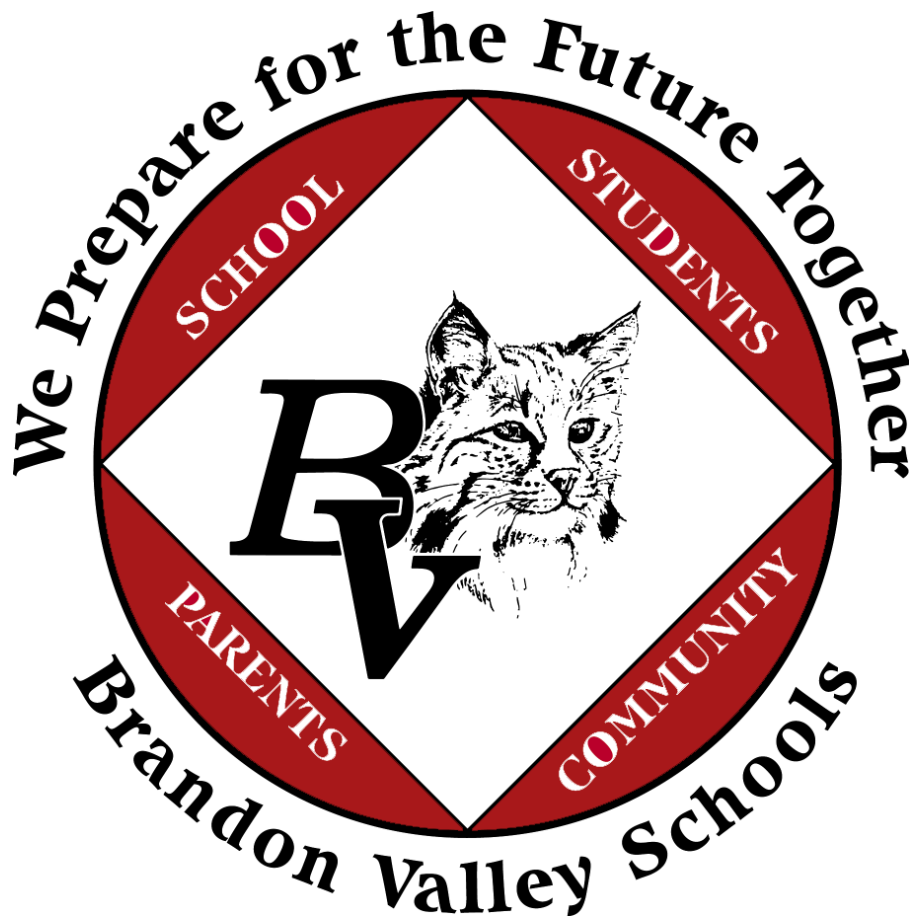


2023-2024

Brandon Valley School District

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Middle School Student Handbook



Respectful - Responsible - Safe
Kind - Active Learners

Brandon Valley Middle School

2023-2024 Student Handbook



BVMS Administration wrote this handbook to provide basic policy, regulations, and information that help the district ensure a safe, orderly school that supports student success. Please take the time to read through this handbook and reference it throughout the year. Please note, not every issue that may occur could be outlined in this handbook and administrative discretion will be used when those situations arise. All rules and expectations apply to any school-sponsored events, including those off-campus.



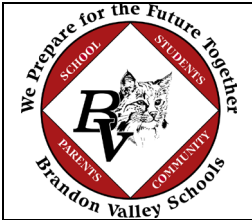
Dr. Amanda Nelson, Principal



Mr. Adam Rothenberger, Assistant Principal

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ACTIVITIES

Seventh and eighth-grade students can participate in the sports listed below. Students who are interested should be familiar with eligibility rules found in JrK-12 Section under ACTIVITIES and contact the activity advisors for more details.

BOYS

Football
Basketball
Wrestling
Track
Cross Country

GIRLS

Volleyball
Basketball
Wrestling
Track
Cross Country

JV/Varsity Sports Programs

Tennis (Spring)
Golf (Fall)

Tennis (Fall)
Golf (Spring)

It is important that students in middle school be given the opportunity to participate in a wide range of activities. To this end, it has been determined that at the winter break they may switch to the other winter sport. This choice must be decided prior to break and communicated with the respective coaches. Club sports, such as baseball and bowling, are not sanctioned sports.

Eligibility: It is the belief of Brandon Valley Middle School that participation in any extra-curricular activity is a privilege. Participation in all activities is predicated upon successful work in the academic classroom. Students failing two or more classes will not be eligible to participate in practice or contests until the class grade is passing. If a student has a tobacco and/or alcohol violation, the student must attend practice though will not be able to participate AND the student will not be able to participate in the next 2 contests.

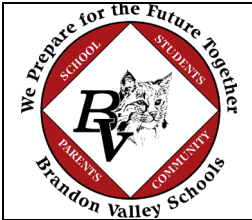
When a student is ill, in order for that student to participate in or attend any after school activity, the student must be in school three consecutive periods prior to dismissal time on the day of that activity. Other excused absences will allow participation in that activity without the three consecutive periods clause.

STUDENT COUNCIL

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

1. Student Council President, Vice President, and Secretary elections will be held during September.
2. Candidates will be nominated by petitions that contain twelve legitimate signatures of members of the student body. Petitions may be picked up in the front office. Complete petitions must be filed with the office prior to the given deadline.
3. Any eighth 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.
4. Seventh graders may run for the office of Secretary.
5. Five class representatives will be elected from each class. Other Activities offered at the Middle School include: Band, Choir, Orchestra, Jazz Band, Best Buddies, Student Advisory, Chess Club, Yearbook, Theatre, SADD/TATU.

More information about activities may be found online: <https://brandonvalleymys.wixsite.com/info>



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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, alternative placement, 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.

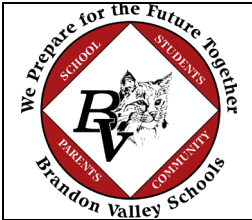
Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student, and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 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 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, 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



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- 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 decision 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.

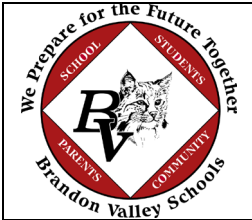
Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation 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.

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

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

The superintendent is also 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 the 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



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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:

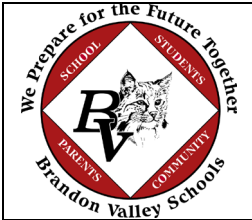
- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website, and a copy shall be made to any person at the central administrative office at 300 S. Splitrock Boulevard, Brandon SD.

Formal complaint forms and investigation procedures can be found at the district website. Policy [JBA](#).

ATTENDANCE

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. 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 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. A written excuse is not necessary if a phone call has been made by the parent. For the convenience of the parents, a recorded message regarding an absence can be left on the answering machine between 4:30 p.m. and 7:30 a.m. The attendance office telephone number is (605) 582-3214.
 3. A student shall not leave school during the day without reporting to the front office and obtaining permission prior to the absence. Failure to report to the office will result in an unexcused absence or truancy.
 4. If a student becomes ill while in school, they shall report to the front office. Whenever a parent gives the school permission to send a child home unattended, the parent assumes responsibility for the safety and well-being 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 guardians. When a student is ill, for that student to participate in or attend any after-school activity, the student must be in school three consecutive periods prior to dismissal time on the day of that activity. Other excused absences will allow participation in the activity without the three consecutive periods clause.



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5. 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. If a test was scheduled prior to the absence and the student knew the test would be given on that day, the student may be expected to take the test on the day they return to school. In the event a long-term assignment is due, additional days may or may not be given at the discretion of the teacher. It will be the sole responsibility of the student to make arrangements with the teacher for assignments and class activities missed during a parental request absence. If a grading period falls within the time to make up work due to an absence, an “incomplete” shall be recorded. An incomplete becomes a “failure” if not made up within time allowed, though teachers may extend deadlines under unusual circumstances.
6. A letter will be sent home to the parents/guardians outlining attendance responsibilities and possible consequences of escalating absences when students reach 5, 9, and 11 absences (excused or unexcused). After nine absences, a contract may need to be signed by the parent, student, and administration. A copy of the contract will be provided to the parent, and they will be informed of the consequences of additional absences. The student may be referred to the Board of Education for a hearing regarding attendance.

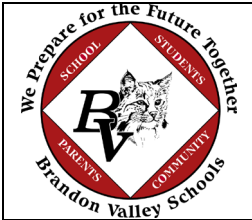
Example of contract:
Brandon Valley Attendance Contract

Attendance Contract Expectations

- I agree to come to school every school day and report to my first class on time.
- I agree to stay in school the entire school day.
- I agree to complete any assigned, 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 immediately upon return to school.
- 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 this school year (2022-2023) 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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7. In any case of attendance, the principal may require written documentation to verify the necessity of the absence. In many cases this will involve a note from the doctor or the school nurse. Absenteeism has a high impact on academic success and may result in students not being promoted to the next grade level.
 8. Whenever any student is absent more than twelve (12) days in any one quarter, more than twenty (20) days in a semester, or more than thirty (30) days during the entire school year, the parents shall be notified that the student's absentee record will be reviewed by the school principal with the possibility that the student may be referred to the Board of Education for a hearing regarding attendance.
- B. Tardiness (JrK-8): Failure to be at the assigned workstation when the final bell rings.
1. Students will be allowed three (3) unexcused tardies each quarter.
 2. In the event of the fourth through seventh unexcused tardy, detentions (30 or 60 minutes) will be assigned, and parents will be notified.
 3. In the event of the eighth or more unexcused tardy, a meeting with parents will be scheduled and in-school suspension may be assigned.
 4. If a student is tardy between classes because of a teacher conference, the teacher shall provide a written excuse.
 5. Any student who is late arriving for the first class of the day, must report to the front office for a pass to enter class. Tardiness between classes will be recorded by the individual teacher in Skyward.
- C. Truancy: any absence not approved by the school; one day, or any part thereof, equals one violation. Consequences include part or all of the following:
- The district truancy office will be notified.
 - A parent shall be notified by telephone, e-mail, letter, or personal contact by appropriate school officials.
 - Detention, ISS, Conference with family, student, administration, counselor.

Refer to the District Section for more information.

BOOK FINES

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

- 1-3 years old Full Replacement Price
- 4-5 years old One-half Replacement Value
- Over 5 years One-fourth Replacement Value

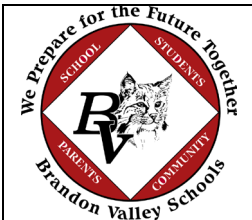
Library book fines will be an assessed replacement cost.

BUILDING HOURS

Regular building hours are 7:30 a.m. – 3:30 p.m. Students should not be in the building before 7:30 a.m. or after 3:30 p.m. unless under the direct supervision of a teacher. Students will stay in the commons area until 7:45 a.m. unless they have permission from a teacher to go to a classroom. Students not under direct supervision of a teacher, coach, or club are to leave the property by 3:30 p.m.

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

1. Custodians will lock all outside doors at 3:30 p.m. on nights when there are no activities.



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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 p.m. will notify the night custodian (or request that they be notified) as to when the doors should be unlocked and locked.
4. Coaches will require players or participants to remain in the practice area at all times during practice. Coaches may also lock gym doors during practice and keep spectators out of the gym.
5. The coach is the last to leave after everyone is out of the locker room and the door is locked.

ENTRANCES

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

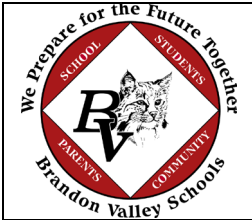
COURSES

Grade 7:

Geography	Choir	Orchestra
Life Science	Band	Quarterly Electives:
Math:	English/Language Arts:	Art
Intro to Algebra	7 ELA	Broadway & Beyond
7 Math	7A ELA	Computer
7A Math	Read 180	Family & Consumer Science
Basic Math	System 44/Lifeskills	Guitar
Lifeskills Math		Lynx Learning
		Peer PE
		Physical Education
		Rock: Through the Ages
		STEM

Grade 8:

U.S. History	Choir	Orchestra
Physical Science	Band	Quarterly Electives:
Math:	English/Language Arts:	Art
Algebra I	Accelerated ELA	Broadway & Beyond
8 Math	8 ELA	Computer
8A Math	8A ELA	CTE/Career Readiness
Basic Math	Read 180	Guitar
Lifeskills Math	System 44/Lifeskills	Health
		Peer PE
		Physical Education
		Pottery
		Rock: Through the Ages
		STEM



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DANCES

1. Middle school dances are for active/enrolled BVMS 7th and 8th grade students only.
2. Students will not be admitted 30 minutes after the start of the event unless a parent has previously visited with the principal.
3. Students are not allowed to leave until 8:15 p.m. without making prior arrangements with the administration.
4. The school reserves the right to monitor the type of music and dancing allowed.
5. School dress code will be enforced at all dances.
6. Any misbehavior or inappropriateness may result in learners being removed from the dance and parents being called. The BVMS rules will be enforced at all dances.

DISCIPLINE

The following information is meant to define common expectations for each section. Potential consequences for misconduct can be found in the BVMS Behavior Matrix.

Procedure for Determining Alleged Misconduct or Violations

The following steps will be utilized when appropriate:

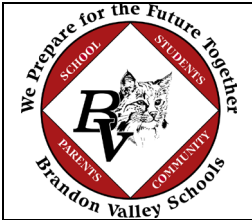
1. The administrator/supervisor shall investigate the alleged misconduct or violation.
2. If the alleged misconduct or violation has occurred, the administrator/supervisor will give oral or written notice of the incident to the students and to the parents as soon as possible after the incident.
3. When appropriate, the notice shall state the policy allegedly violated, and the time and place where a hearing will be conducted by the administrator/supervisor.
4. The administrator/supervisor shall render a decision as soon as possible after the hearing and inform the student and parents.

A. CELL PHONES/ELECTRONIC DEVICES

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

1. Cell phones and electronic devices shall be turned off/silenced and remain in student lockers by 8:00 each morning and shall remain so until the end of the day. Students may only use their cell phone in the Commons from when they arrive at school until 8:00am. Students may not use their phones in the hallways, restrooms, locker rooms, and/or academic areas.
2. Digital images, taking inappropriate photographs of any kind, or photos taken without permission 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 nor in their computer bag or binder. Students should understand that if they are carrying their phone, it is going to be assumed they are using their phone, which will result in an office referral and confiscation.
4. Smart watches can be worn, but notifications must be turned off and students should not access any functions beyond telling time.
5. Due to loss and theft, students are asked to use corded headphones during the school day. Only corded headphones are allowed during State Testing. The use of corded ear buds is limited to the classroom, with permission from the teacher.
6. Students are to use the front office phone with permission to contact families. Students will not be called to the phone for personal calls unless they are of an urgent nature

Students found to have violated this policy shall be subject to disciplinary action, which may include confiscation of the cellular



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phone or portable digital media device. The Board acknowledges that certain violations of this policy pose severe risks to academic integrity or student safety. Students found in severe violation of this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Severe violations of this policy involve highly inappropriate activities including, but not limited to:

1. Electronic communication that contains inappropriate content, profanity, intimidation or threats to others;
2. Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act;
3. Academic dishonesty or cheating;
4. The use of camera or recording features of cellular phones and portable digital media devices in restrooms, locker rooms or for any use constituting an invasion of any person's reasonable expectation of privacy;
5. Communicating in any way with outside groups or individuals to participate in violent acts or other inappropriate or unlawful activities on school property or at school-sponsored activities; or
6. Refusal to relinquish phone to persons of authority upon request.

B. CHEATING/ACADEMIC DISHONESTY

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

C. INSUBORDINATION AND DEFIANCE

Refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness; or lack of cooperation.

- Insubordination and defiance may result in detention, parent meeting, and/or suspension
- Chronic insubordination and defiance may result in suspension and/or alternative placement

D. PHYSICAL AGGRESSION/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 lots and buses.

- Physical aggression with the intent to harm may result in short and/or long-term suspension, referral to law enforcement, and/or alternative placement

E. PROFANITY/DEROGATORY LANGUAGE

Swearing; use of obscene, threatening or flagrantly disrespectful oral or written language, gestures.

- Use of profanity and/or derogatory language may result in detention and/or suspension.

F. STEALING

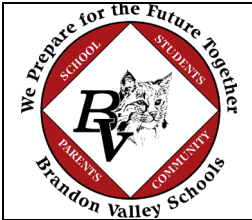
Stealing school, teacher, or student property could result in detention or suspension.

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:

- Use common sense; do not leave purses and other personal belongings in classrooms and gym.
- If valuable items must be brought to school, check them into the office.
- Accept responsibility for belongings and valuables used each day in the classroom or on school activities.
- Label all clothing, tennis shoes, and all other personal equipment or items with the student's name.

G. SUBSTANCES (ALCOHOL, THC, etc.)



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- Use and/or possession of any alcoholic or illegal substance, products, 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 will result in suspension, along with a referral to a law enforcement agency and referral to substance counseling. This policy applies to all school sponsored trips.

H. THREATS/INTIMIDATION

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 the authorities, to suspend the student(s) up to the maximum allowable and/or refer to the Board of Education for expulsion.

I. TOBACCO & RELATED DEVICES

- Use and/or possession of any tobacco products 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 will result in a referral to a law enforcement agency. This policy applies to all school sponsored trips.
For electronic delivery systems of illegal substances, please see SUBSTANCES.

J. VANDALISM, BREAKING/ENTERING

- Willful or malicious destruction or defacement of public or private property. Students will be subject to possible detention, suspension, expulsion, and possible referral to law enforcement agencies, depending on seriousness of offense, and total financial responsibility.
- Failure to accept financial responsibility will be dealt with by expulsion of students or referral to the proper law enforcement agency.

DETENTION

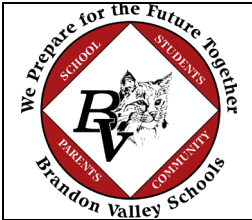
A form of punishment that detains a student outside of the normal school hours.

- It shall be supervised by a faculty member in a separate undisturbed room within the school in the form of a study hall. Detention is held one day each week from 3:15 – 4:15 p.m.
- Lunch detention can also be used at the discretion of the administration. A student reporting for detention shall bring schoolwork to do during the detention period.
- Students assigned detention may have one (1) day notice. Students involved in school activities will miss the activity to stay in detention. A student will be assigned additional detention time following the day they miss an unexcused detention. Repeat offenders may be suspended from school.
- Upon receiving their seventh detention, excluding trancies, a meeting will be scheduled with parents and may result in the student receiving in-school suspension. Subsequent detentions may also result in an additional suspension.

SUSPENSIONS (ISS/OSS)

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 will work in the office, be given assignments from their teachers, and will also check lesson plans/Google Classroom to complete



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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 be respectful and not sleep, distract others, or cause other disruptions. If a student cannot follow the guidelines for ISS, they may face further suspension. Students cannot participate in school-sponsored activities while serving suspension, whether it is in- or out-of-school.

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 check lesson plans and online platforms to find the activities/work missed and complete work while they are out. This work is due upon their return to the classroom. Students that have earned OSS are not allowed to participate in school sponsored activities on the days of their suspension.

Short-Term Suspension: suspension for a period of ten (10) school days or less. A school principal shall have authority to invoke a short-term suspension. A conference involving the student, principal, and one or both parents shall be held before the student is readmitted.

- Three or more short-term suspensions may result in placement at our alternative school (Teachwell Academy) or referral to the Board of Education for consideration of long-term suspension or expulsion.

Long-Term Suspension: 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.

-Students may receive credit during their first suspension for work completed. This work is due upon their return to the classroom.

-Credit will be given for long-term projects missed on days of suspension. 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.

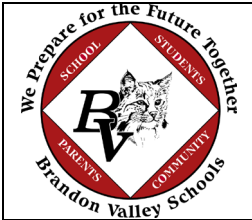
-Regulations regarding special education refer to the JrK-12 Section under Special Services.

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 will follow these guidelines:

1. Dressing for sensationalism or clothing that exposes undergarments will not be permitted.
2. Low-cut clothing or clothing exposing a midriff will not be permitted.
3. Clothing should not contain writing, slogans, pictures, or symbols that depict profane or offensive meaning, pornography, nudity, sexual acts, drugs, alcohol, violence, weapons, or gang affiliation.
4. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.



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5. Appropriate footwear must be worn at all times. House slippers are not appropriate.
6. Caps, hats, bandanas, and sunglasses are not to be worn in the school building during the school day. Hoods are to be lowered and hats removed upon entering the school building. Headwear that is a part of a student's customary religious attire will be permitted.
7. Students cannot wear or carry blankets.
8. No heavy coats or jackets are to be worn in the classroom or hallways.
9. No backpacks, purses or pouches are to be worn in the classroom or hallways. A drawstring bag may be used to carry gym clothing to the gym during assigned quarters.
10. Any student 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.

FIELD TRIPS

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

FOOD AND BEVERAGE

Students may carry water during the day if the container is clear with a twist cap. Food and other beverages will only be allowed in the lunchroom and are not to be consumed outside this area, including classrooms and hallways.

No food from outside restaurants will be allowed to be brought in during the school day. Pop, coffee, and energy drinks are not to be brought, nor consumed, on school grounds during school hours.

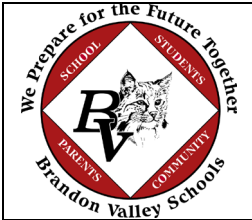
GRADING SYSTEM

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

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 = 0.0

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 = 0 – 64



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GRIEVANCES/STUDENT COMPLAINTS

The District believes that students should have a 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 Student Advisory or the Student Council for 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.

HOMEWORK

Brandon Valley Middle School staff believe that homework provides additional practice on skills, a conversation starter between parents and students, and an opportunity for students to complete unfinished work or make-up work due to absences. Continued learning outside of the building promotes lifelong learning skills to be developed in our students. Lesson plans may be found on the BVMS website. Concerns related to homework should be directed to the student's teacher.

The Board of Education defines homework as learning opportunities to be done by the student outside of the normal 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:

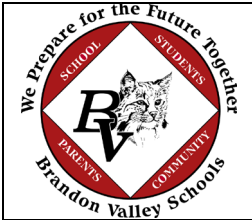
1. Homework will be designed in a way that engages the student in the learning process.
2. Homework will provide opportunities for reinforcement/practice of the standard/objective being taught.
3. Homework will be time sensitive. Teachers will be cognizant of the amount of time that would be required 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 judgment to ensure the above guidelines are met.

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

HONOR ROLL QUALIFICATIONS

The honor roll will be posted at the end of each Quarter. "A" Honor Roll requires a GPA of 3.5 or higher. "B" Honor Roll requires a GPA of 3.0 – 3.499.



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LOCKERS

Each student is issued a locker and is expected to keep their books and personal belongings properly secured at all times. Combinations can be found on Student and Family Access on Skyward. Students should not exchange lockers or share their combination with others. Tape is not to be used on the lockers. Students are encouraged to utilize binders/Trapper Keepers as there is not enough time between classes for multiple trips to 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 their 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.

MEDICATION

If a student requires medication during school hours, a parent must bring the medication to school and complete proper paperwork with the school nurse. Students are not to have medications with them at school. Medications must be provided in the original medication bottle that is properly labeled with the medication and the student's name. This includes prescription and over-the-counter medications. Unused medications must be picked up by a parent on or before the last day of school. Any medication left at school after the last day will be properly disposed of. Students are not allowed to transfer, deliver, or receive medication with other students. Cough drops are to be accompanied by a note from parents and brought to the nurse's office.

PHYSICAL EXAMINATIONS

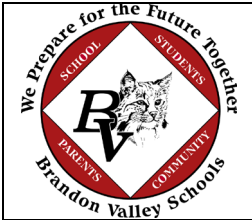
Students involved in sponsored or sanctioned athletics are eligible to participate in practices only after all required forms are completed and on file in the Activities Director's Office. Parents and students must complete the SDHSAA (South Dakota High School Activities Association) Physical Examination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

REPORT CARDS

Report cards will be available after each quarter via Skyward Family Access under "Portfolio". Paper copies are available upon request.

ROLLER BLADES, SCOOTERS, BIKES

Students shall not rollerblade, bike, roller skate, hoverboard, scooter, or skateboard on school grounds at any time, whether during, before, or after school hours. For purposes of this ban, the school grounds shall include all school buildings, parking lots, paths, playgrounds, and stairways leading to school building entrances. Students shall remove such equipment or dismount before entering school grounds. Students choosing to carry rollerblades, roller skates, hoverboards, or skateboards onto school grounds shall promptly store such equipment in approved storage areas. When leaving school grounds on roller blades, roller skates, hoverboards, scooters, or skateboards, students are encouraged to wear safety helmets.



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SCHEDULES

Regular Schedule

HR	8:05 – 8:20
1	8:22 – 9:09
2	9:11 – 9:58
3	10:00 – 10:47
4	10:49 – 11:36
4A	10:49-11:19
4B	11:21-11:51
5 SLV	11:54-12:41
5	11:38 – 12:25
5A	11:38 – 12:08
5B	12:11 – 12:41
6	12:43 – 1:30
6A	12:27 – 12:57
6B	12:59 – 1:29
7	1:32 – 2:19
8	2:21 – 3:10

2-Hour Late Start

1	10:05 – 10:40
2	10:42 – 11:14
4	11:16-11:48
4A	11:16—11:46
4B	11:48 – 12:18
5 SLV	12:21-12:53
5	11:50-12:22
5A	11:50-12:20
5B	12:22-12:52
6	12:54-1:26
6A	12:24-12:54
6B	12:56-1:26
7	1:28-2:00
8	2:03 – 2:35
3	2:37 – 3:10

2-Hour Early Release

1	8:05 – 8:45
2	8:47 – 9:19
3	9:21 – 9:53
7	9:55 – 10:27
8	10:29-11:01
4	11:03 – 11:35
4A	11:03—11:33
4B	11:35 – 12:05
5 SLV	12:07-12:39
5	11:37 – 12:09
5A	11:37 – 12:07
5B	12:09 – 12:39
6	12:41 – 1:10
6A	12:11 – 12:41
6B	12:41 – 1:10

SCHOOL PICTURES

Student pictures are taken during Back-to-School/Open House night in the fall. All students are to take a photo to be used in the yearbook and Skyward. Families have an opportunity to purchase packets of pictures.

ID BADGES

Students are to always have their ID Badge visible. This badge allows them to check out books in the library and make purchases through the food service. These badges should not be altered in any way. Badges that are lost or damaged will require a \$5.00 replacement fee.

SKYWARD

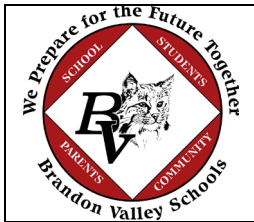
Students and parents/guardians can access student's academic progress through Skyward

(<https://fa.brandonvalley.k12.sd.us/scripts/wsisa.dll/WService=wsEPlus/fwemnu01.w>) Grades, assignment information, attendance, student schedule, discipline reports, and lunch account information can be found through family access. If you need family access set up or your password reset, contact the BVMS office at 605-582-3214.

TECHNOLOGY/COMPUTER USAGE POLICY

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

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, it is the school district's belief that the valuable information and interaction on these networks far outweigh the possibility that the user may locate material that is not consistent with the educational goals of the district. Internet users, like traditional library users, are responsible for their actions in accessing online



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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.

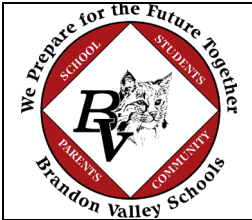
Students who are at risk of failing classes may be subject to temporary restrictions of access.

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.



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Rules Relating to Specific Services:

A. E-mail

Use of E-mail services that are not hosted by the district or the state are expressly forbidden to be used on computer systems within the district. Examples of such services are Gmail, Yahoo & Hotmail accounts. The state offers email services to all students. These accounts are for educational related activities only. Propagation of chain letters, joke lists and other forms of mass mailings will not be allowed. Use of vulgar or abusive language is unacceptable and may be illegal under current federal law. E-mail accounts are considered property of the state and hence may be monitored.

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

All real time communications between 2 or more persons is strictly limited to educational purposes in a structured classroom setting facilitated by a faculty member. Use of such services outside a faculty-moderated situation is forbidden.

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.

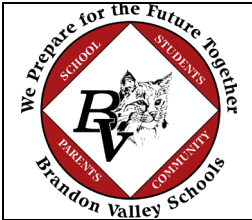
6. Network Security

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.



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TECHNOLOGY/COMPUTER – ACCEPTABLE USE POLICY

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

- Violations of the Acceptable Use Policy may result in detention and/or loss of computer device for up to 5 days. Further violations can lead to extended loss of device and/or complete loss of device.

Student Pledge

Brandon Valley School District

1. I will take good care of my computer and know that I will be issued the same computer each year.
2. I will never leave the computer unattended and will 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.
10. I understand that my computer and accounts are subject to inspection at any time without notice and remain the property of the Brandon Valley School District.
11. I will follow the policies outlined 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.).

VEHICLE USE—STUDENTS

Families must contact the front office to let the school know if their students will be driving and parking at school. Spots will be provided in the southeast part of the front staff lot.

VISITORS

All visitors are required to check into the office immediately upon entering the building. Students who wish to bring any visitors to the 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 the rest of the class. No visitors from area schools on days their school is not in session. It is recommended that visitors stay only half of 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 principal.