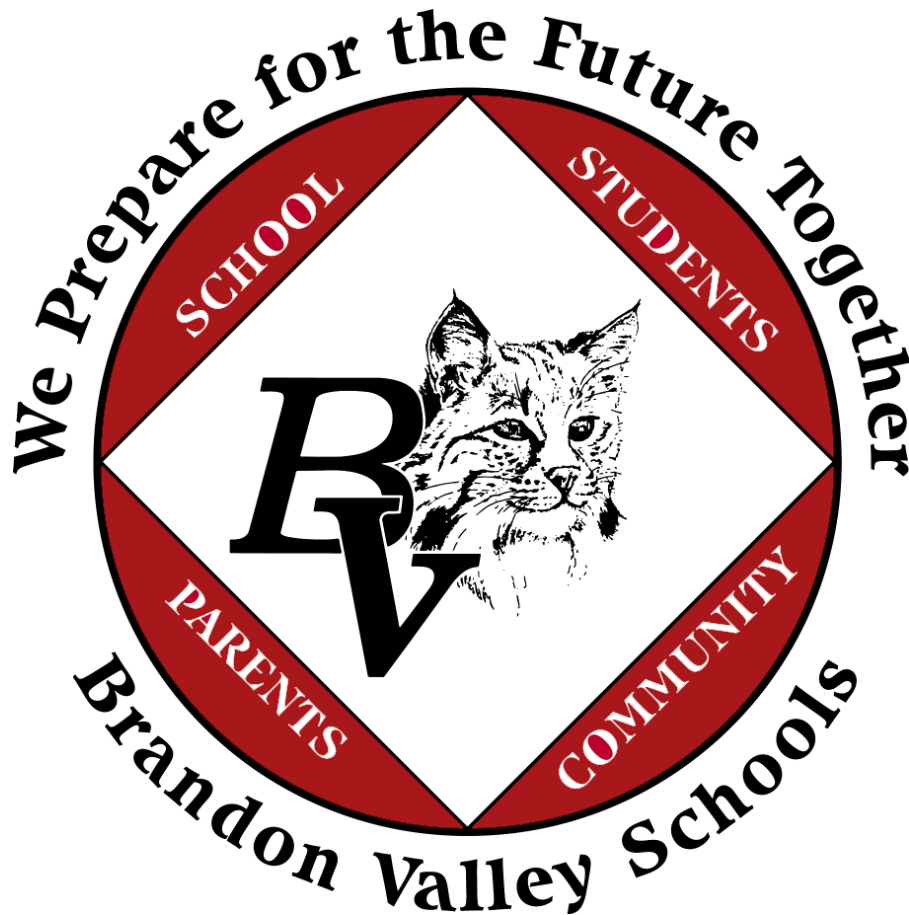


2023-2024

Brandon Valley School District

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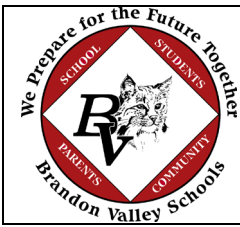
High School Student Handbook



Respectful - Responsible - Safe
Kind - Active Learners

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ACADEMIC LETTER

1. The Academic Letter represents academic excellence achieved by a BVHS student over the course of a school year. Students in grades 10-12 can earn a letter, suitable for display on a letter jacket, upon initial qualification. A bar will be given to a student for each subsequent qualification. Ninth grade students who meet the standards will receive a certificate. Determination of qualification will be made during the fourth quarter and awards will be presented before the end of the school year.
2. Eligibility requirements of the Academic Letter are as follows:
 - a. A student will qualify if their cumulative GPA is higher than 3.75 for the first three quarters, and
 - b. A student may have no failing grades on any of the first three quarters.

ACCESSIBILITY CONTINGENCY PLAN

Brandon Valley High School has two classroom additions that include two stories. Both second floors are accessible by elevator except in times of power failure or other emergency that limits use of the elevator. This plan is intended to describe responsibilities and procedures to be used during times of emergency.

The high school principal is responsible for executing and communicating this plan to the staff and students.

As much as practical, students with disabilities that restrict mobility will not be assigned to second floor classrooms. Equal access to all programs shall be maintained in student classroom assignments.

Students with disabilities that restrict their mobility and their use of stairways will, in times of emergency, be transported down the stairway using a portable wheelchair stair-climber, or by other physical assistance for students not in wheelchairs, by the classroom teacher to which the student is assigned. All staff in second floor classrooms will be trained in the use of the wheelchair stair-climber and will demonstrate competence.

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.

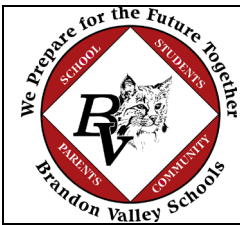
The Board prohibits harassment, bullying, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics of the student including: race, color, creed, sex, national origin, religion, age or disability.

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;



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- 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;
- 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:

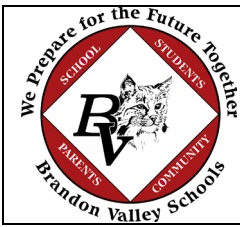
- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student’s education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions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



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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.

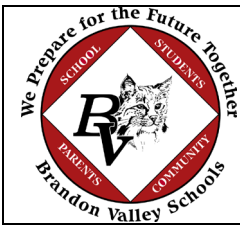
The board will annually publish this policy. The policy may be publicized by the following means:

- 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

ATTENDANCE

- 1) See ATTENDANCE in District section.
- 2) Excused Absences (illnesses, family emergencies, parental requests and medical-type appointments approved by the high school office).
 - a) All doctors' notes must be submitted within one week of the original appointment in order to be considered for exempt status.
 - b) To be excused, the office must receive a phone call by 9:00 a.m. from a parent/guardian.
 - c) After 9:00 a.m. the office will call the home listed on the student directory.
 - d) *If no contact is established with parents/guardians on the day of the absence, this absence will be recorded as unexcused or truant. (If parent/guardian is unavailable, a call must be received before 9:00 a.m. the following morning to be excused or the absence will be considered unexcused/truant).
 - e) Students may only excuse their own absence if they no longer live at home and documentation of emancipation is on file at the high school office. Such documentation will eliminate contact between school and parent/guardian regarding attendance, etc.
- 3) Parental Request Absences: Any absence requested by the family and approved in advance by the administration will be marked as "Excused". Parental requests will not be accepted for over-sleeping, missing the bus, repair of vehicles, shopping without parents, employment or babysitting outside of the home, recreational trips and vacations without parents, or missing class to study for another class.
 - a) Post-Secondary Visits: Students will be allowed three additional absences in the attendance policy for a college or technical school visit, and/or a military physical. Students may be excused for the periods missed while on a college campus visit or for a military physical provided the student receives permission from the high school office prior to the absence, has a prescheduled appointment with an official representative of the institution, participates in all orientation activities and submits a signed verification of attendance from the campus official or military recruiter. These three days are to be cumulative over the course of a student's attendance record and may be used at the beginning of the junior year. This does not allow for three days each semester, but rather for three total additional days during a student's last four semesters. Students may be excused for family vacations or to attend South Dakota High School Activities state events. Grouping is not allowed for parental request absences. All such absences will be counted as one-for-one. Lessons assigned and class discussions for the duration of a parental request absence becomes the responsibility of the student and should be made up in advance or immediately upon return to school.



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If a student is failing a course, a parental request will be granted providing the student makes up the time after school, before school or in Saturday School working on that subject.

- 4) In order for a student in grades 9-12 to participate in or attend an extracurricular activity, the student must be in class three consecutive periods prior to dismissal time on the day of that activity unless approved by the principal. A violation of this rule will be considered truancy.
- 5) In cases of suspension, absence not excused or truancy, the student may not be able to make up work and may receive a zero, at the discretion of the administration.
- 6) All absences, excused or unexcused, at Brandon Valley High School will be processed as follows:
 - a) Nine (9) or more absences in a semester are considered to be excessive by the Brandon Valley School District. After nine absences from any one class period in a semester, a contract will need to be signed by the parent, student, and administration. A copy of the contract will be provided to the parent. The parent will be informed of the consequences of additional absences. Example of contract:

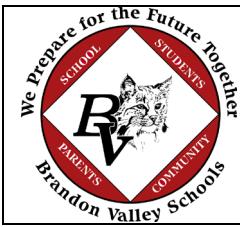
Brandon Valley Attendance Contract

Attendance Contract Expectations

- I agree to come to school every school day and report to each of my classes on time.
- I agree to stay in school the entire school day and attend all class periods.
- I agree to be on time for each class period.
- I agree to complete any assigned Saturday Schools, in-school suspensions (ISS), and out-of-school suspensions (OSS).
- The parent(s) agree to structure the home environment to improve school attendance. This includes arranging a reliable source of transportation to and from school for the student.
- A medical professional or school official must excuse all future absences. Medical notes must be provided to the school's attendance secretary within a week of the absence(s).
- If absences continue without medical documentation or the approval of a school official, a legal petition of truancy may be filed on the student and/or parent(s) with the State's Attorneys' office in accordance with the state compulsory attendance law. If a petition is filed, the student and parent(s) may be summoned to a juvenile court hearing.

In accordance with District Policy, this Attendance Contract will carry over from the current year to next year and supersedes the provision in this Regulation that 9 absences are considered excessive. Any/all absences in violation of this Attendance Contract will be considered excessive.

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."



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Truancy is defined as any absence not approved by the school, classified according to the following categories:

Excused/Exempt:

- 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 on Saturday (exempt with doctor note, excused without doctor note)
 - Four or more consecutive illness-related absences will require a doctor's note to be exempt.

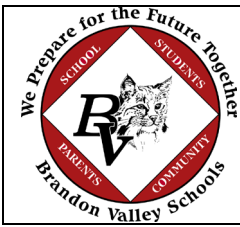
- Religious Holidays
- Hazardous weather
- Principal authorized absence

Unexcused:

- Skips
- OSS – Not in attendance
- Student illness without parent communication
- Parent/Guardian request*
- 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. Example: "Chuck had an appointment at the clinic on January 14. Please excuse him from school on January 14 and 15." An absence from school without the authorization of the parents or the school prior to the absence shall be considered truancy. All doctors' notes must be submitted within one week of the original appointment to be considered for exempt status.

- b) When a student has been absent from any class eleven (11) times during a semester, he/she may lose credit in that course and will be dropped from the course with an "F" recorded. A student may be referred to the board of education for long term suspension in the event a student no longer has at least three (3) valid classes.
- c) Exceptions to the above policy are:
 - i. A student may lose credit for the 11th absence if he/she has a truancy or suspension.
 - ii. For excused absences 11-15, the student would be given the option of making up time as designated by the principal.
 - iii. Grouping. Grouping is the combining of related absences. Student/parent should arrange to meet with the principal to discuss the grouping of absences. Grouping will take place only if a student exceeds ten (10) absences and will only return a student's attendance back to ten (10). A doctor's note or similar documentation is necessary for grouping.
 - iv. Any truancy, out of school suspension or in-school suspension will automatically exclude a student from grouping absences. An unexcused absence may exclude a student from grouping.
- d) Absences will be counted in the following manner:
 - i. School sponsored activities do not count as absences. This includes school sponsored athletic contests, music, debate, field trips, and any other activity approved by the school administration. Absences for school sanctioned activities are not exempt.
 - ii. Absences due to prolonged illness, hospitalization, counseling or a series of medical treatments may be grouped whenever the condition is supported by a physician.
 - iii. Absences due to bereavement or serious illness in the student's immediate family may be grouped.
 - iv. Students may be excused and counted for school attendance up to five (5) days per year to attend events of



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- state or nationally recognized youth programs of educational value.
- v. All other absences, excused or unexcused, will count one-for-one days missed (vacation, hunting trip, tournament, work, truancy, parental request).
 - vi. Students must be in attendance at least 40 minutes of the period in order to be considered present.
 - e) Extenuating circumstances will be considered by the administration.
 - f) Students may be excused for any other exceptional reason with approval by the Administration (Detention Center, Child Abuse Center, severe weather as to endanger the health or safety of student).
 - g) In the event a student needs transportation while at school, such transportation arrangements will be reviewed by the school with the parents. The solicitation of transportation by the student with another student will not be approved.
7. Unexcused Absences: Absences not excused by the administration include (but are not limited to) oversleeping, car trouble, bad roads, missed ride, inclement weather, staying home to study for a test in another class and cutting a class.
 8. Truancy is defined as any absence not approved by the school. One day, or any part thereof, equals one violation.

BUILDING HOURS

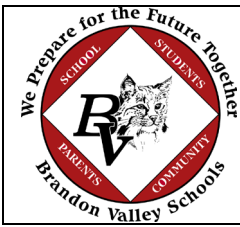
1. Regular building hours are 7:30 a.m. - 3:45 p.m.
2. Custodians will lock all outside doors at the high school at 4:45 p.m.
3. Visitors accessing the building during the hours of 8:05a.m. - 3:20 p.m. will have to enter the building from the west office doors.

CELL PHONES/ELECTRONIC DEVICES

Cell phones/electronic devices (including headphones, ear buds, smart watches, etc.) may be used in the high school building before and after the school day, between class periods in the hallways, and in the commons during lunch periods and free periods. Cell phones may only be used in the classroom for academic purposes at the direction of the teacher. Inappropriate digital images, videos, and photographs of any kind are prohibited to ensure the privacy of others. When a device is confiscated, the electronic device **MUST** be turned over unaltered to the staff member. Any misuse of any electronic device (will result in the following disciplinary actions (per semester):

- First Offense : returned directly to student after meeting with Associate Principal or parents may pick up the phone at the end of the academic day.
- Second Offense: Saturday School points (3 points) for student at the end of the academic day.
- Third Offense: returned only directly to parent or guardian and one-half day Saturday School (5 points) for student.
- Fourth Offense: returned only directly to parent or guardian and in-school suspension (one day)
- Fifth Offense: returned only directly to parent or guardian and out-of-school suspension (one day)
- Each additional offense will incur an increase by one day to the number of out-of-school suspension days a student will receive.
(Ex: Sixth offense - 2 days; seventh offense - 3 days....).

If a parent or guardian is not able to physically pick the cell phone up in the high school office, the phone will be mailed home.



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CONDUCT AT SCHOOL ACTIVITIES

Students are encouraged to attend and support school sponsored activities (contests, performances, games, dances...). The following rules apply:

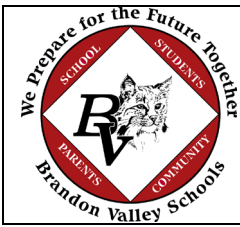
- a. Proper conduct must be observed. The following is a partial (non-inclusive) list of unacceptable behavior: verbally or physically attacking any participant (coach, player, cheerleader, referee, actor, musician, judge...), spectator, or school official. Supervisors may remove immediately any student misbehaving. Activities are an extension of the classroom and as a result students removed from an activity will face the same consequences as students that are suspended during the course of a school day.
 - i. First Offense: Suspension from that activity and loss of privileges associated with a suspension and a one-week suspension from attending and/or participating in any school activity.
 - ii. Second Offense: Additional ISS day and suspension from attending and/or participating in any school activity for the remainder of the season.
 - iii. Third Offense: Additional OSS day and suspension from attending and/or participating in any school activity for the remainder of the school year.
- b. Faculty members, their escorts, wives, or husbands, school board members, their escorts, wives, or husbands, and parents are welcome to attend all school activities provided they abide by school rules.
- c. School sponsored dances will be supervised by not less than one administrator, two faculty members, and one law enforcement officer.
- d. Students must have school provided identification cards to enter all dances and if an out of school guest is brought to the dance that student must have photo identification. Students may only bring one guest and they are responsible for the behavior of their guest. When a guest misbehaves, discipline action will be transferred to the BV host student. Students must sign up all out of school guests in the office within the parameters established by the high school office.
- e. All administration-approved school parties, mixers, or dances may continue until 11:30 pm. Junior-Senior Prom, Homecoming, and Winter Formal may continue until midnight.
- f. Any person admitted to a dance must remain in the school building until he/she is ready to leave. No one will be allowed to re-enter the dance after having once left. Doors may be closed or locked one-half hour after the start of a dance.
- g. No Middle School students are permitted at High School dances.

CREDIT RECOVERY (Summer School, Retaking of classes)

Students that retake classes to replace a failing grade or to improve a grade must take it in the same circumstance as the original class for the 'F' or other grade to be removed from their grade point average (example: English 10 semester 2 needs to be taken in a BVHS classroom where all of the students are taking English 10 and a semester test would be required since this is a sophomore level course). All classes taken off campus or through the internet must be preapproved by the high school administration. These classes, whether taken during the school year or the summer may meet graduation requirements but previous grades will remain as a part of a student's grade point average.

Summer school classes count toward the 2nd semester grades of the previous academic school year. Any class completed prior to July 31st would go on the student's previous semester transcript.

Juniors and Seniors retaking freshmen/sophomore level classes must take the semester test in that class



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CREDITS FOR GRADE LEVEL PLACEMENT

S1 Credits	Class	S2 Credits	Class
0.0 - 5.0	Freshmen	0.0 - 5.0	Freshmen
5.5 - 10.5	Sophomore	5.5 - 13.0	Sophomore
11.0 - 16.0	Junior	13.5 - 18.5	Junior
16.5 - 22.0+	Senior	19.0 - 22.0+	Senior

- Grade level placement is determined at the beginning of each school year.
- Status will be reevaluated at semester time and will reflect an increase in necessary credits.
- Privileges that will be impacted include, but are not limited to, late arrival, early release, semester test exemption/free day, class officer, student council officer, homecoming royalty court, and open lunch.

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.

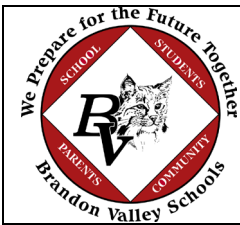
State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any student bringing a firearm to school will be expelled for not less than twelve (12) months and will be referred to law enforcement authorities. A dangerous 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.

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 maybe 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, potential alternative placement and/or possible referral to law



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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.

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

C. 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.

D. 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.

DISCRIMINATION – Sexual Discrimination

Grievance Procedure for BV Required by Title IX

Title IX Coordinator, Dr. Jarod Larson, Superintendent

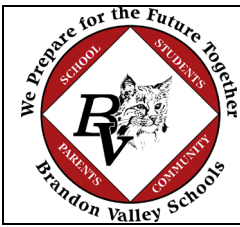
TITLE IX of the 1972 Education Amendments prohibits discrimination on the basis of sex. It requires that:

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

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

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

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



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- Step 3: The Title IX coordinator shall attempt to conciliate the complaint with the immediate supervisor or other person apparently responsible for discrimination on the basis of sex. This shall be concluded within 30 days of the filing of the complaint. The Title IX coordinator shall keep a written record of investigations, attempts at conciliation and final dispositions.
- Step 4: If the complaint has not been resolved at Step 3, the aggrieved person may request a decision by the Title IX coordinator.
- Step 5: If the attempt to conciliate has failed or the aggrieved person is not satisfied with the decision at Step 4, the aggrieved person may ask for a hearing with the Board of Education for a final disposition of the complaint.

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/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.

- Dress code provisions apply on dress-up, field trips, and semester testing days.
- 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.

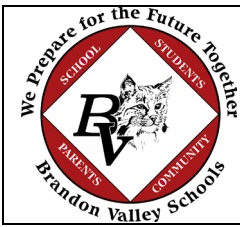
DROPPING A CLASS

Students may drop a class in the first week of a semester and pick up a replacement class, provided there is room in the replacement class. A parent note is required for this or any other schedule change. Students will be expected to make up all work missed the first week of the semester of the new course. Students who drop a class after the first week of a semester will receive an "F" for the semester.

Dropping Students for Disciplinary Reasons / Student Removal

A student may be dropped from a class with a failing grade due to disciplinary reasons. If a student is a consistent discipline problem, the following procedure will be followed:

1. Teacher will work with the student and contact a parent.
2. A conference will be held involving the teacher, student and associate principal.



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3. A letter will be given to a building administrator by the teacher explaining the discipline problem(s) and request the student be removed immediately if there is no change.
4. The student will be removed from class with a failing grade.
5. The administration has the right to immediately remove a student permanently from any class.

EXPENSES

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

FREE DAY

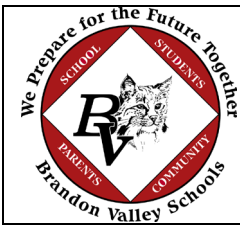
Senior students may earn a free day by receiving the same or better Junior Smarter Balanced score compared to their 8th grade year. To be exempt, eligible students must have their parent/guardian sign this incentive Free Day request prior to the absence.

A student will be expected to make up all work in advance of using a Free Day unless it does not work for the teacher. In that event, the student will be required to make up the work immediately upon return. No extra days will be allowed for make-up work when in conjunction with a free day.

FUND RAISING PROJECTS

Fundraising projects for school-sponsored and school-related activities must be approved in writing in advance by the sponsoring organization advisor, the supervising administrator, and the superintendent. The advisor must meet with the district Business Office personnel before fundraising activities commence to assure compliance with South Dakota sales tax and other requirements. All expenditures by a school organization must use district purchasing procedures. All monies collected by a school organization are school funds and must be deposited in the school activity account. The school accepts no responsibility for items or money lost or missing related to any school or non-school related fundraising.

Students involved in approved fundraising activities or fundraising activities that are non-school related are not allowed to solicit school employees at school.



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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:

A	4.0	B	3.0	C	2.0	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 for AP/Honors, CLEP Courses:

To encourage students to enroll in Rising Scholars/Honors CLEP courses when a traditional course could meet their graduation requirements; the following grading scale will be used:

A	92-100	B	83-85	C	74-76	D.....	65-67
A-.....	89-91	B-.....	80-82	C-	71-73	D-	62-64
B+.....	86-88	C+	77-79	D+	68-70	F.....	60-61

Grading Scale:

A	95-100	B	86-88	C	77-79	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.....	60-64

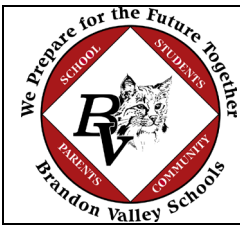
GRIEVANCE/STUDENT COMPLAINTS

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

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

HOMECOMING ROYALTY

1. Five (5) Homecoming king and five (5) Homecoming queen candidates are nominated by the seniors.
2. The entire student body shall choose the king and queen by secret ballot.



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HOMELESSNESS

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

The Brandon Valley School District Homeless policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
 - Transportation services.
 - Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title 1 of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
 - Programs in vocational and technical education.
 - Programs for gifted and talented students.
 - School nutrition programs.

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

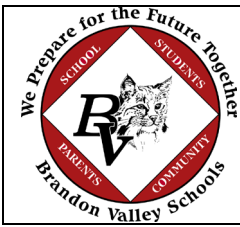
The Board of Education believes that homework can be an important part of the learning process when homework best practices, listed below, are applied.

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)



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REF.: Brandon Valley Student Handbook

HONOR ROLL

1. The honor roll will be posted at the end of each semester. Scholarship is important, and this is one way to give recognition to those students who do an outstanding job.
2. To qualify for the "A" Honor Roll a student must have a GPA of 3.5-4.0.
3. To qualify for the "B" Honor Roll a student must have a GPA of 3.0-3.499.

INITIATION

No initiation at Brandon Valley High School. Students caught initiating other students will be suspended.

LIBRARY REGULATIONS

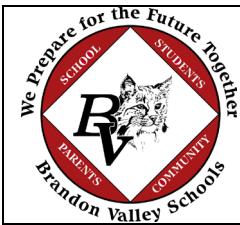
1. The library provides students with fiction and nonfiction books, magazines, reference materials and other research information.
2. The students are given the privilege of studying in a quiet atmosphere.
3. To continue to utilize their library privileges, students must return books and pay fines.
4. It will be the prerogative of the librarian and administration to set up specific library rules.

LOCKERS

1. Students may be issued a locker and expected to keep their books and personal belongings properly secured at all times. Lockers are requested in the high school office. Students should not exchange lockers and are also advised against leaving money or other valuables in the lockers.
2. 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:
 - a. Random locker, desk or other storage space searches may be conducted by the administration.
 - b. General housekeeping inspection of school property including lockers will be conducted.
 - c. 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.
 - d. A \$5.00 clean out locker fee will be assessed to anyone whose book locker is not cleaned out at the end of the school year. It is the responsibility of the student to pay for any damage to his/her locker. Fees will be assessed for the repair cost to the school district.

MINIMUM ENROLLMENT

All senior students must enroll in at least 2.5 credits each semester, and all junior/sophomore/freshmen must enroll in 3.0 credits each semester, unless special permission is granted by the school principal.



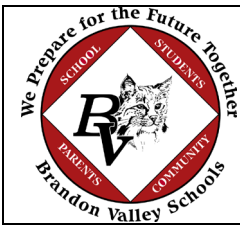
MINIMUM GRADUATION REQUIREMENTS

1. Minimum graduation requirements:
 - a. In order to participate in graduation exercises, a student must have met all state and district requirements, attend graduation practice, and have paid all fines and fees.
 - b. Seniors with a GPA of 3.70 or higher will be deemed honor graduates. Graduating seniors with a GPA 3.70-3.79 will graduate with honors; those with a GPA of 3.80-3.89 will graduate with high honors; and those with a GPA of 3.90-4.00 will graduate with highest honors.
2. Graduation speakers will be selected from students with a GPA of 3.90-4.00 at the end of seven semesters. The high school administration will set timelines for students to: express their interest in speaking, turn in a written copy of the address, and if necessary, a time for auditions.
3. Graduation for students in Special Education:
 - a. Students in need of special education or special education with related services will meet graduation requirements by one of the following:
 - i. Meeting standard course requirements.
 - ii. Meeting standard requirements with modifications as stated on the IEP (Individual Education Plan).
 - iii. Completing an alternative program as specified on the student's IEP.
4. Mid-Year Graduation: Students earning enough credits to graduate at the end of the first semester of their senior year will have a graduation exercise scheduled for them at the end of the first semester. Students may only participate in the graduation exercise immediately following their last semester of attendance. Students wishing to graduate early must meet with their counselor and the high school principal in the spring prior to the semester they wish to graduate. Mid-Year graduates lose all student privileges upon graduation, such as prom and participation in sports and fine arts activities.

CLASS OF 2024-2027

Minimum # of credits to graduate 22

<u>Department</u>	<u>Credits</u>
English/Speech	4.5
Includes:	
English 9	1.0
English 10	1.0
English 11	1.0
English Electives	1.0
Speech or Oral Interpretation	.5
Social Science	3.0
Includes:	
Geography	.5
American History	1.0
Government	.5
World History	.5
Soc. Science Electives	.5
Mathematics	3.0
Includes:	
Algebra 1	1.0
Geometry*/Informal Geometry*	1.0



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Advanced Algebra* 1.0
*Geometry or Advanced Algebra (not both) may be waived and replaced by another math elective

Science (Laboratory) 3.0
Includes:
Physical Science 1.0
Biology 1.0
Chemistry/Physics 1.0
*Chemistry/Physics may be waived and replaced by another science elective

Fine Arts 1.0

Physical Education .5

Economics or Personal Finance .5

Computer Science .5

Any combination of the following: 1.0

- Approved Career and Technical Education
- Capstone Experience or Service Learning
- World Language

Other Electives 5.0

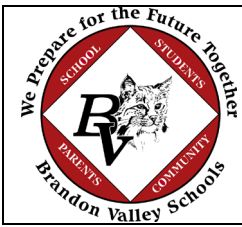
Health (one semester required, may be earned in middle school, does not count toward 22 nor factor into GPA)

NATIONAL HONOR SOCIETY

1. Membership in the Brandon Valley High School chapter of the National Honor Society will be based on scholarship, service, leadership and character.
2. Scholarship is the factor that determines if a student is eligible for possible membership. Academics or grade point alone cannot determine membership in the National Honor Society, so achieving the necessary grade point does not guarantee acceptance. Character, leadership and service are used by the faculty council to determine membership. Juniors and seniors will be admitted to candidacy for election to membership if they satisfy all the requirements. See the advisors or the principal for additional information.
3. Students who have an alcohol or drug violation, or a violation of academic integrity (cheating) during the year of selection will not be considered for membership in the National Honor Society. When appropriate those students may apply the next year provided there have been no violations for the past 12 months.
4. Current members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. When appropriate warnings will be provided, but in the case of a flagrant violation of school rules or civil laws a warning is not required for dismissal but a hearing will be held. An alcohol or drug violation, or a violation of academic integrity (cheating) are some examples of a flagrant violation.

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.



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PARKING

1. The parking charge ranges from \$50.00 to \$100.00 per year. Students must park in their assigned spot or designated area.
2. Students parking without a permit, or parking somewhere other than their assigned spot, will be assessed a \$10.00 fine for the first violation, \$25.00 for the second violation and on the third violation the vehicle will be towed.
3. Students driving recklessly or in excess speed in the parking area may have their parking privilege removed at the discretion of the administration.
4. At the discretion of the school superintendent, a search of the school parking lot by drug detection canines (drug dogs) will be scheduled unannounced. Building principals will be present during the search. If the canine unit alerts, the law enforcement personnel will conduct a search. If illegal substances are found, the law enforcement personnel will seek out and question the suspected offender(s). After the identity of the person possessing the illegal substance is established, an arrest will be made immediately. If illegal substances are not found, the identification of the student will be disclosed to the school counselor who will then contact the parents to make them aware of the alert.
5. Students driving and texting in the parking lot will forfeit their spot for the entire year, and no refund will be given.

PROM

A spring formal may be sponsored each year by the junior class and their advisors. Each junior has the obligation to financially support the junior/senior prom and their graduation expenses. The student may do that by working in the concession stand once during their junior year or by paying \$60.00. If a student wishes to participate only in graduation, the fee is \$10.00. Individual proms are \$25.00 each.

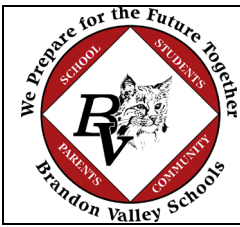
This event is open to BVHS students that have attained the minimum required credits to be a second semester junior and seniors and their guests. Students are limited to one guest. All guests must be a junior (3rd year) or senior (4th year) at another high school or must have already graduated from high school. No guest may have reached the age of 21. Students that are from other high schools will be required to provide official verification that they are an active junior or senior student. Guests that have completed high school must demonstrate that they graduated from high school and yet to reach the age of 21. Guests may not have had a drug or alcohol violation in the past 12 months and be in good standing at their school. The behavior of all guests is the responsibility of their BVHS date. Should a guest violate BVHS policies the consequences will go to their BVHS date. Students will be required to provide a current school identification card to receive their ticket. Replacement identification cards will be provided for a fee.

REPORT CARDS

Teachers will post grades at the end of each quarter as well as at the mid-point of each grading period. Students may access their grades by going on-line with Student Access. Parents may access grades by going on-line at Family Access. Parents that request a printed report card will have one mailed to them. Diplomas and transcripts are held until all fines are paid and all obligations are met.

SATURDAY SCHOOL RULES

1. All half/full Saturdays start at 8:30 a.m. Each student must be in the room by this time or he/she is unexcused. Do not be tardy as the door will be locked promptly at 8:30.
2. No hats, talking, asking of questions, food, liquid, cell phones, MP3 Players, dress code violations, improper literature, putting heads down sleeping, placing feet on furniture, or leaving of seat will be allowed.
3. No student shall be anywhere inside or outside of the school except for the Saturday School room assigned, restroom, or adjacent hallway.
4. All students are responsible for their own lunch, writing utensils, books, and additional reading material. No student will be allowed to go to his or her locker.



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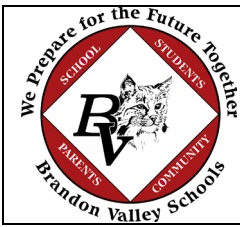
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5. First violation of rules 1 through 4 or the skipping of Saturday school – The next immediate Saturday school will be assigned, plus one (1) additional Saturday school. (Students will be required to leave whenever in violation of rules.)
6. Second violation – The next immediate Saturday school will be assigned, plus a one (1) day suspension.
7. Third violation – The next immediate Saturday school will be assigned, plus a three (3) day suspension or possible loss of credit and long-term suspension.
8. Students who have accumulated points for Saturday school or have violated Saturday school rules at the end of a semester will be required to serve a day assigned in lieu of a Saturday or possibly be suspended when no academic work is available to be assigned. This suspension could occur during semester finals and result in grades of zero (-0-) on these finals. (This could lead to loss of semester credit.)
9. Full Saturday School will be served on one day. It will not be split into two half days.

SATURDAY SCHOOL

Full Saturday 8:30 a.m. - 2:00 p.m. (300 minutes or six class periods)
Half Saturday 8:30 a.m. - 11:00 a.m.
Lunch 11:00 a.m. to 11:30 a.m.

1. 10 Point System: All points for items 3-10 are combined, and a running total is documented for the semester.
 - a. Each student starts at zero points every semester.
 - b. First five (5) points equals a half Saturday school. c. Ten (10) points equals a full Saturday school.
 - d. Each additional five (5) points per semester after ten equals a full Saturday school.
 - e. 26 total points equals loss of credit.
2. Procedures During Implementation:
 - a. Written verifications on assigned Saturdays will be emailed or sent to parents and how points were accumulated.
 - b. A mandatory conference will be required of all parents/guardians, & students with school administrators when a student reaches 20 points. Alternative placement may be indicated when any student receives twenty (20) points total.
 - c. Any referral, teacher request or administrative situation, when deemed necessary, could also require a conference with student, parent or both.
 - d. The first Saturday following an infraction where enough points have been accumulated, will be assigned. This is not negotiable.
 - e. Some infractions will require both Saturday school and out-of-school suspension.
3. Attendance:
 - a. Excused Absences (illness, family emergencies, parental requests, and medical-type appointments approved by the high school office).
 - i. To be excused, the office must receive a phone call by 9:00 a.m. or have on file a parental request form completed the previous day.*
 - ii. After 9:00 a.m. the office will call the home number listed in the student directory.
 - iii. * If no contact is established with parents/guardians on the day of the absence, this absence will be recorded as unexcused or truant. (If parent/guardian is unavailable, a call must be received before 9:00 a.m. the following morning to be excused or the absence will be considered unexcused/truant.)
 - b. Tardies:
 - i. One (1) point per tardy.
 - ii. All students arriving late or tardy in the morning must report to the office.
 - c. Unexcused Absences (any day, part of a day, or TEAM):
 - i. First Violation
 1. Two (2) points for one period, one (1) point for every period over one (1) missed.

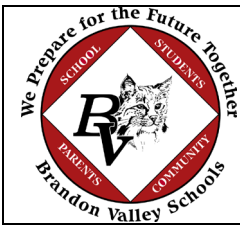


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- ii. Second Violation
 - 1. Two (2) points for one period, one (1) point for every period over one (1) missed.
- iii. Third Violation
 - 1. Three (3) points for one period, one (1) point for every period over one (1) missed.
 - 2. One (1) day suspension.
- iv. Fourth Violation
 - 1. Five (5) points for one period, one (1) point for every period over one (1) missed.
 - 2. Three (3) days suspension.
- v. Fifth Violation
 - 1. Five (5) points for one period, one (1) point for every period over one (1) missed.
 - 2. Five (5) days suspension.
 - 3. Possible loss of credit due to point total or days of attendance.
- d. Truancy (Leaving the building without permission any day or part of a day):
 - i. First Violation
 - 1. Five (5) points plus one (1) for every period over one missed.
 - ii. Second Violation
 - 1. Five (5) points plus one (1) for every period over one missed.
 - 2. One (1) day suspension.
 - iii. Third Violation
 - 1. Ten (10) points plus one (1) for every period over one missed.
 - 2. Two (2) days suspension.
 - 3. Possible loss of credit due to point total.
- 4. Conduct/Discipline: Types and definitions in Handbook.
 - a. Sent to office (usually more than one infraction has occurred, or behavior is blatant)
 - i. First violation - two (2) points
 - ii. Second violation - two (2) points
 - iii. Third violation - three (3) points
 - 1. If from the same class for all three, a notice will be emailed or sent home that the next violation in that class will result in removal and loss of credit/Grade of "F". A parent/student meeting may be required for the student return to class.
 - iv. Fourth violation - four (4) points
 - v. Fifth violation - five (5) points each occurrence thereafter
 - b. Written referral - minor offenses
 - i. First* violation - one (1) point
 - ii. All future violations – one (1) point
 - iii. *Second violation (same teacher) – two (2) points each
 - c. Major displays of conduct as determined by the Administration
 - i. All violations - five (5) to ten (10) points plus
 - ii. Possible suspension
 - iii. Possible suspension followed by placement at our alternative school (Teachwell Academy).
 - d. Fighting - Any verbal or physical confrontation
 - i. Points to be determined by Administration Plus
 - ii. Possible suspension
 - iii. When deemed appropriate, turned over to the local authorities
- 5. Dress Code: Defined in Handbook.

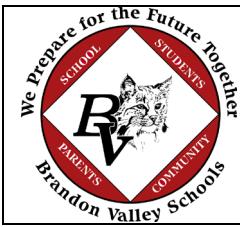


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- a. Student may be sent home to change or clothes of appropriate nature brought to school by parents.
 - i. Two (2) points each violation, plus one additional point for each class period missed of 30 minutes or more until proper attire is obtained.
6. Vandalism: Defined in Handbook.
 - a. Restitution on all violations
 - i. Each occurrence or repeated violations - points will be determined by Administration plus
 - ii. Possible suspension
 - iii. When deemed appropriate, turned over to the local authorities
7. Stealing: Defined in Handbook.
 - a. The following disciplinary action will result:
 - i. Possible suspension
 - ii. First violation – one (1) to ten (10) points
 - iii. Second violation – five (5) to ten (10) points
 - iv. Third violation – long term suspension or expulsion from school
 - v. When deemed appropriate, turned over to the local authorities
 - b. This policy applies to all school sponsored trips.
8. Cheating or Forgery: Defined in Handbook.
 - a. Severity determined by Administration - minimum points assessed
 - i. Possible suspension
 - ii. First violation - three (3) points (zero -0- in test or project)
 - iii. Second violation - five (5) points (zero -0- in test or project)
 - iv. Third or more violations - ten (10) points (zero -0- in test or project)
 - b. A student caught cheating on a test or project will lose their semester test exemption privilege for that class.
9. Alcohol/Drugs: Defined in Handbook.
 - a. Any substance possession
 - i. First violation - five (5) to ten (10) points/half or full Saturday school and short-term suspension
 - ii. Second violation - ten (10) points/two full Saturday schools and short-term suspension
 - iii. Third violation - long term suspension or recommendation to board for expulsion.
 - iv. Local authorities will immediately be contacted in each incident.
 - b. Usage/Under the Influence
 - i. First violation – Short-term suspension, plus one full Saturday school; student will attend a drug/alcohol evaluation provided by the District, and ten (10) points.
 - ii. Second violation – Long-term suspension (requires board hearing), two full Saturday school days, and ten (10) points.
 - iii. Third violation - Expulsion
 - iv. Local authorities will be immediately contacted in each incident
 - c. Sales/Distribution (to include providing free of charge)
 - i. First Violation: expulsion
10. Tobacco Products (Includes, but not limited to, E-Cigarettes and vaping devices/equipment)
 - a. Possession and usage
 - i. First Violation: Two (2) days out of school suspension.
 - ii. Second Violation: Three (3) days of out of school suspension, plus ten points and full day of Saturday School.
 - iii. Third Violation: Five (5) days of out of school suspension, mandatory parent meeting.
 - iv. Local authorities will be immediately contacted.
 - v. Any sale or distribution may lead to an extended short-term suspension



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11. Full Year Requirements

- a. Violations or infractions of any part thereof in numbers 6 through 11 become consecutive or multiple in numerical order.
- b. Although each student returns to zero points at the start of every semester, items 7 through 11 are in effect for the full school year and penalties coincide with the number of incidents that student has incurred during the year, not each semester.

SEMESTER TESTS

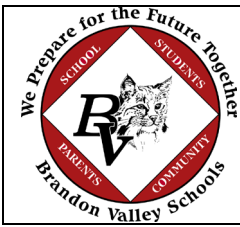
1. Semester exams are given at the end of each semester. The semester grade is determined as follows:
 - Two nine-week grades 42.5% per quarter
 - Semester examination 15% of semester grade
2. A student must have passing grades in at least two (2) of the three (3) major grades offered in a course during the semester. These two passing grades do not guarantee a student will pass the course if the average of these grades is failing. (A major grade includes two (2) quarter grades and the semester exam grade).
3. Students who are exempt may take a semester test if they choose. The results will count only if they work to the student's advantage.

SEMESTER TEST EXEMPTION POLICY

- a. All freshmen and sophomore students will take all semester tests in their courses. Students have the opportunity to earn a voucher that can be used on one semester test.
 - One voucher can be applied to one semester test.
 - The voucher does not eliminate the requirement to take the exam. The voucher is used after the fact to potentially impact the semester test grade.
 - It is the responsibility of the student to communicate with the teacher of that testing subject by the last day of semester testing.
 - One voucher per semester tied to Saturday School Points (tardies, referrals, etc.)
 - 4 or fewer points for the semester = one voucher to be used on any final test that semester (with the exception of AP tests).
 - Vouchers do not carry over to the following semester
 - No appeals process for the voucher system
- b. Juniors and Seniors
 - Students who are absent from two or fewer periods in a given academic period may be exempt from taking semester tests. Absences coded as exempt do not count towards the total periods missed.
 - Students who have no more than nine (9) Saturday School points in any semester may be exempt from taking semester tests. If a student has ten (10) or more Saturday School points in a semester, they are required to take all exams and cannot appeal regardless of attendance.
- c. Exceptions to exempt status
 - ISS/OSS/Academic Dishonesty (cheating on a test, quiz, or major project)
 - Unexcused Saturday School skip leads to a revocation of semester test exemption
 - Rising Scholars and Dual Credit Final assessments must be taken

Appeals Process

- a. The appeals committee will be composed of five individuals: two teachers, one counselor, and two students. The identity of these members shall remain anonymous as will the identity of the student making the appeal. The Associate Principal will serve as an advisor to this committee, but will not have a vote on the appeal.
- b. A student's entire semester Saturday School points total record will be reviewed during the appeals process.



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Absences from vacations will not be considered for exemption status.

- c. Students are offered only one opportunity to appeal each semester. Any and all grounds for appeal must be covered at this time. Students whose appeals are not granted will not be allowed a second time for different reasons. All decisions of the appeals committee are final.
- d. Additional Saturday School points, after an appeal has been granted, will result in the loss of the incentive privilege.
- e. The following individuals will not be eligible for an appeal:
 - Any student who has been suspended or truant.
 - ISS/OSS/Academic Dishonesty
 - Unexcused Saturday School skip
- f. Appeals must be submitted by the posted deadline. Appeals turned in after the deadline will not be considered. The assistant principal may handle any appeal that results from an infraction that occurs after the deadline for filing appeals has passed.

SENIOR OPEN PERIOD

1. Any senior may be excused from his/her open period(s).
2. The student's parent/guardian must sign a request form giving approval for his/her student to be excused.
3. The student must be passing all courses each mid-term and quarter. Failure to maintain this grade level will result in the loss of early release privileges until the next grading period. If the student is passing all classes at the next grading period, privileges will be given back.
4. If a student chooses not to exercise this privilege, is failing a course or loses the early release privilege, he/she will then be assigned to a study hall and regular study hall rules shall apply.
5. A truancy or school suspension will result in the loss of this privilege for the remainder of the semester.

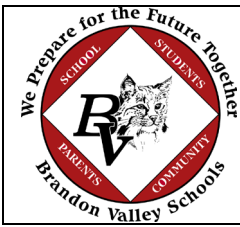
STUDENT AIDES

Students who do volunteer work for an individual teacher will have recorded on their transcripts their active participation in that program. A student must have participated for the full semester in order to receive this recognition.

STUDENT CODE OF CONDUCT

Student Code of Responsibilities

- Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in BVHS sponsored and recognized activities, I understand and accept the following responsibilities:
 - A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
 - B. I will be fully responsible for my own actions and the consequences of my actions.
 - C. I will respect the rights and property of others.
 - D. I will respect and obey the rules of my school and the laws of my community, state and country.
 - E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
- Penalty
 - A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and may be ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. Certain conduct may require penalties that exceed those penalties typically imposed for first violations per BVHS and SDHSAA policies.
 - For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the co-curricular participation penalty until the student has completed the suspension from school and is returned to good standing.
 - Another example, when a student is deemed academically ineligible for a specific period, any conduct violation suspension may not start until the academic ineligibility period has been served and the student returned to good standing.



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STUDENT COUNCIL

The Student Council is an organization concerned with the entire school body. The main functions of the council are to provide a means for the expression of student opinion; to uphold school customs and traditions; to promote student faculty relations; to encourage the practices of democracy and develop and promote leadership at Brandon Valley High; to help develop school spirit, student morals, and pride; to carry out worthwhile projects, and to build school leadership and participation. In the spring, the students elect officers and student council representatives for the coming school year. Any member of the council can be removed by the administration for behavior detrimental to the student council.

STUDY HALL RULES

Study halls and study periods are designed for only one purpose - to study. To aid students in making the best possible use of time during these periods, in an atmosphere conducive to studying, each year those teacher assigned study halls, along with the principal, determine a uniform set of rules which are carried out in all study halls.

SUSPENSION

Suspension is defined as temporary denial to a student to participate in any instruction and/or school activity for a period of time. Suspensions will be in-school or out-of-school as determined by the administration.

TECHNOLOGY

A) ACCEPTABLE USE POLICY

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

1. Acceptable Use Policy ([click here to view](#))
2. MacBook Computer Manual ([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. Starting with the third documented occurrence Saturday school points will be assigned.
 - i) Third Occurrence – students will receive two points towards Saturday School.
 - ii) Fourth Occurrence – students will receive three points towards Saturday School.
 - iii) Fifth Occurrence – students will receive five points towards Saturday School and parents will be notified. After the fifth occurrence the student will no longer be allowed to check out a loaner computer from the Help Desk.

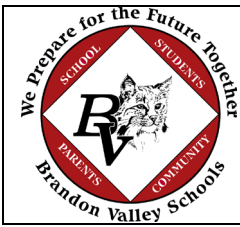
C) MISCONDUCT

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.

OFFICE TELEPHONES

Students will not be called to the phone for personal calls unless they are of an urgent nature. We will only take messages from family members and employers.



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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. Violation could result in referral to a law enforcement agency.

1. First Violation: two (2) day suspension.
2. Second Violation: three (3) day suspension.
3. Third Violation: Five (5) days of out of school suspension, mandatory parent meeting.
4. This policy also applies to all school sponsored trips.

TRANSCRIPTS

All Brandon Valley students, after graduation, may receive a transcript at no charge after completing the request form from the Brandon Valley High School office. Students presently enrolled at Brandon Valley may receive a transcript at no charge after completing the request form, which must be signed by a parent/guardian.

VEHICLE USAGE

1. All traffic laws shall be obeyed.
2. The speed limit in the parking lot shall be 10 miles an hour.
3. Parking in restricted or staff areas are not permitted. Restricted areas include the fire hydrant area and normal traffic lanes, grassed areas, the area to the north and east of senior high. Vehicles in violation will be towed at the owner's expense.
4. Students are not to be in the parking lot or vehicles during school hours without permission. A violation of this rule will result in points or a citation.
5. Students should keep their parking lot as clean as possible.
6. Students will not drive during noon hours without permission from the school principal.
7. Any violation of the traffic and motor vehicle laws of the State of South Dakota and the City of Brandon will be reported to the Brandon Police Department.
8. Any infraction of the above rules could result in points or loss of parking lot privileges.

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. These visitors will be subject to the same rules as all the rest of the class. No visitors from area schools (i.e. Sioux Falls schools) on days their school is not in session. It is recommended that visitors stay only a half a day.

Parents of pre-school children are encouraged not to bring small children while visiting a classroom unless special arrangements have been made with the building principal.