2024-2025 ·

# Brandon Valley School District 49-2

## **Elementary Student Handbook**



# Respectful - Responsible - Safe Kind - Active Learners

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### Elementary Student Handbook

### **ANTI-BULLYING/HARASSMENT OF STUDENTS**

Harassment and bullying of students is against federal, state and local policy, and is not tolerated by the Brandon Valley Board of Education. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The Board prohibits harassment, bullying, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics of the student including: race, color, creed, sex, national origin, religion, age or disability.

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

• Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;



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- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or assistant principal or designee will be responsible for handling all complaints by students alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. As part of this evaluation the superintendent will determine what additional training, if any, is necessary to improve effectiveness of the policy and procedures. The superintendent shall annually report to the board on the implementation of this policy and its effectiveness in reducing bullying and harassment. The superintendent will make recommendations to modify this policy and/or its accompanying procedures to ensure they are effective.

All documentation associated with a complaint shall be maintained by the building principal for a period of three years. The superintendent is responsible for monitoring the written records to ensure the policies and procedures are being followed. The superintendent can be contacted at 300 S. Splitrock Blvd., Brandon, SD 57005 or by calling 605-582-2049.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site, and a copy shall be made to any person at the central administrative office at 300 S. Splitrock Boulevard, Brandon, SD.

Formal complaint forms and investigation procedures can be found at the district website, <u>www.brandonvalleyschools.com</u> following policy JBA



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When students arrive at school in the morning, they should enter the commons area. <u>There is no supervision prior to 7:30</u> <u>a.m.</u> If special provisions have been made with the teacher, they may go to their classroom upon arrival at school. After the bell rings, students are asked to go directly to their classroom upon entering the building. They should use the following assigned doors for entering as a class and when leaving the building upon dismissal from school as a class.

Once students arrive at school, they must stay on campus unless they have written parental permission or administration permission to leave the grounds.

#### **Brandon Elementary**

<u>Grade</u>	Bus Drop Off	<u>Dismissal</u>
Kindergarten	West Link	West Link
First Grade	West Link	West Link
Second Grade	West Link	North Wing
Third Grade	West Link	West Link
Fourth Grade	West Link	East Wing Entrance

#### Auto Drop Off

Pull up, drop off, and keep moving. DO NOT park and/or leave your vehicle in the drop off lane. If you need to leave your vehicle, park in the parking lot.

Parents in automobiles must pick up or drop off ECH, Jr. K, & Kindergarten, 1st grade children at the south main entrance and 2nd, 3rd, 4<sup>th</sup> grade children at the north main entrance to Brandon Elementary. **Cars are not permitted on the west side of the elementary building to drop off or pick up students.** This way automobiles and busses are not mixed.

#### Fred Assam Elementary

<u>Grade</u>	Bus Drop Off	<u>Dismissal</u>
Kindergarten/First Grade	West Side	K/1 <sup>st</sup> Grade South Entrance
Second Grade	West Side	2 <sup>nd</sup> /4 <sup>th</sup> Grade South Entrance
Third Grade	West Side	3 <sup>rd</sup> Grade South Entrance
Fourth Grade	West Side	2 <sup>nd</sup> /4 <sup>th</sup> Grade South Entrance

When the bell rings, students will line up at their assigned doors.

#### Auto Drop Off

Pull up, drop off, and keep moving. DO NOT park and/or leave your vehicle in the drop off lane. If you need to leave your vehicle, park in the parking lot.

Parents in automobiles must pick up and drop off their children at the South main entrance. **Cars are not permitted in the bus drop off area.** 



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#### **Inspiration Elementary**

<u>Grade</u>	Bus Drop Off	<u>Dismissal</u>
Kindergarten	East Side	K South Entrance
First Grade	East Side	1 <sup>st</sup> /3 <sup>rd</sup> Grade South Entrance
Second Grade	East Side	2 <sup>nd</sup> /4 <sup>th</sup> Grade South Entrance
Third Grade	East Side	1 <sup>st</sup> /3 <sup>rd</sup> Grade South Entrance
Fourth Grade	East Side	2 <sup>nd</sup> /4 <sup>th</sup> Grade South Entrance

When the bell rings, students will line up on the south side of the school.

#### Auto Drop off

Pull up, drop off, and keep moving. DO NOT park and/or leave your vehicle in the drop off lane. If you need to leave your vehicle, park in the parking lot.

Parents in automobiles may pick up and drop off their children at the South main entrance. **Cars are not permitted in the bus drop off area.** 

#### **Robert Bennis Elementary**

<u>Grade</u>	Bus Drop Off	<u>Dismissal</u>
Kindergarten/First Grade	East Side	Main Entrance
Second Grade	East Side	1 <sup>st</sup> Grade East Entrance
Third Grade	East Side	3 <sup>rd</sup> Grade East Entrance
Fourth Grade	East Side	3 <sup>rd</sup> Grade East Entrance

When the bell rings, students will line up on the west side of the school.

#### Auto Drop off

Pull up, drop off, and keep moving. DO NOT park and/or leave your vehicle in the drop off lane. If you need to leave your vehicle, park in the parking lot.

Parents in automobiles may pick up and drop off their children at the east main entrance or old RBE bus drop off area east of the building.

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### **ATTENDANCE**

The purpose of an attendance policy is to encourage regular and consistent attendance and punctuality in school by all students. There is a high correlation between good attendance, academic achievement, and successful everyday work experiences and opportunities.

\*Please note principal discretion may be used.

- A. Absenteeism: Absence from school during regularly scheduled school hours.
  - 1. If a student is expected to be absent, parents should call the school by 8:30 a.m. If no call is received by 8:30 a.m., the school will call the home and make every effort to contact a parent to verify the absence. When unable to reach a parent we may contact the school resource officer. An answering machine is available during off hours so that a message may be recorded. A written note from a medical professional is requested if the absence is due to a medical appointment.
  - 2. Whenever any student is absent (excused or unexcused) more than five (5) days in any school year, a letter will be sent home to the parents/guardians outlining attendance responsibilities and possible consequences of escalating absences. Nine (9) or more absences in a school year are considered to be excessive by the Brandon Valley School District. It is important to note that all absences (excused and unexcused) count in the overall total. Chronic Absenteeism could result in truancy.
- B. Tardiness JrK 4:
  - 1. In the event of excessive tardies, the principal will contact parents/guardians outlining responsibilities.

### **Chronically Absent**

Missing 10% or more days of school (17 or more days\*)

**Frequently Absent** Missing 5.1 - 9.9% days of school (8-16 days\*)

### **Regular Attendance**

Missing 5% or less days of school (7 days or less\*)

\*Based on a school calendar of 174 student contact days



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### **BICYCLES**

Students may ride bicycles to school, but should exercise proper caution and follow bicycle safety rules. Once the student arrives at school, the bicycle should be properly parked in the bike racks and not ridden during recess and noon hour. Students are expected to walk their bikes while on school property. We encourage helmets to be worn at all times when riding a bicycle.

#### **BOOK FINES**

Textbooks are furnished by the district. Book fines will be levied against those students who destroy their books. Fines will be determined by the teachers and the principal. Textbooks will be paid for based on the following depreciation schedule:

1-3 years old Full Replacement Price

4-5 years old One-half Replacement Value

Over 5 years One-fourth Replacement Value

Library book fines will be an assessed replacement cost.

#### **BUILDING HOURS**

School for students in grades K-4 are from 8:10-3pm daily. Elementary students should not arrive prior to 7:30am which is when adult supervision begins.

Early Childhood and JrK morning hours are 8:10-11:00am. Afternoon hours are 12:10-3:00pm. These students should not arrive prior to 12:00 noon for the afternoon session of JrK.

In order to cut down on excessive traffic in the buildings, the following procedures apply:

1. All sponsors of activities will remain in the building until all students are gone. If necessary, students may wait in the area just inside the front doors.

2. The advisors of any activity held before or after school hours will need to submit a facility use form and obtain approval to ensure the space is available and when the doors should be locked and unlocked.

#### **CELL PHONES/ELECTRONIC DEVICES (including watches)**

Students may possess electronic devices (including watches) and cell phones on school property with the following guidelines.

- 1. Cell phones and electronic devices (including watches) shall be turned off or rendered incapable of activation during the regular school day unless preauthorized by the building teacher and/or administrator.
- 2. Digital images or taking inappropriate photographs of any kind are prohibited to ensure the privacy of others.
- 3. Cell phones and electronic devices (including watches) must be stored in a student's locker during the school day.
- 4. Students who violate district or school rules and regulations may be subject to discipline, including, but not limited to, detention and/or suspension. If a violation does occur the device will be confiscated. Student, parent, and administrator will visit before phone is returned to the parent.

### **CHEATING OR ACTING IN A DISHONEST OR UNFAIR MANNER**

Teachers will take the paper of any student cheating on an assignment/project/test and give a failing grade for that task. Cheating may also result in detention or suspension at the discretion of the principal. Teachers should be alert to the possibilities of cheating, and will notify parents in all cases of suspected misconduct. Plagiarism (using another's work as one's own) will result in the same action by the teacher. Students selling assignments will be considered just as responsible for plagiarism as those buying the assignments.



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The school will follow the guidelines from the Department of Public Health concerning school attendance when dealing with communicable diseases. (See "HEALTH POLICIES" in District Handbook.)

### **COMPUTER USAGE POLICY**

#### Purpose of this Document:

The Brandon Valley School District provides Information Technology services for the student body and faculty. We are pleased to bring the following services to the district and believe that they offer a vast, diverse, and unique set of opportunities to both students and teachers. These services include Internet services, web hosting, e-mail services, and other related services provided via the computer network. The district has made a substantial investment in human and financial resources to create and maintain these systems. State law requires each district to have a written policy in place concerning the proper use of Information Technology within the classroom, which this document outlines.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, it is the school district's belief that the valuable information and interaction on these networks far outweigh the possibility that the user may locate material that is not consistent with the educational goals of the district. Internet users, like traditional library users, are responsible for their actions in accessing online resources. In addition, the smooth operation of the network relies upon the proper conduct of the end users. These guidelines are provided here so that you are aware of the responsibilities you as an end user are about to acquire. In general this requires efficient, ethical, and legal utilization of the network. If a user violates any of these provisions, he/she will be subject to the penalties listed in this document. The signature(s) at the end of this document is (are) binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Privileges:

The use of computers and all the services that are provided via them is a privilege. Improper use of these resources will result in the temporary or permanent loss of these services and/or other disciplinary measures, including but not limited to: being subject to the school district discipline policy and being required to monetarily compensate the district for any malicious damage. Students who are at risk of failing classes may be subject to temporary restrictions of access.

Every user in the district is expected to follow all local, state, and federal laws when using the services provided by the district. Failure to do so will result in prosecution.

Rules of Use:

- Students must have permission from a teacher.
- Abusive or vulgar communication is not to be used.
- Downloading, installing or transmitting inappropriate or unapproved files is prohibited. All software must be approved by the district Technology Coordinator.
- Students must have permission from a teacher to use computer resources to play games. No internet-based games are allowed.
- For your safety, your first and last name, your home address, login password, home phone or any other personal information should not be given out over the Internet.
- Impersonating another individual on the Internet is not allowed. Using or attempting to use another person's login to gain Internet and/or network access will be considered impersonation and is strictly prohibited. Users should not share their password with anybody, even for a class project. All users are responsible for any violations that occur using their username. DO NOT SHARE YOUR PASSWORD WITH ANYBODY!
- All copyrights are to be respected and used only with the owner's permission. Individual students will be responsible for all copy infringement fines.



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- The Internet is not to be used for private financial gain. Any auction or online sales sites are prohibited. Gambling is expressly forbidden.
- Cheating is strictly forbidden. Illegal activities are strictly forbidden.
- Attempting to circumvent the firewall is strictly prohibited.
- Storage of offensive material on any server, hard drive, or user folder is strictly prohibited.
- Equipment modifications such as modifying system configurations, removing cables, are strictly prohibited.

Your use of the Internet and related services must be acceptable and in agreement with the objectives and in accordance with the rules of student conduct of the Brandon Valley School District and also with state and federal regulations. Internet usage may be monitored. No right to privacy shall be construed, nor do academic freedom issues apply.

Rules Relating to Specific Services:

A. E-mail

Use of E-mail services that are not hosted by the district or the state are expressly forbidden to be used on computer systems within the district. Examples of such services are Gmail, Yahoo & Hotmail accounts.

The state offers email services to all students. These accounts are for educational related activities only. Propagation of chain letters, joke lists and other forms of mass mailings will not be allowed. Use of vulgar or abusive language is unacceptable and may be illegal under current federal law. E-mail accounts are considered property of the state and hence may be monitored.

2. Chat Rooms, Instant messaging, Internet File Sharing, Blogs.

All real time communications between 2 or more persons is strictly limited to educational purposes in a structured classroom setting facilitated by a faculty member. Use of such services outside a faculty-moderated situation is forbidden. Downloading and installing instant messaging clients such as MSN Messenger, Yahoo! Pager, ICQ and others are forbidden, as is the use of peer-to-peer and file sharing programs such as Morpheus, KaZaa, Direct Connect, Limewire, AOL Instant Messenger, Bearshare, Grokster and others with similar functionality. Webpages that are considered blogs are also strictly prohibited. This includes MySpace, Facebook, and similar webpages.

3. Web Hosting Services

The state provides web-hosting services for students. The Brandon Valley School District is not responsible for material hosted at other locations, but will assist authorities in every way possible should that material threaten the wellbeing of members in the district. All copyrights are to be respected and used only with the owner's permission. All student content must be acceptable and approved by a faculty member or an administrator before being posted to a district hosted website.

4. Printing

All students must have approval from a teacher before printing a document or image. All materials being printed must be school related. Printing will be monitored and may have restrictions enforced if privileges are abused.

5. Hacking, Cracking & Virus Creation

It is the financial responsibility of the student involved in hacking district and state-owned systems and his/her parents or legal guardians to reimburse the district for costs incurred by the district. This includes but is not limited to: labor costs for tracking down the user and repairing any damage done accidentally or otherwise, consulting and legal fees, computer forensic fees, and fees incurred from outside sources hired by the district. Malicious intent to spread virus code or related rogue software is also included under this paragraph.

6. Network Security

Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem on the network, you must notify the District Technology Coordinator. Do not demonstrate the problem to other users. Do not exploit this security hole.

Rules include but are not limited to those listed above. The Brandon Valley School District reserves the right to add to or make



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changes to this document upon approval of the district School Board. Any changes will be made public through the School Board minutes.

#### Network Use:

At log-in all users will be required to acknowledge understanding the Acceptable Use Agreement before being allowed access. Parents or guardians of minors will provide confirmation of their understanding of the Acceptable Use Agreement and give permission for use on the annual registration card.

#### Disclaimer:

The Brandon Valley School District will not be responsible for loss of information nor the accuracy or quality of information obtained through the Internet. The Brandon Valley School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Brandon Valley School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays in Internet service, non-deliveries or misdeliveries of e-mail, or service interruptions of any kind. The school district policy regarding use of the Internet and related services will be posted in all computer labs and is available in each school library.

#### Violating the Acceptable Use Policy may result in:

- Loss of network access.
- Disciplinary or legal action, including, but not limited to, criminal prosecution under appropriate state and federal laws.

### **CONDUCT AT SCHOOL ACTIVITIES**

Assembly Programs, Plays, Concerts, etc.: Students are expected to attend, listen and be courteous.

Athletic Events: School Spirit and Conduct: At any athletic event, spectators must conduct themselves with behavior consistent with good sportsmanship. Citizens of the Brandon Valley School District must share the responsibility, individually and as a group, for making our school the best school. School spirit is the result of all school citizens working and playing together to develop mutual courtesy, cooperation and pride. <u>Elementary students are expected to sit with a parent or guardian during athletic events</u>. Individual footballs are not permitted and will be confiscated.

#### **DANGEROUS AND NUISANCE ITEMS**

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



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### DISCIPLINE

(Principals reserve the right to change the course of discipline based on the severity of the action.)

### Behavior/Response Matrix

Level	Behavior	Response
#1 Managed by the Teacher/EA	* Running in the building	* Redirect
	* Disruptive transitions	* State the rule
(Behaviors that are minor rule violations	* Unsafe/rough play	* Model the behavior
that result in an immediate verbal	* Play fighting	* Student practice correct behavior
correction with a consequence).	* Spitting	* Acknowledge correct behavior
	* Teasing/name-calling	* Prompts – tap or look
	* Non-directed profanity	* Reward good behavior
	* Failure to follow rules	* Loss of privilege
	* Classroom disruptions	* Time out
	* Uncooperative behavior	* Apology
		* Dot placement at recess
#2 Managed by the Teacher and/or	* Repeated level 1 behavior	* Level 1 responses
Principal	* Cheating/lying	* Verbal correction
	* Stealing	* Time out
(Behavior that is repeated or more	* Harassment	* Loss of privilege
serious in nature that will result in an	* Vandalism	* Apology
immediate verbal correction, a logical	* Verbal abuse/directed profanity	* Behavior contract
consequence, or a written form).	* Intimidation/verbal threat	* Student conference w/principal or
	* Fighting	counselor
		* Behavior report
		* Parent contact
		* Time in office
		* School Counselor
#3 Managed by the Principal	* Repeated level 2 behavior	* Office referral
	* Possession of weapon	* Loss of privilege
Behaviors that are serious, threaten the	* Defiance/insubordination	* Behavior contract
safety of others or themselves, or	* Threatening/bullying	* Restitution
behavior that has been repeated even	* Physical aggression	* Conference with student and parents
though response interventions were		* Individual instruction plan
used).		* Time in office
		* Resource Officer



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### DRESS CODE

During winter months all elementary students must have footwear for indoor use; and snow pants and snow boots for outdoor wear. Once weather conditions dictate the need for snow pants and snow boots, students must have these items at school every day for the duration of the season.

Students who are wearing T-shirts, jackets, or other items of apparel that have markings, pictures, or lettering that convey profane or offensive meaning will be sent to the office and asked to change. Heavy chains worn as jewelry or as an accessory will not be permitted. If necessary, parents will then be called, the student will be asked to return home to change and may be assigned detention/points. We should be especially sensitive to words, abbreviations or pictures that relate to sex, harmful drugs, alcoholic beverages, tobacco, race, violence, or gang references as these are particularly offensive to large numbers of our students and staff.

Hoods, caps, hats, stocking hats and bandanas are not appropriate and are not to be worn in the school building during the school day; hoods are to be lowered upon entering the school building. Dress for sensationalism or clothing that exposes undergarments will not be permitted. No heavy coats are to be worn in the classrooms or hallways. Students cannot wear or carry blankets during the school day.

Any students violating the dress code will be asked to put away or remove the clothing/item. Students may be given an alternate item of clothing to wear for the day. Parents/guardians may need to be called to provide alternate clothing items. Multiple violations of the dress code will be handled as insubordination.

When it is necessary to send a student from school on matters of appearance, the parent shall be involved in readmission proceedings. If a student is unsure as to what is considered appropriate, the office will provide guidelines in this area.

Special dress-up days are exempt.

#### **FIELD TRIPS**

Excursions or field trips are conducted during school time as the planned culmination of a class or unit. Students are expected to comply with district busing rules when school vehicles are used and to leave and return on school vehicles when provided. Students on field trips should view themselves as ambassadors for the school and behave in an orderly manner. Students are also encouraged to keep parents informed about excursions. Students failing in any subject may or may not be excused from school during a school day to participate in a field trip. Parents that assist on field trips should <u>not</u> bring younger siblings. Number of adult chaperons will be determined by the teachers. Any additional adult chaperons will need to use alternate transportation. Students failing to demonstrate appropriate school expectations while on campus may not be allowed to participate, at the discretion of the building administrator.

### **GRADING SYSTEM / REPORT CARDS**

The Brandon Valley grading system is used to evaluate and record student achievement and is uniform district-wide and at comparable grade levels.

Report cards are distributed electronically four times a year after each quarter. Paper copies are available upon request. Grades are available on Family Access under the Portfolio tab at the end of each quarter.



### HOMEWORK (HOMEWORK POLICY/File: IKB)

The Board of Education defines homework as learning opportunities to be done by the student outside of the normal school day in which there is no supervision by the classroom teacher.

The Board of Education believes that homework is effective when used to:

\*reinforce instruction

\*extend/broaden instruction

\*complete unfinished work

The Board of Education believes that homework can be an important part of the learning process when homework best practices, listed below, are applied.

1. Homework will be designed in a way that engages the student in the learning process.

2. Homework will provide opportunities for reinforcement/practice of the standard/objective being taught.

3. Homework will be time sensitive. Teachers will be cognizant of the amount of time that would be required by each of their students to complete any work that is expected to be done outside of class time. If at all possible, teachers who share students will communicate with each other in regard to the amount of work being assigned to prevent excessive time spent on homework.

Teachers are not expected to assign daily homework. However, when homework is assigned, teachers will use their professional judgement to ensure the above guidelines are met.

Administrators will place an emphasis on homework best practices and consistently monitor throughout the school year.

(ADOPTION DATE: January 24, 1983) (REVISION DATE: September 10, 2001) (REVIEWED DATE: January 13, 2004) (REVISION DATE: May 13, 2019)

REF.: Brandon Valley Student Handbook

### **ILLNESS**

- 1. If a child Junior-Kindergarten through Grade 4 becomes ill at school, parents/guardians will be notified and arrangements made for the student's transportation from school as soon as possible.
- 2. Students must have a health reason, accompanied by a note from the parent, in order to stay indoors during recesses. Students remaining inside must rest quietly. If for an extended duration, a doctor's note is required.
- 3. If a student is feeling ill they should visit our school nurse. The school nurse will contact the parents.

### **KINDERGARTEN REGISTRATION/SCREENING**

Registration for Kindergarten opens the beginning of January for students attending in the fall. A certified copy of the birth record, immunization record, and proof of address must be presented on or before the date of enrollment in school.

The District provides kindergarten screening for readiness. The future student must be five years of age on or before September 1st.

### LABELING PERSONAL BELONGINGS

At the elementary level, it is especially important that students label all personal belongings clearly and permanently to prevent confusion and loss. The school is not responsible for lost or damaged personal belongings.



### LOST AND FOUND

Lost articles will be stored in a central location.

### PARTIES DURING THE SCHOOL DAY

The following policies will apply regarding parties during the school day:

Holiday and/or seasonal parties are planned throughout the year by teachers. If you do not wish for your child to participate in a party, please notify the office.

To avoid hurt feelings, disappointment and liability issues, invitations to parties should **not** be distributed at school.

NO SHARED SNACKS. (See "Treats")

#### **PICTURES**

Student pictures are taken early in the school year will be used in school yearbook. Students have an opportunity to purchase packets of pictures if they desire. A re-take day will be scheduled.

### **PLAYGROUNDS**

- A. Rules
  - 1. Basic, clearly defined playground rules are set up for each building, prepared by the administrator, teachers, and educational assistants, and enforced uniformly. Students shall be informed of their responsibilities.
  - 2. Adult supervision on the playground begins at 7:45 a.m.
  - 3. Any gross misconduct will be reported to the building principal.
  - 4. Students must seek permission from supervising adults in order to leave the playground.
  - 5. Student accidents that lead to injuries will be evaluated by one of the supervisors for possible referral to the school nurse.

#### **ROOM PARENTS/CLASSROOM VOLUNTEERS**

Many teachers accept volunteer room parents in the fall to help in organizing room parties and to assist the teacher during parties.

For the safety of our students, all classroom volunteers will need to get a background check if they plan to volunteer in the classroom on a regular basis.

**Criminal Background Check and payment.** If you already have a background check on file @ BV (From volunteering, subbing, or student teaching) please call the Central Office at 582-2049.

-payment must be exact cash or check to the DCI (only if new to the district) take form to Brandon Police Department, Mondays and Fridays at 1:00, return forms and payment to BVSD. If you have had this background **check in the last year with another school district**, you can request that they forward the results to BVSD.

Contact your building administrator if you have questions.

#### TRANSPORTATION

Please notify the office, the classroom teacher, and transportation department in advance when your child will be riding home with someone else.

Please contact the Transportation Department at 605-582-3514 with questions.



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### **TREATS**

The school district will host a safe and healthy environment for all students by elimination of shared food. Students may not bring food or snacks to pass out to classmates. Students may bring their own personal snack for milk break at the elementary buildings and for holiday parties, specifically Halloween, Christmas and Valentine's Day. The school district encourages healthy choices for any snack sent to school.

An individual student treat that is allergy-safe and containing fewer than 25 calories may be utilized by a classroom teacher if allowed by the building principal. Food allergy concerns and overall student health and wellness are the priority. (Second Chance Breakfast, snack and personal snacks allowed.)

Suggested healthy treats are listed below:

Cheese Stick	Yogurt
Fresh Fruit	Fruit Cups
Popcorn	Pretzels
Dry Cereal	Fruit Bars
Cereal Bars	

### **VISITORS**

All parents and visitors are required to check into the office immediately upon entering the building. Students who wish to bring any visitors to school with them should check in advance with each of their instructors and the principal.