ILLNESS OR DISABILITY

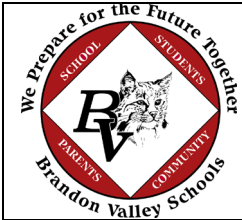
If a student is out of school for an extended period of time due to illness or disability, the parent should be in contact with the building principal to set up a homebound program.

HOMELESSNESS

Brandon Valley School District Policy on Enrollment, Transportation, School of Origin, and the Elimination of Barriers for Children or Youth Experiencing **Homelessness** including Unaccompanied Youth:

The Brandon Valley School District Homeless policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
 - Transportation services.



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- Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title 1 of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
- Programs in vocational and technical education.
- Programs for gifted and talented students.
- School nutrition programs.

INSURANCE

Student accident insurance is available to all students. Application forms are sent out in the fall and a return waiver form from parents is required. Parents should be reminded that the school district does not carry insurance coverage for student injuries.

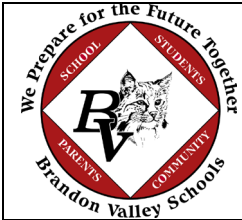
MEDIA/TV

Sometimes television stations do reports in our schools or we broadcast student performances via video streaming or other forms of media. The district can control media in our buildings for special reports, but do not control the videoing or broadcasting of events open to the public. Parents may choose to give or deny permission for their children to appear in television reports. This applies to video media.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of-
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use-
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and



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3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Brandon Valley School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Brandon Valley School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Brandon Valley School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Brandon Valley School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office. Regular conferences are scheduled once each semester.

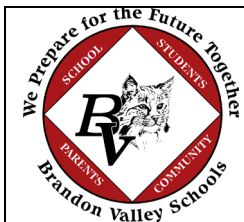
PARENT INVOLVEMENT POLICY

The Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goals of the school district to educate all students effectively, the schools and parents must work as knowledgeable partners.

Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. School districts and schools, in collaboration with the parents, shall establish and develop programs and practices that enhance parent involvement and reflect the specific needs of students and families.

To this end, the Board will support the development, implementation and regular evaluation of a parent involvement program, which will involve parents at all grade levels in a variety of roles. The parent involvement program will be comprehensive and coordinated in nature and will include, but not be limited to, the following:

- A. Support to parent as leaders and decision makers in advisory roles.
- B. Promotion of clear two-way communication between the school and the family as to school programs and children's progress.
- C. Assistance to parents and or guardians to develop parenting skills to foster positive relationships at home that support children's efforts and provide techniques designed to assist their children with learning at home.
- D. Involvement of parents, with appropriate training, in instructional and support roles at the school.
- E. Provision of access to and coordination of community and support services for children and families. These forms of



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involvement require a coordinated school wide effort and are not mutually exclusive.

PARENT INVOLVEMENT POLICY – TITLE I REQUIREMENTS Guidelines for the Title I Program are as follows:

1. District and school attendance center policies under Title I will be the same.
2. Title I Parent Involvement Policy and the School/Parent compact are distributed annually to all parents of children enrolled in the district via the JrK-12 District Handbook.
3. The director of special services shall plan, design and implement the district's Title I program in consultation with parents by:
 - a. Conducting, on an annual basis, a written needs assessment to parents of students in Title I on parental involvement and the planning, review and improvement of the program;
 - b. Providing information at each targeted school's fall open house to explain the Title I program;
 - c. Providing parents of students participating in Title I with oral or written reports of their child's progress at parent/teacher conferences or at the end of each quarter;
 - d. Arranging for Title I staff to be available to parents upon request;
 - e. Encouraging parents of students participating in Title I to observe classes and attend school sponsored activities.
 - f. Providing newsletters from the schools and the parent/teacher associations monthly that contain suggested activities to enrich their child's learning and to encourage parental involvement;
 - g. Convening an annual meeting to gather input from parents of students participating in the Title program.

STUDENT/PARENT/SCHOOL PACT

As a Student, I will

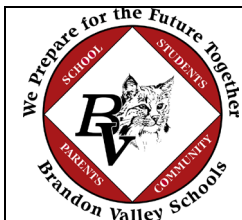
- ◆ Believe that I can learn and will learn.
- ◆ Always try to do my best in my work and in my behavior.
- ◆ Work cooperatively with my classmates.
- ◆ Show respect for myself, my school, and other people.
- ◆ Obey the school and bus rules.
- ◆ Come to school prepared, with my homework completed and my supplies.
- ◆ Ask for help when I don't understand.

As a Parent/Guardian, I will

- ◆ See that my child attends school regularly and on time.
- ◆ Provide a home environment that encourages my child to learn.
- ◆ Insist that all homework assignments are completed and returned.
- ◆ Communicate regularly with my child's teacher.
- ◆ Support the school in developing positive behaviors.
- ◆ Show interest in activities at school by talking with my child and reviewing returned papers with him/her.
- ◆ Encourage my child to read at home and to monitor his/her television viewing.
- ◆ Volunteer time with my child's school.
- ◆ Teach my child to show respect for others and for the school.

As a Teacher, I will

- ◆ Believe that each child can learn.
- ◆ Respect each child with his/her unique characteristics and learning style in order to help each child grow to his/her fullest potential.



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- ◆ Create an environment conducive to learning and one that is welcoming, accepting, and caring of children.
- ◆ Make an effort to instill in each child a love for learning by planning challenging and enjoyable lessons.
- ◆ Enforce school and classroom rules fairly and consistently.
- ◆ Promote open lines of positive communication with the student and his/her parents.
- ◆ Seek ways to involve parents in the school.
- ◆ Demonstrate professional behavior, a positive attitude, and a commitment to teaching.
- ◆ Make an effort to build positive and trusting relationships through mutual courtesy and respect.

As an Administrator, I will

- ◆ Provide an environment that encourages positive communication between students, parents, teachers and administrators.
- ◆ Provide a safe, attractive school and playground for the benefit of the students.

PATRIOTISM

The Brandon Valley School District encourages patriotism. The American flag will be flown from the mast at each school every day that school is in session. The principal is responsible for flying the flag on school days. A small flag and standard is furnished for each classroom and must be unfurled and in evidence each school day.

The District shall provide all students the opportunity to salute the United States and the flag each day by reciting the pledge of allegiance to the flag of the United States. A student may choose not to participate in the salute to the United States and the flag; however, a student who does not participate in the salute shall maintain a respectful silence during the salute. The national anthem may be sung during any school day or school event.

Observation and commemoration of special days and events will be considered a valuable part of the instruction program of the school. In addition, the National Anthem will be played before varsity athletic events.

PREGNANT/MARRIED STUDENTS

Marital, maternal, or paternal status shall not affect the rights and privileges of students to receive a public education nor to take part in any extracurricular activity offered by the school district. Pregnant students will continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of this continued attendance must be on file at the school. The school administration is authorized to make special arrangements for the instruction of pregnant students and to provide an educational program designed to meet their special needs.

(ADOPTION DATE: February 28, 1983) (REVISION DATE: October 10, 1994) (REVISION DATE: September 27, 2004) (REVIEWED DATE: April 14, 2008)

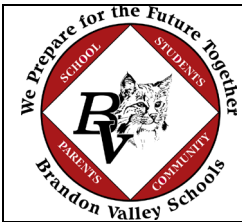
REF.: Brandon Valley Student Handbook, Married Students and Pregnant Students

REPORT CARDS

Report cards will be available at the end of each quarter. Parents of high school & middle school students may request to have fourth quarter report cards mailed to them. Grades can also be viewed online at Family Access.

SPECIAL EDUCATION

It is the goal of the Brandon Valley School District to provide a free appropriate public education to all children with disabilities, ages birth through twenty-one years. A "Comprehensive Plan for Special Education" is on file with the Director of Special Services and available for review on the special services website (https://brandonvalley.k12.sd.us/spec_serv/default.htm). The Comprehensive Plan is reviewed annually and approved by the school board.



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STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District, with certain exceptions, obtain written consent from parents, guardians or from students who are 18 years of age or older ("eligible students"), prior to the disclosure of personally identifiable information from the student's education records. The main exception is that the District may disclose - designated "directory information" without written consent, unless the parent, guardian or eligible student has informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications.

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, guardian's or eligible student'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 the District to provide military recruiters, upon request, with the names, addresses and telephone listings of the students unless parents or guardians have advised the District that they do not want their student's information disclosed without their prior written consent.

If a student's parent, guardian or an eligible student, does not want the District to disclose directory information from the student's education records without prior written consent, the student's parent, guardian or an eligible student must notify the District in writing within thirty (30) days of the beginning of the school year or, if enrolling after the beginning of the school year, within thirty (30) days of enrollment.

The District has designated the following information as directory information:

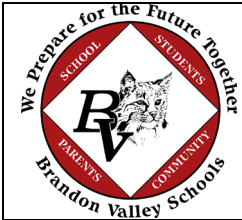
1. Student's name;
2. Address;
3. Telephone listing;
4. Name(s) of Parent(s)
5. Photograph;
6. Date and place of birth;
7. Dates of attendance;
8. Grade level;
9. Participation (including video) in officially recognized activities and sports;
10. Weight and height of members of athletic teams;
11. Degrees, honors and awards received;
12. The most recent educational agency or institution attended.

As required by state law, the District shall provide, by November first of each year, a list of students by name in grades seven to twelve, inclusive, together with their mailing addresses, to the executive director of the Board of Regents unless the parent has directed that the District not release directory information about the student.

As required by federal law, the District shall provide to military recruiters the same access to secondary school students as is provided generally to postsecondary educational institutions or to prospective employers of those students; and shall, upon a request made by military recruiters for military recruiting purposes, provide access to secondary school student names, addresses, and telephone listings, unless the parent of the student has submitted a request to the District that the student's information not be released without prior written parental consent

The District shall annually notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's or eligible student's right to request that information not be disclosed without prior



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written consent;

2. Notice that the school routinely discloses names, addresses and telephone numbers to the South Dakota Board of Regents and, upon request, to military recruiters, subject to a parent's or eligible student's request not to disclose such information without written consent; and
3. Notification on how the parent or eligible student may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

TESTING PROGRAM-DISTRICT WIDE

Testing and proper use of test results have long been considered an essential part of the student evaluation process. A district-wide testing program is in effect in the Brandon Valley School system and complies with Policy IL.

TOBACCO FREE POLICY

Use and/or possession of any tobacco product or smoking materials/paraphernalia (including electronic delivery systems) by a student on or in any school property, including buildings, grounds, parking lot, buses, and the bleacher areas of the stadium is prohibited. Violation could result in referral to a law enforcement agency.

1. First Violation: one (1) day suspension.
2. Second Violation: three (3) day suspension.
3. Third Violation: long term suspension or expulsion from school.
4. This policy also applies to all school sponsored trips.

TRANSFERRING IN

Students transferring in to the Brandon Valley Schools are responsible for the forwarding of their transcripts from their previous school. We reserve the right to final approval on all credits which may or may not be applied towards graduation. The transfer of a student's grade point average will be computed from the letter grade which appears on the student's transcript. New students will be required to present a certified copy of a birth certificate and proof of current immunization.

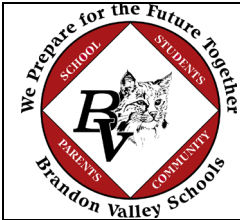
TRANSFERRING OUT OR WITHDRAWING

1. Every student who changes schools or withdraws for any purpose, should notify the office two (2) days ahead of time.
2. The office will give the student a card which he or she must present and have signed by each of his or her teachers, showing the student has made satisfactory clearance. Please make final check-out with the office.
3. The parent is asked to fill out a release form. Transfer will then be given and credits forwarded to the school of his or her request.
4. No confirmation regarding the status of a student will be released until all obligations have been satisfied. These obligations include rental fees, fines for lost or damaged books and equipment, unreturned books and equipment, and costs incurred.

TRANSPORTATION

The Board has established this transportation policy to be used by the administration for individual patron's request for route adjustments and changes. The transportation services shall be managed in a responsible and economical manner. The administration may act on these matters, as they deem appropriate.

1. Students who reside more than five miles from the school of assignment will be provided transportation as per state law. Transportation may be provided for children who live within the five-mile radius of their assigned school for a nominal fee. Student safety will be considered in all transportation decisions. The district shall establish scheduled bus routes for the transportation of the district's students.



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2. Transportation of students with special needs will be in accordance with their individual educational plans.
3. There shall be one regular pick-up location and one regular drop-off location for all students transported. Occasional temporary change in pick-up or drop-off will be accommodated with advance notice to the transportation department. Inconsistent, rotating, variable, or bi-weekly changes in a student's transportation will not be allowed.
4. With the establishment of housing developments in the rural areas of the school district, bus stops shall be established within the normal rural bus schedules. The bus stops will be at the main entrance to the development with the following exception: If the furthest pick-up point is five-tenths of a mile or greater from the entrance of the development and the roadway meets all township/county requirements for a roadway and is maintained by the township/county, a bus stop may be established at that location

District patrons meeting the following criteria will be required to pay a fee established by the Board of Education:

- Jr. K-12 students residing within five miles of their designated attendance center via the most direct route.
- Jr. K-12 students open enrolling from another district and requesting busing within district boundaries.

District patrons meeting the following criteria will not be required to pay the busing fee:

- Jr. K- 4 students required by the administration to attend a facility other than their assigned attendance center based on boundaries.
- Jr. K-12 students residing more than five miles from their designated attendance center via the most direct route. The board will annually establish nominal fees.

BUS PASS FEES

Students who reside within five miles of their attendance center and wish to ride the bus must purchase a bus pass for \$175 per year with a family maximum of \$400. The cost per ride \$0.50.

The bus fee for open enrolled students is \$325 per year. The fee does not contribute to the family maximum.

For purposes of determining the five-mile distance to school, the transportation department uses the most direct route between the primary residence and the attendance center. If you have a question about bus pass requirements, please call the Transportation Department at 582-3514 for assistance.

STUDENT CONDUCT ON SCHOOL BUSES/VEHICLES:

School transportation is provided for those students whose distance from school or health makes this service essential.

Misconduct on buses will not be tolerated and will result in forfeiture of the privileges of riding.

The bus driver is an official representative of the school and has full authority to discipline students on the bus. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and to abide by the stated rules. To promote safety and to improve discipline, the district has installed video/audio monitoring systems in the bus fleet.

Violation of these rules could mean a reprimand or cancellation of bus privileges on all buses. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district.

Student shall:

1. Follow directions from the driver;
2. Arrive at the bus stop before the bus arrives;
3. Wait in a safe place, clear of traffic and away from where the bus stops;
4. Wait in an orderly line and avoid horseplay;
5. Cross the road or street 10 feet in front of the bus only after the bus has come to a complete stop and upon direction of the driver;
6. Go directly to an available or assigned seat when entering the bus;
7. Remain seated and keep aisles and exits clear;
8. Exhibit classroom conduct at all times;
9. Refrain from throwing or passing objects on, from, or into buses;
10. Be permitted to carry only objects that can be held on his/her lap;
11. Refrain from the use of profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus;
12. Refrain from eating, drinking and chewing gum on the bus;



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13. Not carry hazardous materials, nuisance items, or animals onto the bus;
14. Respect the rights and safety of others;
15. Not interfere with the driver. The bus driver is responsible for the safety and care of the students in the bus/school vehicle and shall never be distracted in any way which will interfere with responsible, safe driving;
16. Be quiet at railroad crossings. All school buses/school vehicles must stop for railroad crossings as a matter of safety as well as law;
17. Refrain from extending head, arms or objects out of the bus windows;
18. Refrain from hitching rides via the rear bumper or other parts of the bus;
19. In the event of road emergency, students are to remain in their seats, unless otherwise directed by the bus driver;
20. Refrain from leaving or boarding the bus at locations other than the assigned stops at home or school;
21. Obtain school permission for friends to ride. Non-bus pupils will not be allowed to ride on a bus without administrative permission.
22. The use of electronic devices, including cell phones, is permitted but shall not be used in a manner distracting to the driver. The driver determines what is distracting to his/her ability to safely transport students.

INFRACTIONS IN BUS CONDUCT WILL RESULT IN THE FOLLOWING ADMINISTRATIVE ACTION:

- A. **First Infraction.** The completion of the Bus Conduct Report will be considered the first infraction of the student rules for conduct on the bus. The Transportation Director will discuss the violation and review the rules with the student. The student will be notified. A copy of the Bus Conduct Report will be sent to the parent/guardian. The situation will be explained to the Parent/guardian and they will be asked to help the student improve his/her conduct on the bus. Fourth grade (and under) students will be given three opportunities at this level before proceeding to the "second infraction" below.
- B. **Second Infraction.** The second Bus Conduct Report that is completed will result in the student being suspended from all buses for five (5) school days. The Transportation Director will talk with the student. The parent/guardian will be notified of the suspension prior to the suspension and a copy of the report will be sent to them.
- C. **Third Infraction.** Upon completion of the third Bus Conduct Report, the student will be suspended from all buses for the remainder of the school year. The Transportation Director will provide notification of the suspension to the student. The parent/guardian will be notified of the suspension prior to the suspension and a copy of the Report will be sent to them.

THE FOLLOWING INFRACTIONS MAY RESULT IN THE IMMEDIATE REVOKING OF A STUDENT'S BUS RIDING PRIVILEGE:

1. **Fighting:** Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property, including parking lot and school buses.
2. **Insubordination:** Refusing to obey; failure to follow instruction or directions of a staff member; defiance; rebelliousness; or lack of cooperation.
3. **Profanity:** Swearing, use of obscene, threatening or flagrantly disrespectful oral or written language, gestures.
4. **Intimidation:** Bullying, threatening attitude and/or sexual harassment of students and teacher/driver.
5. **Destruction or Vandalism of the Bus:** any act relating to the marring, cutting, tearing, breakage or other acts of general destruction of the bus.
6. **Weapons:** Any object designed to inflict harm is prohibited or any use of any object as a weapon with the intent to threaten or cause physical harm.

UNAUTHORIZED USE OF SCHOOL GROUNDS

Motorized vehicles and power-driven recreational equipment are not permitted in school buildings. Motor-powered vehicles and motor-driven recreational equipment are not permitted on school grounds not specifically set aside for parking or driving. Only Board authorization can change this policy.