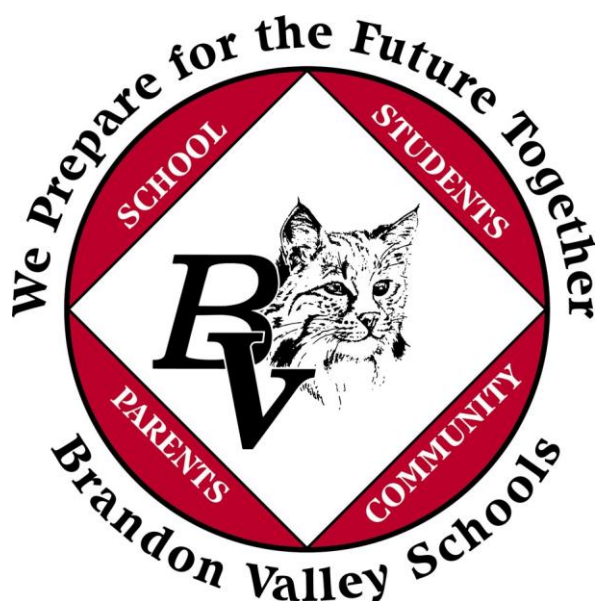


Brandon Valley Student Handbook 2016-2017



Grades K1-12
Brandon Valley School District 49-2

A Source of Information on School Board Policies, Behavioral
Standards, Curriculum and Activities.

www.brandonvalleyschools.com

SCHOOL DIRECTORY

Board of Education: Renee Ullom - President, Gregg Ode - Vice President, Sue Hegland, Sandra Klatt, & Cary Schroeder

Dr. Jarod Larson..... Superintendent of Schools

Business Manager..... Paul Lundberg

ADMINISTRATION CENTER.....<http://brandonvalley.k12.sd.us/district/home.htm>

300 S. Splitrock Blvd, Brandon SD 57005

Superintendent's Office582-2049

Business Office.....582-2058

FAX NUMBER.....582-7456

Superintendent of Schools.....Jarod.Larson@k12.sd.us

Business Manager.....Paul.Lundberg@k12.sd.us

Operations Manager.....Ty.Hentschel@k12.sd.us

BRANDON VALLEY HIGH SCHOOLwww.brandonvalley.k12.sd.us

301 S. Splitrock Blvd., Brandon SD 57005582-3211 **FAX NUMBER**.....582-2652

School Nurse310-5225

Community Education/Theater Office582-8235 **FAX NUMBER**.....582-8240

PrincipalGregg.Talcott@k12.sd.us

Assistant Principal.....Mark.Schlekeway@k12.sd.us

Activities Director.....Randy.Marso@k12.sd.us

Counselor's OfficeMichelle.Stemwedel@k12.sd.us

Katie.Hartz@k12.sd.us

Kara.Likness@k12.sd.us

BRANDON VALLEY MIDDLE SCHOOL

700 E. Holly Blvd., Brandon SD 57005582-3214 **FAX NUMBER**.....582-7206

School Nurse582-3214

PrincipalBrad.Thorson@k12.sd.us

BRANDON VALLEY INTERMEDIATE SCHOOL

201 W. Park St., Brandon SD 57005582-6035 **FAX NUMBER**.....582-6036

School Nurse582-6397

PrincipalNick.Skibsted@k12.sd.us

FRED ASSAM ELEMENTARY

7700 E. Willowwood St., Sioux Falls, SD 57110582-1500 **FAX NUMBER**.....332-0947

School Nurse582-1502

PrincipalSusan.Foster@k12.sd.us

ROBERT BENNIS ELEMENTARY

2001 S. Sioux Blvd., Brandon SD 57005582-8010 **FAX NUMBER**.....582-8012

School Nurse582-8015

PrincipalKaren.Heyden@k12.sd.us

BRANDON ELEMENTARY SCHOOL

501 E. Holly Blvd., Brandon SD 57005582-6315 **FAX NUMBER**.....582-2709

School Nurse582-3642

PrincipalMerle.Horst@k12.sd.us

VALLEY SPRINGS ELEMENTARY SCHOOL

301 Valley Drive, Valley Springs SD 57068757-6285 **FAX NUMBER**.....757-6795

School Nurse757-6285

PrincipalTanya.Palmer@k12.sd.us

DIRECTOR OF INSTRUCTION582-3211

Director.....Marge.Hauser@k12.sd.us

District Instructional Integrationist.....Morgan.Bobzien@k12.sd.us

District Assessment Coordinator.....Becky.Mohr@k12.sd.us

DISTRICT CHILD NUTRITION SERVICES582-3926

Toll Free Number – CNS1-888-201-3972

Director.....Gay.Anderson@k12.sd.us

SPECIAL SERVICES

501 Holly Blvd., Brandon, SD 57005582-3446 **FAX NUMBER**.....582-3229

Director.....Kyle.Babb@k12.sd.us

BRANDON VALLEY TRANSPORTATION DEPARTMENT

812 E Redwood Blvd., Brandon SD 57005582-3514 **FAX NUMBER**.....582-2827

Director.....Leslie.Erikson@k12.sd.us

BRANDON VALLEY GROUNDS DEPARTMENT

300 Second Ave., Brandon SD 57005582-3516

IN CASE OF INCLEMENT WEATHER A NOTICE WILL BE SENT VIA SCHOOL MESSENGER
LISTEN TO TELEVISION, RADIO OR CHECK WEBSITE.

BRANDON VALLEY SCHOOL DISTRICT

2016-2017

Calendar

Thurs., Aug. 18	New Staff Inservice
Fri., Aug. 19	Workshop-Extra Paid Day
Mon., Aug. 22	Inservice-Extra Paid Day
Tues., Aug. 23	Inservice
Wed., Aug. 24	First Day of School
Mon., Sept. 5	Labor Day - No School
Fri., Oct. 7	Inservice-No School
Tues., Oct. 25	End of First Quarter
Thurs., Nov. 3	Conference-IS/MS (early dismiss-2 hours)
Mon., Nov. 7	Conference-Elementary/HS (early dismiss-2 hours)
Fri., Nov. 11	Veteran's Day-No School
Wed., Nov. 23	Comp Day-No School
Thurs.-Fri., Nov. 24, 25	Thanksgiving-No School
Dec. 22 – Jan. 2	Winter Break-No School
Thurs., Jan. 12	End of Second Quarter
Fri., Jan. 13	Workshop-No School
Fri., Feb. 17	Inservice-No School
Mon., Feb. 20	President's Day-No School
Mon., Mar. 13	Conference-IS/MS (early dismiss-2 hours)
Tues., Mar. 14	Conference-Elementary/HS (early dismiss-2 hours)
Thurs., Mar. 16	Snow Day-No School if unused
Fri., Mar. 17	Comp Day-No School
Tues., Mar. 21	End of Third Quarter
Thurs., Apr. 13	Snow Day-No School if unused
Fri.-Mon., April 14-17	Spring Break-No School
Sun., May 21	Graduation
Wed., May 24	Last Day of School-End 4th Quarter (early dismiss-1 hour)
Thurs., May 25	Workshop
Mon., May 29	Memorial Day

Please check our website for any changes that may occur.

(ANY REMAINING SNOW DAYS WILL BE MADE UP AT THE END OF THE SCHOOL YEAR)

Table of Contents

SCHOOL DIRECTORY	ii
Calendar	iii
Forward.....	xi
General Statement.....	xi
Core Operating Principle	xi
School District Goal and Objectives	xi
Brandon Valley Educational Philosophy	xii
General Policy Statement.....	xiii
Complaint Policy for Federal Programs.....	xiv
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.....	xiv
Standards and Guidelines JrK-12.....	1
ANTI-BULLYING/HARASSMENT OF STUDENTS	1
ATTENDANCE.....	2
BIRTH CERTIFICATES	4
BOOK FINES	4
BREAKFAST POLICIES.....	4
BUILDING HOURS.....	4
CELL PHONES/ELECTRONIC DEVICES	4
CHEATING OR ACTING IN A DISHONEST OR UNFAIR MANNER	4
CHILD NUTRITION.....	5
CHURCH – SUNDAY AND WEDNESDAY ACTIVITIES.....	5
COMMUNICATIONS	6
COMPUTER USAGE POLICY	6
CONFIDENTIALITY.....	8
STUDENT DIRECTORY INFORMATION.....	10
NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)	11
CRISIS MANAGEMENT TEAM (KCBAA policy).....	12
CURFEW.....	12
DANGEROUS AND NUISANCE ITEMS	12
DISCIPLINE.....	12
DISCRIMINATION – SECTION 504/ADA ASSURANCE OF NONDISCRIMINATION.....	13
DISCRIMINATION – Sexual Discrimination.....	14
DRESS CODE	14
DRINKING/DRUGS	15
DUE PROCESS	15
EMERGENCY POLICY	15
EXPENSES.....	15

EXPULSION	16
FIELD TRIPS	16
FIRE DRILLS/TORNADO DRILLS/LOCK DOWN	16
FORGERY	16
FREE DAY	16
FUND RAISING PROJECTS	17
GRADING SYSTEM	17
GIFTED EDUCATION PROGRAM	17
GIFTS TO TEACHERS/STAFF	17
GRIEVANCE/STUDENT COMPLAINTS.....	17
GUIDANCE SERVICES.....	18
HARASSMENT/SEXUAL HARASSMENT.....	18
HEALTH POLICIES	18
HOMEBOUND FOR EXTENDED ILLNESS OR DISABILITY	20
INSURANCE.....	20
LOST AND FOUND	20
LUNCH POLICIES	20
MEDIA/TV	21
PARENT CONFERENCES.....	21
PARENT INVOLVEMENT POLICY	21
PATRIOTISM	22
PICTURES	22
PREGNANT/MARRIED STUDENTS	22
REPORT CARDS	23
SPECIAL EDUCATION	23
STEALING	23
TESTING PROGRAM-DISTRICT WIDE.....	23
TOBACCO FREE POLICY	23
TRANSFERRING IN	23
TRANSFERRING OUT OR WITHDRAWING	23
TRANSPORTATION.....	23
UNAUTHORIZED USE OF SCHOOL GROUNDS	25
VISITORS	25
HIGH SCHOOL	27
ACADEMIC LETTER	27
ACCESSIBILITY CONTINGENCY PLAN.....	27
ANTI-BULLYING/HARASSMENT POLICY	27
ATTENDANCE.....	27
BUILDING HOURS.....	30

CELL PHONES/ELECTRONIC DEVICES	30
CONDUCT AT SCHOOL ACTIVITIES	30
CREDITS FOR GRADE LEVEL PLACEMENT	31
CREDIT RECOVERY	31
DANGEROUS AND NUISANCE ITEMS	31
DISCIPLINE.....	31
DRESS CODE	31
DROPPING A CLASS	31
EARLY RELEASE.....	31
EXPENSES.....	32
FREE DAY	32
FUND RAISING PROJECTS	32
GRADING SYSTEM	32
MINIMUM GRADUATION REQUIREMENTS	34
GRIEVANCE/STUDENT COMPLAINTS.....	34
HARASSMENT/SEXUAL HARASSMENT.....	34
HOMECOMING ROYALTY.....	34
HOMELESSNESS.....	35
HOMEWORK	35
HONOR ROLL.....	35
INITIATION.....	35
LATE ARRIVAL	35
LIBRARY REGULATIONS	35
LOCKERS	36
LUNCH POLICIES	36
MINIMUM ENROLLMENT	36
NATIONAL HONOR SOCIETY	36
PARENT CONFERENCES.....	36
PARKING.....	36
PROM.....	37
REPORT CARDS.....	37
SATURDAY SCHOOL.....	37
SATURDAY SCHOOL RULES	40
SEMESTER TESTS	40
STUDENT AIDES	41
STUDENT COUNCIL.....	41
STUDY HALL RULES.....	41
SUSPENSION	41
TELEPHONES	41

TOBACCO	42
TRANSCRIPTS	42
VEHICLE USAGE	42
VISITORS	42
MIDDLE SCHOOL	43
ACTIVITIES	43
ANTI-BULLYING/HARASSMENT POLICY	44
ATTENDANCE.....	44
BREAKFAST	45
BUILDING HOURS.....	45
CELL PHONES/ELECTRONIC DEVICES	45
CHEATING.....	46
CLASS SCHEDULES	46
CURRICULUM FOR MIDDLE SCHOOL.....	47
DISCIPLINE.....	47
DRESS CODE	48
ENTRANCES	48
GRADING SYSTEM	48
GRIEVANCES / STUDENT COMPLAINTS.....	48
GUM, CANDY, WATER AND COUGH DROPS	48
HOMEWORK	48
HONOR ROLL QUALIFICATIONS.....	48
LOCKERS	48
LUNCH POLICIES	49
REPORT CARDS	49
ROLLER BLADES	49
STEALING.....	49
STUDENT RELATIONSHIPS.....	49
TECHNOLOGY- ACCEPTABLE USE POLICY	49
TECHNOLOGY- COMPUTER LOANER PROGRAM.....	49
TECHNOLOGY- MISCONDUCT.....	50
TELEPHONES	50
TOBACCO	50
VEHICLE USE – STUDENTS.....	50
VISITORS	50
INTERMEDIATE SCHOOL.....	51
ACTIVITIES	51
ANTI-BULLYING/HARASSMENT POLICY	51
ARRIVAL AT SCHOOL (Each Day)	51

ATTENDANCE.....	52
BICYCLES	53
BREAKFAST POLICIES.....	53
BUILDING HOURS.....	53
CELL PHONES/ELECTRONIC DEVICES	53
CHEATING.....	53
CURRICULUM FOR INTERMEDIATE SCHOOL.....	54
COMMUNICABLE DISEASES	54
CONDUCT AT SCHOOL ACTIVITIES	54
DANGEROUS AND NUISANCE ITEMS	54
DISCIPLINE.....	54
DRESS CODE	55
ENTRANCES	55
GRADING SYSTEM	55
GRIEVANCES / STUDENT COMPLAINTS.....	55
GUM, CANDY, WATER AND COUGH DROPS	56
HOMEWORK	56
LOCKERS	56
LOST AND FOUND	56
LUNCH POLICIES	56
PARTIES DURING THE SCHOOL DAY.....	56
PICTURES	56
REPORT CARDS	56
ROLLER BLADES	56
ROOM PARENTS.....	57
SCHEDULE.....	57
STEALING.....	57
STUDENT RELATIONSHIPS.....	57
TELEPHONES	57
TOBACCO	57
TREATS	57
VISITORS	58
ELEMENTARY	59
ACTIVITIES	59
ANTI-BULLYING/HARASSMENT POLICY	59
ARRIVAL AT SCHOOL (Each Day)	59
ATTENDANCE.....	60
BICYCLES	61
BREAKFAST POLICIES.....	61

BUILDING HOURS.....	61
CELL PHONES/ELECTRONIC DEVICES	61
CHEATING OR ACTING IN A DISHONEST OR UNFAIR MANNER.....	61
COMMUNICABLE DISEASES	61
CONDUCT AT SCHOOL ACTIVITIES	61
DANGEROUS AND NUISANCE ITEMS	62
DISCIPLINE.....	62
DRESS - WINTER WEATHER.....	64
FUND RAISING PROJECTS	64
GRADING SYSTEM	64
HOMEWORK	64
ILLNESS	64
KINDERGARTEN REGISTRATION/SCREENING	64
LABELING PERSONAL BELONGINGS.....	64
LOST AND FOUND	64
LUNCH POLICIES	65
PARTIES DURING THE SCHOOL DAY-	65
PICTURES	65
PLAYGROUNDS.....	65
REPORT CARDS	65
ROOM PARENTS.....	65
SCHOOL DISMISSAL	65
SUBJECTS: REQUIRED	65
TELEPHONES	65
TOBACCO	66
TRANSPORTATION.....	66
TREATS	66
VISITORS	66
EXTRA-CURRICULAR ACTIVITIES	67
ACTIVITIES (7-8)	67
ACTIVITIES (9-12).....	67
ACTIVITY HOURS	68
ACTIVITY PASSES/ADMISSION FEES	68
ATHLETIC AWARDS.....	68
CONDUCT AT ATHLETIC EVENTS	68
CURFEW.....	69
EQUIPMENT	69
ELIGIBILITY RULES	69
FUND RAISING PROJECTS	70

INSURANCE..... 70

PHYSICAL EXAMINATIONS 70

SANCTIONED/SPONSORED ACTIVITIES..... 70

SANCTIONED ACTIVITIES 70

SPONSORED ACTIVITIES 70

SCHOOL-SHARED EXPENSES..... 71

SDHSAA MEMBERSHIP..... 71

STUDENT ACTIVITY TRANSPORTATION 71

STUDENT CONDUCT ACTIVITY RULES - ATTENDANCE..... 74

STUDENT DUE PROCESS POLICY 74

STUDENT DUE PROCESS PROCEDURES 75

STUDENT SPECTATOR TRANSPORTATION 75

WEDNESDAY AND SUNDAY ACTIVITIES 75

WINTER WEATHER POLICY 75



Forward

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

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

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

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

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

Dr. Jarod Larson
Superintendent of Schools

General Statement

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

Title VI, Title IXDr. Jarod Larson, Superintendent
Section 504 Kyle Babb, Special Services
ADA..... Ty Hentschel, Operations Manager

Brandon Valley School District, 49-2
300 S. Splitrock Boulevard, Brandon, SD 57005
(605)582-2049

or

Office for Civil Rights
U.S. Department of Education
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816)268-0550 Fax (816)-268-0599

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

Core Operating Principle

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

School District Goal and Objectives

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

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

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

(ADOPTION DATE: February 22, 1982)

(REVISION DATE: August 26, 1996)

(REVISION DATE: January 10, 2005)

Brandon Valley Educational Philosophy

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

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

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

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

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

(ADOPTION DATE: February 22, 1982)

(REVISION DATE: June 22, 1992)

(REVISION DATE: January 22, 1996)

(REVISION DATE: January 10, 2005)

CROSS REF.: IA, Instructional Goals

General Policy Statement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Complaint Policy for Federal Programs

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

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

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

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.

Standards and Guidelines JrK-12
Brandon Valley School District's

ANTI-BULLYING/HARASSMENT OF STUDENTS

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

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

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

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

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

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

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

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

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

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by

creating an intimidating, hostile, or offensive education environment.

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

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

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

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

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

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

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

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

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

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

ATTENDANCE

Education is a state function under the control of the state legislature. South Dakota Codified Law 13-27-1 states: "Every person having under his control a child who is six years old by the first day of September and who has not exceeded the age of eighteen, shall cause the child to regularly and annually 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 excused as provided in this chapter. The South Dakota board of education shall promulgate rules pursuant to chapter 1-26 to establish the school term for Kindergarten programs."

It is compulsory that all children from age six and not exceeding age eighteen regularly attend school until reaching the age of eighteen. Since some students attending high school are beyond compulsory school attendance, the basic responsibility for regular school attendance lies with the students and with the parents. The role of the school in attendance matters is one of cooperation, counseling, and reporting to parents. Parental cooperation is expected.

Attendance is a part of each student's permanent record. It is one of the major concerns of an employer. A casual attitude toward regular school attendance extends into adulthood.

It is the duty of the school officials to know the whereabouts of students during the school hours. Students may be excused

for specific purposes only through the principal's office.

Attendance is taken in each class and study hall and a record is kept of absences from each class. Days of absence will be accumulated and recorded on report cards each nine weeks and on permanent school records at the end of each school year.

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. School may require a note from the doctor's office.
 - e. School sanctioned activities. When possible students should notify teachers in advance of absence.
 - f. School sponsored activities. When possible students should notify teachers in advance of absence.
 - g. Parental request JrK-8: 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.
 - h. High school parental requests: an absence when required by the family, upon request by the parent and approved by the Administration. Parental Request Forms must be signed and in the office at least one day in advance of requested leave. 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. 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. All such absences will be counted as one-for-one. Students may be excused for family vacations or to attend South Dakota High School Activities state events upon completion of forms provided by the office. Lessons assigned and class discussions for the duration of a parental request absence become the responsibility of the student and the parents and should be made up in advance or immediately upon return to school whenever possible. If a student is failing a course, a parental request will be granted providing a student makes up the time.
2. If a student is expected to be absent, parents should call the school by 8:30. If no call is received by 8:30 a.m., the school will call the home and make every effort to contact a parent to verify the absence. When unable to reach a parent we may contact the school resource officer. A written excuse is not necessary if a phone call has been made by the parent. An answering machine is available during off hours so that a message may be recorded.
3. A student shall not leave school during the school day without reporting to the principal's office and obtaining permission prior to the absence. Failure to report to the office shall result in an unexcused absence or truancy.
4. If a student becomes ill while in school, he/she shall report to the principal's office. An attempt will be made to contact a parent before allowing the student to go home. Whenever a parent gives the school permission to send a child home unattended, the parent assumes the responsibility for the safety and wellbeing of the student. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent.
5. Perfect attendance recognition on a semester and yearly basis is accorded those students who are neither absent nor tardy.
6. In order for a student in grades JrK-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 a truancy.
7. 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. In the event that 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 he/she returns to school. 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 allowed time to make up work due to an absence, an

"incomplete" shall be recorded. Incompletes become a "failure" if not made up within time allowed although teachers may extend deadlines under unusual circumstances.

8. In case of an out-of-school suspension, absence not excused or truancy, student may not be able to make up work and may receive a zero. This will apply to grades 9-12 only.
 9. 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 the student).
 10. In the event a student needs transportation during the school day 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.
- B. Truancy: Truancy is defined as any absence not approved by the school. District truant officer will be notified. One day, or any part thereof, equals one violation. Students removed from bus for misconduct must be in school or absence will be counted as truancy.

BIRTH CERTIFICATES

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

BOOK FINES

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

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

Library book fines will be an assessed replacement cost.

BREAKFAST POLICIES

See CHILD NUTRITION

BUILDING HOURS

Elementary students should not arrive **before 7:30 a.m.** and the afternoon Jr. K children should not arrive **before 12:00**. Middle School and High School students should not be in the building before **7:30 a.m.** or after 3:45 p.m. unless under the direct supervision of a teacher. In order to cut down on excessive traffic in the buildings, the following additional procedures apply:

- A. Custodians will lock all outside doors at 4:30 p.m. on nights when there are no activities.
- B. 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.
- C. The advisors of any non-athletic activity held after 6:15 will notify the night custodian (or request that he/she be notified) as to when the doors should be unlocked and locked.

CELL PHONES/ELECTRONIC DEVICES

K1-Grade 8 (see [SUPPLEMENTARY BUILDING POLICIES – HIGH SCHOOL](#))

CHEATING OR ACTING IN A DISHONEST OR UNFAIR MANNER

Teachers will take the paper of any student cheating on an assignment/project/test and give a 0 for that task. Cheating may also result in detention or suspension at the discretion of the principal. Teachers should be alert to the possibilities of cheating and will notify parents in all cases of suspected misconduct. Plagiarism (using another's work as one's own) will result in the same action by the teacher. Students providing assignments will be considered just as responsible for plagiarism as those that use the assignments.

Students who break and/or enter rooms, desks or files and take unauthorized materials (tests, assignments, answer keys, etc...) may be dropped from the course. In addition, vandalism may also be considered. Students who have such materials in their possession may also be dropped from the course. (See individual building policies.)

CHILD NUTRITION

BREAKFAST POLICIES

Breakfast will be available for all students in their building. Brandon Valley School District participates in the Free and Reduced Price Meals and Milk Programs through the National School Lunch Program for families within the income guidelines. Application forms are sent to all homes along with a letter that provides information of the income criteria. The information provided on the application is strictly confidential and will be limited only to the certifying official or officials. Application may be submitted at any time during the year.

We begin serving breakfast at **7:30 a.m.** in the elementary buildings – 7:30 a.m. at the middle school and high school.

COST OF BREAKFAST

Grades K-6	Grades 7-8	Grades 9-12	Adult
\$1.70	\$1.85	\$1.90	\$2.20

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

Breakfast is not served if there is a late start.

LUNCH POLICIES

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

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

COST OF LUNCH

Grades K-6	Grades 7-8	Grades 9-12
Single meals \$2.65	Single meals \$2.90	Single meals \$2.95

Milk is served with each noon meal. Students who carry their lunch may purchase single milks for \$0.40 each. Adult meals cost \$3.50 individually.

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

- A. Dollar level at which a hand stamp or low account notice is given: \$10.00. This is by way of a green \$ hand stamp in the elementary building.
- B. If the account balance reaches \$0.00 or less, the parent will be notified in writing. Should the account balance reach - \$20.00 the child will be refused a meal.
- C. No change is given in the lunch line. Any change will be placed in the student's family account.

If your child requires a modification with the normal lunch served to allow for food allergies or for other reasons, contact the Child Nutrition Director. The district is responsive to making adjustments in any student's diet to allow for food intolerances, allergies or other reasons. In order to substitute any food items the completion of a Special Diet Prescription for Meals Form is required from a physician listing the related food intolerance, allergy or other reason as well as any appropriate substitutions needed.

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

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

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

CHURCH – SUNDAY AND WEDNESDAY ACTIVITIES

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

concerts/plays will be scheduled on Sunday.

COMMUNICATIONS

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

COMPUTER USAGE POLICY

Purpose of this Document:

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

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

Privileges:

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

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

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

Rules of Use:

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

- Attempting to circumvent the firewall is strictly prohibited.
- Storage of offensive material on any server, hard drive, or user folder is strictly prohibited.
- Equipment modifications such as modifying system configurations, removing cables, are strictly prohibited.

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

Rules Relating to Specific Services:

A. E-mail

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

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

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

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

3. Web Hosting Services

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

4. Printing

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

5. Hacking, Cracking & Virus Creation

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

6. Network Security

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

Rules include but are not limited to those listed above. The Brandon Valley School District reserves the right to add to or make changes to this document upon approval of the district School Board. Any changes will be made public through the School Board minutes.

Network Use:

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

Disclaimer:

The Brandon Valley School District will not be responsible for loss of information nor the accuracy or quality of information obtained through the Internet. The Brandon Valley School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Brandon Valley School District will not be responsible for any damages you suffer. This includes loss

of data resulting from delays in Internet service, non-deliveries or misdeliveries of e-mail, or service interruptions of any kind. The school district policy regarding use of the Internet and related services will be posted in all computer labs and is available in each school library.

Violating the Acceptable Use Policy may result in:

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

CONFIDENTIALITY

Notification of Rights under FERPA for Elementary and Secondary Schools

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

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- A. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- C. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible

student, FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that certain conditions are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to certain requirements.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to certain limitations.
- To organizations conducting studies for, or on behalf of, the school, in order to:
 - (a) develop, validate, or administer predictive tests;
 - (b) administer student aid programs; or
 - (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to certain limitations.
- Information the school has designated as "directory information".

STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA)

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s, guardian’s or eligible student’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the District to provide military recruiters, upon request, with the names, addresses and telephone listings of the students unless parents or guardians have advised the District that they do not want their student’s information disclosed without their prior written consent.

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

The District has designated the following information as directory information:

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

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

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

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

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

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

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

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

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

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

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

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

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

CRISIS MANAGEMENT TEAM (KCBA policy)

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

CURFEW

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

DANGEROUS AND NUISANCE ITEMS

Students **will not** bring any dangerous, nuisance or improperly used items to school. Such items will be confiscated and 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, stink bombs, water guns, water balloons, playing cards, frisbees, cigarette lighters, 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

The Brandon Valley School District, and the City of Brandon, have coordinated their efforts to sponsor the School Resource Officer Program. This program puts an officer on duty with the schools during the school year. When appropriate law enforcement will be contacted.

The Resource Officer may be reached by calling the high school office at 582-3211. The officer is available to students, parents, and staff to discuss any questions or concerns that you may have.

A. Fighting, Insubordination, and Profanity (JrK-12)

1. Fighting: Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property, including parking lot and school buses.
2. Insubordination: Refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness; or lack of cooperation.
3. Profanity: Swearing; use of obscene, threatening or flagrantly disrespectful oral or written language, gestures.
4. Intimidation/Threats: Threatening attitude and/or sexual harassment of students and teacher. Threats may be reported to school resource officer when deemed appropriate.

Any student involved in a bomb threat will be reported to school resource officer. 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. 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 student 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.

C. Suspension – temporary denial to a student to participate in any instructional and/or school activity for a period of time.

1. **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 shall be held before the student is readmitted.

2. **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.
3. Three or more short term suspensions may result in placement at our alternative school (East Dakota Cooperative) or referral to the Board of Education for consideration of long term suspension or expulsion.
4. Credit may be given for long term projects missed on days of suspension.
5. 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.
6. **Regulations regarding special education** - See "Comprehensive Plan for Special Education".

D. Vandalism/Breaking and/or Entering – willful or malicious destruction or defacement of public or private property. The student should be counseled by the classroom teacher or building principal and the parent will be notified. Student will be subject to possible detention, suspension, expulsion, and/or possible referral to law enforcement agency, depending on seriousness of offense, and total financial responsibility. Failure to accept financial responsibility will be dealt with by expulsion of student or referral to the proper law enforcement agency.

DISCRIMINATION – SECTION 504/ADA ASSURANCE OF NONDISCRIMINATION

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

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

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

It is the student's right to:

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

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

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

- **GRIEVANCE PROCEDURE**

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

Step 1

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

Step 2

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

Step 3

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

Step 4

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

Office for Civil Rights/Kansas City
US Department of Education
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Phone: (816) 268-0550
Fax: (816) 268-0599

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

DISCRIMINATION – Sexual Discrimination

Grievance Procedure for BV Required by Title IX

Title IX Coordinator, Superintendent David Pappone

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

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

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

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

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

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

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

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

Caps and hats are not appropriate and are not to be worn in the school building during the school day. Bare midriffs, muscle

shirts, and tattered clothing will not be considered appropriate. Basketball style tank tops should not be worn during the school day unless over a sleeved shirt. Dress for sensationalism or clothing that exposes undergarments will not be permitted. No heavy coats are to be worn in the classrooms or hallways.

Dress code provisions apply on semester test days as well.

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.

DRINKING/DRUGS

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

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

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

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

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

DUE PROCESS

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

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

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

EMERGENCY POLICY

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

EXPENSES

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.

Some students plan their budget to include the following optional costs:

1. High School Parking Fee – \$75.00 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.
2. School Insurance
3. School Annual
4. School Pictures
5. 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.
6. Small dues to some organization
7. Athletic physicals
8. 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.

EXPULSION

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

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.

FIRE DRILLS/TORNADO DRILLS/LOCK DOWN

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

FORGERY

Act of forgery, fabricating, or producing falsely.

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

FREE DAY

Students who have accumulated no more than two (2) absences in any eight (8) periods will be rewarded in the following manner:

Freshman and sophomores may have one day of personal leave the following semester which will not be recorded or accumulated on the student's attendance record. To be excused, eligible students must have their parent/guardian sign this incentive absence request.

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

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

Students are not to engage in non-school related fundraising during school hours. The school accepts no responsibility for times or money lost or missing related to any non-school related fundraising. Fundraiser involving the sale of food items are restricted by federal regulation.

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.....	0-61

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.....	0-64

GIFTED EDUCATION PROGRAM

Brandon Valley offers a gifted education program beginning in third grade for students who meet the district qualification standards. This program is intended to enhance the potential abilities of students in areas such as intellect, specific academic aptitude, creative thinking and problem solving.

GIFTS TO TEACHERS/STAFF

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

GRIEVANCE/STUDENT COMPLAINTS

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

- 1) Any student or parent/guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which they may consider unjust or unfair.
- 2) If the incident remains unresolved, the student, parent/guardian or teacher may bring the matter to the principal's

attention for consideration and action.

- 3) The student may also bring a matter of general student concern to the attention of class officers or the student council for possible presentation to the principal.
- 4) If the matter is still unresolved after the procedure outlined above, it may be brought to the superintendent for consideration.
- 5) Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board of Education for review. The Board's decision will be final unless an appeal to circuit court is filed.

GUIDANCE SERVICES

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

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

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

HARASSMENT/SEXUAL HARASSMENT

(See in ANTI-BULLYING/HARASSMENT OF STUDENTS)

HEALTH POLICIES

A. Communicable Diseases

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

DISEASE

Influenza and Influenza-like illness

SYMPTOMS

Fever, body aches, headache, runny nose, cough

ATTENDANCE RULES

Exclude from school as long as fever 100° F is present in unmedicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on state or federal guidance.

Chicken Pox

Slight fever, runny nose with rash resembling water blisters appearing 3-4 days later. Blisters dry and scab.

Exclude from school until afebrile, no new pox, and pox dry and scab

Streptococcal infection (Strep throat, scarlatina, scarlet fever)

Fever, sore throat, headache, nausea. If associated with a rash, scarlatina/scarlet fever.

Exclude from school until treated by physician, on **antibiotic for 24 hrs.**, afebrile, and student feels better.

<u>Pink Eye, scabies, head lice, ring worm, herpes gladiatorum, molluscum contagiosum, and rashes without fever</u>	Varies depending on type of condition	Generally no exclusion; considerations may exist for certain sports, extra- curricular activities or behaviors that might increase risk of transmission
<u>Shingles (Herpes zoster)</u>	Painful, fluid-filled blisters in a band, strip or small area on one side of the body, usually on the abdomen or face. History of Chicken Pox.	Generally no exclusion if lesions can be covered. If lesions cannot be covered exclude until rash or lesions have crusted over.
<u>Methicillin-resistant Staphylococcus aureus(MRSA)</u>	Skin infections that start as small red bumps, pimples or boils, but quickly develop into deep painful abscesses. May stay confined to skin or may spread to other body systems.	Exclude only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.
<u>Whooping cough(Pertussis)</u>	Cold symptoms followed in 1-2 weeks by a characteristic cough (bursts of coughing followed by a long inspiratory breath and “whoop” sound).	Exclude until 5 days of appropriate antibiotic therapy has been completed.

B. Immunizations

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

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

C. Injury/Illness

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

D. Nursing Services

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

E. Physical Examinations

Athletic physicals are required as stipulated in Article I Section II of the South Dakota High School Activities Association Constitution and Bylaws:

"Doctor's Health Statement: Every student, before being allowed to participate in interscholastic athletics must have passed a physical examination of a duration no longer than annual. A pre-participation Interval Health History report must be completed annually. Certification as to the adequacy of a student's health for athletic participation shall be restricted to a duly

licensed doctor of medicine or osteopathy, on official blanks furnished by the Executive Director. The date of such required health certification shall be one of the entries on the annual report of student athletic participation made to the Executive Director by each member school."

The student will pay the full cost of the physical.

F. Medication Policies

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

1. Emergency Medications: With the wide variety of school personnel who are responsible for a student in the course of a school year, and the varied locations of student activities, combined with the necessity to be able to provide immediate aid in the form of emergency medications, the following policy is in effect. Any student with prescribed emergency medication such as Glucagon, Epi-pen, etc. will be required to provide the nurse's office with medication to be available for emergency use throughout the school year. A student involved in extra-curricular activities must also provide additional medication for the personnel who will be responsible for the student before or after regular school hours. Students in the Early Childhood Program through the 8th grade will have the location of their emergency medications supervised by staff personnel on all school and extra-curricular activities. Students in grades 9-12 are responsible for providing and informing school personnel of the location of any emergency medications before or after school hours.
2. Prescription Medication: In those cases where medicine is prescribed necessary by a physician during school hours, a Long Term Medication order form must be signed by a physician (includes any person authorized to prescribe medications in the State of South Dakota), stating the name of the medication, the medical diagnosis, specific time and dose to be taken at school, and possible adverse reactions. A parent signature is also required on this form. All prescription medications must be in pharmacy labeled containers with student's name, prescribing physician's name, directions, and medication name.
3. Non-Prescription Medication: School personnel will not provide any "over the counter" medications. School personnel will only dispense or supervise "over the counter" medications that have been provided by the parent. A Short Term Medication form must be signed by a parent stating the medication's name, dosage, times to be taken and any side effects. This form may be obtained on the district website, at the principal's office or from the school nurse. The medication must be in its original container. Any non-prescription medication taken daily for two weeks or longer will need a physician's signature.
4. With the exception of emergency medications, students are not permitted to carry or possess any medications on school property. All medication must be dispensed through the nurse's office. Any student found to have any medication in their possession or sharing of any medication on school property may face serious disciplinary actions which may include expulsion.

HOMEBOUND FOR EXTENDED ILLNESS OR DISABILITY

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

INSURANCE

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

LOST AND FOUND

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

LUNCH POLICIES

(See CHILD NUTRITION SERVICES)

MEDIA/TV

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

PARENT CONFERENCES

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

PARENT INVOLVEMENT POLICY

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

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

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

- A. Support to parent as leaders and decision makers in advisory roles.
- B. Promotion of clear two-way communication between the school and the family as to school programs and children's progress.
- C. Assistance to parents and or guardians to develop parenting skills to foster positive relationships at home that support children's efforts and provide techniques designed to assist their children with learning at home.
- D. Involvement of parents, with appropriate training, in instructional and support roles at the school.
- E. Provision of access to and coordination of community and support services for children and families. These forms of involvement require a coordinated school wide effort and are not mutually exclusive.

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

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

STUDENT/PARENT/SCHOOL COMPACT

As a Student, I will

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

As a Parent/Guardian, I will

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

As a Teacher, I will

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

As an Administrator, I will

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

PATRIOTISM

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

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

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

PICTURES

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

PREGNANT/MARRIED STUDENTS

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

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

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

REPORT CARDS

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

SPECIAL EDUCATION

It is the goal of the Brandon Valley School District to provide a free appropriate public education to all children with disabilities, ages birth through twenty-one years. A "Comprehensive Plan for Special Education" is on file with the Director of Special Services and available for review.

STEALING

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

Students are encouraged to do the following:

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

TESTING PROGRAM-DISTRICT WIDE

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

TOBACCO FREE POLICY

See MIDDLE SCHOOL or HIGH SCHOOL sections

TRANSFERRING IN

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

TRANSFERRING OUT OR WITHDRAWING

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

TRANSPORTATION

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

1. Students who reside more than five miles from the school of assignment will be provided transportation as per state law. Transportation may be provided for children who live within the five-mile radius of their assigned school for a nominal fee. Student safety will be considered in all transportation decisions. The district shall establish scheduled bus routes for the transportation of the district's students.
2. Transportation of students with special needs will be in accordance with their individual educational plans.
3. There shall be one regular pick-up location and one regular drop-off location for all students transported. Occasional temporary change in pick-up or drop-off will be accommodated with advance notice to the transportation department.
4. With the establishment of housing developments in the rural areas of the school district, bus stops shall be established

within the normal rural bus schedules. The bus stops will be at the main entrance to the development with the following exception: If the furthest pick-up point is five-tenths of a mile or greater from the entrance of the development and the roadway meets all township/county requirements for a roadway and is maintained by the township/county, a bus stop may be established at that location.

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

- Jr. K-12 students residing within five miles of their designated attendance center via the most direct route.
- Jr. K- 4 students residing within the district open enrolling to attend a facility other than their assigned attendance center based on the boundaries set by the Board of Education. An increased fee for this circumstance will be assessed due to the inefficiency caused by these requests for busing. The increased fee will not be assessed if both the pick-up and drop-off are within the boundary of the school of attendance.
- Jr. K-12 students open enrolling from another district and requesting busing within district boundaries.

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

- Jr. K- 4 students required by the administration to attend a facility other than their assigned attendance center based on boundaries.
- Jr. K-12 students residing more than five miles from their designated attendance center via the most direct route. The board will annually establish nominal fees. (Revision date: May 30, 2012)

BUS PASS FEES

Students who reside within five miles of their attendance center and wish to ride the bus must purchase a bus pass for \$75 per semester with a family maximum of \$175. The cost per ride \$0.43.

The bus fee for open enrolled students is \$150 per semester. The fee does not contribute to the family maximum. Families may avoid the increased fee and purchase a regular bus pass by arranging for their student(s) to be picked up and dropped off at a stop within their attendance center boundary.

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

STUDENT CONDUCT ON SCHOOL BUSES/VEHICLES:

School transportation is provided for those students whose distance from school or health makes this service essential. Misconduct on buses will not be tolerated and will result in forfeiture of the privileges of riding.

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

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

Student shall:

1. Follow directions from the driver;
2. Arrive at the bus stop before the bus arrives;
3. Wait in a safe place, clear of traffic and away from where the bus stops;
4. Wait in an orderly line and avoid horseplay;
5. Cross the road or street 10 feet in front of the bus only after the bus has come to a complete stop and upon direction of the driver;
6. Go directly to an available or assigned seat when entering the bus;
7. Remain seated and keep aisles and exits clear;
8. Exhibit classroom conduct at all times;
9. Refrain from throwing or passing objects on, from, or into buses;
10. Be permitted to carry only objects that can be held on his/her lap;
11. Refrain from the use of profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus;
12. Refrain from eating, drinking and chewing gum on the bus;
13. Not carry hazardous materials, nuisance items and animals onto the bus;
14. Respect the rights and safety of others;
15. Not interfere with the driver. The bus driver is responsible for the safety and are of the students in the bus/school vehicle

and shall never be distracted in any way which will interfere with responsible, safe driving;

16. Be quiet at railroad crossings. All school buses/school vehicles must stop for railroad crossings as a matter of safety as well as law;
17. Refrain from extending head, arms or objects out of the bus windows;
18. Refrain from hitching rides via the rear bumper or other parts of the bus;
19. In the event of road emergency, students are to remain in their seats, unless otherwise directed by the bus driver;
20. Refrain from leaving or boarding the bus at locations other than the assigned stops at home or school;
21. Obtain school permission for friends to ride. Non-bus pupils will not be allowed to ride on a bus without administrative permission.
22. The use of electronic devices, including cell phones, is permitted but shall not be used in a manner distracting to the driver. The driver determines what is distracting to his/her ability to safely transport students.

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

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

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

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

UNAUTHORIZED USE OF SCHOOL GROUNDS

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

VISITORS

All visitors are required to check into the office immediately upon entering the building. See individual buildings for procedures.

NOTES

Supplementary Building Policies

HIGH SCHOOL

The following policies apply specifically to high school students. They are designed to supplement the main body of JrK-12 policies and middle school-high school policies for the high school student.

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 must have a Grade Point Average of 3.75 or higher EACH of the first three quarters of a school year.
 - b. A student will also qualify if their cumulative GPA is higher than 3.75 for the first three quarters.
 - c. 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 POLICY

(See in JrK-12 section)

ATTENDANCE

- 1) See ATTENDANCE in JrK-12 section.
- 2) Excused Absences (illnesses, family emergencies, parental requests and medical-type appointments approved by the high school office).
 - a) To be excused, the office must receive a phone call by 9:00 a.m. from a parent/guardian.
 - b) After 9:00 a.m. the office will call the home listed on the student directory.
 - c) *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).
 - d) 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. 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. Students will be allowed two 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 two days are to be cumulative over the course of a student's attendance record and may be used beginning with the 2nd semester of

the junior year. This does not allow for two days each semester, but rather for two total additional days during a student's last three 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. 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 my first class 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 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 (2014-2015) 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."

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

Excused:

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

Unexcused:

- Skips
- OSS – Not in attendance
- Student illness without medical note
- 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.

- 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 will 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 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 8:10 a.m. - 3:20 p.m. will have to enter the building from the west office doors.

CELL PHONES/ELECTRONIC DEVICES

Cellphones/electronic devices 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. Cellphones may only be used in the classroom for academic purposes at the direction of the teacher. Digital images or taking inappropriate 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 only directly to parent or guardian.
- Second Offense returned only directly to parent or guardian and Saturday School points (3 points) for student.
- 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.

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.

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.

CREDIT RECOVERY

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.

DANGEROUS AND NUISANCE ITEMS

See in JrK-12 Section.

DISCIPLINE

See SATURDAY SCHOOL policy in this section.

DRESS CODE

See DRESS CODE in JrK-12 section.

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.
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.

EARLY RELEASE

1. Any senior may be excused from his/her open periods.
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.

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: \$75.00 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

Students who have accumulated no more than two (2) absences in any eight (8) periods will be rewarded in the following manner:

Freshman and sophomores may have one day of personal leave the following semester which will not be recorded or accumulated on the student's attendance record. To be excused, eligible students must have their parent/guardian sign this incentive absence request. Juniors and seniors are eligible for a free day or semester test exemption. NOT BOTH

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

(See in JrK-12 section)

GRADING SYSTEM

(See in JrK-12 section)

CLASS OF 2017-2019

Minimum # of credits to graduate **22**

Department

English/Speech

Includes:

English 9

Credits

4.5

1.0

English 10	1.0
English 11	1.0
Speech	.5
English Electives	1.0
Social Science	3.5
Includes:	
Geography	.5
World History	.5
American History	1.0
American Government	.5
Soc. Sci. Electives	1.0
Mathematics	3.0
Must include:	
Algebra I or its equivalent	1.0
Geometry*/Informal Geometry	1.0
Advanced Algebra*	1.0
Science (Laboratory)	3.0
Includes:	
Physical Science	1.0
Biology	1.0
Chemistry*	1.0
Computer Science	.5
Fine Arts	1.0
Physical Education	.5
Economics/Personal Finance	.5
Any combination of the following:	1.0
Approved Career and Technical Education	
Capstone Experience, Service Learning or World Language	
Other Electives	4.0
Starting with the Class of 2017 Health or Health	
Integration is required for graduation. This requirement can be fulfilled by taking the class in	
Middle School but no High School credit is given.	

CLASS OF 2020

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	3.5
Includes:	
Geography	.5
American History	1.0
Government	.5
World History	.5
Soc. Science Electives	1.0
Mathematics	3.0
Includes:	
Algebra 1	1.0
Geometry*/Informal Geometry*	1.0

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	4.5
Health (one semester required, may be earned in middle school, does not count toward 22 nor factor into GPA)	

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.

GRIEVANCE/STUDENT COMPLAINTS

(See in JrK-12 section)

HARASSMENT/SEXUAL HARASSMENT

(See Anti-Bullying/Harassment of Students JrK-12 section)

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.

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:

1. 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.
2. 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.
3. ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
4. 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 I 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

High school students will receive homework assignments and should expect both regular homework during the week and weekend homework as deemed necessary by the classroom teacher. Students are encouraged to check their teacher's internet assignment address. Many staff members use web pages for homework (www.brandonvalleyschools.com).

HONOR ROLL

1. The honor roll will be posted at the end of each nine week period. 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.

LATE ARRIVAL

1. The student's parent/guardian must sign a request form giving approval for his/her student to be excused.
2. The student must be passing all courses each mid-term and quarter. Failure to maintain this grade level will result in the loss of late arrival privileges until the next grading period. If the student is passing all classes at the next grading period, privileges will be given back.
3. If a student chooses not to exercise this privilege, is failing a course or loses the late arrival privilege, he/she will then be assigned to a study hall 1st period and regular study hall rules shall apply.
4. A truancy, school suspension, or five (5) tardies in second period will result in the loss of this privilege for the remainder of the semester.
5. Late arrival students must "sign in" before the second period class begins. Students who do not follow this procedure will lose late arrival privileges for the remainder of the semester immediately after their third time of not "signing in" as required.

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. Each student is issued a locker and is expected to keep his or her books and personal belongings properly secured at all times. Combinations will be given the first day of school. 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.

LUNCH POLICIES

(See Child Nutrition Services) See JrK-12 Section

MINIMUM ENROLLMENT

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

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.

PARKING

1. Student parking is assigned on a lottery basis with seniors having first choice and following grade order.
2. The parking charge \$75.00 per year. Students must park in their assigned spot.
3. 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.
4. Students driving recklessly or in excess speed in the parking area may have their parking privilege removed at the discretion of the administration.
5. 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.

6. 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 or senior at another high school or must have already graduated from high school. No guest may have reached the age of 20. 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 20. 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

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.
 - 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 (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.
 - e. Unexcused for 1st Period only; 10 or more minutes (bad roads, car trouble, missed ride, first oversleep, inclement weather, etc. are unexcused):
 - i. First Violation
 - 1. Two (2) points
 - ii. Second Violation
 - 2. Two (2) points
 - iii. Third Violation
 - 1. Three (3) points
 - iv. Fourth Violation
 - 1. Four (4) points
 - v. Fifth Violation or more
 - 1. Five (5) points
 - 2. One (1) day suspension
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
- 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.
 - 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. Cell Phones/Electronic Devices:
 - a. Cellular/digital phones and electronic devices may only be used during lunch periods and hall passing time unless preauthorized by the building administrator. Digital images or taking inappropriate 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. This includes the battery and earphones. Students who violate district or school rules and regulations may be subject to:
 - i. First Offense – returned only directly to parent or guardian.
 - ii. Second Offense – returned only directly to parent or guardian and Saturday School points (3) for student.
 - iii. Third Offense – returned only directly to parent or guardian and one full day Saturday School (5 points) for student.
 - iv. Fourth Offense – returned only directly to parent or guardian and in-school suspension (one day)
 - v. Fifth Offense - returned only directly to parent or guardian and out-of-school suspension (one day)
 - vi. 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.

- 7. 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
- 8. 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.
- 9. 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.
- 10. 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
- 11. Tobacco Products
 - a. Possession, usage, sale or distribution
 - i. First Violation: One (1) day of in-school suspension, plus 5 points and half day of Saturday School.
 - 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.
- 12. 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.

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. Enter through the north door in Room 133.
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.
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.

SEMESTER TESTS

1. Semester exams are given at the end of each semester. The semester grade is determined as follows:
 - Two nine week grades 4/5
 - Semester examination 1/5
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.
4. Students who are exempt and failing a class do not have to take the test if the parent signs the test exemption permission form.

5. A student may be eligible for a free day of personal leave or exemption from semester exams through this Incentive Attendance Policy.

Attendance Policy

- a. Students who have no more than two absences in any academic period will be eligible. If a student is over in one period, they are expected to take all exams, unless exempted by the appeals process.
- b. Freshmen and sophomores are eligible for a free day personal leave only.
- c. Juniors and seniors are eligible for a free day or semester test exemption. NOT BOTH
- d. If eligible, all students must have a parental excuse form signed before they exercise their option.

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 attendance record will be reviewed during the appeals process. Tardiness may be a factor used by the committee to determine whether or not an appeal will be granted.
- 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. Absences, after an appeal has been granted, will result in the loss of the incentive privilege.
- e. Any student who has been suspended or truant will not be eligible for an appeal.
- f. The appeals committee will not consider absences that are a result of a vacation or retreat.
- g. Appeals were created to deal with extraordinary circumstances such as the funeral of a family member or close friend.
- h. Appeals must be typed. Appeals turned in after the deadline will not be considered. The assistant principal may handle any appeal that results from an absence after the deadline for filing appeals has passed.

Grouping

- a. Grouping DOES NOT apply, nor can it be used for exemption from semester tests.
- b. Any truancy or suspension automatically disqualifies a student for Incentive Attendance privileges.

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 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.

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.

TOBACCO

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

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

TRANSCRIPTS

All Brandon Valley students, after graduation, will be charged a fee of \$2.00 per transcript issued 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. Students shall park in the west lot in designated parking lanes. 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.
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.

Supplementary Building Policies

MIDDLE SCHOOL

The following policies apply specifically to middle school students. They are designed to supplement the main body of JrK-12 policies for middle school students.

ACTIVITIES

A. Sports

Seventh and eighth grade students have the opportunity to participate in the following sports. 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

GIRLS

Volleyball
Basketball
Track

7-12 Sports Programs

Tennis (Spring)
Golf (Fall)
Cross Country (Fall)

Tennis (Fall)
Golf (Spring)
Cross Country (Fall)

It is important that students in middle school be given the opportunity, if they choose to use it, to participate in a wide range of activities. To this end it has been determined to announce to students that at the winter break they may switch to the other winter sport. Club sports, i.e., softball, soccer, baseball are not sanctioned sports.

B. Dances, Skating, Parties

1. Middle school dances are for active/enrolled BVMS 7th and 8th grade students only.
2. BVMS dance hours are 7:00-8:30 p.m. Students will not be admitted after 7:30 p.m. unless a parent has visited with the principal.
Students are not allowed to leave until 8:45 p.m. without making prior arrangements with the administration.
3. The school reserves the right to monitor the type of music and dancing allowed.

C. Parties During School Day

Parties during the school day must be approved by the administration and be in compliance with the school district's wellness policies.

D. Band & Orchestra

Middle school band, chorus and orchestra rehearsals are held during the school day. Individual and group lessons will be scheduled by the instructors of each activity. Students with unexcused absences from lessons will be asked to show cause why they should not be dropped from the music activity. Unexcused absences can include forgetting music and or instruments. Students may add or drop band/chorus/orchestra after the first three weeks only with parental and principal permission.

E. Student Government

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

1. Student Council president, vice president, secretary, and treasurer election will be held during September.
2. Candidates will be placed in nomination by petitions that contain twelve legitimate signatures of members of the student body. Petitions may be picked up in the principal's office. Completed petitions must be filed with the office before the election campaigns begin.
3. If a student signs more than one petition for each office, that signature will be declared invalid on all the petitions on which it appears. Signatures must be legible and petitions filled out in the prescribed manner to be valid.
4. Any 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.
5. Seventh graders may run for the office of secretary.
6. Candidates pick a campaign manager to circulate the petition and oversee the campaign.
7. No campaigning will be done prior to the Monday before the election week. Candidates are limited to 5 posters which must be placed in the commons area only.

8. Students will not be permitted to work in the building after 3:45. Posters must be taken down by 3:45 the day prior to the election.
9. Campaign speeches allowing candidates to present themselves to the student body will be presented prior to the election of officers with campaign managers introducing their candidate.
10. Student Council representative and alternates will be elected from homeroom. This is done after officers have been decided.
11. Any member of council can be removed by the administration for behavior detrimental to the student council.

ANTI-BULLYING/HARASSMENT POLICY

(See in JrK-12 Section)

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. When possible students should notify teachers in advance of absence.
 - f. Parental request: an absence when required by the family, upon request by the parent and approved by the administration. Lessons assigned and class discussions for the duration of the absence become the responsibility of the student and parents, and should be done in advance for known absences.
 2. If a student is expected to be absent, parents should call the school between 7:30 and 8:30 a.m. If no call is received by 9:00 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.
 3. A student shall not leave school during the school day without reporting to the principal's office and obtaining permission prior to the absence. Failure to report to the office shall result in an unexcused absence or truancy.
 4. If a student becomes ill while in school, he/she shall report to the principal's office. An attempt will be made to contact a parent before allowing the student to go home. Whenever a parent gives the school permission to send a child home unattended, the parent assumes the responsibility for the safety and wellbeing of the student. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent. When a student is ill, in order for that student to participate in or attend any after school activity, the student must be in school three 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.
 5. Perfect attendance recognition on a semester and yearly basis is accorded those students who are neither absent nor tardy.
 6. In the case of an excused absence, the student shall make up the work and receive full credit. Students will be given at least as many school days as they were absent plus one additional school day to make up the work for full credit. In the event that 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 he/she returns 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 allowed 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 although teachers may extend deadlines under unusual circumstances.
 7. 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.
 8. In all cases 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.

- B. Tardiness (JrK-8): Failure to be at the assigned work station when the final bell rings.
1. Students will be allowed one (1) unexcused tardy to class or homeroom each quarter.
 2. In the event of the second and third unexcused tardies, detention shall be assigned for each tardy and parents notified by mail. The student shall serve detention for time equivalent to one class period.
 3. In the event of the fourth and fifth unexcused tardies, two detentions shall be assigned for each tardy and parents notified by mail. The student shall serve detention for time equivalent to one class period for each detention.
 4. In the event of a sixth or more unexcused tardy, students shall be suspended for one (1) day and contact (telephone or mail) made with parent. Student will not be readmitted until a conference has been held with parent, student, administrator and/or counselor.
 5. If a student is tardy between classes because of a teacher conference, the teacher shall provide a written excuse.
 6. Any student who is late arriving for the first period class must report to the principal's office for an admit slip to enter class. Tardiness between classes will be handled by the individual teachers.
 7. Excused Tardies for Medical or Emergency Situations: Any student late in arriving or leaving early by 20 minutes for any medical situation or emergency needs, as approved by the principal, will not be recorded.
- C. Truancy: Truancy is defined as any **absence** not approved by the school. District truant officer will be notified. One day, or any part thereof, equals one violation.
1. First violation: A parent shall be notified by telephone, letter or personal contact by appropriate school official. The student shall make up the time in detention.
 2. Second violation: The student shall be suspended up to one (1) day. A student will not be readmitted until a conference has been held with the parent, student, administrator and/or counselor.
 3. Third or more violation: The student shall be suspended up to three (3) days. A student will not be readmitted until a conference has been held with the parent, student, administrator and/or counselor. School administrators may refer a student to the Board of Education for a hearing regarding truancy.
 4. On some occasions, the administrators may be in direct contact with parents and will not be able to notify students directly of their suspension.
 5. At the discretion of the administration, in-school detentions/suspension may be used in lieu of out-of-school suspensions.

Refer to JrK-12 Section for more information.

BREAKFAST

(See CHILD NUTRITION-JrK-12 Section)

BUILDING HOURS

Regular building hours are 7:30 a.m. - 3:45 p.m. Students should not be in the building before 7:30 a.m. or after 3:45 p.m. unless under the direct supervision of a teacher.

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

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

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 or rendered incapable of activation during the regular school day unless preauthorized by the building administrator.
2. Digital Images or taking inappropriate photographs of any kind are prohibited to ensure the privacy of others.

3. Cell phones and electronic devices must be stored in a student's locker during the school day. They are not to be carried on a student's body.

Students who violate district or school rules and regulations may be subject to discipline, including, but not limited to, detention, suspension, and expulsion.

This disciplinary action would include:

1. First violation – Teacher will confiscate phone and bring to the office. Student will be visited with before phone would be returned.
2. Second violation – Phone confiscated. Student will receive detention. Parent and student both visited with before phone returned.
3. Student given detention. Phone given to resource officer.

CHEATING

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

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

CLASS SCHEDULES

Regular Schedule

1st Period	8:05-8:50	
2nd Period	8:52-9:37	
3rd Period	9:39-10:24	
4th Period	10:27-11:12	
5th Period	11:14-11:59	
	Lunch (A):	11:14-11:45
	Lunch (B):	11:28-11:59
6th Period	12:01-12:46	
	Lunch (A):	12:01-12:32
	Lunch (B):	12:15-12:46
7th Period	12:49-1:34	
8th Period	1:37-2:22	
9th Period	2:25-3:10	

One-Hour Early Dismissal

1st Period	8:05-8:43	
2nd Period	8:45-9:23	
3rd Period	9:25-10:03	
4th Period	10:05-10:43	
7th Period	10:45-11:23	
5th Period	11:25-12:05	
	Lunch (A):	11:25-11:57
	Lunch (B):	11:33-12:05
6th Period	12:07-12:47	
	Lunch (A):	12:07-12:39
	Lunch (B):	12:15-12:47
8th Period	12:50-1:29	
9th Period	1:31-2:10	

Two-Hour Early Dismissal

1st Period	8:05-8:35	
2nd Period	8:37-9:07	
3rd Period	9:09-9:39	
4th Period	9:41-10:11	
7th Period	10:13-10:43	
8th Period	10:45-11:15	
5th Period	11:17-11:57	
	Lunch (A):	11:17-11:49
	Lunch (B):	11:25-11:57
6th Period	11:59-12:39	
	Lunch (A):	11:59-12:31
	Lunch (B):	12:07-12:39
9th Period	12:41-1:10	

Two-Hour Late Start

1st Period	10:05-10:35	
2nd Period	10:37-11:07	
3rd Period	11:09-11:39	
4th Period	11:41-12:11	
5th Period	12:13-12:53	
	Lunch (A):	12:13-12:45
	Lunch (B):	12:21-12:53
6th Period	12:55-1:35	
	Lunch (A):	12:55-1:27
	Lunch (B):	1:03-1:35
7th Period	1:37-2:07	
8th Period	2:09-2:39	
9th Period	2:41-3:10	

CURRICULUM FOR MIDDLE SCHOOL

GRADE 7

Math:

Introduction to Algebra 7

Math 7

Math 7A

Life Science

Geography

English

Reading

Semester

Physical Education

Computer

Quarter:

Industrial Technology

Art

FACS

Study Skills

Electives:

Vocal Music

Band & Orchestra

GRADE 8

Math:

Algebra I

Introduction to Algebra 8

Algebra 8A

Earth Science

History

English

Reading

Semester:

Physical Education

Computer 8

Quarter:

Industrial Technology

Art

Intro to Foreign Language

Health

Electives:

Vocal Music

Band & Orchestra

DISCIPLINE

- A. Detention: a form of punishment that detains a student outside of the normal school hours.
 1. It shall be supervised by a faculty member in a separate undisturbed room within the school in the form of a study hall. Detention is held 7:30 a.m. to 8:00 a.m. each school day. A student reporting for detention shall bring school work to do during the detention period. After school detention may be allowed with permission of the administration.
 2. Students assigned detention may have one (1) day notice. Students involved in school activities will miss the activity to stay in detention.
 3. A student will be assigned two additional detentions following the day they miss an unexcused detention. Repeat offenders may be suspended from school.
 4. Upon receiving their seventh detention, excluding trancies and tardies, students will automatically receive a one-day suspension. Subsequent detentions will also result in an additional suspension.
- B. 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.
- C. Penalties for breaches of discipline defined above.
 1. First violation: The student shall be reprimanded and may face detention. A disciplinary referral notice shall be sent to the parents or they may be informed by telephone. In the event that the first violation is of a serious nature involving verbal abuse, threat, physical injury or damage to property, short term suspension may be administered.
 2. Second violation: Short term suspension.
 3. Third violation: Long term suspension or expulsion.
- D. Procedure for Determining Alleged Misconduct or Violations
 1. The following steps will be utilized when appropriate:

2. The administrator/supervisor shall investigate the alleged misconduct or violation.
 3. If the alleged misconduct or violation has occurred, the administrator/supervisor will give oral or written notice of the incident to the student and to the parents as soon as possible after the incident.
 4. When appropriate, the notice shall state the policy allegedly violated, and the time and place where a hearing will be conducted by the administrator/supervisor.
 5. The administrator/supervisor shall render a decision as soon as possible after the hearing and inform the student and parents.
- E. Suspension – temporary denial to a student to participate in any instructional and/or school activity for a period of time.
1. 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 shall be held before the student is readmitted.
 2. 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.
 3. Three or more short term suspensions may result in placement at our alternative school (East Dakota Cooperative) or referral to the Board of Education for consideration of long term suspension or expulsion.
 4. Credit will be given for long term projects missed on days of suspension.
 5. 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.
 6. Regulations regarding special education refer to JrK-12 Section under Special Services.
- F. Vandalism/Breaking and/or Entering – willful or malicious destruction or defacement of public or private property. The student should be counseled by the classroom teacher or building principal and the parent will be notified. Student will be subject to possible detention, suspension, expulsion, and/or possible referral to law enforcement agency, depending on seriousness of offense, and total financial responsibility. Failure to accept financial responsibility will be dealt with by expulsion of student or referral to the proper law enforcement agency.

DRESS CODE

(refer to JrK-12 Section.)

ENTRANCES

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

GRADING SYSTEM

(refer to JrK-12 Section.)

GRIEVANCES / STUDENT COMPLAINTS

(refer to JrK-12 Section.)

GUM, CANDY, WATER AND COUGH DROPS

Gum and candy are not permitted during the school day. Students may carry water during the day as long as it is in a clear container with a twist cap. Cough drops are to be accompanied by a note from parents and brought to the nurse's office.

HOMEWORK

Students will receive homework assignments and should expect both regular homework during the week and weekend homework as deemed necessary by the classroom teacher. Homework may be found on teacher's websites.

HONOR ROLL QUALIFICATIONS

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

LOCKERS

Each student is issued a locker and is expected to keep his or her books and personal belongings properly secured at all times.

Combinations will be given the first day of school. Students should not exchange lockers and are also advised against leaving money or other valuables in the lockers. Tape is not to be used in the lockers.

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

1. Random locker, desk or other storage space searches may be conducted by the administration.
2. General housekeeping inspection of school property including lockers will be conducted.
3. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
4. A \$5.00 clean out locker fee will be assessed to anyone whose locker is not cleaned out at the end of their sports season or at the end of the school year for student book lockers. It is the responsibility of the student to pay for any damage to his/her locker(s). Fees will be assessed for the repair cost to the school district.

LUNCH POLICIES

(See Child Nutrition Services)

REPORT CARDS

Report cards will be issued the week following the end of the quarter as follows: 1st, 2nd and 3rd quarter report cards will be issued to students; 4th quarter report cards available approximately one week after school ends.

ROLLER BLADES

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

STEALING

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

Students are encouraged to do the following:

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

STUDENT RELATIONSHIPS

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

TECHNOLOGY- ACCEPTABLE USE POLICY

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

TECHNOLOGY- COMPUTER LOANER PROGRAM

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.

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.

- Third Occurrence – students will receive two points towards Saturday School.
- Fourth Occurrence – students will receive three points towards Saturday School.

- 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.

TECHNOLOGY- MISCONDUCT

The building administrators are responsible for applying disciplinary actions when the Acceptable Use Policy has been violated.

- First Major Offense: Maximum of 2 week (10 school days) suspension of computer privileges. A parent will be notified of offense.
- 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.
- Third Major Offense: Termination of privileges for the remainder of the school year or 6 months, whichever is longer. A parent meeting will be required.

TELEPHONES

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

TOBACCO

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

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

VEHICLE USE – STUDENTS

It is recommended middle school students do not drive to school as there is no student parking space available on the middle school grounds.

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.

Supplementary Building Policies

INTERMEDIATE SCHOOL

The following policies apply specifically to intermediate school students. They are designed to supplement the main body of JrK-12 policies for intermediate school students.

ACTIVITIES

A. Fun Night

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

B. Band, Orchestra, Chorus

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

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

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

C. Student Government

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

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

ANTI-BULLYING/HARASSMENT POLICY

(See in JrK-12 Section)

ARRIVAL AT SCHOOL (Each Day)

When students arrive at school in the morning, they stay outside and play in their assigned area. There isn't any supervision prior to 7:30 a.m. When special provisions have been made, they may go to their classroom upon arrival at school.

Students are asked to go directly to their classroom upon entering the building and should use the following assigned doors for entering as a class and when leaving the building upon dismissal from school as a class.

Once students arrive at school, they must stay on campus unless they have written parental permission or administration

permission to leave the grounds.

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. When possible students should notify teachers in advance of absence.
 - f. Parental request: an absence when required by the family, upon request by the parent and approved by the administration. Lessons assigned and class discussions for the duration of the absence become the responsibility of the student and parents, and should be done in advance for known absences.
2. If a student is expected to be absent, parents should call the school between 7:30 and 8:30 a.m. If no call is received by 9:00 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.
3. A student shall not leave school during the school day without reporting to the principal's office and obtaining permission prior to the absence. Failure to report to the office shall result in an unexcused absence or truancy.
4. If a student becomes ill while in school, he/she shall report to the principal's office. An attempt will be made to contact a parent before allowing the student to go home. Whenever a parent gives the school permission to send a child home unattended, the parent assumes the responsibility for the safety and wellbeing of the student. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent. When a student is ill, in order for that student to participate in or attend any after school activity, the student must be in school three 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.
5. Perfect attendance recognition on a yearly basis is accorded those students who are neither absent nor tardy.
6. In the case of an excused absence, the student shall make up the work and receive full credit. Students will be given at least as many school days as they were absent plus one additional school day to make up the work for full credit. In the event that 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 he/she returns 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 allowed 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 although teachers may extend deadlines under unusual circumstances.
7. 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.
8. In all cases 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.

B. Tardiness:

1. Students will be allowed three (3) tardy (excused or unexcused) each quarter.
2. In the event of the fourth excused/unexcused tardy, 30 minute detention will be assigned for each tardy and parents notified by mail or phone.
3. In the event of the fifth tardy, the elementary student will be given an In School Suspension (ISS) for one (1) day and contact (telephone or mail) made with the parent outlining responsibilities and possible consequences of escalating tardiness.

4. Upon the sixth tardy in a quarter, the student will be considered Truant and will follow #3 under the Truancy guidelines.

C. **Truancy:** Truancy is defined as any absence not approved by the school. District truant officer will be notified. One day, or any part thereof, equals one violation.

1. First violation: A parent shall be notified by telephone, letter or personal contact by appropriate school official. The student shall make up the time in detention.
2. Second violation: The student shall be suspended up to one (1) day. A student will not be readmitted until a conference has been held with the parent, student, administrator and/or counselor.
3. Third or more violation: The student shall be suspended up to three (3) days. A student will not be readmitted until a conference has been held with the parent, student, administrator and/or counselor. School administrators may refer a student to the Board of Education for a hearing regarding truancy.
4. On some occasions, the administrators may be in direct contact with parents and will not be able to notify students directly of their suspension.
5. At the discretion of the administration, in-school detentions/suspension may be used in lieu of out-of-school suspensions.

Refer to JrK-12 Section for more information.

BICYCLES

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

BREAKFAST POLICIES

(See Child Nutrition Services)

BUILDING HOURS

Intermediate school students should not arrive **before 7:30 a.m. when adult supervision begins**. In order to cut down on excessive traffic in the buildings, the following additional procedures apply:

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

CELL PHONES/ELECTRONIC DEVICES

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

1. Cell phones and electronic devices shall be turned off or rendered incapable of activation during the regular school day unless preauthorized by the building administrator.
2. Digital Images or taking inappropriate photographs of any kind are prohibited to ensure the privacy of others.
3. Cell phones and electronic devices must be stored in a student's locker during the school day. They are not to be carried on a student's body.

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

CHEATING

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

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

CURRICULUM FOR INTERMEDIATE SCHOOL

GRADE 5

Math:
Science
Social Studies
English/Reading
Directed Learning Environment

Semester:

Physical Education

Quarter:

Art
General Music
Computer

Electives:

Band & Orchestra

GRADE 6

Math:
Science
Social Studies
English/Reading
Directed Learning Environment

Semester:

Physical Education
Smart Lab

Quarter:

Art

Electives:

Band & Orchestra
Vocal Music

COMMUNICABLE DISEASES

The school will follow the guidelines from the Department of Public Health concerning school attendance when dealing with communicable diseases. (See "HEALTH POLICIES" in Standards and Guidelines JrK-12.)

CONDUCT AT SCHOOL ACTIVITIES

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

Athletic Events: School Spirit and Conduct: At any athletic event, spectators must conduct themselves with behavior consistent with good sportsmanship. Citizens of the Brandon Valley School District must share the responsibility, individually and as a group, for making our school the best school. School spirit is the result of all school citizens working and playing together to develop mutual courtesy, cooperation and pride.

DANGEROUS AND NUISANCE ITEMS

(See in JrK-12 Section)

DISCIPLINE

- A. Detention: a form of punishment that detains a student outside of the normal school hours.
 1. It shall be supervised by a faculty member in a separate undisturbed room within the school in the form of a study hall. Detention is held 7:30 a.m. to 8:00 a.m. or 3:00 p.m. to 3:30 p.m. each school day. A student reporting for detention shall bring school work to do during the detention period. After school detention may be allowed with permission of the administration.
 2. A student assigned detention may have one (1) day notice. Students involved in school activities will miss the activity to stay in detention.
 3. A student will be assigned two additional detentions following the day they miss an unexcused detention. Repeat offenders may be suspended from school.
 4. Upon receiving their seventh detention, excluding truancies and tardies, students will automatically receive a one-day suspension. Subsequent detentions will also result in an additional suspension.
- B. Fighting, Insubordination, and Profanity (JrK-12)
 1. Fighting: Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property, including parking lot and school buses.
 2. Insubordination: Refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness; or lack of cooperation.

3. Profanity: Swearing; use of obscene, threatening or flagrantly disrespectful oral or written language, gestures.
4. Intimidation/Threats: Threatening attitude and/or sexual harassment of students and teacher. Threats may be reported to law enforcement when deemed appropriate.

Any student involved in a bomb threat will be reported to law enforcement. Bomb threats are treated as a class 6 felony. The principal will have the option, after working with authorities, to suspend the student(s) up to the maximum allowable and/or refer to the Board of Education for expulsion.

C. Penalties for breaches of discipline defined above.

1. First violation: The student shall be reprimanded and may face detention. A disciplinary referral notice shall be sent to the parents or they may be informed by telephone. In the event that the first violation is of a serious nature involving verbal abuse, threat, physical injury or damage to property, short term suspension may be administered.
2. Second violation: Short term suspension.
3. Third violation: Long term suspension or expulsion.

D. Procedure for Determining Alleged Misconduct or Violations

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

E. Suspension – temporary denial to a student to participate in any instructional and/or school activity for a period of time.

1. 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 shall be held before the student is readmitted.
2. 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.
3. Three or more short term suspensions may result in placement at our alternative school (East Dakota Cooperative) or referral to the Board of Education for consideration of long term suspension or expulsion.
4. Credit will be given for long term projects missed on days of suspension.
5. 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.
6. Regulations regarding special education refer to JrK-12 Section under Special Services.

F. Vandalism/Breaking and/or Entering – willful or malicious destruction or defacement of public or private property. The student should be counseled by the classroom teacher or building principal and the parent will be notified. Student will be subject to possible detention, suspension, expulsion, and/or possible referral to law enforcement agency, depending on seriousness of offense, and total financial responsibility. Failure to accept financial responsibility will be dealt with by expulsion of student or referral to the proper law enforcement agency.

DRESS CODE

(refer to JrK-12 Section.)

ENTRANCES

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

GRADING SYSTEM

(refer to JrK-12 Section.)

GRIEVANCES / STUDENT COMPLAINTS

(refer to JrK-12 Section.)

GUM, CANDY, WATER AND COUGH DROPS

Gum and candy are not permitted during the school day. Students may carry water during the day as long as it is in a clear container with a twist cap. Cough drops are to be accompanied by a note from parents and brought to the nurse's office.

HOMEWORK

Students will receive homework assignments and should expect both regular homework during the week and weekend homework as deemed necessary by the classroom teacher. Homework may be found on teacher's websites.

LOCKERS

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

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

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

LOST AND FOUND

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

LUNCH POLICIES

(see Child Nutrition Services)

PARTIES DURING THE SCHOOL DAY

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

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

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

NO HOME BAKED GOODS

(See Treats)

PICTURES

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

REPORT CARDS

Report cards will be issued the week following the end of the quarter as follows: 1st, 2nd and 3rd quarter report cards will be issued to students; 4th quarter report cards available approximately one week after school ends.

ROLLER BLADES

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

ROOM PARENTS

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

SCHEDULE

Intermediate School classes start at 8:00 a.m. Students are dismissed at 3:00 p.m.

STEALING

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

Students are encouraged to do the following:

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

STUDENT RELATIONSHIPS

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

TELEPHONES

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

TOBACCO

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

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

TREATS

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

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

Suggested healthy treats are listed below:

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

(Revised 12-14-2015)

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.

Supplementary Building Policies

ELEMENTARY

ACTIVITIES

Orchestra (4th grade) is the only school-sponsored activities at the elementary level. Participation is dependent upon being present for required orchestra functions.

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

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

ANTI-BULLYING/HARASSMENT POLICY

(See in JrK-12 Section)

ARRIVAL AT SCHOOL (Each Day)

When students arrive at school in the morning, they stay outside and play in their assigned area. There isn't any supervision prior to 7:30 a.m. When special provisions have been made, they may go to their classroom upon arrival at school.

Students are asked to go directly to their classroom upon entering the building and should use the following assigned doors for entering as a class and when leaving the building upon dismissal from school as a class.

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

Brandon Elementary

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

Auto Drop Off

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

Fred Assam Elementary

<u>Grade</u>	<u>Bus Drop Off</u>	<u>Dismissal</u>
Kindergarten/First Grade	West Side	K/1 Grade South Entrance
Second Grade	West Side	2/4 Grade South Entrance
Third Grade	West Side	3/5 Grade South Entrance
Fourth Grade	West Side	2/4 Grade South Entrance

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

Auto Drop Off

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

Robert Bennis Elementary

<u>Grade</u>	<u>Bus Drop Off</u>	<u>Dismissal</u>
Kindergarten/First Grade	East Side	Main Entrance
Second Grade	East Side	3rd Grade East Entrance
Third Grade	East Side	3rd Grade East Entrance
Fourth Grade	East Side	5th Grade East Entrance

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

Auto Drop off

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

Valley Springs Elementary

Students will line up in front of the doors for entrance into the building when the 8:06 bell rings. Arrival and dismissal are as follows:

K – 4 South side of the building entrance.

The safety of the student is extremely important to both parents and staff. If parents wish to drop off or pick up their child(ren) at school, the following parking is recommended:

Visitors parking area is on the South side of the building.

In the morning while dropping off students, please circle past the bike rack, drop off your child(ren), then circle back out the same entrance.

The East parking area in the morning is designated as a bus unloading area. Please do **NOT** park in this area. In the afternoon, the East or South parking lots may be used to pick up your child.

By making prior arrangements with your child(ren) concerning the locations above, the safety of all children is insured as they cross in front of the building. This area is supervised to help students travel safely. Parking as indicated will help insure the safety of all students.

ATTENDANCE

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

1. If a student is expected to be absent, parents should call the school by 8:30 a.m. If no call is received by 8:30 a.m., the school will call the home and make every effort to contact a parent to verify the absence. When unable to reach a parent we may contact the school resource officer. A written excuse is not necessary if a phone call has been made by the parent. An answering machine is available during off hours so that a message may be recorded.
2. Whenever any student is absent (excused or unexcused) more than five (5) days in any one quarter, the principal will decide whether to continue to monitor the student's attendance or to make a further referral. Whenever a student is absent (excused or unexcused) more than ten (10) days in a semester, a letter will be sent home to the parents/guardians outlining attendance responsibilities and possible consequences of escalating absences. A copy of the letter will be sent to the Superintendent. Upon the fifteenth (15) absence, the school will send the parents/guardians a certified letter stating that the student will be considered Truant and the building principal may recommend retention. In the case of chronic or irregular absence reportedly due to illness, the administration may request a physician's statement certifying the validity of such absence.
3. 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 at least ½ day prior to dismissal time on the day of that activity. Other excused absences will allow participation in that activity.

B. Tardiness JrK – 4:

1. Students will be allowed three (3) tardy (excused or unexcused) each quarter.
2. In the event of the fourth excused/unexcused tardy, 30 minute detention will be assigned for each tardy and parents notified by mail or phone.
3. In the event of the fifth tardy, the elementary student will be given an In School Suspension (ISS) for one (1) day and contact (telephone or mail) made with the parent outlining responsibilities and possible consequences of escalating tardiness.
4. Upon the sixth tardy in a quarter, the student will be considered Truant and will follow #3 under the Truancy

guidelines.

- C. Truancy: Truancy is defined as any absence not approved by the school. One day, or any part thereof, equals one violation.
1. First violation: School procedures/consequences for truancy may include making up missed time through detention, parent notification, and parent conference.
 2. Second violation: the student will be assigned to In School Suspension.
 3. Should the truancy persist, a Juvenile Court petition shall be completed by the principal and copies made of all documents relative to the truancy. These forms will then be presented to the States Attorney for disposition.

BICYCLES

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

BREAKFAST POLICIES

(See Child Nutrition Services)

BUILDING HOURS

ECH & JrK morning hours are **8:10 a.m. - 11:05 a.m.** Elementary students should not arrive **before 7:30 a.m. when adult supervision begins**, and **Early Childhood and Jr. Kindergarten** children should not arrive **before 12:00 noon**. In order to cut down on excessive traffic in the buildings, the following additional procedures apply:

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

CELL PHONES/ELECTRONIC DEVICES

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

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

CHEATING OR ACTING IN A DISHONEST OR UNFAIR MANNER

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

COMMUNICABLE DISEASES

The school will follow the guidelines from the Department of Public Health concerning school attendance when dealing with communicable diseases. (See "HEALTH POLICIES" in Standards and Guidelines JrK-12.)

CONDUCT AT SCHOOL ACTIVITIES

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

Athletic Events: School Spirit and Conduct: At any athletic event, spectators must conduct themselves with behavior

consistent with good sportsmanship. Citizens of the Brandon Valley School District must share the responsibility, individually and as a group, for making our school the best school. School spirit is the result of all school citizens working and playing together to develop mutual courtesy, cooperation and pride.

DANGEROUS AND NUISANCE ITEMS

(See in JrK-12 Section)

DISCIPLINE

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

A. Bullying

Bullying among children is understood as repeated, negative acts committed by one or more children against another. These negative acts may be physical or verbal in nature -- for example, hitting or kicking, teasing or taunting -- or they may involve indirect actions such as manipulating friendships or purposely excluding other children from activities. Implicit in this definition is an imbalance in real or perceived power between the bully and victim.

1st violation	Students will be counseled, they will lose a privilege, and parents will be notified about the incident and consequences.
2nd violation	Student will be counseled, they will lose privilege for three days, and parents will be notified.
3rd violation	Student will be counseled, they will receive in-school suspension, and parents will be notified.
4th violation	Student will be counseled, they will be suspended from school, and parents will be notified.

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

B. Cheating

Teachers will take the paper of any student cheating on an assignment/project/AR test/test and give a failing grade for that task. Cheating may lead directly to detention or suspension at the discretion of the principal. Parents will be notified in ALL cases of suspected misconduct. Plagiarism (using another's work as one's own) will result in the same action by the teacher.

1st violation	Paper will be taken, a failing grade will be given, and the parents will be notified.
2nd violation	Paper will be taken, a failing grade will be given, parents will be notified, and detention will be served. (Length of detention at the discretion of the principal.)
3rd violation	Paper will be taken, a failing grade will be given, parents will be notified, and in-school suspension will be served. (Length of in-school suspension at the discretion of the principal.)
4th violation	Paper will be taken, a failing grade will be given, parents will be notified, and student will be suspended from school. (Length of suspension at the discretion of the principal.)

C. Disrespect

Exhibiting lack of respect; rude and discourteous toward students and staff; refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness; or lack of cooperation.

1st violation	Students will be counseled on how to show appropriate respect, will apologize to the parties whom he/she was disrespectful toward.
2nd violation	Students will be counseled on how to show appropriate respect, loss of recess, will apologize to the parties whom he/she was disrespectful toward; and parents will be notified.
3rd violation	Students will be counseled on how to show appropriate respect, lose recess for a day, will apologize to the parties whom he/she was disrespectful toward, and parents will be notified.
4th violation	Students will be counseled on how to show appropriate respect, detention, will apologize to the parties whom he/she was disrespectful toward, and parents will be notified.
5th violation	Students will be counseled on how to show appropriate respect, in-school suspension, will apologize to the parties whom he/she was disrespectful toward; and parents will be notified.

D. Fighting

Physical violence against in an angry or quarrelsome manner with the intent to harm another person or to disrupt the process of education while on school property, including parking lots and school busses.

1st violation	Students will be counseled, they will lose a privilege, and parents will be notified.
2nd violation	Student will be counseled, they will lose privileges for three days, and parents will be notified.
3rd violation	Student will be counseled, they will receive in-school suspension, and parents will be notified.

4th violation	Student will be counseled, they will be suspended from school, and parents will be notified. (Principals reserve the right to change the course of discipline based on the severity of the action.)
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E. Hitting

To come into contact with forcefully; strike another:

1st violation	Students will be counseled, they will lose a privilege, and parents will be notified.
2nd violation	Students will be counseled about hitting other students, will apologize to the person he/she has hit, will lose a privilege, and parents will be notified.
3rd violation	Students will be counseled about hitting other students, will apologize to the person he/she has hit, will lose a privilege, and parents will be notified.
4th violation	Students will be counseled about hitting other students, will apologize to the person he/she has hit, will have detention, and parents will be notified.
5th violation	Students will be counseled about hitting other students, will apologize to the person he/she has hit, will have in-school suspension, and parents will be notified.

F. Inappropriate language

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

1st violation	Students will be counseled, will apologize to the person he/she has offended.
2nd violation	Students will be counseled; will apologize to the person he/she has offended, will lose a privilege, and parents will be notified.
3rd violation	Students will be counseled; will apologize to the person he/she has offended, will lose a privilege, and parents will be notified.
4th violation	Students will be counseled; will apologize to the person he/she has offended, will have detention, and parents will be notified.
5th violation	Students will be counseled; will apologize to the person he/she has offended, will have in-school suspension, and parents will be notified.

G. Lying

A statement that deviates from or misrepresents the truth.

1st violation	Students will be counseled, will apologize to the person he/she has lied to.
2nd violation	Students will be counseled, will apologize to the person he/she has lied to, will lose a privilege, and parents will be notified.
3rd violation	Students will be counseled, will apologize to the person he/she has lied to, will lose recess for a day, and parents will be notified.
4th violation	Students will be counseled, will apologize to the person he/she has lied to, will have detention, and parents will be notified.
5th violation	Students will be counseled, will apologize to the person he/she has lied to, will have in-school suspension, and parents will be notified.

H. Stealing

Stealing school or personal 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. Stolen items will be confiscated and returned to their rightful owner when possible.

Students are encouraged to do the following:

1. Use common sense and do not leave personal belongings lying around.
2. Label all belongings with a permanent marker or some way to identify them as your item.
3. Leave valuable items at home; if they **MUST** be brought to school please check them into the office.

1st violation	Students will be counseled, they will lose a privilege, and parents will be notified.
2nd violation	Student will be counseled, they will lose privileges for three days, and parents will be notified.
3rd violation	Student will be counseled, they will receive in-school suspension, and parents will be notified.
4th violation	Student will be counseled, they will be suspended from school, and parents will be notified. (Principals reserve the right to change the course of discipline based on the severity of the action.)

I. Threats

An expression of an intention to inflict pain, injury, evil, or punishment.

1st violation	Students will be counseled, they will lose a privilege, and parents will be notified.
2nd violation	Student will be counseled, they will lose privileges for three days, and parents will be notified.
3rd violation	Student will be counseled, they will receive in-school suspension, and parents will be notified.
4th violation	Student will be counseled, they will be suspended from school, and parents will be notified. (Principals reserve the right to change the course of discipline based on the severity of the action.)

J. Vandalism

Willful or malicious destruction or defacement of public or private property. The student will be counseled by the classroom teacher or building principal and the parent notified. Student will be subject to possible detention, suspension, expulsion, and/or referral to law enforcement agency, depending on the seriousness of the 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.

DRESS - WINTER WEATHER

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

FUND RAISING PROJECTS

(See in JrK-12 Section)

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.

HOMEWORK

The following guidelines will apply in the Brandon Valley Elementary Schools:

1. Homework at the elementary level will be based on individual student needs.
2. Grades K – 2 can expect up to 30 minutes/night for homework.
3. Grades 3 – 4 can expect up to 45 minutes/night for homework.
4. If your child is spending more time than the suggested guidelines, please contact the classroom teacher and/or principal.

ILLNESS

1. If a child Junior-Kindergarten through Grade 4 becomes ill at school, parents/guardians will be notified and arrangements made for the student's transportation from school as soon as possible.
2. Students must have a health reason, accompanied by a note from the parent, in order to stay indoors during recesses. Students remaining inside must rest quietly.
3. Any student who has a note saying that he/she must remain indoors during recess periods for more than five consecutive school days must submit a note from a physician explaining the reason why the student is not able to be outdoors.

KINDERGARTEN REGISTRATION/SCREENING

Registration for Kindergarten begins January 1 for students attending in the fall. A certified copy of the birth record must be presented on or before the date of enrollment in school.

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

LABELING PERSONAL BELONGINGS

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

LOST AND FOUND

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

LUNCH POLICIES

(see Child Nutrition Services)

PARTIES DURING THE SCHOOL DAY-

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

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

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

NO HOME BAKED GOODS.

PICTURES

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

PLAYGROUNDS

A. Rules

1. Basic, clearly defined playground rules are set up for each building, prepared by the administrator, teachers, and educational assistants, and enforced uniformly. Students shall be informed of their responsibilities.
2. Adult supervision begins at **7:30** a.m. Students should **not** arrive at school prior to that time.
3. Any gross misconduct will be reported to the building principal.
4. Students must seek permission from supervising adults in order to leave the playground.
5. Student accidents that lead to injuries will be evaluated by one of the supervisors for possible referral to the school nurse.

REPORT CARDS

(See in JrK-12 Section)

ROOM PARENTS

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

SCHOOL DISMISSAL

Brandon Elementary 3:00 p.m.

Fred Assam Elementary 3:00 p.m.

Robert Bennis Elementary 3:00 p.m.

Valley Springs Elementary 3:00 p.m.

Elementary school students are not allowed at the middle school prior to 3:18 p.m.

SUBJECTS: REQUIRED

Reading	Science	Physical Education
Language	Health	Penmanship
Written Expression	Social Studies	Computer Literacy
Mathematics	Art	Library
Word Study	Music	

TELEPHONES

The office telephones in the building are not to be used unless for official school business. Consult the office for permission. Students will not be called to the telephone for personal calls unless they are of an urgent nature. Students should receive permission to use telephones.

TOBACCO

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

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

TRANSPORTATION

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

TREATS

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

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

Suggested healthy treats are listed below:

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

(Revised 12-14-2015)

VISITORS

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

EXTRA-CURRICULAR ACTIVITIES

High School Song (Notre Dame Victory March)

Brandon Valley we are the best,
We stand up strong when put to the test.
We've got spirit, we've got pride,
We've got the power on our side. Call out a victory, defeat our foe,
Defend our glory, meet every goal.
We know how to win the game, and proudly proclaim our name
(Words adopted 1983 by students of Brandon Valley High School)

ACTIVITIES (7-8)

Seventh and eighth grade students have the opportunity to participate in the following. Students who are interested should be familiar with eligibility rules and contact the activity advisors for more details.

Athletics

Football	Girls' Cross Country (with high school)
Girls' Basketball	Boys' Cross Country (with high school)
Boys' Basketball	Girls' Golf (with high school)
Wrestling	Boys' Golf (with high school)
Girls' Track	Girls' Tennis (with high school)
Boys' Track	Boys' Tennis (with high school)
Volleyball	

ACTIVITIES (9-12)

Following is a list of the various activities available to the high school student. For some of the listed activities additional details are provided. Students interested in participating in any of these activities should be familiar with eligibility rules and contact the activity advisors for more details.

A. Athletics

1. Sponsored Athletics

Girls' Cross Country	Girls' Track	Volleyball
Boys' Cross Country	Boys' Track	Cheerleading
Girls' Golf	Girls' Basketball	Dance
Boys' Golf	Boys' Basketball	Girls' Fast Pitch Softball
Girls' Tennis	Wrestling	Boys' Soccer
Boys' Tennis	Football	Girls' Soccer

2. Club Sports

Baseball	Boys' Bowling	Girls' Bowling
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B. Music

Band	Instrumental Ensemble	Accompanist
Jazz Band	Instrumental Solo	Orchestra
Mixed Chorus	Vocal Ensemble	Vocal Solo
Concert Choir		

C. Publications

School Paper
Annual

D. Speech

Oral Interpretation
Extem./Oratory/N.F.L.
Fall Play/One Act/Musical

E. Miscellaneous

F.F.A.

Student Council

Art Club

Class Officer

Peer Helpers

Drama Club

Spanish Club

F. 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.

G. 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.

ACTIVITY HOURS

Typically practices will not start before 6:00 a.m. or extend past 6:00 p.m. except scheduled split sessions. Early starts will be allowed with permission from the activities director.

ACTIVITY PASSES/ADMISSION FEES

A student activity ticket may be purchased for \$30. This pass will admit students to scheduled activities hosted by the Brandon Valley School District. Activity passes will be honored for all home plays and athletic events, excluding musicals, district, regional, special events and state competitions. Middle School and High School students will be required to present a picture I.D. with activity card to be admitted to an event. Elementary students will not be required to have an I.D.

Adult season tickets for all home athletic events will be available for \$60.00 (not including tournaments, special events or school musicals). The price of admission to all athletic events is adults \$5.00; students \$3.00 except SDHSAA tournament play. Senior citizens (62 or older) of the Brandon Valley School District are admitted free with their Gold Card to all Brandon Valley School activities except tournaments sponsored by other organizations. Senior Citizen Gold Cards are available upon request at the District's Central Office during regular business hours.

ATHLETIC AWARDS

It is the responsibility of the head coach of each sport to determine the qualifications required to earn a letter monogram for that sport. This will usually include playing in a designated number of games; placing in major meets or earning a certain number of team points; being at practice; and remaining in the sport the entire season.

CONDUCT AT ATHLETIC EVENTS

At any athletic event, spectators must conduct themselves with behavior consistent with good sportsmanship. Citizens of the Brandon Valley School District must share the responsibility, individually and as a group, for making our school the best school. School spirit is the result of all school citizens working and playing together to develop mutual courtesy, cooperation and pride. Brandon Valley will follow all rules of the ESD Conference, SDHSAA and NFHS.

1. 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.

CURFEW

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

EQUIPMENT

It is the student athlete's responsibility to:

1. Take proper care of all personal equipment on loan or equipment used by the team. Lockers should be locked at all times.
2. Return all borrowed equipment at the proper time and place, as designated by the head coach. All equipment must be clean and free from unusual wear.
3. Missing equipment shall be paid for by the student at the replacement cost value. A receipt will be issued to the athlete and a copy will be retained in the activities director's office.
4. If the above criteria are not satisfied, the student athlete will not receive an athletic award or be eligible for further competition in any sport, until such equipment has been paid for or returned.
5. Equipment requiring a deposit on rental must be paid for in advance before the equipment can be issued.

ELIGIBILITY RULES

1. To be eligible to participate in any school event or activity, a student must have passing grades in at least (4) four full credit subjects per semester and four (4) full credits the preceding semester. This is in compliance with the South Dakota High School Activities Association rules.
2. Students are limited to participation in only one sponsored athletic activity at any one time.
3. Students who participate in an athletic activity and a fine art activity may encounter conflicting schedules. When any two events are scheduled at the same time, a student/parent must make a decision as to which activity he/she shall participate in. This decision shall be in writing and given to the activities director at least one week prior to the event.
 - Only varsity athletes have this choice. Sub-varsity athletes must attend the varsity fine arts competition.
 - A student scheduled to compete in a conference tournament, state qualifying, or state final event will attend that event over a regular season competition or performance.
 - A student scheduled for a competition, at any level, will attend that event over a practice or performance.
 - A student involved in a school sponsored activity and a sanctioned activity must participate in school sponsored activity when there is a schedule conflict.
 - Requests by parents to transport their child between conflicting events will be granted with a written request submitted to the Activities Director at least 24 hours in advance.
 - Coaches and directors may discuss a unique student conflict situation and make arrangements prior to the start of the conflicting season. Notification must be made to all parties and the Activities Director. (Example: School Plays – Dress Rehearsals and Non-Official Performances)

(Revised 10-26-2015)

5. Non-High School Participation: A student in middle school may be considered at the high school level except in the following sports: baseball, basketball, cheer, dance, football, soccer, softball and volleyball. The coach/activities director will notify parents before an athlete's invitation to compete at the high school level. Any movement of a student from middle school to the high school level must be done with the knowledge and permission of the activities director.

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.

INSURANCE

The school is not responsible nor will it carry insurance on any student involved in athletics. However, the school does have insurance that may be purchased for the student's athletic participation.

PHYSICAL EXAMINATIONS

Students involved in sponsored or sanction athletics and marching band are not eligible to participate in practices until required forms are completed and on file in the Activities Director's Office. Parents and students must complete annually the SDHSAA (South Dakota High School Activities Association) Physical Examination Form, the Pre-Participation History form, the Parent and Student Consent Form the Consent for Medical Treatment, and Concussion Forms. Student athletic physicals are to be conducted by an SDHSAA allowable licensed medical personnel every year (unless a serious injury requires an updated physical) and the physician must complete the BVSD Physical Examination form which is available in the principal's office.

SANCTIONED/SPONSORED ACTIVITIES

Brandon Valley High School both sanctions and sponsors activities for students at the 9-12 grade levels. The following definitions are intended to make the distinction between these two areas clear.

SANCTIONED ACTIVITIES

This term applies to those activities that the Brandon Valley School District recognizes for the purpose of name use, providing for use of school district awards, and the recording of the activity on student transcripts.

The organization of these activities is almost entirely outside of the district's responsibility. Funding, scheduling, coaching, and other responsibilities are assumed by each of the activities' leadership. All school rules for participation are in effect, which include, but not limited to: athlete must meet physical examination requirements, athlete must meet academic eligibility requirements, and athlete must meet student conduct activities rules requirements.

Not all privileges provided to sponsored activities are granted for sanctioned activities, which include, but not limited to: athlete may participate in a sanctioned and a sponsored activity at the same time (the sponsored activity takes precedence in any conflict), sanctioned activities are only allowed for students grades 9-12, the attendance exemption policy will not apply for sanctioned activities (exceptions may be made for State Tournament play), and points are not given towards the BV White Letter Award.

SPONSORED ACTIVITIES

This term applies to all activities that are fully funded and controlled as a part of the Brandon Valley School District curricular and extra-curricular program.

A complete list of sanctioned and sponsored activities can be found on page [68](#).

SCHOOL-SHARED EXPENSES

1. The school district will pay total cost of school-approved lodging for school-supervised students participating in those school- sponsored activities which require such arrangements. Spectators would be excluded.
2. For any activity requiring students to stay overnight, meal allowance will be paid by the school district. The following rates will be followed: Breakfast-\$4.00; Noon Meal-\$5.00; Evening Meal-\$6.00.
3. Any non-SDHSAA/Brandon Valley sponsored activity requiring attendance at the regional, state or national level will be paid by the student(s). In case of regional and state events under the SDHSAA, expenses for overnight will be paid according to policy. Fund raising activities and/or sponsorship to help defray cost will be allowed upon approval of the Superintendent or his designee.
4. In any other instances, the decision as to whether or not meal payments will be made is at the discretion of the Superintendent of Schools.

SDHSAA MEMBERSHIP

The Brandon Valley School District retains an active membership in the South Dakota High School Activities Association, and in doing so, approves and abides by the constitution. Bylaws can be found in the offices of the Superintendent of schools, the building principal, and at SDHSAA.com.

STUDENT ACTIVITY TRANSPORTATION

Students participating in athletic events or any out of town activity will ride the bus to and from the activity. In special circumstances, any special arrangements must be made at least one day prior to the activity. After signing a release form after the activity is concluded and giving it to the coach, the parent may transport their student home from the activity. No other student will be dismissed. Please be aware of the policy of the coach of that activity for student travel.

STUDENT CONDUCT ACTIVITIES RULES (Grades 7-12) ALCOHOL, TOBACCO AND E-CIGARETTES

During the entire school year, including the season of practice and the off-season, regardless of the quantity, a student shall not use or consume, have in possession, buy, sell, or give away alcohol, tobacco or e-cigarettes. Controlled substances will also be governed by SDCL 13-32-9, 9.1, 9.2, 22-42, and 22-42-15. The Brandon Valley School District retains an active membership in the South Dakota High School Activities Association, and in doing so, approves and abides by the constitution. Bylaws can be found in the offices of the Superintendent of schools and the building principal.

1. First Violation

After notification or admission of the first violation, the student shall be suspended from participation in all student activity events for fourteen (14) consecutive calendar days or two student activity events, whichever is greater. Penalty will not exceed fifty percent (50%) of the scheduled events in any one student activity. Weeks of practice, which are absent of competition/performance, cannot be counted. If the activity is competitive, non-competitive events during the suspension will not count towards the suspension.

2. Second Violation

After confirmation of the second violation, the student shall be suspended from participation in all student activity events for 28 consecutive calendar days, or four student activity events, whichever is greater. Weeks of practice, which are absent of competition/ performance, cannot be counted. If the activity is competitive, non-competitive events during the suspension will not count towards the suspension.

3. Third Violation

After confirmation of the third or subsequent violations, the student shall lose eligibility for one full year from the date of the violation.

It is mandatory that before being readmitted to activities following suspension for a third violation, the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities.

4. Considerations

- a. Rules are in effect for the entire year.
- b. Violations are cumulative throughout the entire school career (grades 9-12).
- c. Practice weeks, in which no contests/performances are scheduled, cannot be counted as penalty weeks. If the activity is competitive, non-competitive events during the suspension will not count towards the suspension.
- d. Scrimmages and public rehearsals will not count towards penalty reduction. Participation in these types of activities will be at the discretion of the coach and activities director.

- e. Violations carry over from one activity to the next or from one school year to the next. If the violation occurs during the off-season, the suspension will be invoked at the beginning of the next activity season in which the student shall participate or the next school year.

Example: First violation occurs during the off-season in the spring. The suspension will be enforced during the first activity season the student shall participate in beginning the next school year. If the season does not allow the athlete to successfully complete the suspension, the suspension will carry over to the next season in which the student participates and competes/performs. For the suspension to be fulfilled, the student must complete the activity season in which the suspension is being carried out.

- f. It will be at the discretion of the coach/activities director as to whether the individual would practice during the suspension. Also at the discretion of the coach/activities director, the individual will be eligible to attend the event(s). The individual would, in no way, be able to participate in the activity. A student may not practice or attend any team events during a suspension for the third violation.
 - g. Suspensions may include more than one activity depending upon the time of the violation.
 - h. Any student beginning at Brandon Valley Schools will be subject to these rules upon enrollment in school. Further, any student ineligible, due to an activities violation at the former school, will have that suspension served according to Brandon Valley Activities Rules.
 - j. Suspension length for each specific activity will be determined by using the SDHSAA allowable contests formula. One contest in the formula will count as one event of the suspension. Example: A basketball game is one contest. A wrestling triangular is one contest.
5. Reporting
- a. The above rules apply if the report is made and substantiated by a Brandon Valley public schools staff member, legal authorities, parent(s) of the individual involved, or the individual's voluntary admission.
 - b. A student who violates the terms of the activities rules, and is cited by law enforcement, shall inform school officials of the violation by the end of the next school day and serve the required suspension. If the student is found to be in violation, without notification to school officials, the student may be dismissed from that activity for the remainder of the season.
6. Controlled Substance

SDCL 13-32-9 SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR CONTROLLED SUBSTANCE VIOLATIONS.

13-32-9. Suspension from extracurricular activities for controlled substances violation--Unified Judicial System to give certain notices. Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to thirty calendar days if the person participates in an assessment with a certified or licensed addiction counselor. **If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities.** Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one year suspension may be reduced to sixty calendar days if the person completes an accredited intensive prevention or treatment program. Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding, the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators

of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association and/or the Brandon Valley School District. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

13-32-9.1. Consequences imposed by local school districts. No local school board may impose a lesser consequence than those established in § 13-32-9, but a local school district may adopt a policy, by local school board action, with more strict consequences to meet the needs of the district.

Source: SL 2014, ch 88, § 2.

13-32-9.2. Reduced suspensions--Commencement of suspension. If a suspension is reduced pursuant to § 13-32-9, a suspension for a first offense shall make the student ineligible for a minimum of (four) South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a minimum of (eight) South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. To count toward the minimum number of events the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season shall carry over to the next activity season in which the student participates.

A suspension begins on:

1. The day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students; or
2. The day following the student's admission to a school administrator that the student committed an offense enumerated in subdivision (1), which shall be made with the student's parent or guardian present if the student is an unemancipated minor, and the school administrator gives notice to the South Dakota High School Activities Association. An Act to revise the minimum suspension requirements for students participating in extracurricular activities.

Source: SL 2014, ch 88, § 3.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association.

REVISED 2006 LEGISLATIVE SESSION

AMENDED 2010 LEGISLATIVE SESSION

AMENDED 2014 LESISLATIVE SESSION

7. Activities

<u>Athletics:</u>	Baseball (sanctioned only)	Boys or Girls Soccer
	Boys or Girls Basketball	Boys or Girls Tennis
	Boys or Girls Bowling (sanctioned only)	Boys or Girls Track
	Cheerleading (by sport)	Volleyball
	Cross Country	Wrestling
	Dance Team	Boys or Girls Golf
	Girls Fast-Pitch Softball	Football

Activities:

Band (any combination of pep band, marching band, jazz band, symphonic band, musical pit band, competition bands)

Drama/Speech (any combination of One Act Play, Oral Interp, Fall Play, Musical)

Orchestra

Vocal Music (any combination of Mixed Choir, Concert Choir, Musical, Competition Choir)

Other: Including, but not limited to: National Honor Society, Homecoming Royalty, Student Government

And any other student activity - henceforth defined as a public presentation, performance, competition, trip or school

STUDENT CONDUCT ACTIVITY RULES - ATTENDANCE

Brandon Valley School District believes an important consideration in the training of a student is regular attendance at all scheduled ***practices, contests and performances***. Therefore, the student is expected to attend all practices and contests or performances.

A. AN EXCUSED ABSENCE is defined as:

1. Illness
2. Medical appointments
3. School activities
4. Family emergencies

B. Absence for the convenience of the family, requested by the parent, may be granted by the activities director, when there is an understanding between the activities director, the coach/advisor, the student, and the parent making the request. Such a request, and the response, must be made in writing, at least one week in advance of the absence, in order for that absence to be considered excused. ***A student will sit out a minimum of one contest or performance upon a return from such absence. Depending upon the length of the absence and number of days missed, a coach or director may require a longer time out of contests or performances. This decision shall be part of the communication at the time of the absence request.***

C. AN UNEXCUSED ABSENCE. If a student's absence(s) is deemed to be unexcused, the coach/advisor shall notify the parent/guardian of the absence and the penalty, within two days following the absence. The coach/advisor shall also send written notification to the activities director that the parent/guardian contact has been made, with notification to include absence date and penalty.

1. First Violation: The student will not be allowed to participate in the next contest or performance.
2. Second Violation: Student will be dismissed from that activity for that season and shall not be eligible for awards.

D. In order to participate in an extracurricular activity, a student must be in class three consecutive periods prior to dismissal time on the day of that activity unless approved by the activities director or principal.

All other rules or regulations adopted by the head coach and approved by the Activities Director, which in or of themselves are not basis for a suspension or dismissal, shall be followed provided participants are notified of such rules and regulations by written handout or posting on bulletin boards at least two weeks prior to the beginning of that rule/regulation.

STUDENT DUE PROCESS POLICY

In the event that it becomes necessary to consider action for an alleged violation of a training rule:

- A. The activities director has an obligation to the student/athlete to discuss the alleged violation and to allow the student/athlete to explain his/her position.
- B. If further action becomes necessary, the activities director shall file a written charge with a copy sent to the student/athlete's parents, if possible, no later than the end of the school day following the day of the discovery of the

alleged violation. At the time the student is notified in writing of the alleged violation, the activities director shall also inform the student of the school district's "due process" procedures.

STUDENT DUE PROCESS PROCEDURES

In the event that the student/athlete or parent requests a hearing, the activities director shall:

1. Designate the time, date and place for the hearing, reasonable to both parties.
2. Inform the parent and/or student/athlete that the student will be temporarily suspended from participating or practicing in the activity, until such time that the hearing has been held.
3. The activities director shall conduct the hearing in such a manner that the accused student and parent will have an opportunity to review the alleged violations of policy and ask questions appropriate to the situation. At the same time, the same courtesies will be extended to the activities director.
4. The disposition of the alleged violation will be made by the activities director.
5. A decision adverse to the student may be appealed to the Superintendent of Schools:

STUDENT SPECTATOR TRANSPORTATION

- A. All school district bus rules will be in effect.
- B. For athletic contests:
 1. There will be a charge based on distance and time of travel.
 2. A minimum of 25 paid riders will be necessary before arrangements will be made for a spectator bus.
 3. Only students in grades nine through twelve are permitted.
 4. The bus leaves for home immediately after the game.
 5. On activity trips over 60 miles, food will be allowed. On other activity trips, food will only be allowed if there is not time for an adequate stop.

WEDNESDAY AND SUNDAY ACTIVITIES

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

WINTER WEATHER POLICY

In the event school starts late due to inclement weather, there will be no morning activities practices/open gyms that day. If school is dismissed early for inclement weather, there will be no after school activities practices/open gyms that day. If school is cancelled for the day due to weather, there will be no activities practices/ open gyms that day.

Information —



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