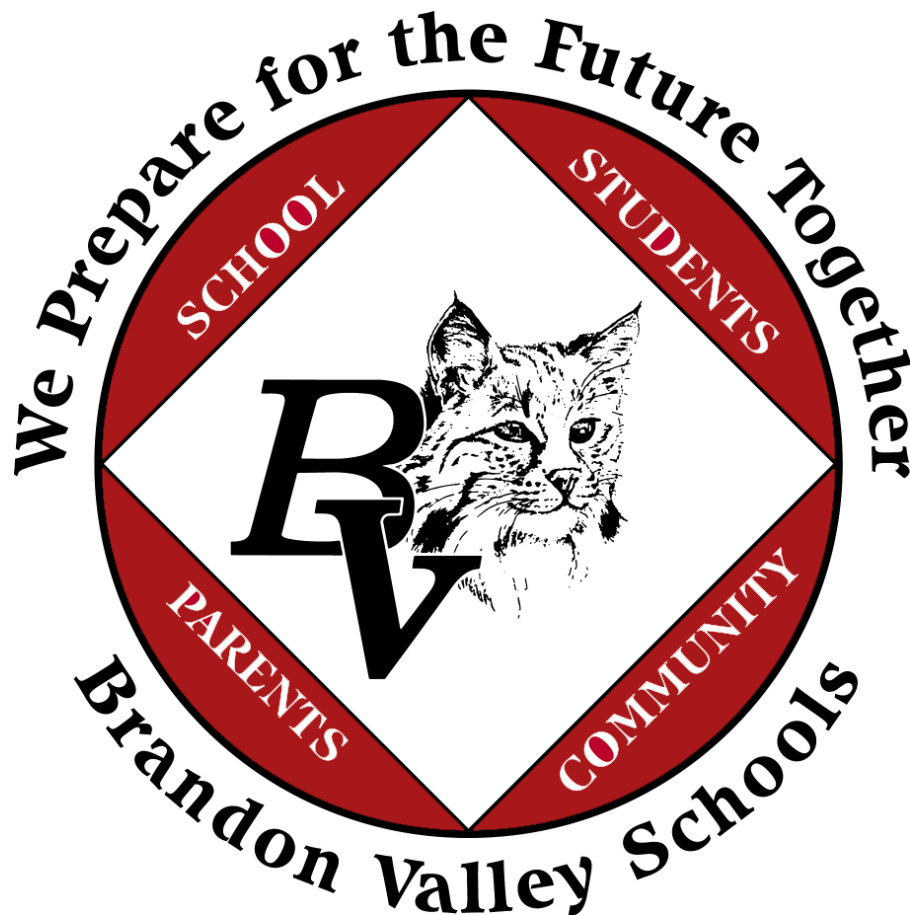


Brandon Valley School District

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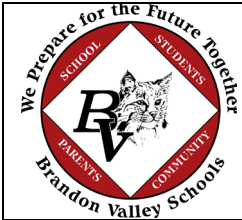
Intermediate School Student Handbook



Respectful - Responsible - Safe
Kind - Active Learners

Contents

ACTIVITIES	1
ANTI-BULLYING/HARASSMENT OF STUDENTS	2
ARRIVAL AT SCHOOL (Each Day)	4
ATTENDANCE.....	4
BICYCLES	6
BUILDING HOURS.....	6
CELL PHONES/ELECTRONIC DEVICES	6
CHEATING.....	6
COMPUTER USAGE POLICY	6
CONDUCT AT SCHOOL ACTIVITIES	9
CURRICULUM FOR INTERMEDIATE SCHOOL.....	9
DANGEROUS AND NUISANCE ITEMS	9
DISCIPLINE.....	10
DRESS CODE	11
ENTRANCES.....	12
GRADING SYSTEM	12
GUM, CANDY, WATER AND COUGH DROPS	12
HOMEWORK	12
ICU - INTENSIVE CARE UNIT FOR INCOMPLETE ACADEMIC ASSIGNMENTS.....	13
ID BADGES	13
LOCKERS	13
LOST AND FOUND	14
OFF-SITE LEARNING EXPERIENCES.....	14
PARTIES DURING THE SCHOOL DAY	14
PARENT CONFERENCES.....	14
PICTURES	14
REPORT CARDS.....	14
ROLLER BLADES	14
ROOM PARENTS.....	15
SCHEDULE.....	15
STEALING.....	15
STUDENT RELATIONSHIPS.....	15
TECHNOLOGY- ACCEPTABLE USE POLICY	15
TELEPHONES	16
TOBACCO, NICOTINE, E-CIGARETTES.....	16
TREATS	17
VISITORS	17



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

ACTIVITIES

A. Fun Night

Fifth and Sixth grade students will have other activities as planned.

B. Band, Orchestra, Chorus

Intermediate school band, orchestra, and chorus (6th grade only) rehearsals are held during the school day. Individual and group lessons will be scheduled by the instructors of each activity. Band, orchestra, and chorus (6th grade only) are the only school-sponsored activities at the intermediate level. Participation is dependent upon being present for required functions.

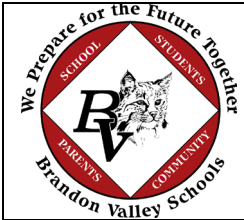
Students will be allowed three unexcused absences from lessons after which they will be asked to show cause why they should not be dropped from the music activity. Unexcused absences include forgetting music and/or instruments.

Students may add or drop band/chorus/orchestra after the first three weeks only with parental and principal permission. There are to be no school activities scheduled on Wednesday evening after 6:15 and no required practice or rehearsals scheduled on Sundays. Only state sanctioned events will be scheduled on Wednesday evening. Only formal concerts will be scheduled on Sunday.

C. Student Government

The following guidelines will govern the election of Intermediate School Student Council President, Vice President, Secretary and Treasurer.

1. Student Council president, vice president, secretary, and treasurer election will be held during September.
2. Candidates will be placed in nomination by petitions that contain twelve legitimate signatures of members of the student body. Petitions may be picked up in the principal's office. Completed petitions must be filed with the office before the election campaigns begin.
3. If a student signs more than one petition for each office, that signature will be declared invalid on all the petitions on which it appears. Signatures must be legible and petitions filled out in the prescribed manner to be valid.
4. Any sixth grader of the student body may run for the office of President. The candidate receiving the second greatest number of votes shall be deemed vice-president. The president presides over all meetings of the student council, with the vice-president presiding in the absence of the president.
5. Fifth graders may run for the office of secretary.
6. Candidates pick a campaign manager to circulate the petition and oversee the campaign.
7. No campaigning will be done prior to the Monday before the election week. Candidates are limited to 5 posters which must be placed in the commons area only.
8. Students will not be permitted to work in the building after 3:45. Posters must be taken down by 3:45 the day prior to the election.
9. Campaign speeches allowing candidates to present themselves to the student body will be presented prior to the election of officers with campaign managers introducing their candidate.
10. Student Council representative and alternates will be elected from homeroom. This is done after officers have been decided.
11. Any member of council can be removed by the administration for behavior detrimental to the student council.



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

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.

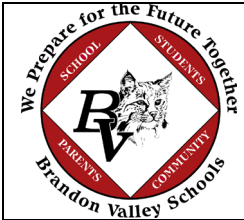
Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 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.



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

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;
- 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, 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.

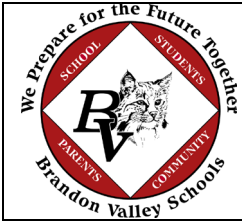
The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven 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, www.brandonvalleyschools.com following policy [JBA](#).



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

ARRIVAL AT SCHOOL (Each Day)

When students arrive at school in the morning, they stay in the commons or open gym (schedule set by the P.E. teachers). There isn't any supervision prior to 7:45 a.m. When special provisions have been made, they may go to their classroom upon arrival at school.

Students who are eating breakfast will report to the commons, students not eating breakfast will report to the gym and wait in the bleachers until 7:45 a.m. when dismissed to go to homeroom.

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

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. Student attendance is calculated in the School Performance Index, which is published by the state as our building's accountability report card.

*Please note principal discretion may be used.

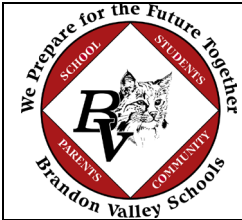
The following regulations apply to all students and pertain to absences of all types. Administrative discretion will be used when necessary.

A. Absenteeism: Absence from school during regularly scheduled school hours.

1. Generally, the only absences excused are the following:

- a. Personal illness
- b. Family emergency (death, serious illness)
- c. Funeral
- d. Dental or medical appointments that cannot be made on Saturdays or after school hours.
- e. School sponsored activities. When possible students should notify teachers in advance of absence.
- f. Parental request: an absence when required by the family, upon request by the parent and approved by the administration. Lessons assigned and class discussions for the duration of the absence become the responsibility of the student and parents, and should be done in advance for known absences.

2. If a student is expected to be absent, parents should call or email 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. Voicemail 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.
3. Whenever any student is absent (excused or unexcused) more than five (5) days in any 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 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.
4. A student shall not leave school during the school day without reporting to the office and obtaining permission prior to the absence. Failure to report to the office shall result in an unexcused absence.
5. If a student becomes ill while in school, he/she shall report to the principal's office. An attempt will be made to contact a parent before allowing the student to go home. Whenever a parent gives the school permission to send a child home unattended, the parent assumes the responsibility for the safety and wellbeing of the student. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent. When a student is ill, in order for that student to participate in or attend any after school activity, the student must be in school three



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

consecutive periods prior to dismissal time on the day of that activity. Other excused absences will allow participation in that activity without the three consecutive periods clause.

6. In the case of an excused absence, the student shall make up the work and receive full credit. Students will be given at least as many school days as they were absent plus one additional school day to make up the work for full credit.

South Dakota Codified Law 13-27-1 State Law: 13-27-1: "Any person having control of a child, who is not younger than five or older than six years old by the first day of September, or any child who, by the first day of September, is at least six years old, but who has not exceeded the age of eighteen, shall cause the child to regularly attend some public or nonpublic school for the entire term during which the public school in the district in which the person resides, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless the child has graduated or is excused as provided in this chapter. However, the requirements of this section are met if a child who is at least sixteen years of age enrolls in a general education development test preparation program that is school-based or for which a school contracts and the child successfully completes the test or reaches the age of eighteen years."

B. Tardiness:

In the event of excessive tardies, the principal will contact parents/guardians outlining responsibilities.

C. Truancy: Truancy is defined as any absence not approved by the school.

The following absences classified under to the following categories:

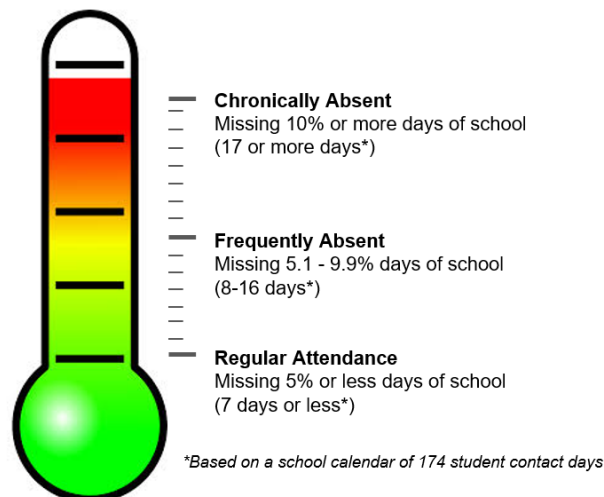
Excused:

- Death in the family/funeral
- Family emergency (serious illness)
- Court Summons with court note
- Illness of student with medical note
- Illness when student is sent home by school official
- Dental or medical appointments that cannot be made
- Religious holidays
- Hazardous weather
- Principal authorized absence

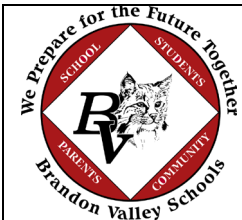
Unexcused (not limited to):

- Skipping
- OSS – Not in attendance
- Student illness without medical note
- Parent/Guardian request*
- Oversleeping
- Missed ride
- All other absences

Medical documentation from a doctor, dentist, or other professional must be specific, including the date of the appointment and the duration of the absence. An absence from school without the authorization of the parents or the school prior to the absence shall be considered truancy.



Refer to District Section for more information.



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

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.

BUILDING HOURS

Intermediate school students should not arrive **before 7:45 a.m. when adult supervision begins**. In order to cut down on excessive traffic in the buildings, the following additional procedures apply:

1. Custodians will lock all outside doors at 4:30 p.m. on nights when there are no activities.
2. All sponsors of activities will remain in the building until students have gone. If necessary, students may wait in the area just inside the front doors and the custodian should be notified to lock the inner doors.
3. The advisors of any non-athletic activity held after 6:15 will notify the night custodian (or request that he/she be notified) as to when the doors should be unlocked and locked.

CELL PHONES/ELECTRONIC DEVICES

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

1. Cell phones, SMART watches, and other and electronic devices shall be turned off or silenced during the regular school day (7:45am – 3:05pm) unless preauthorized by the building administrator.
2. Digital Images or taking photographs of any kind are prohibited to ensure the privacy of others.
3. Cell phones and electronic devices must be stored in a student's locker during the school day. They are not to be carried on a student's body.

Students who violate district or school rules and regulations may be subject to discipline, including, but not limited to, detention, suspension, and expulsion. The school resource officer will be notified if violations are ongoing.

CHEATING

Teachers will take the paper of any student cheating on an assignment/project/test and be required to complete an alternative assignment or assessment. 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.

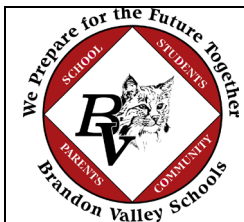
Students who break and/or enter rooms, desks or files and take unauthorized materials (tests, assignments, answer keys, etc...) may be charged with vandalism.

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



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

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.
- 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.

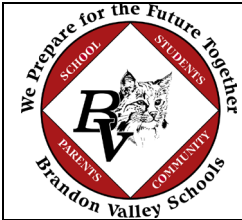
Rules Relating to Specific Services:

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.



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

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

Network Use:

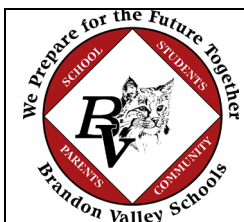
At log-in all users will be required to acknowledge understanding the Acceptable Use Agreement before being allowed access. Parents or guardians of minors will provide confirmation of their understanding of the Acceptable Use Agreement and give permission for use on the annual registration card.

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.



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

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.

CURRICULUM FOR INTERMEDIATE SCHOOL

GRADE 5

Math:
Science
Social Studies
English/Reading
Directed Learning Environment

Semester:

Physical Education
Computer

Quarter:

Art
General Music

Electives:

Band & Orchestra

GRADE 6

Math:
Science
Social Studies
English/Reading
Directed Learning Environment

Semester:

Physical Education
Smart Lab

Quarter:

Art

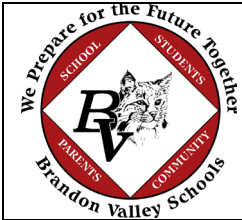
Electives:

Band & Orchestra
Vocal Music

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, 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.



Brandon Valley School District

Intermediate Student Handbook

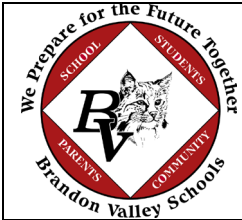
[Return
to Top](#)

DISCIPLINE

- A. Fighting, Insubordination, and Profanity (JrK-12)
 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 instructions 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/Threats: Threatening attitude and/or sexual harassment of students and teacher. Threats may be reported to law enforcement when deemed appropriate.

Any student involved in a bomb threat will be reported to law enforcement. Bomb threats are treated as a class 6 felony. The principal will have the option, after working with authorities, to suspend the student(s) up to the maximum allowable and/ or refer to the Board of Education for expulsion.
- B. Vandalism/Breaking and/or Entering – willful or malicious destruction or defacement of public or private property. The student should be counseled by the classroom teacher or building principal and the parent will be notified. Student will be subject to possible detention, suspension, expulsion, and/or possible referral to law enforcement agency, depending on seriousness of offense, and total financial responsibility. Failure to accept financial responsibility will be dealt with by expulsion of student or referral to the proper law enforcement agency.
- C. Penalties for breaches of discipline defined above.
 1. First violation: The student shall be reprimanded and may face detention. A disciplinary referral notice shall be recorded in Skyward-Parent Access and communicated with the parents. In the event that the first violation is of a serious nature involving verbal abuse, threat, physical injury or damage to property, short term suspension may be administered.
 2. Second violation: Short term suspension.
 3. Third violation: Long term suspension or expulsion.

*Principals reserve the right to change the course of discipline based on the severity of the action.
- D. Procedure for Determining Alleged Misconduct or Violations
 1. The following steps will be utilized when appropriate:
 2. The administrator/supervisor shall investigate the alleged misconduct or violation.
 3. If the alleged misconduct or violation has occurred, the administrator/supervisor will give oral or written notice of the incident to the student and to the parents as soon as possible after the incident.
 4. When appropriate, the notice shall state the policy allegedly violated, and the time and place where a hearing will be conducted by the administrator/supervisor.
 5. The administrator/supervisor shall render a decision as soon as possible after the hearing and inform the student and parents.
- E. Detention: a form of punishment that detains a student outside of the normal school hours.
 1. It shall be supervised by a faculty member in a separate undisturbed room within the school in the form of a study hall. Detention may be served before school, during lunch, or after school each school day. A student reporting for detention shall bring school work to do during the detention period. After school detention may be allowed with permission of the administration.
 2. A student assigned detention may have one (1) day notice. Students involved in school activities will miss the activity to stay in detention.
 3. A student will be assigned two additional detentions following the day they miss an unexcused detention. Repeat offenders may be suspended from school.



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

4. Upon receiving their seventh detention, excluding trancies and tardies, students will automatically receive a one-day suspension. Subsequent detentions will also result in an additional suspension.
- F. Suspension – temporary denial to a student to participate in any instructional and/or school activity for a period of time.
 1. ISS (In-School Suspension)

Temporary denial to a student to participate in any instructional and/or school activity for a period of time. Students in ISS work will work in the office, be given assignments from their teachers, and will also check lesson plans/Google Classroom to complete assignments for the days they are not in the classroom. This work will be due upon their return to the classroom. Students are expected to follow Lynx Way expectations. If a student cannot follow the guidelines for ISS, they may face further suspension.
 2. OSS (Out-of-School Suspension)

Students are not allowed to be in the school, on district property, or attend school activities when assigned OSS. Students will be required to complete all academic work they miss while serving their suspension. This work is due upon their return to the classroom.
 3. Short Term Suspension shall mean suspension for a period of ten (10) school days or less. A school principal shall have authority to invoke a short term suspension. However, a conference involving the student, principal, and one or both parents may be requested before the student is readmitted.
 4. Long Term Suspension shall mean a suspension for a period of eleven (11) school days or more. Long term suspension may be ordered only by action of the Brandon Valley Board of Education. A formal hearing involving the student, principal, one or both parents, and the Board of Education may be held before the student is readmitted.
 5. Three or more short term suspensions may result in placement at our alternative school (Teachwell Solutions) or referral to the Board of Education for consideration of long term suspension or expulsion.
 6. Credit will be given for long term projects missed on days of suspension.
 7. In the event a student discontinues enrollment and later re-enrolls within the same school year, any suspension(s) received by the student during the first enrollment period shall be in effect during the second or subsequent enrollment period(s) within the same school year.
 8. Regulations regarding special education refer to JrK-12 Section under Special Services.

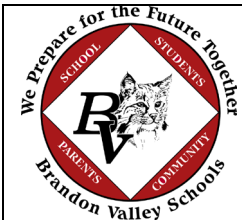
DRESS CODE

In the interests of cleanliness, decency and good taste, restrictions on dress and grooming are necessary when they create a danger to students' health and safety, interfere with the educational process, or create a disruption in school. Out of concern for health and safety, footwear is to be worn in the building at all times. Also, parents should take care that children are dressed appropriately for weather conditions.

Students who are wearing T-shirts, jackets or other items of wearing 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. 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, facemasks, 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.

Dress code provisions apply during planned themed dress-up days (example: homecoming dress-up days) and field trips. Students are not allowed to wear face paint.



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

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.

ENTRANCES

Intermediate school students are to use the front door only for entering or exiting the school building.

GRADING SYSTEM

The Brandon Valley grading system is used to evaluate and record student progress and is uniform district-wide and at comparable grade levels. A marking system of letter grades is used in grades 3 through 12 as follows:

Grading System:

A4.0 B3.0 C2.0 D..... 1.0

A-.....4.0 B-.....3.0 C-2.0 D- 1.0

B+.....3.0 C+2.0 D+1.0 F..... .0

Grading Scale:

A95-100 B86-88 C77-79 D..... 68-70

A-.....92-94 B-.....83-85 C-74-76 D- 65-67

B+.....89-91 C+80-82 D+71-73 F.....0-64

GUM, CANDY, WATER AND COUGH DROPS

Gum and candy are not permitted during the school day. Students may carry water during the day. Cough drops are to be accompanied by a note from parents and brought to the nurse's office.

HOMEWORK

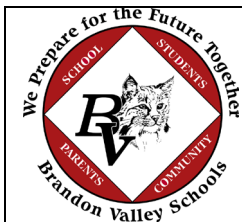
The Board of Education defines homework as learning opportunities to be done by the student outside of the normal school day in which there is no supervision by the classroom teacher.

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



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

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)

HOMEWORK POLICY: [IKB](#)

ICU - INTENSIVE CARE UNIT FOR INCOMPLETE ACADEMIC ASSIGNMENTS

The Brandon Valley Intermediate School ICU program provides the opportunity for students to complete any missing homework or work not completed at a quality level. Students who are placed on the ICU list are provided with opportunities throughout the school day to complete academic schoolwork –examples include: homeroom, recess, working lunch, or DLE. We also provide an opportunity for work to be completed after school in “power hour” after school until 4:05 Monday through Thursday in a teacher’s classroom. Students who attend or are assigned after school “power hour” are provided academic support from a teacher at the Brandon Valley Intermediate School.

Students who are absent from school will not be placed on ICU until the number of days to make up homework has passed (see *attendance* section for details on allowed time for make-up work).

When a student is placed on ICU, the parent/guardians receive an email and/or text message stating their child has a missing assignment. This communication tool allows for communication between parent/guardian’s, student, and teachers regarding incomplete schoolwork. Our goal is “At BVIS Every student completes EVERY assignment”.

ID BADGES

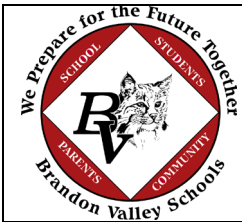
Students are to always have their Student ID Badge visible. Students will be issued a badge during the beginning of the school year. This badge allows students to make purchases through the food service, check out books in the library and earn PBIS tickets for the LYNX Way. These badges should not be altered in any way. Badges that are lost or damaged will require a \$5.00 fee. Students will be provided with a lanyard and plastic protective cover for their Student ID Badge.

LOCKERS

Each student is issued a locker and is expected to keep his or her books and personal belongings properly secured at all times. Students are advised against leaving money or other valuables in the lockers. Tape is not to be used in the lockers.

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

1. Random locker, desk or other storage space searches may be conducted by the administration.
2. General housekeeping inspection of school property including lockers will be conducted.
3. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

LOST AND FOUND

Lost articles should be reported and found articles turned into the office.

OFF-SITE LEARNING EXPERIENCES

Off-site learning experiences are conducted during normal school hours as a planned culmination or supplementation of a class or unit. Expectations for student behavior and conduct remain the same on and off campus for these organized learning experiences. During these activities students should view themselves as a representation of the Brandon Valley School District and uphold core principles of the Lynx Way- Respectful, Responsible, Active Learners, Safe, and Kind.

****Before students are allowed to participate in a planned off-site learning experience parents are required to complete the yearly "Verification Process" in Family Access. This process should be completed on or before the first day of school each academic year**** If you need your Skyward log-in information, please contact the BVIS office.

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 at the beginning of the year.

To avoid hurt feelings, disappointment and liability issues, invitations to parties should **not** be distributed at school.
NO HOME BAKED GOODS
(See Treats)

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.

PICTURES

Student pictures are taken early in the school year will be used in school annual. Students have an opportunity to purchase packets of pictures at a special price if they so desire.

REPORT CARDS

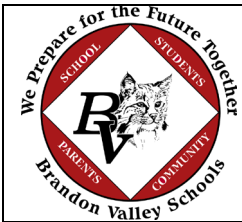
Report cards will be posted on Family Access the week following the end of each academic quarter.

Students may access their grades at any time by going on-line with Student Access. Parents may access their child's grades any time by going on-line at Family Access.

Physical copies of report cards may be requested through the Brandon Valley Intermediate School office.

ROLLER BLADES

Students shall not roller blade, roller-skate, or skateboard on school grounds at any time, whether during or after school hours, including all outdoor and indoor recess periods. For purposes of this ban, school grounds shall include all school buildings, parking lots, paths, playgrounds, and stairwells leading to school building entrances. Students on roller blades or roller skates shall remove such equipment before entering school grounds. Students on skateboards shall dismount before entering school grounds. Students choosing to carry roller blades, roller skates, or skateboards onto school grounds shall promptly store such equipment in approved storage areas. When leaving school grounds on roller blades, roller skates or skateboards, students are encouraged to wear safety helmets.



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

ROOM PARENTS

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.

SCHEDULE

Intermediate School classes start at 8:05 a.m. Students are dismissed at 3:05 p.m. See your child's team webpage for a detailed period time schedule. You can also access your child's schedule through Family Access (Skyward).

STEALING

Stealing school or student property could result in detention or suspension. Referral may be made to law enforcement officials and restitution will have to be made by the student or parents of the student.

Students are encouraged to do the following:

1. Use common sense and do not leave purses and other personal belongings in classrooms and gym.
2. Check valuable items into the office if they must be brought to school on any given day.
3. Accept responsibility for belongings and valuables used each day in the classroom or on school activities.
4. Mark gym uniforms, tennis shoes, and all other personal equipment or items.

STUDENT RELATIONSHIPS

Students who exhibit excessive affection in hallways and classrooms can be expected to be referred to the office and, if necessary, detention, or short-term suspension will be given to uncooperative students.

TECHNOLOGY- ACCEPTABLE USE POLICY

A) ACCEPTABLE USE POLICY

The District's Acceptable Use Policy will apply to all student use of school computers.

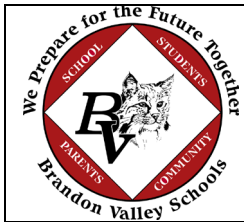
1. Acceptable Use Policy ([click here to view](#))

B) COMPUTER LOANER PROGRAM

1. Students who have submitted their computer for repairs to the Help Desk will be given a loaner computer if available with no consequence. Students who have recorded 3 or more instances of accidental computer damage may be asked to check their computer in at the Help Desk after school each day.
2. Students who forget their computer at home and want to check out a loaner computer for the day will be allowed to do so if loaner computers are available. If the student continues to forget their computer, they will be asked to keep their computer at school.

C) STUDENT PLEDGE

1. I will take good care of the computer issued to me.
2. I will never leave the computer unattended and know where it is at all times.
3. I will never loan out my computer to other individuals.
4. I will have my battery charged fully when I arrive at school and charge it as necessary throughout the day.
5. I will keep food and beverages away from my computer since they may cause damage to the computer.
6. I will not disassemble any part of my computer or attempt any repairs.
7. I will protect my computer by only carrying it while in the bag provided.
8. I will use my computer in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc.) on the computer unless there is a case on the computer.



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

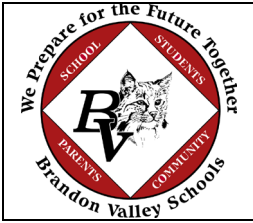
10. I understand that my computer and accounts are subject to inspection at any time without notice and remains the property of the Brandon Valley School District.
 11. I will follow the policies outlined in the Computer Policy Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
 12. I will immediately report any theft, vandalism, or other damage covered by insurance to the help desk or principal.
 13. I will be responsible for all damage or loss caused by neglect or abuse.
 14. I agree to pay for the replacement of my power cords and carrying case in the event any of these items are lost or stolen.
 15. I agree to return the District computer and power cords in good working condition.
 16. I will not reveal my own or anyone else's personal address, phone number, or passwords using the school's computer network.
 17. I agree to abide by all copyright and license agreements.
 18. I agree that no financial transactions of any kind will be allowed using the school account.
 19. I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.
 20. I agree to not bypass the internet filter to gain access to blocked websites.
 21. I agree to never provide my passwords to anyone.
 22. I agree to be responsible for maintaining my passwords to all my school accounts.
 23. I agree to not add screensavers or backgrounds that violate school policy (tobacco, violence, inappropriate images, etc.)
- D) ACCESSORY REPLACEMENT COSTS (these are not covered by offered insurance)
- Lost Laptop: \$600
- Laptop Charger: \$45 (No Third-Party chargers allowed.)
- Laptop Bag: \$45
- Removal/Damage to identifying tag: \$5 each
- E) MISCONDUCT
- The building administrators are responsible for applying disciplinary actions when the Acceptable Use Policy has been violated.
1. First Major Offense: Maximum of 2 weeks (10 school days) suspension of computer privileges. A parent will be notified of offense.
 2. Second Major Offense: Maximum of 1 month (20 school days) suspension of computer privileges. A parent meeting will be required for computer privilege to be reinstated.
 3. Third Major Offense: Termination of privileges for the remainder of the school year or 6 months, whichever is longer. A parent meeting will be required.

TELEPHONES

The office phones in all buildings are not to be used unless for official school business. Consult the office for permission. Students will not be called to the phone for personal calls unless they are of an urgent nature.

TOBACCO, NICOTINE, E-CIGARETTES

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. Disciplinary action will be taken, and the violation could result in referral to a law enforcement agency.



Brandon Valley School District

Intermediate Student Handbook

[Return
to Top](#)

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 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.