



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

BRANDON VALLEY SCHOOL DISTRICT #49-2
BRANDON VALLEY HIGH SCHOOL - COMMUNITY ROOM
MONDAY, JUNE 26, 2023
Board Meeting
AGENDA
6:30 p.m.

I. OPENING OF MEETING

PRESIDENT ULLOM

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Welcome to Visitors, Guests and Media**
- D. Roll Call**
Ullom _____ Ode _____ Saxer _____ Scott _____ Bell _____
- E. Approval of Agenda**
- F. Conflict of Interest Disclosure - Waiver Request**

II. COMMUNITY INPUT

(Persons wishing to speak at a meeting should contact the Superintendent prior to the meeting.)

III. FINANCIAL ITEMS

- A. Bills & Claims**
 - 1. District Accounts**
 - [Invoice Listing - June 2023](#)
 - [Advanced Payments - June 2023](#)
 - [Pay Vouchers - June 2023 - Robotics Camp](#)
 - 2. Child Nutrition**
 - [Invoice Listing - Food Service - June 2023](#)

IV. GENERAL BUSINESS

- A. ORAL REPORTS**
- B. BUILDING REPORTS**
- C. ADMINISTRATION REPORTS**
 - 1. Superintendent's Report**
- D. BOARD POLICY**
 - 1. Discussion Items**
 - 2. Proposed (First Reading)**
 - 3. Adoption (Second Reading)**
- E. GENERAL BUSINESS**
 - (Consent Approval)**
 - 1. [Approve 2023/2024 Student Handbooks](#)**
 - 2. [Award Fuel Bid to Midway Services/Vollan Oil Company for a Margin of -\\$0.01 on E-10 and -\\$0.005 on Diesel #1 and Diesel #2](#)**
 - 3. [Approve request to purchase one \(1\) 2024 Ford F250 Pickup Truck and two \(2\) 2024 Ford Expeditions, \\$159,367, for the 2023/2024 school year, as presented](#)**
 - 4. [Approve designation of technology items as surplus, as presented](#)**
 - 5. [Approve agreement between Brandon Valley School District and LifeScape for services for one student, \\$325.00/day, effective June 7, 2023 through June 30, 2023, as presented](#)**
 - 6. [Approve agreement between Brandon Valley School District and Children's Home Society for tuition for one \(1\) student, \\$135.33/day, five \(5\) days per week, effective July 1, 2023 through June 30, 2024, as presented](#)**
 - 7. [Approve agreement between Brandon Valley School District and Children's Home Society for tuition for one \(1\) student, \\$135.33/day, five \(5\) days per week, effective July 1, 2023 through June 30, 2024, as presented](#)**
 - 8. [Approve agreement between Brandon Valley School District and Children's Home Society for tuition for one \(1\) student, \\$135.33/day, five \(5\) days per week, effective July 1, 2023 through June 30, 2024, as presented](#)**
 - 9. [Approve agreement between Brandon Valley School District and Children's Home Society for tuition for one \(1\) student, \\$135.33/day, five \(5\) days per week, effective July 1, 2023 through June 30, 2024, as presented](#)**

10. [Approve agreement between Brandon Valley School District and Universal Pediatrics for nursing services for one \(1\) student, \\$78.00/hour, 40 hours/week, effective the 2023/2024 school year, as presented](#)
11. [Approve agreement between Brandon Valley School District and Universal Pediatrics for nursing services for one \(1\) student, \\$78.00/hour, 40 hours/week, effective the 2023/2024 school year, as presented](#)
12. [Approve agreement between Brandon Valley School District and Universal Pediatrics for nursing services for one \(1\) student, \\$78.00/hour, 40 hours/week, effective the 2023/2024 school year, as presented](#)

F. PERSONNEL

(Consent Approval)

1. [Recommendation to approve 1.0 FTE Educational Assistant \(Attendance Advocate\), to be shared between Brandon Elementary and Inspiration Elementary, effective the 2023/2024 school year, as presented](#)
2. [Approve recommendation to hire Amanda \(Paige\) Tijerina, Robert Bennis Elementary Special Education Educational Assistant, full-time, \\$18.30/hour, effective August 23, 2023](#)
3. [Approve recommendation to transfer Eric Perkinson, from Grounds Department to Maintenance Department, full-time, \\$23.00/hour \(plus \\$0.20/hour longevity pay\), effective July 3, 2023](#)
4. [Approve recommendation to transfer Heidi Bilben, from Inspiration Elementary Head Cook to Brandon Valley High School Child Nutrition, full-time, \\$17.60/hour, effective August 23, 2023](#)
5. [Approve recommendation to transfer Staci Anderson, from Valley Springs Elementary Manager to Brandon Valley Middle School Head Cook, full-time, \\$18.85/hour, effective August 23, 2023](#)
6. [Approve recommendation to hire Justin Schriever, Brandon Valley Middle School 7th Grade English Language Arts Teacher, \\$53,152 \(BA Step Base\), effective the 2023/2024 school year](#)
7. [Approve recommendation to hire Julie Fettes, Brandon Valley Middle School Yearbook Advisor, \\$813 \(Extra-curricular Step 1 ~\\$46,477 X 1.75%\), effective the 2023/2024 school year](#)
8. [Approve recommendation to hire Stacia Ericsson, Assistant Girls Tennis Coach, \\$3,064 \(Extra-curricular Step 3 ~ \\$47,145 X 6.5%\), effective the 2023/2024 school year](#)
9. [Approve recommendation to hire Misti Becker, Brandon Valley School District K-12 Braille, full-time, \\$24.54/hour, effective August 23, 2023, as presented](#)

(Information Only)

10. [Transfer Ben Wahlstrom, Elementary Music Teacher, from Inspiration Elementary .6 FTE to .8 FTE and Valley Springs Elementary .4 FTE to .2 FTE, effective the 2023/2024 school year](#)
11. [Transfer Ketty Paula, Elementary PE Teacher, from Inspiration Elementary .6 FTE to .8 FTE and Valley Springs Elementary .4 FTE to .2 FTE, effective the 2023/2024 school year](#)
12. [Transfer Pamela Klenner, Elementary Reading Specialist, from Inspiration Elementary .5 FTE to .9 FTE and Valley Springs Elementary .5 FTE to .1 FTE, effective the 2023/2024 school year](#)
13. [Transfer Whitney Robinson, Elementary Counselor, from Inspiration Elementary .7 FTE to .8 FTE and Valley Springs Elementary .3 FTE to .2 FTE, effective the 2023/2024 school year](#)

V. COMMUNICATION

A. Central Office

B. Board of Education

1. [Thank you from Ralynn Whitelock for the Sunshine gift card, meal and retirement bell](#)
2. [Thank you from Jasmine Sanderson and family for flowers sent in honor the birth of their daughter, Greta](#)

VI. BOARD REPORTS

A. Formal Reports

1. **Transportation (Scott & Ode)**
2. **Alternative Education (Ullom & Saxer)**
 - i. [EDEC Regular Meeting Minutes - May 16, 2023](#)
 - ii. [EDEC Regular Meeting Agenda - June 21, 2023](#)
3. **Building & Grounds (Ode & Bell)**
4. **Student Activities, Curriculum & Technology (Bell & Ode)**
5. **City Affairs & Legislation (Saxer & Scott)**
6. **Child Nutrition/Wellness Committee (Ullom & Saxer)**
7. **Personnel Welfare (Saxer & Ullom)**
8. **Safety Committee (Bell & Scott)**

B. Information Reports

VII. TRAVEL REPORTS

A. Reports

1. [Morgan Bitton - Midwest Conference on Deaf Education in Sioux Falls, SD on June 13-14, 2023](#)

B. Other

VIII. OTHER BUSINESS ITEMS

IX. EXECUTIVE SESSION

ADJOURNMENT

Invoice Listing - June 2023

**BRANDON VALLEY SCHOOL DISTRICT 49-2
INVOICE LISTING
JUNE 2023**

PAYEE	DESCRIPTION	AMOUNT
3D SECURITY INC	IE-FIRE ALARM REPAIRS	110.00
	MS-FIRE ALARM REPAIRS	1,284.64
A&B BUSINESS SOLUTIONS INC	IS-COPIER SUPPLIES	94.38
A TO Z WORLD LANGUAGES, INC	INTERPRETER SVCS	135.00
AGETON, LEE OR TERI	MILEAGE TO PARENTS	255.00
TERRACYCLE REGULATED WASTE	GARBAGE PICKUP	3,774.35
ARGUS LEADER MEDIA	BUS GARAGE-ANNUAL SUBSCRIPTION	988.94
AMG OCCUPATIONAL MEDICINE	BUS DRIVER DRUG SCREENING	140.72
RAMKOTA HOTEL - ABERDEEN	TRAVEL-STATE SOFTBALL	3,799.75
BRANDON VALLEY FOOD SERVICE	WEBSTORE SALES	811,465.97
BVSD ADVANCED PAYMENTS	ADVANCED PAYMENTS	340.83
CHILDREN'S CARE HOSPITAL	TUITION	4,620.00
CONSTELLATION NEWENERGY	UTILITIES-GAS	2,006.33
DAKOTA AUTO PARTS	TRANSPORTATION SUPPLIES	97.77
DAKOTA SUPPLY GROUP	DISTRICT-PLUMBING SUPPLIES	388.80
DULANEY, AMY	MILEAGE	460.84
	SPEC ED SUPPLIES	33.00
FLEET PRIDE	BUS REPAIRS	156.32
THE FLOWER MILL	BOE SUPPLIES	155.00
GOPHER SPORTS	IS-STUDENT WELLNESS (FUTP60)	167.83
	VSE-STUDENT WELLNESS (FUTP60)	603.68
G & R CONTROLS	BE-HVAC REPAIRS	910.08
GUARANTEE ROOFING & SHEET METAL	VSE-ROOF REPAIRS	393.88

**BRANDON VALLEY SCHOOL DISTRICT 49-2
INVOICE LISTING
JUNE 2023**

PAYEE	DESCRIPTION	AMOUNT
HEARTLAND SCENIC STUDIO, INC	PAC REPAIRS	218.43
HILLYARD/SIOUX FALLS	DISTRICT-CUSTODIAL SUPPLIES	175.44
	HS-CUSTODIAL SUPPLIES	270.90
	RBE-CUSTODIAL SUPPLIES	128.25
INTERIM HEALTHCARE	NURSING SVCS	1,370.54
ISI LLC	INTERPRETER SVCS	275.00
JOHNSON CONTROLS, INC	VSE-HVAC REPAIRS	2,132.94
JOHNSON, SCOTT	MS-ORCHESTRA JUDGE	150.00
KIMBALL MIDWEST	MAINT SHOP SUPPLIES	499.04
KOTALIK, KELLY	MILEAGE	43.35
LARSON, JAROD	MILEAGE	626.28
	SUPT SUPPLIES	815.88
THE LODGE AT DEADWOOD	TRAVEL-CURRICULUM DIR	447.00
	TRAVEL-SUPT	298.00
MARV'S SANITARY SERVICE	GARBAGE PICKUP	290.50
MENARDS-SIOUX FALLS EAST	MS-CUSTODIAL SUPPLIES	69.98
	MAINT SHOP SUPPLIES	149.97
MIDAMERICAN ENERGY	UTILITIES-GAS	723.20
MIDWAY SERVICE/VOLLAN OIL	GROUNDS SUPPLIES	643.10
NEEMAN, KELLY	SPEC ED SUPPLIES	42.65
NELSON, SHERRI	MILEAGE	396.27
NELSON TOOLS INC	TRANSPORTATION SUPPLIES	210.00
NORTH CENTRAL BUS & EQUIP	BUS REPAIRS	2,500.00
O'REILLY AUTOMOTIVE, INC	SUBURBAN REPAIRS	177.38

**BRANDON VALLEY SCHOOL DISTRICT 49-2
INVOICE LISTING
JUNE 2023**

PAYEE	DESCRIPTION	AMOUNT
QUADIENT INC	POSTAGE MACHINE SUPPLIES	154.85
READING BUS LINE, INC	SB-ABERDEEN	1,550.00
REIF, GINA	TRAVEL/MEALS-NAT'L SPEECH & DEBATE	1,541.79
RELENTLESS ENTERPRISES LLC	IN-SERVICE SPEAKER (RE-ISSUE)	8,000.00
SAUCK, MARK	BUS DRIVER PHYSICAL	70.00
SCHLEKEWAY, MARK	MEALS	280.00
SCHOOL SPECIALTY LLC	FAE-STUDENT WELLNESS (FUTP60)	513.39
DANR - FISCAL OFFICE	HS ADDITION-STORMWATER PERMIT	100.00
SDHSAA	AD SUPPLIES	234.00
SIOUX FALLS UTILITIES	UTILITIES-WATER/SEWER	1,281.47
SPEECH PARTNERS	SPEECH THERAPY SVCS	2,360.75
STAPLES CREDIT PLAN	CLASSROOM SUPPLIES (SI GRANT)	622.30
THE TESSMAN COMPANY	GROUNDS SUPPLIES	444.00
UNIVERSAL PEDIATRIC SERVICES	NURSING SVCS	5,623.75
VALLEY SPRINGS FARMERS CO-OP	GROUNDS SUPPLIES	1,365.00
VALLEY SPRINGS, CITY OF	UTILITIES-WATER/SEWER	325.00
WENGER CORPORATION	HS-BAND SUPPLIES	56.15
		869,559.66

Advanced Payments - June 2023

**BRANDON VALLEY SCHOOL DISTRICT 49-2
ADVANCED PAYMENTS - June 2023**

NON-FOOD SERVICE:

Capital One (Walmart)-HS Musical Supplies	95.15
Culligan of Sioux Falls-IE System Rental/Custodial Supplies	58.50
Harris-Lake Park (IA) High School-District Shipping	23.50
Argus Leader-District Subscriptions	163.68

TOTAL NON-FOOD SERVICE 340.83

FOOD SERVICE:

Capital One (Walmart)-Food Purchases	28.32
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TOTAL FOOD SERVICE 28.32

Pay Vouchers - June 2023 - Robotics Camp

Brandon Valley School District 49-2
Curriculum/Mentor Stipend Pay Vouchers
June 26, 2023

Emily Barbaruolo - Robotics Camp	300.00
Jamee Childress - Robotics Camp	300.00
Sue Dekker - Robotics Camp	300.00
Megan Dieren - Robotics Camp	300.00
Lisa Ducheneaux - Robotics Camp	300.00
Sarah Felder - Robotics Camp	300.00
Mary Gile - Robotics Camp x 2	600.00
Marie Gosse - Robotics Camp prepare/present	980.00
Sarah Greer - Robotics Camp	300.00
Lindsey Hale-Reagan - Robotics Camp	300.00
Chelsea Hall - Robotics Camp	300.00
Andrea Hatlestad - Robotics Camp	300.00
Andrew Johnson - Robotics Camp	300.00
Kate Kirkebak - Robotics Camp	300.00
Jana Koch - Robotics Camp	300.00
Brent Kramer - Robotics Camp	300.00
Missy Livingston - Robotics Camp	300.00
Alyssa Lutz - Robotics Camp	300.00
Tyson Metzger - Robotics Camp	300.00
Jill Nuebel - Robotics Camp	300.00
Anqie Olson - Robotics Camp	300.00
Anne Peters - Robotics Camp	300.00
JoAnn Presler - Robotics Camp	300.00
Jessica Rasmussen - Robotics Camp	300.00
Avery Sage - Robotics Camp	300.00
Jayna Silvernail - Robotics Camp	300.00
Sara Stone - Robotics Camp	300.00
Noel Sunne - Robotics Camp	300.00
Leah Williamson - Robotics Camp	<u>300.00</u>
TOTAL	<u>9,680.00</u>

Invoice Listing - Food Service - June 2023

**BRANDON VALLEY SCHOOL DISTRICT 49-2
INVOICE LISTING - FOOD SERVICE
JUNE 2023**

PAYEE	DESCRIPTION	AMOUNT
BVSD ADVANCED PAYMENTS	ADVANCED PAYMENTS	28.32
DACOTAH PAPER	SUPPLIES	144.92
ESJD - SIOUX FALLS	FOOD PURCHASES	35.68
PERFORMANCE FOODSERVICE	FOOD PURCHASES	268.53
		<hr/>
		477.45
		<hr/> <hr/>

Superintendent's Report



BRANDON VALLEY SCHOOL DISTRICT 49-2

Administration Center

300 South Splitrock Boulevard, Brandon, SD 57005-1652

Dr. Jarod M. Larson, Superintendent
Paul J. Lundberg, Business Manager
Ty Hentschel, Operations Manager

6/26/2023

Superintendent's Board Report

Navigator CO2 Pipeline – Application for Party Status Submitted / Approved

- Party Status Provides Information, Communication, and Opportunity to Comment
- Currently - BVSD Continues to Monitor

Brandon Valley School District Website

- New BVSD (Central Office) Website coming the summer.
- Thank You BV Technology Staff!

2023-24 (FY 24) Budget Process Overview

- July 2023 – Public Budget Hearing / Potential Action

Summer Reading Program

- Cooperative Effort with Siouxland Library & Pizza Ranch
- BVSD promotes & supports the Summer Reading Program

2023–24 Bus Pass Purchase / Ridership Notification Timeline

- July 5, 2023 – Bus Pass Purchase / Ridership Notification Opens
- July 28, 2023 - Bus Pass Purchase / Ridership Notification DEADLINE
- August 17, 2023 – Route Information Sent via Postal Mail
- October 2, 2023 – Late Purchase / Ridership Notification Can Begin To Ride

2023–24 Academic School Calendar

- August 15, 2023 – New Staff In-service
- August 17, 21 & 22, 2023 – In-service / Workshop
- August 23, 2023 – 1st Day for Grades 1-12
- August 25, 2023 – 1st Day for Kindergarten
 - Kindergarten Family Visits: 8/23-24/23
- August 28, 2023 – 1st Day for Early Childhood

East-side Elementary School Construction

- Bid the project in November / December 2023
- Construction begins Spring 2024
- Under Construction 2024-2025 School Year
- Opens Fall of 2025 for the 2025-2026 School Year
- No Additional Tax Burden on Patrons – Funded through Capital Outlay Certificates



BVHS Addition Schedule (Overview of Important Dates)

- Wednesday, June 1, 2022 - BVHS Addition Construction Begins
- Area A – Walkthrough (5/30/23)
- Area B – Walkthrough (6/27/23)
- Area C / Corridors – Walkthrough (7/11/23)
- Remining Punch List Items / Warranty Work (July)
- Furniture Delivery / Installation – Mid-July
- August 15, 2023 - Science Room / Restroom Renovation Completion

BVHS High School Addition Priorities

- *General Classrooms*
- *Ground Floor Special Education*
- *Science Lab Classrooms*
- Maximize Land Usage / Upgrade East Facility Face / Minimize Impact to Parking

BVHS High School Addition – Informational Website

- [CLICK HERE for the BVHS Addition Informational Website](#)
- Centralized Communication Hub
- Project Information

Area C Exterior – Eyebrow Construction In-progress



Area C Exterior – Eyebrow Construction In-progress



Exterior – Site Work In-progress



Exterior – Site Work In-progress



Exterior – Backfill In-progress



Area A / B Entrance – Construction In-progress



Area A Corridor



Area A Classrooms – Final Cleaning Completed



Area B Classrooms – Final Cleaning In-progress



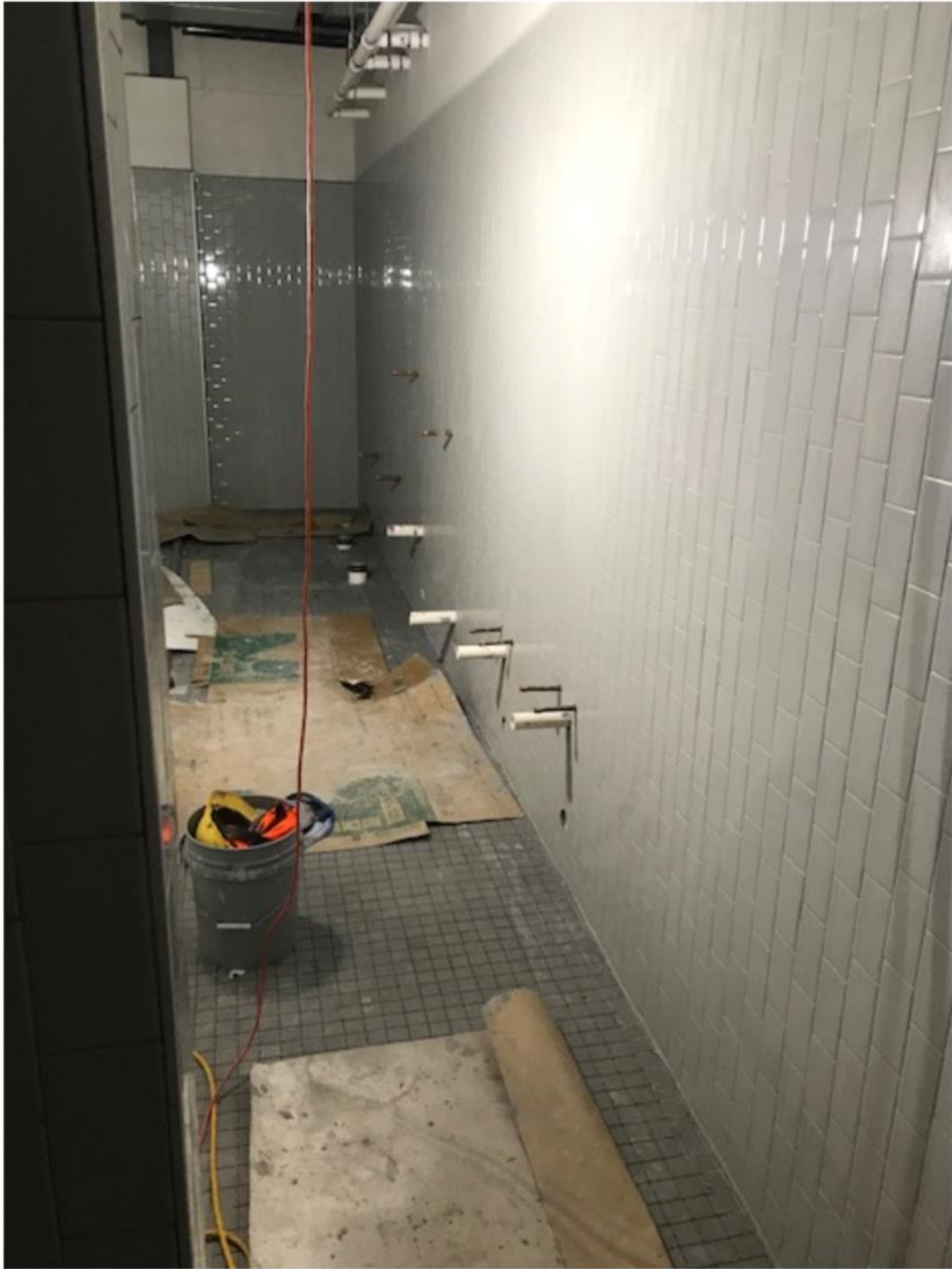
Area B / C Vestibule – Construction In-progress



Area C Restroom – Interior Construction In-progress



Area C Restroom – Interior Construction In-progress



Area C Classroom – Interior Construction In-progress



Area C Classroom – Interior Construction In-progress



Area C Classroom – Interior Construction In-progress



Area D Science Lab Renovation – Interior Demo / Construction In-progress



Area D Restroom Renovation – Interior Demo / Construction In-progress



Approve 2023/2024 Student Handbooks

[District Student Handbook](#)

[Activities Student Handbook](#)

[High School Student Handbook](#)

[Middle School Student Handbook](#)

[Intermediate School Student Handbook](#)

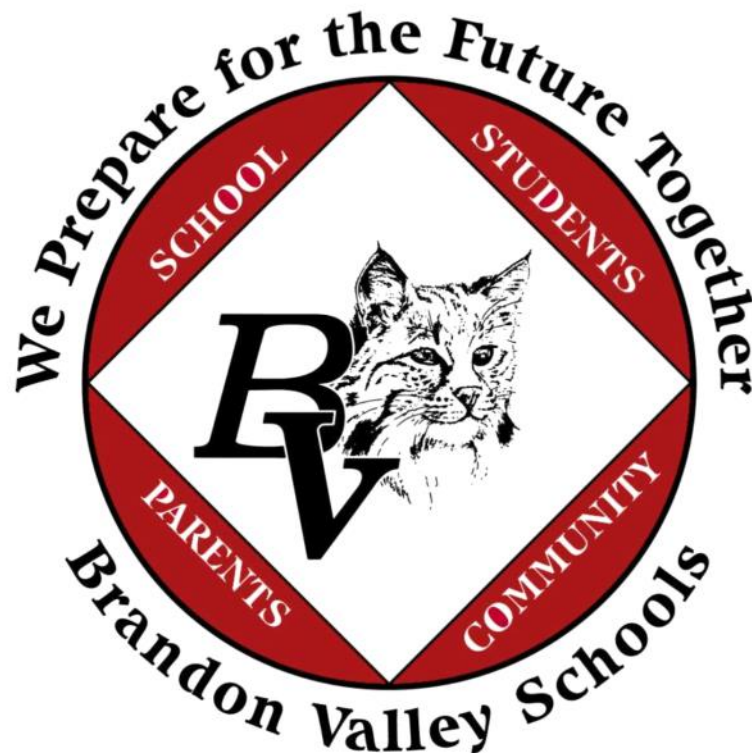
[Elementary Student Handbook](#)

District Student Handbook

2023-2024

Brandon Valley School District 49-2

District Student Handbook




Respectful - Responsible - Safe
Kind - Active Learners

VER:06.21.2023
Board Approved: June 26, 2023

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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



Brandon Valley School District

District Handbook

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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 IX Dr. Jarod Larson, Superintendent
 Section 504 Wendy Otheim, 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)

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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



Brandon Valley School District

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District Handbook

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.



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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.

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. Applications are available online through Family Access on Skyward. 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.

We begin serving breakfast at **7:30 a.m.** in all schools.

COST OF BREAKFAST

Grades K-6	Grades 7-8	Grades 9-12	Adult
\$1.85	\$2.00	\$2.05	\$2.50

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. Applications are available online through Family Access on Skyward. 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 have closed noon hour and students are not permitted to leave the building.

COST OF LUNCH

	Grades K-6	Grades 7-8	Grades 9-12	Adult
Single meals:	\$2.80	\$3.05	\$3.10	\$4.35

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

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

- A. Students will be verbally notified of negative balances daily until negative balance is paid.
- B. Child nutrition staff will ensure low balance notifications are turned on when a balance its \$0.00 (or less). Email notifications for accounts under \$15.00 go out Sunday through Thursday at 3:00 p.m.
- C. A letter will be sent to parents/guardians of students when a balance reaches -\$10.00. A second letter will be sent at - \$25.00. If payment is not received within 7 days of the second notification letter, students will be offered an alternative meal.
- D. 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 Department. 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, a Meal Accommodation Form is required from a physician listing the



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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.

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.)



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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



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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".

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



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returned at the discretion of the administration. The following is a partial (non-inclusive) list of such items: pocket knives, cap guns, fireworks, smoke bombs, matches/lighters, stink bombs, water guns, water balloons, playing cards, frisbees, or electronic devices, nuisance jewelry such as chains, and sharp or other dangerous/nuisance items. Skateboards, scooters and roller blades/in-line skates will be allowed at school only if they are the students' means of transportation to and from school, however they will not be allowed on the school bus. If you are not sure, please contact the administration before bringing an item to school.

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any student bringing a firearm to school will be expelled for not less than twelve (12) months and will be referred to law enforcement authorities. A dangerous weapon is defined as any firearm, or airgun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. The superintendent has the authority to recommend to the school board that an expulsion requirement be modified on a case-by-case basis.

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.



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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 CityUS
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 the 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, Dr. Jarod Larson, Superintendent

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

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

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

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

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



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aggrieved person may ask for a hearing with the Board of Education for a final disposition of the complaint.

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

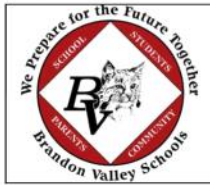
All students are entitled to due process when they are subjected to disciplinary actions such as suspension or expulsion. Due process refers to the hearing procedures established by the SD Board of Education. A basic ingredient of legal due process is that one who is not satisfied with a decision may 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.



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EXPENSES

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

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.



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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.

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.



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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.

<u>DISEASE</u>	<u>SYMPTOMS</u>	<u>ATTENDANCE RULES</u>
<u>Influenza and Influenza-like illness</u>	Fever, body aches, headache, runny nose, cough	Exclude from school as long as a fever of 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.
<u>Chicken Pox</u>	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.
<u>Streptococcal infection (Strep throat, scarlatina, scarlet fever)</u>	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.



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Methicillin-resistant Staphylococcus aureus(MRSA)

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.

Whooping cough(Pertussis)

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 five 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

Students involved in sponsored or sanction athletics and marching band are eligible to participate in practices only after all required forms are completed and on file in the Activities Director's Office. Parents and students must complete 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, HIPPA, 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. Annual Physicals must be completed after April 1 to be valid for the ensuing school year.

F. Medication Policies



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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 Medication Policy: Any student requiring prescribed emergency medication such as Glucagon, Epinephrine (Epi-pen), inhaled respiratory medication, etc., will be required to supply necessary emergency medication to the school for use throughout the school year. Students in extra-curricular activities, before/after regular school hours, must provide additional emergency medication and inform supervisory school personnel of medication location.
2. Prescription Medication: In those cases where medicine is prescribed necessary by a physician during school hours, a Medication Treatment and Authorization 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 Medication Treatment and Authorization 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.

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.

HOMELESSNESS

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

The Brandon Valley School District Homeless policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
 - Transportation services.

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- 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.

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.

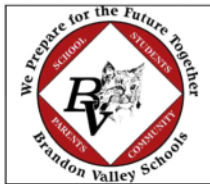
MEDIA/TV

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.

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



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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

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

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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 PACT

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.



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- ◆ 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.

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 on the special services website (https://brandonvalley.k12.sd.us/spec_serv/default.htm). The Comprehensive Plan is reviewed annually and approved by the school board.



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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



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- 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.

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

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.

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.



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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. Inconsistent, rotating, variable, or bi-weekly changes in a student's transportation will not be allowed.
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-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 \$150 per year with a family maximum of \$350. The cost per ride \$0.43.

The bus fee for open enrolled students is \$300 per year. The fee does not contribute to the family maximum.

For purposes of determining the five-mile distance to school, the transportation department uses the most direct route between the primary residence 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;



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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 care 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.

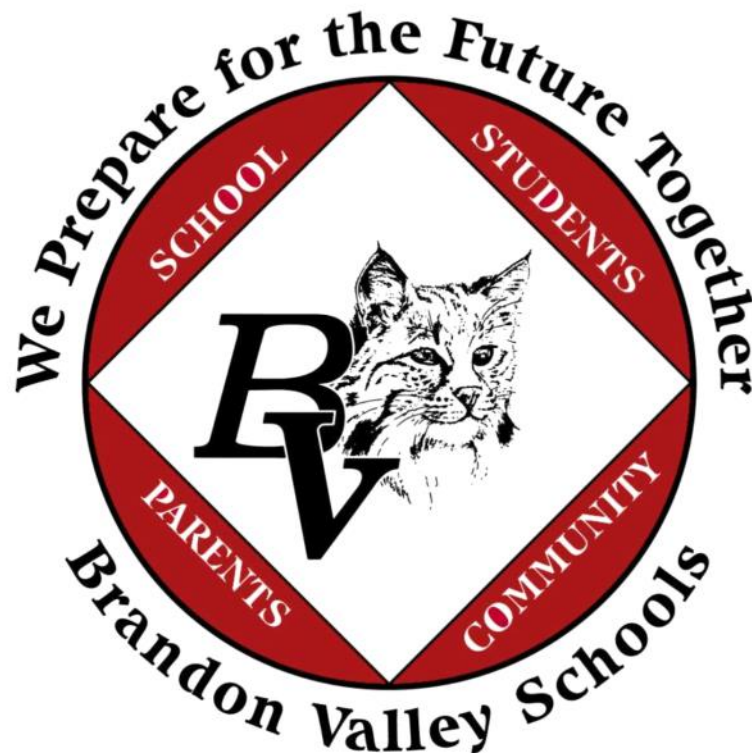
Activities Student Handbook

2023-2024

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Activities Handbook



Respectful - Responsible - Safe
Kind - Active Learners

VER:06.21.2023
Board Approved: June 26, 2023

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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)
Boys' Bowling (with high school)	Girls' Bowling (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	Competition Cheer
Girls' Golf	Girls' Basketball	Competition Dance
Boys' Golf	Boys' Basketball	Girls' Fast Pitch Softball
Girls' Tennis	Wrestling	Boys' Soccer
Boys' Tennis	Football	Girls' Soccer
Sideline Cheer		

2. Sanctioned 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
Extemp/Oratory/N.F.L.
Fall Play/One Act/Musical

E. Miscellaneous

F.F.A.	Student Council	Art Club
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Class Officer
Spanish Club

Peer Helpers

Drama 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.



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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 and Metro Conferences, 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.
 - a. 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.

ELIGIBILITY RULES

1. To be eligible to participate in any school event or activity, a student must be enrolled in at least (5) five full credit subjects per semester and must have passed four (4) full credit subjects 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 on the Activities Conflict form provided by the Activities Office.
 - 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.



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- 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)
4. 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.

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 participation in any activity, until such equipment has been paid for or returned.

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.

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)



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INSURANCE

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

PHYSICAL EXAMINATIONS

Students involved in sponsored or sanctioned athletics and marching band are eligible to participate in practices only after all required forms are completed and on file in the Activities Director's Office. Parents and students must complete 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, HIPAA, 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. Annual Physicals must be completed after April 1 to be valid for the ensuing school year.

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.

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 **ACTIVITIES (7-8)** and **ACTIVITIES (9-12)** pages.

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.



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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, E-CIGARETTES, VAPING DEVICES, AND CONTROLLED SUBSTANCES

During the entire calendar 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, e-cigarettes, or vaping devices. 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. E-Cigarettes or vaping devices, in any form, will be considered a tobacco violation.
- b. Rules are in effect for the entire calendar year.
- c. Violations are cumulative throughout the entire school career (grades 9-12).
- d. Practice weeks, in which no contests/performance 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.
- e. Scrimmages and public rehearsals will not count towards penalty reduction. Participation in these types of activities



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will be at the discretion of the coach and activities director.

- f. 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.

- g. 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.
 - h. Suspensions may include more than one activity depending upon the time of the violation.
 - i. 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,



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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



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- 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
- 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
	Competition and Sideline Cheer	Volleyball
	Cross Country	Wrestling
	Competition 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 sponsored/sanctioned event.

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:

- Illness
- Medical appointments
- School activities
- 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

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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 date 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 may 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 Principal of the school that the student attends. If further appeal is requested, the appeal is made to the Superintendent of Schools and then the School Board.
- 6. All appeals must be made in writing and include the rule, policy or law that has been violated.



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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.

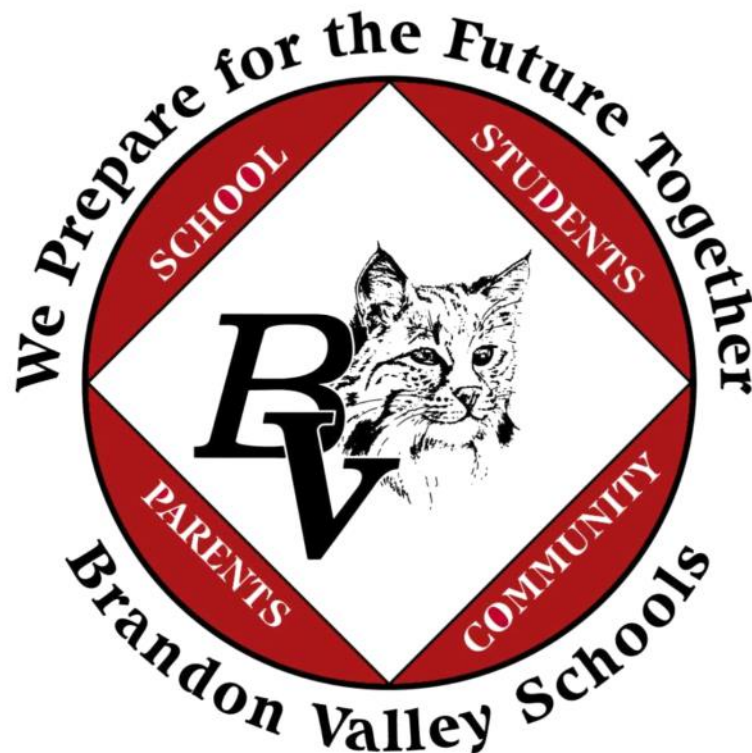
High School Student Handbook

2023-2024

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High School Student Handbook



Respectful - Responsible - Safe
Kind - Active Learners

VER:06.21.2023
Board Approved: June 26, 2023

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ACADEMIC LETTER

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

ACCESSIBILITY CONTINGENCY PLAN

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

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

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

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

ANTI-BULLYING/HARASSMENT OF STUDENTS

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

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

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

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

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

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;



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- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

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

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

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

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

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

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

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

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

The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a



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process for evaluating the effectiveness of the policy in reducing bullying and harassment. As part of this evaluation the superintendent will determine what additional training, if any, is necessary to improve effectiveness of the policy and procedures. The superintendent shall annually report to the board on the implementation of this policy and its effectiveness in reducing bullying and harassment. The superintendent will make recommendations to modify this policy and/or its accompanying procedures to ensure they are effective.

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

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

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

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

ATTENDANCE

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



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

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

Brandon Valley Attendance Contract

Attendance Contract Expectations

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

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

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



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

Excused/Exempt:

- Death in the family/funeral
- Family emergency (serious illness)
- Court Summons with court note
- Illness of student with medical note
- Illness when student is sent home by school official
- Dental or medical appointments that cannot be made on Saturday (exempt with doctor note, excused without doctor note)
 - Four or more consecutive illness-related absences will require a doctor's note to be exempt.
- Religious Holidays
- Hazardous weather
- Principal authorized absence

Unexcused:

- Skips
- OSS – Not in attendance
- Student illness without parent communication
- Parent/Guardian request*
- All other absences

Medical documentation from a doctor, dentist, or other professional, must be specific including the date of the appointment and the duration of the absence. Example: "Chuck had an appointment at the clinic on January 14. Please excuse him from school on January 14 and 15." An absence from school without the authorization of the parents or the school prior to the absence shall be considered truancy. All doctors' notes must be submitted within one week of the original appointment to be considered for exempt status.

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



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- 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 8:05a.m. - 3:20 p.m. will have to enter the building from the west office doors.

CELL PHONES/ELECTRONIC DEVICES

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

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

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



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CONDUCT AT SCHOOL ACTIVITIES

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

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

CREDIT RECOVERY (Summer School, Retaking of classes)

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

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

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



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CREDITS FOR GRADE LEVEL PLACEMENT

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

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

DANGEROUS AND NUISANCE ITEMS

Students **will not** bring any dangerous, nuisance or improperly used items to school. Such items will be confiscated and returned at the discretion of the administration. The following is a partial (non-inclusive) list of such items: pocket knives, cap guns, fireworks, smoke bombs, matches/lighters, stink bombs, water guns, water balloons, playing cards, frisbees, or electronic devices, nuisance jewelry such as chains, and sharp or other dangerous/nuisance items. Skateboards, scooters and roller blades/in-line skates will be allowed at school only if they are the students' means of transportation to and from school, however they will not be allowed on the school bus. If you are not sure, please contact the administration before bringing an item to school.

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any student bringing a firearm to school will be expelled for not less than twelve (12) months and will be referred to law enforcement authorities. A dangerous weapon is defined as any firearm, or airgun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. The superintendent has the authority to recommend to the school board that an expulsion requirement be modified on a case-by-case basis.

DISCIPLINE

- A. Fighting, Insubordination, and Profanity (Jrk-12)
 1. Fighting: Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property, including parking lot and school buses.
 2. Insubordination: Refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness; or lack of cooperation.
 3. Profanity: Swearing; use of obscene, threatening or flagrantly disrespectful oral or written language, gestures.
 4. Intimidation/Threats: Threatening attitude and/or sexual harassment of students and teacher. Threats maybe reported to law enforcement when deemed appropriate.

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

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



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responsibility will be dealt with by expulsion of student or referral to the proper law enforcement agency.

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

- C. Procedure for Determining Alleged Misconduct or Violations
1. The following steps will be utilized when appropriate:
 2. The administrator/supervisor shall investigate the alleged misconduct or violation.
 3. If the alleged misconduct or violation has occurred, the administrator/supervisor will give oral or written notice of the incident to the student and to the parents as soon as possible after the incident.
 4. When appropriate, the notice shall state the policy allegedly violated, and the time and place where a hearing will be conducted by the administrator/supervisor.
 5. The administrator/supervisor shall render a decision as soon as possible after the hearing and inform the student and parents.
- D. Suspension – temporary denial to a student to participate in any instructional and/or school activity for a period of time.
1. ISS (In-School Suspension)
Temporary denial to a student to participate in any instructional and/or school activity for a period of time. Students in ISS work will work in the office, be given assignments from their teachers, and will also check lesson plans/Google Classroom to complete assignments for the days they are not in the classroom. This work will be due upon their return to the classroom. Students are expected to follow Lynx Way expectations. If a student cannot follow the guidelines for ISS, they may face further suspension.
 2. OSS (Out-of-School Suspension)
Students are not allowed to be in the school, on district property, or attend school activities when assigned OSS. Students will be required to complete all academic work they miss while serving their suspension. This work is due upon their return to the classroom.
 3. Short Term Suspension shall mean suspension for a period of ten (10) school days or less. A school principal shall have authority to invoke a short term suspension. However, a conference involving the student, principal, and one or both parents may be requested before the student is readmitted.
 4. Long Term Suspension shall mean a suspension for a period of eleven (11) school days or more. Long term suspension may be ordered only by action of the Brandon Valley Board of Education. A formal hearing involving the student, principal, one or both parents, and the Board of Education may be held before the student is readmitted.

DISCRIMINATION – Sexual Discrimination

Grievance Procedure for BV Required by Title IX

Title IX Coordinator, Dr. Jarod Larson, Superintendent

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

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

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

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

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

Step 3: The Title IX coordinator shall attempt to conciliate the complaint with the immediate supervisor or other person



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apparently responsible for discrimination on the basis of sex. This shall be concluded within 30 days of the filing of the complaint. The Title IX coordinator shall keep a written record of investigations, attempts at conciliation and final dispositions.

- Step 4: If the complaint has not been resolved at Step 3, the aggrieved person may request a decision by the Title IX coordinator.
- Step 5: If the attempt to conciliate has failed or the aggrieved person is not satisfied with the decision at Step 4, the aggrieved person may ask for a hearing with the Board of Education for a final disposition of the complaint.

DRESS CODE

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

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

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

- Dress code provisions apply on dress-up, field trips, and semester testing days.
- Any students violating the dress code will be asked to put away or remove the clothing/item. Students may be given an alternate item of clothing to wear for the day. Parents/guardians may need to be called to provide alternate clothing items.
- Multiple violations of the dress code will be handled as insubordination.
- When it is necessary to send a student from school on matters of appearance, the parent shall be involved in readmission proceedings. If a student is unsure as to what is considered appropriate, the office will provide guidelines in this area.

DROPPING A CLASS

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

Dropping Students for Disciplinary Reasons / Student Removal

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

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



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EXPENSES

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

FREE DAY

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

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

FUND RAISING PROJECTS

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

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



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GRADING SYSTEM

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

Grading System:

A4.0	B3.0	C2.0	D..... 1.0
A-.....4.0	B-.....3.0	C-2.0	D- 1.0
B+.....3.0	C+2.0	D+1.0	F..... .0

Grading Scale 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:

A92-100	B83-85	C74-76	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:

A95-100	B86-88	C77-	D..... 68-
A-.....92-94	B-.....83-85	C-74-	D- 65-
B+.....89-91	C+80-82	D+71-	F.....0-

GRIEVANCE/STUDENT COMPLAINTS

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

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

HOMECOMING ROYALTY

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



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HOMELESSNESS

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

The Brandon Valley School District Homeless policy is to:

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

HOMEWORK (HOMEWORK POLICY/File: IKB)

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

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

- *reinforce instruction
- *extend/broaden instruction
- *complete unfinished work

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

1. Homework will be designed in a way that engages the student in the learning process.
2. Homework will provide opportunities for reinforcement/practice of the standard/objective being taught.
3. Homework will be time sensitive. Teachers will be cognizant of the amount of time that would be required by each of their students to complete any work that is expected to be done outside of class time. If at all possible, teachers who share students will communicate with each other in regard to the amount of work being assigned to prevent excessive time spent on homework.

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

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

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

REF.: Brandon Valley Student Handbook



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HONOR ROLL

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

INITIATION

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

LIBRARY REGULATIONS

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

LOCKERS

1. Students may be issued a locker to keep their books and personal belongings properly secured at all times. Lockers are requested in the high school office. Students should not exchange lockers and are also advised against leaving money or other valuables in the lockers.
2. The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:
 - a. Random locker, desk or other storage space searches may be conducted by the administration.
 - b. General housekeeping inspection of school property including lockers will be conducted.
 - c. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
 - d. A \$5.00 clean out locker fee will be assessed to anyone whose book locker is not cleaned out at the end of the school year. It is the responsibility of the student to pay for any damage to his/her locker. Fees will be assessed for the repair cost to the school district.

MINIMUM ENROLLMENT

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



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MINIMUM GRADUATION REQUIREMENTS

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

CLASS OF 2024-2027

Minimum # of credits to graduate 22

<u>Department</u>	<u>Credits</u>
English/Speech	4.5
Includes:	
English 9	1.0
English 10	1.0
English 11	1.0
English Electives	1.0
Speech or Oral Interpretation	.5
Social Science	3.0
Includes:	
Geography	.5
American History	1.0
Government	.5
World History	.5
Soc. Science Electives	.5
Mathematics	3.0
Includes:	
Algebra 1	1.0
Geometry*/Informal Geometry*	1.0
Advanced Algebra*	1.0
*Geometry or Advanced Algebra (not both) may be waived and replaced by another math elective	



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Science (Laboratory)	3.0
Includes:	
Physical Science	1.0
Biology	1.0
Chemistry/Physics	1.0
*Chemistry/Physics may be waived and replaced by another science elective	
Fine Arts	1.0
Physical Education	.5
Economics or Personal Finance	.5
Computer Science	.5
Any combination of the following:	1.0
○ Approved Career and Technical Education	
○ Capstone Experience or Service Learning	
○ World Language	
Other Electives	5.0
Health (one semester required, may be earned in middle school, does not count toward 22 nor factor into GPA)	

NATIONAL HONOR SOCIETY

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

PARENT CONFERENCES

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



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PARKING

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

PROM

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

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

REPORT CARDS

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

SATURDAY SCHOOL RULES

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



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

SATURDAY SCHOOL

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

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



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



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



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11. Full Year Requirements

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

SEMESTER TESTS

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

SEMESTER TEST EXEMPTION POLICY

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

Appeals Process

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



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Absences from vacations will not be considered for exemption status.

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

SENIOR OPEN PERIOD

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

STUDENT AIDES

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

STUDENT CODE OF CONDUCT

Student Code of Responsibilities

- Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in BVHS sponsored and recognized activities, I understand and accept the following responsibilities:
 - A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
 - B. I will be fully responsible for my own actions and the consequences of my actions.
 - C. I will respect the rights and property of others.
 - D. I will respect and obey the rules of my school and the laws of my community, state and country.
 - E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
- Penalty

A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and may be ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. Certain conduct may require penalties that exceed those penalties typically imposed for first violations per BVHS and SDHSAA policies.

 - For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the co-curricular participation penalty until the student has completed the suspension from school and is returned to good standing.
 - Another example, when a student is deemed academically ineligible for a specific period, any conduct violation suspension may not start until the academic ineligibility period has been served and the student returned to good standing.



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STUDENT COUNCIL

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

STUDY HALL RULES

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

SUSPENSION

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

TECHNOLOGY

A) ACCEPTABLE USE POLICY

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

1. Acceptable Use Policy ([click here to view](#))
2. MacBook Computer Manual ([click here to view](#))

B) COMPUTER LOANER PROGRAM

1. Students who have submitted their computer for repairs to the Help Desk will be given a loaner computer if available with no consequence. Students who have recorded 3 or more instances of accidental computer damage may be asked to check their computer in at the Help Desk after school each day.
2. Students who forget their computer at home and want to check out a loaner computer for the day will be allowed to do so if loaner computers are available. Starting with the third documented occurrence Saturday school points will be assigned.
 - i) Third Occurrence – students will receive two points towards Saturday School.
 - ii) Fourth Occurrence – students will receive three points towards Saturday School.
 - iii) Fifth Occurrence – students will receive five points towards Saturday School and parents will be notified. After the fifth occurrence the student will no longer be allowed to check out a loaner computer from the Help Desk.

C) MISCONDUCT

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

1. First Major Offense: Maximum of 2 weeks (10 school days) suspension of computer privileges. A parent will be notified of offense.
2. Second Major Offense: Maximum of 1 month (20 school days) suspension of computer privileges. A parent meeting will be required for computer privilege to be reinstated.
3. Third Major Offense: Termination of privileges for the remainder of the school year or 6 months, whichever is longer. A parent meeting will be required.

OFFICE TELEPHONES

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



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TOBACCO, NICOTINE, E-CIGARETTES

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

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

TRANSCRIPTS

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

VEHICLE USAGE

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

VISITORS

All visitors are required to check into the office immediately upon entering the building. Students who wish to bring any visitors to school with them should check in advance with each of their instructors and the principal. These visitors will be subject to the same rules as all the rest of the class. No visitors from area schools (i.e. Sioux Falls schools) on days their school is not in session. It is recommended that visitors stay only a half a day.

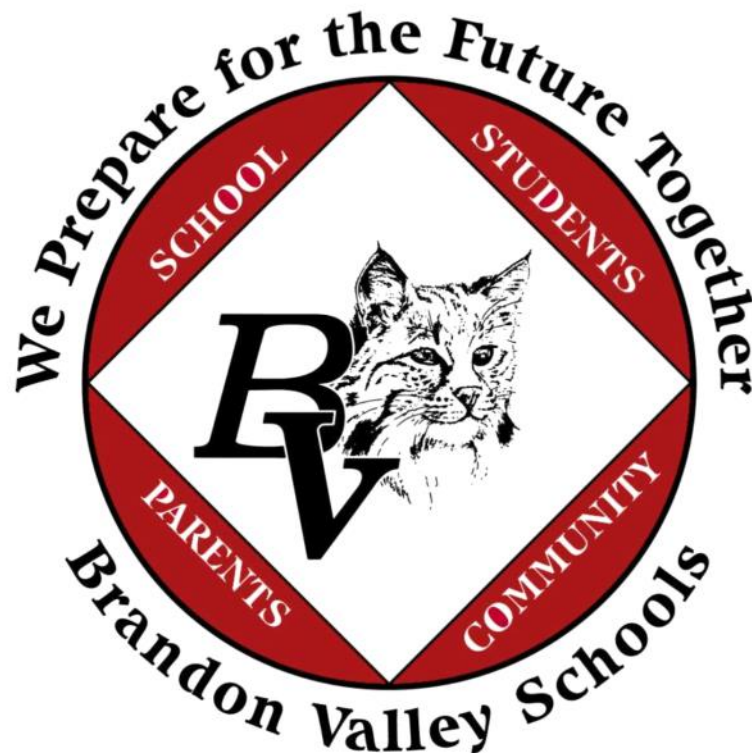
Parents of pre-school children are encouraged not to bring small children while visiting a classroom unless special arrangements have been made with the building principal.

Middle School Student Handbook

2023-2024

Brandon Valley School District 49-2

Middle School Student Handbook



Respectful - Responsible - Safe
Kind - Active Learners

VER:06.21.2023
Board Approved: June 26, 2023

Brandon Valley Middle School

2023-2024 Student Handbook



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



Dr. Amanda Nelson, Principal



Mr. Adam Rothenberger, Assistant Principal

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ACTIVITIES

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

BOYS

Football
Basketball
Wrestling
Track
Cross Country

GIRLS

Volleyball
Basketball
Wrestling
Track
Cross Country

JV/Varsity Sports Programs

Tennis (Spring)
Golf (Fall)

Tennis (Fall)
Golf (Spring)

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

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

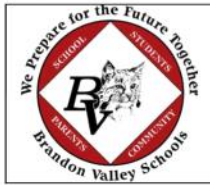
When a student is ill, in order for that student to participate in or attend any after school activity, the student must be in school three consecutive periods prior to dismissal time on the day of that activity. Other excused absences will allow participation in that activity without the three consecutive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

STUDENT COUNCIL

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

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

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



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ANTI-BULLYING/HARASSMENT OF STUDENTS

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

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

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

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

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

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

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

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

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



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- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

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

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

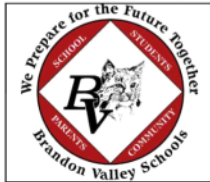
Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation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

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

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

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

All documentation associated with a complaint shall be maintained by the building principal for a period of three years. The



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superintendent is responsible for monitoring the written records to ensure the policies and procedures are being followed. The superintendent can be contacted at 300 S. Splitrock Blvd., Brandon, SD 57005 or by calling 605-582-2049.

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

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

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

ATTENDANCE

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

- A. Absenteeism: Absence from school during regularly scheduled school hours.
1. Generally, the only absences excused are the following:
 - a. Personal illness
 - b. Family emergency (death, serious illness)
 - c. Funeral
 - d. Dental or medical appointments that cannot be made on Saturdays or after school hours.
 - e. School sponsored activities. Students should notify teachers in advance of absence.
 - f. Parental request: an absence when required by the family, upon request by the parent and approved by the administration. Lessons assigned and class discussions for the duration of the absence become the responsibility of the student and parents and should be done in advance for known absences.
 2. If a student is expected to be absent, parents should call the school by 8:30 a.m. If no call is received by 8:30 a.m., the school will call the home and make every effort to contact a parent to verify the absence. A written excuse is not necessary if a phone call has been made by the parent. For the convenience of the parents, a recorded message regarding an absence can be left on the answering machine between 4:30 p.m. and 7:30 a.m. The attendance office telephone number is (605) 582-3214.
 3. A student shall not leave school during the day without reporting to the front office and obtaining permission prior to the absence. Failure to report to the office will result in an unexcused absence or truancy.
 4. If a student becomes ill while in school, they shall report to the front office. Whenever a parent gives the school permission to send a child home unattended, the parent assumes responsibility for the safety and well-being of the student. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with guardians. When a student is ill, for that student to participate in or attend any after-school activity, the student must be in school three consecutive periods prior to dismissal time on the day of that activity. Other excused absences will allow participation in the activity without the three consecutive periods clause.



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

Example of contract:
Brandon Valley Attendance Contract

Attendance Contract Expectations

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

In accordance with District Policy, this Attendance Contract will carry over from this school year (2022-2023) to next year and supersedes the provision in this Regulation that 9 absences are considered excessive. Any/all absences in violation of this Attendance Contract will be considered excessive.

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



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

Refer to the District Section for more information.

BOOK FINES

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

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

Library book fines will be an assessed replacement cost.

BUILDING HOURS

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

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

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



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2. All sponsors of activities will remain in the building until students have gone. If necessary, students may wait in the area just inside the front doors and the custodian should be notified to lock the inner doors.
3. The advisors of any non-athletic activity held after 6:15 p.m. will notify the night custodian (or request that they be notified) as to when the doors should be unlocked and locked.
4. Coaches will require players or participants to remain in the practice area at all times during practice. Coaches may also lock gym doors during practice and keep spectators out of the gym.
5. The coach is the last to leave after everyone is out of the locker room and the door is locked.

ENTRANCES

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

COURSES

Grade 7:

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

Grade 8:

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



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DANCES

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

DISCIPLINE

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

Procedure for Determining Alleged Misconduct or Violations

The following steps will be utilized when appropriate:

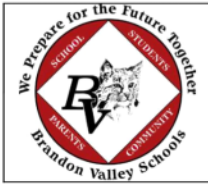
1. The administrator/supervisor shall investigate the alleged misconduct or violation.
2. If the alleged misconduct or violation has occurred, the administrator/supervisor will give oral or written notice of the incident to the students and to the parents as soon as possible after the incident.
3. When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

A. CELL PHONES/ELECTRONIC DEVICES

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

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

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



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

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

B. CHEATING/ACADEMIC DISHONESTY

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

C. INSUBORDINATION AND DEFIANCE

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

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

D. PHYSICAL AGGRESSION/FIGHTING

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

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

E. PROFANITY/DEROGATORY LANGUAGE

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

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

F. STEALING

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

Referral may be made to law enforcement officials and restitution will have to be made by the student or parents of the student.

Students are encouraged to do the following:

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

G. SUBSTANCES (ALCOHOL, THC, etc.)



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- Use and/or possession of any alcoholic or illegal substance, products, paraphernalia— (including electronic delivery systems) by a student on or in any school property, including buildings, grounds, parking lot, buses, and the bleacher areas of the stadium is prohibited.
- Violation will result in suspension, along with a referral to a law enforcement agency and referral to substance counseling. This policy applies to all school sponsored trips.

H. THREATS/INTIMIDATION

Intimidation/Threats: Threatening attitude and/or sexual harassment of students and teacher.

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

I. TOBACCO & RELATED DEVICES

- Use and/or possession of any tobacco products or smoking materials/paraphernalia— (including electronic delivery systems) by a student on or in any school property, including buildings, grounds, parking lot, buses, and the bleacher areas of the stadium is prohibited.
- Violation will result in a referral to a law enforcement agency. This policy applies to all school sponsored trips.
For electronic delivery systems of illegal substances, please see SUBSTANCES.

J. VANDALISM, BREAKING/ENTERING

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

DETENTION

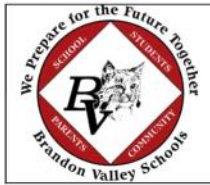
A form of punishment that detains a student outside of the normal school hours.

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

SUSPENSIONS (ISS/OSS)

ISS (In-School Suspension)

Temporary denial to a student to participate in any instructional and/or school activity for a period of time. Students in ISS will work in the office, be given assignments from their teachers, and will also check lesson plans/Google Classroom to complete



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assignments for the days they are not in the classroom. This work will be due upon their return to the classroom. Students are expected to be respectful and not sleep, distract others, or cause other disruptions. If a student cannot follow the guidelines for ISS, they may face further suspension. Students cannot participate in school-sponsored activities while serving suspension, whether it is in- or out-of-school.

OSS (OUT-OF-SCHOOL SUSPENSION)

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

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

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

Long-Term Suspension: suspension for a period of eleven (11) school days or more. Long-term suspension may be ordered only by action of the Brandon Valley Board of Education. A formal hearing involving the student, principal, one or both parents, and the Board of Education may be held before the student is readmitted.

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

-Credit will be given for long-term projects missed on days of suspension. In the event a student discontinues enrollment and later re-enrolls within the same school year, any suspension(s) received by the student during the first enrollment period shall be in effect during the second or subsequent enrollment period(s) within the same school year.

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

DRESS CODE

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

Students will follow these guidelines:

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



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5. Appropriate footwear must be worn at all times. House slippers are not appropriate.
6. Caps, hats, bandanas, and sunglasses are not to be worn in the school building during the school day. Hoods are to be lowered and hats removed upon entering the school building. Headwear that is a part of a student's customary religious attire will be permitted.
7. Students cannot wear or carry blankets.
8. No heavy coats or jackets are to be worn in the classroom or hallways.
9. No backpacks, purses or pouches are to be worn in the classroom or hallways. A drawstring bag may be used to carry gym clothing to the gym during assigned quarters.
10. Any student violating the dress code will be asked to put away or remove the clothing/item. Students may be given an alternate item of clothing to wear for the day. Parents/guardians may need to be called to provide alternate clothing items. Multiple violations of the dress code will be handled as insubordination.

FIELD TRIPS

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

FOOD AND BEVERAGE

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

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

GRADING SYSTEM

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

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 4.0	B- = 3.0	C- = 2.0	D- = 1.0
B+ = 3.0	C+ = 2.0	D+ = 1.0	F = 0.0

GRADING SCALE

A = 95 – 100	B = 86 – 88	C = 77 – 79	D = 68 – 70
A- = 92 – 94	B- = 83 – 85	C- = 74 – 76	D- = 65 – 67
B+ = 89 – 91	C+ = 80 – 82	D+ = 71 – 73	F = 0 – 64



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GRIEVANCES/STUDENT COMPLAINTS

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

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

HOMEWORK

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

The Board of Education defines homework as learning opportunities to be done by the student outside of the normal day in which there is no supervision by the classroom teacher. The Board of Education believes that homework is effective when used to:

- Reinforce instruction.
- Extend/broaden instruction.
- Complete unfinished work.

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

1. Homework will be designed in a way that engages the student in the learning process.
2. Homework will provide opportunities for reinforcement/practice of the standard/objective being taught.
3. Homework will be time sensitive. Teachers will be cognizant of the amount of time that would be required by each of their students to complete any work that is expected to be done outside of class time. If at all possible, teachers who share students will communicate with each other in regard to the amount of work being assigned to prevent excessive time spent on homework.

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

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

HONOR ROLL QUALIFICATIONS

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



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LOCKERS

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

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

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

MEDICATION

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

PHYSICAL EXAMINATIONS

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

REPORT CARDS

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

ROLLER BLADES, SCOOTERS, BIKES

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



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SCHEDULES

Regular Schedule

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

2-Hour Late Start

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

2-Hour Early Release

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

SCHOOL PICTURES

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

ID BADGES

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

SKYWARD

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

TECHNOLOGY/COMPUTER USAGE POLICY

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

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



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resources. In addition, the smooth operation of the network relies upon the proper conduct of the end users. These guidelines are provided here so that you are aware of the responsibilities you as an end user are about to acquire. In general this requires efficient, ethical, and legal utilization of the network. If a user violates any of these provisions, he/she will be subject to the penalties listed in this document. The signature(s) at the end of this document is (are) binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

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

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

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

Rules of Use:

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

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



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Rules Relating to Specific Services:

A. E-mail

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

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

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

3. Web Hosting Services

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

4. Printing

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

5. Hacking, Cracking & Virus Creation

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

6. Network Security

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

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

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

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



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TECHNOLOGY/COMPUTER – ACCEPTABLE USE POLICY

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

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

Student Pledge

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1. I will take good care of my computer and know that I will be issued the same computer each year.
2. I will never leave the computer unattended and will know where it is at all times.
3. I will never loan out my computer to other individuals.
4. I will have my battery charged fully when I arrive at school and charge it as necessary throughout the day.
5. I will keep food and beverages away from my computer since they may cause damage to the computer.
6. I will not disassemble any part of my computer or attempt any repairs.
7. I will protect my computer by only carrying it while in the bag provided.
8. I will use my computer in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc.) on the computer unless there is a case on the computer.
10. I understand that my computer and accounts are subject to inspection at any time without notice and remain the property of the Brandon Valley School District.
11. I will follow the policies outlined while at school, as well as outside the school day.
12. I will immediately report any theft, vandalism, or other damage covered by insurance to the help desk or principal.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to pay for the replacement of my power cords and carrying case in the event any of these items are lost or stolen.
15. I agree to return the District computer and power cords in good working condition.
16. I will not reveal my own or anyone else's personal address, phone number, or passwords using the school's computer network.
17. I agree to abide by all copyright and license agreements.
18. I agree that no financial transactions of any kind will be allowed using the school account.
19. I understand that access to the Internet will be allowed, as well as the possibility of student work and photos being published on the Internet.
20. I agree to not bypass the internet filter to gain access to blocked websites.
21. I agree to never provide my passwords to anyone.
22. I agree to be responsible for maintaining my passwords to all my school accounts.
23. I agree to not add screensavers or backgrounds that violate school policy (tobacco, violence, inappropriate images, etc.).

VEHICLE USE—STUDENTS

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

VISITORS

All visitors are required to check into the office immediately upon entering the building. Students who wish to bring any visitors to the school with them should check in advance with each of their instructors and the principal. These visitors will be subject to the same rules as the rest of the class. No visitors from area schools on days their school is not in session. It is recommended that visitors stay only half of a day. Parents of pre-school children are encouraged not to bring small children while visiting a classroom unless special arrangements have been made with the principal.

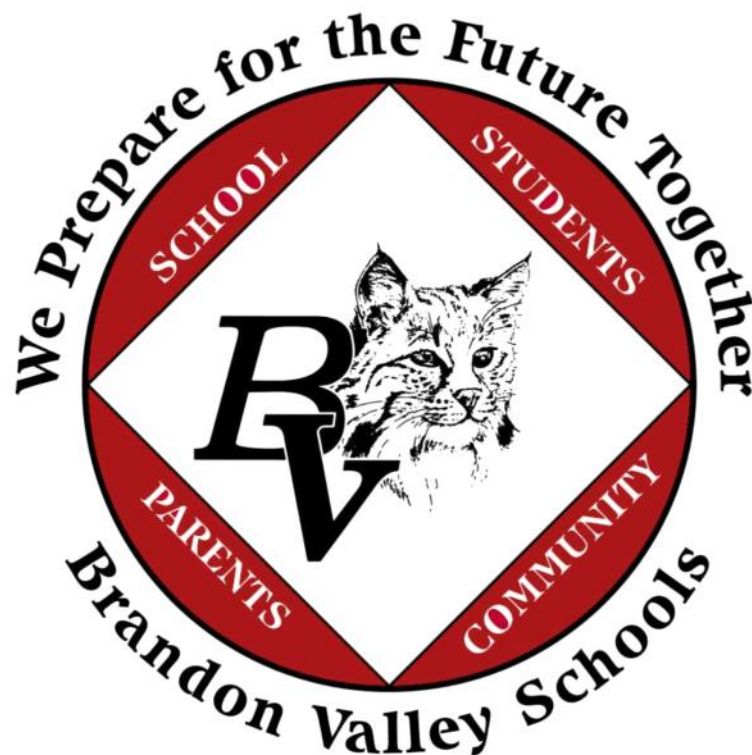
Intermediate School Student Handbook

2023-2024

Brandon Valley School District

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Intermediate School Student Handbook



Respectful - Responsible - Safe
Kind - Active Learners

VER:06.21.2023
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ACTIVITIES

A. Fun Night

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

B. Band, Orchestra, Chorus

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

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

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

C. Student Government

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

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



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ANTI-BULLYING/HARASSMENT OF STUDENTS

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

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

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension 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.

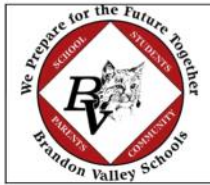
Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 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.



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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](#).



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ARRIVAL AT SCHOOL (Each Day)

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

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

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

ATTENDANCE

The 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. 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



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- under unusual circumstances.
- Whenever any student is absent (excused or unexcused) more than ten (10) 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 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, a letter will be sent home to the parents/guardians outlining attendance responsibilities and possible consequences of escalating absences. The student may be referred to the Board of Education for a hearing regarding attendance.
 - 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.
 - 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.

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

B. Tardiness:

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

The following absences classified under to the following categories:

Excused:

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

Unexcused (not limited to):

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



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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.

Unexcused Absences: Absences not excused by the administration include (but are not limited to) oversleeping, car trouble, bad roads, missed ride.

Refer to District 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.

BUILDING HOURS

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

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

CELL PHONES/ELECTRONIC DEVICES

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

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

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

CHEATING

Teachers will take the paper of any student cheating on an assignment/project/test and be required to complete an alternative assignment or assessment. Cheating may also result in detention or suspension at the discretion of the principal. Teachers should be alert to the possibilities of cheating and will notify parents in all cases of suspected misconduct. Plagiarism (using another's work as one's own) will result in the same action by the teacher.

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



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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.



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- 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.



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Network Use:

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

Disclaimer:

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

Violating the Acceptable Use Policy may result in:

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

CONDUCT AT SCHOOL ACTIVITIES

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

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

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



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DANGEROUS AND NUISANCE ITEMS

Students **will not** bring any dangerous, nuisance or improperly used items to school. Such items will be confiscated and returned at the discretion of the administration. The following is a partial (non-inclusive) list of such items: pocket knives, cap guns, fireworks, smoke bombs, matches/lighters, stink bombs, water guns, water balloons, nuisance jewelry such as chains, and sharp or other dangerous/nuisance items. Skateboards, scooters and roller blades/in-line skates will be allowed at school only if they are the students' means of transportation to and from school, however they will not be allowed on the school bus. If you are not sure, please contact the administration before bringing an item to school.

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any student bringing a firearm to school will be expelled for not less than twelve (12) months and will be referred to law enforcement authorities. A dangerous weapon is defined as any firearm, or airgun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. The superintendent has the authority to recommend to the school board that an expulsion requirement be modified on a case-by-case basis.

DISCIPLINE

- A. Fighting, Insubordination, and Profanity (JrK-12)
1. Fighting: Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property, including parking lot and school buses.
 2. Insubordination: Refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness; or lack of cooperation.
 3. Profanity: Swearing; use of obscene, threatening or flagrantly disrespectful oral or written language, gestures.
 4. Intimidation/Threats: Threatening attitude and/or sexual harassment of students and teacher. Threats maybe reported to law enforcement when deemed appropriate.

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

- B. Vandalism/Breaking and/or Entering – willful or malicious destruction or defacement of public or private property. The student should be counseled by the classroom teacher or building principal and the parent will be notified. Student will be subject to possible detention, suspension, expulsion, and/or possible referral to law enforcement agency, depending on seriousness of offense, and total financial responsibility. Failure to accept financial responsibility will be dealt with by expulsion of student or referral to the proper law enforcement agency.
- C. Penalties for breaches of discipline defined above.
1. First violation: The student shall be reprimanded and may face detention. A disciplinary referral notice shall be recorded in Skyward-Parent Access and communicated with the parents. In the event that the first violation is of a serious nature involving verbal abuse, threat, physical injury or damage to property, short term suspension may be administered.
 2. Second violation: Short term suspension.
 3. Third violation: Long term suspension or expulsion.
- *Principals reserve the right to change the course of discipline based on the severity of the action.
- D. Procedure for Determining Alleged Misconduct or Violations
1. The following steps will be utilized when appropriate:
 2. The administrator/supervisor shall investigate the alleged misconduct or violation.



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3. If the alleged misconduct or violation has occurred, the administrator/supervisor will give oral or written notice of the incident to the student and to the parents as soon as possible after the incident.
 4. When appropriate, the notice shall state the policy allegedly violated, and the time and place where a hearing will be conducted by the administrator/supervisor.
 5. The administrator/supervisor shall render a decision as soon as possible after the hearing and inform the student and parents.
- E. Detention: a form of punishment that detains a student outside of the normal school hours.
1. It shall be supervised by a faculty member in a separate undisturbed room within the school in the form of a study hall. Detention may be served before school, during lunch, or after school each school day. A student reporting for detention shall bring school work to do during the detention period. After school detention may be allowed with permission of the administration.
 2. A student assigned detention may have one (1) day notice. Students involved in school activities will miss the activity to stay in detention.
 3. A student will be assigned two additional detentions following the day they miss an unexcused detention. Repeat offenders may be suspended from school.
 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.
- F. Suspension – temporary denial to a student to participate in any instructional and/or school activity for a period of time.
1. ISS (In-School Suspension)
Temporary denial to a student to participate in any instructional and/or school activity for a period of time. Students in ISS work will work in the office, be given assignments from their teachers, and will also check lesson plans/Google Classroom to complete assignments for the days they are not in the classroom. This work will be due upon their return to the classroom. Students are expected to follow Lynx Way expectations. If a student cannot follow the guidelines for ISS, they may face further suspension.
 2. OSS (Out-of-School Suspension)
Students are not allowed to be in the school, on district property, or attend school activities when assigned OSS. Students will be required to complete all academic work they miss while serving their suspension. This work is due upon their return to the classroom.
 3. Short Term Suspension shall mean suspension for a period of ten (10) school days or less. A school principal shall have authority to invoke a short term suspension. However, a conference involving the student, principal, and one or both parents may be requested before the student is readmitted.
 4. Long Term Suspension shall mean a suspension for a period of eleven (11) school days or more. Long term suspension may be ordered only by action of the Brandon Valley Board of Education. A formal hearing involving the student, principal, one or both parents, and the Board of Education may be held before the student is readmitted.
 5. Three or more short term suspensions may result in placement at our alternative school (Teachwell Solutions) or referral to the Board of Education for consideration of long term suspension or expulsion.
 6. Credit will be given for long term projects missed on days of suspension.
 7. In the event a student discontinues enrollment and later re-enrolls within the same school year, any suspension(s) received by the student during the first enrollment period shall be in effect during the second or subsequent enrollment period(s) within the same school year.
 8. Regulations regarding special education refer to JrK-12 Section under Special Services.



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DRESS CODE

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

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

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

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

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

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

ENTRANCES

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

GRADING SYSTEM

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

Grading System:

A4.0 B3.0 C2.0 D..... 1.0
 A-.....4.0 B-.....3.0 C-2.0 D- 1.0
 B+.....3.0 C+2.0 D+1.0 F..... .0

Grading Scale:

A95-100	B86-88	C77-79	D..... 68-70
A-.....92-94	B-.....83-85	C-74-76	D- 65-67
B+.....89-91	C+80-82	D+71-73	F.....0-64



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GUM, CANDY, WATER AND COUGH DROPS

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

HOMEWORK

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

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

- *reinforce instruction
- *extend/broaden instruction
- *complete unfinished work

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

1. Homework will be designed in a way that engages the student in the learning process.
2. Homework will provide opportunities for reinforcement/practice of the standard/objective being taught.
3. Homework will be time sensitive. Teachers will be cognizant of the amount of time that would be required by each of their students to complete any work that is expected to be done outside of class time. If at all possible, teachers who share students will communicate with each other in regard to the amount of work being assigned to prevent excessive time spent on homework.

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

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

(ADOPTION DATE: January 24, 1983)

(REVISION DATE: September 10, 2001)

(REVIEWED DATE: January 13, 2004)

(REVISION DATE: May 13, 2019)

HOMEWORK POLICY: [IKB](#)

ICU - INTENSIVE CARE UNIT FOR INCOMPLETE ACADEMIC ASSIGNMENTS

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

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

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



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ID BADGES

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

LOCKERS

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

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

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

LOST AND FOUND

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

OFF-SITE LEARNING EXPERIENCES

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

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

PARTIES DURING THE SCHOOL DAY

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

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

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

NO HOME BAKED GOODS

(See Treats)

PARENT CONFERENCES

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

PICTURES

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



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REPORT CARDS

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

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

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

ROLLER BLADES

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

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 8:05 a.m. Students are dismissed at 3:05 p.m. See your child's team webpage for a detailed period time schedule.

STEALING

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

Students are encouraged to do the following:

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

STUDENT RELATIONSHIPS

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

TECHNOLOGY- ACCEPTABLE USE POLICY

A) ACCEPTABLE USE POLICY

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

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

B) COMPUTER LOANER PROGRAM

1. Students who have submitted their computer for repairs to the Help Desk will be given a loaner computer if available with no consequence. Students who have recorded 3 or more instances of accidental computer damage may be asked to check their computer in at the Help Desk after school each day.



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2. Students who forget their computer at home and want to check out a loaner computer for the day will be allowed to do so if loaner computers are available. If the student continues to forget their computer, they will be asked to keep their computer at school.
- C) MISCONDUCT
- The building administrators are responsible for applying disciplinary actions when the Acceptable Use Policy has been violated.
1. First Major Offense: Maximum of 2 weeks (10 school days) suspension of computer privileges. A parent will be notified of offense.
 2. Second Major Offense: Maximum of 1 month (20 school days) suspension of computer privileges. A parent meeting will be required for computer privilege to be reinstated.
 3. Third Major Offense: Termination of privileges for the remainder of the school year or 6 months, whichever is longer. A parent meeting will be required.

TELEPHONES

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

TOBACCO, NICOTINE, E-CIGARETTES

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

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

TREATS

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

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

Suggested healthy treats are listed below:

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

VISITORS

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

The Lynx Way

PBIS=Positive Behavior Intervention Support

PBIS is a process for creating a safer and more effective school environment.



At Brandon Valley Intermediate School we use PBIS to:



TEACH AND MODEL EXPECTED BEHAVIOR



REWARD POSITIVE BEHAVIOR



PROVIDE INTERVENTIONS IN A CONSISTENT MANNER

WE ARE PLAYGROUND RULES

Expectations	Rules
<p>We Are Respectful</p>	<ul style="list-style-type: none"> 🐾 Use positive and appropriate language 🐾 Be tolerant of others
<p>We Are Responsible</p>	<ul style="list-style-type: none"> 🐾 Agree on rules before starting any activities 🐾 Line up promptly 🐾 Pick up all playground equipment
<p>We Are Active Learners</p>	<ul style="list-style-type: none"> 🐾 Enter and exit quietly so others can continue learning
<p>We Are Safe</p>	<ul style="list-style-type: none"> 🐾 Keep your hands and feet to yourself 🐾 Stay in approved areas
<p>We Are Kind</p>	<ul style="list-style-type: none"> 🐾 Invite others to play 🐾 Share 🐾 Take Turns

WE ARE BIV Dining Room Rules

Expectations	Rules
<p>We Are Respectful</p>	<ul style="list-style-type: none"> 🐾 Use inside voice 🐾 Remain seated until dismissed 🐾 Wait in line quietly to be dismissed 🐾 Be tolerant of others
<p>We Are Responsible</p>	<ul style="list-style-type: none"> 🐾 Clean up after yourself
<p>We Are Active Learners</p>	<ul style="list-style-type: none"> 🐾 Enter and exit quietly so others can continue learning
<p>We Are Safe</p>	<ul style="list-style-type: none"> 🐾 Keep all food to self without sharing
<p>We Are Kind</p>	<ul style="list-style-type: none"> 🐾 Everyone is welcome 🐾 Allow others to choose their seats in assigned areas



Hall Rules

Expectations	Rules
<p>We Are Respectful</p>	<ul style="list-style-type: none">🐾 Maintain personal space🐾 Be tolerant of others
<p>We Are Responsible</p>	<ul style="list-style-type: none">🐾 Return to class promptly
<p>We Are Active Learners</p>	<ul style="list-style-type: none">🐾 Walk quietly so others can continue learning
<p>We Are Safe</p>	<ul style="list-style-type: none">🐾 Keep hands and feet to yourself🐾 Travel on the right
<p>We Are Kind</p>	<ul style="list-style-type: none">🐾 Smile, be courteous to people you meet in the hallway🐾 Help Others

WE ARE Restroom Rules

Expectations	Rules
<p>We Are Respectful</p>	<ul style="list-style-type: none"> 🐾 Give each other privacy 🐾 Wait patiently for your turn
<p>We Are Responsible</p>	<ul style="list-style-type: none"> 🐾 Wash your hands with soap and water
<p>We Are Active Learners</p>	<ul style="list-style-type: none"> 🐾 Walk quietly so others can continue learning
<p>We Are Safe</p>	<ul style="list-style-type: none"> 🐾 Avoid gathering in the restroom area 🐾 Return to class promptly
<p>We Are Kind</p>	<ul style="list-style-type: none"> 🐾 Wait patiently for your turn

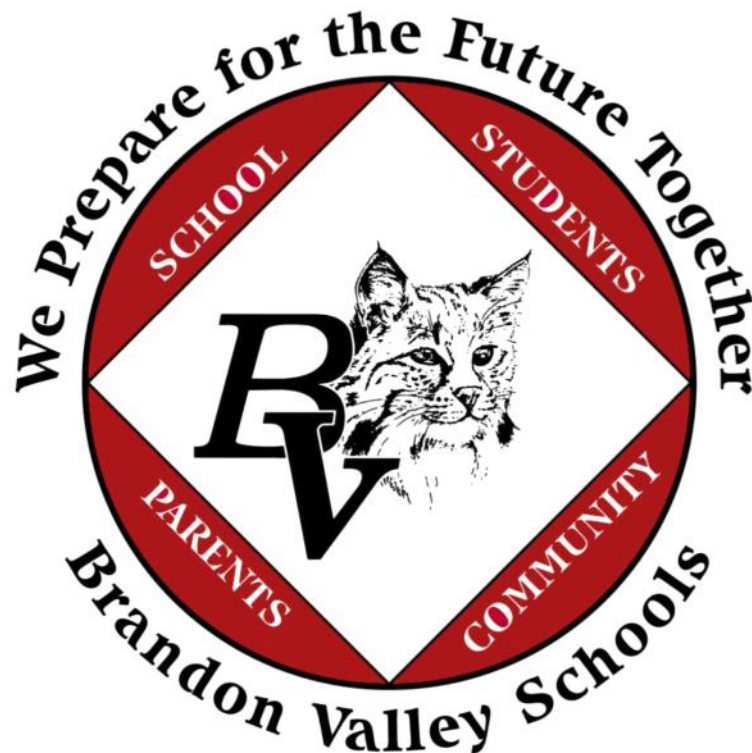
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2023-2024

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Respectful - Responsible - Safe
Kind - Active Learners

VER:06.21.2023
Board Approved: June 26, 2023

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ANTI-BULLYING/HARASSMENT OF STUDENTS

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

ARRIVAL AT SCHOOL (Each Day)

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



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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

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

Parents in automobiles must pick up or drop off ECH, Jr. K, & Kindergarten, 1st grade children at the south main entrance and 2nd, 3rd, 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 st Grade South Entrance
Second Grade	West Side	2 nd /4 th Grade South Entrance
Third Grade	West Side	3 rd Grade South Entrance
Fourth Grade	West Side	2 nd /4 th Grade South Entrance

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

Auto Drop Off

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

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



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Inspiration Elementary

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

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

Auto Drop off

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

Parents in automobiles may pick up and drop off their children at the east main entrance or old RBE bus drop off area east of the building. **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	1 st Grade East Entrance
Third Grade	East Side	3 rd Grade East Entrance
Fourth Grade	East Side	3 rd Grade East Entrance

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

Auto Drop off

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

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

Valley Springs Elementary

Students will line up in front of the doors for entrance into the building when the 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:

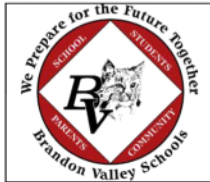
Visitors parking area is on the South side of the building.

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.



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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 semester, a letter will be sent home to the parents/guardians outlining attendance responsibilities and possible consequences of escalating absences. Nine (9) or more absences in a semester are considered to be excessive by the Brandon Valley School District. After nine absences in a semester, a contract will need to be signed by the parent, student, administrator, and/or school resource officer. It is important to note that all absences (excused and unexcused) count in the overall total.
- B. Tardiness JrK – 4:
 - 1. In the event of excessive tardies, the principal will contact parents/guardians outlining responsibilities [after five (5)] and possible consequences of escalating tardiness [after nine (9)].
 - 2. Truancy: Truancy is defined as any absence not approved by the school.

BICYCLES

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

BOOK FINES

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

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

Library book fines will be an assessed replacement cost.

BUILDING HOURS

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

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

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

- 1. All sponsors of activities will remain in the building until all students are gone. If necessary, students may wait in the area just inside the front doors.
- 2. The advisors of any activity held before or after school hours will need to submit a facility use form and obtain approval to ensure the space is available and when the doors should be locked and unlocked.



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CELL PHONES/ELECTRONIC DEVICES (including watches)

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

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

CHEATING OR ACTING IN A DISHONEST OR UNFAIR MANNER

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

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 District Handbook.)

COMPUTER USAGE POLICY

Purpose of this Document:

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

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

Privileges:

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



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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



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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.

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



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mutual courtesy, cooperation and pride. Elementary students are expected to sit with a parent or guardian during athletic events. Individual footballs are not permitted and will be confiscated.

DANGEROUS AND NUISANCE ITEMS

Students **will not** bring any dangerous, nuisance or improperly used items to school. Such items will be confiscated and returned at the discretion of the administration. The following is a partial (non-inclusive) list of such items: pocket knives, cap guns, fireworks, smoke bombs, matches/lighters, stink bombs, water guns, water balloons, playing cards, frisbees, or electronic devices, nuisance jewelry such as chains, and sharp or other dangerous/nuisance items. Skateboards, scooters and roller blades/in-line skates will be allowed at school only if they are the students' means of transportation to and from school, however they will not be allowed on the school bus. If you are not sure, please contact the administration before bringing an item to school.

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any student bringing a firearm to school will be expelled for not less than twelve (12) months and will be referred to law enforcement authorities. A dangerous weapon is defined as any firearm, or airgun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. The superintendent has the authority to recommend to the school board that an expulsion requirement be modified on a case-by-case basis.



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DISCIPLINE

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

Behavior/Response Matrix



Level	Behavior	Response
<p>#1 Managed by the Teacher/EA</p> <p>(Behaviors that are minor rule violations that result in an immediate verbal correction with a consequence).</p>	<ul style="list-style-type: none"> * Running in the building * Disruptive transitions * Unsafe/rough play * Play fighting * Spitting * Teasing/name-calling * Non-directed profanity * Failure to follow rules * Classroom disruptions * Uncooperative behavior 	<ul style="list-style-type: none"> * Redirect * State the rule * Model the behavior * Student practice correct behavior * Acknowledge correct behavior * Prompts – tap or look * Reward good behavior * Loss of privilege * Time out * Apology * Dot placement at recess
<p>#2 Managed by the Teacher and/or Principal</p> <p>(Behavior that is repeated or more serious in nature that will result in an immediate verbal correction, a logical consequence, or a written form).</p>	<ul style="list-style-type: none"> * Repeated level 1 behavior * Cheating/lying * Stealing * Harassment * Vandalism * Verbal abuse/directed profanity * Intimidation/verbal threat * Fighting 	<ul style="list-style-type: none"> * Level 1 responses * Verbal correction * Time out * Loss of privilege * Apology * Behavior contract * Student conference w/principal or counselor * Behavior report * Parent contact * Time in office * School Counselor
<p>#3 Managed by the Principal</p> <p>(Behaviors that are serious, threaten the safety of others or themselves, or behavior that has been repeated even though response interventions were used).</p>	<ul style="list-style-type: none"> * Repeated level 2 behavior * Possession of weapon * Defiance/insubordination * Threatening/bullying * Physical aggression 	<ul style="list-style-type: none"> * Office referral * Loss of privilege * Behavior contract * Restitution * Conference with student and parents * Individual instruction plan * Time in office * Resource Officer * School Counselor * In school suspension * Out of school suspension



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DRESS CODE

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

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

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

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

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

Special dress-up days are exempt,

FIELD TRIPS

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

GRADING SYSTEM / REPORT CARDS

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

Report cards are distributed electronically four times a year after each quarter. Paper copies are available upon request.

Grades are available on Family Access under the Portfolio tab at the end of each quarter.

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



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HOMEWORK (HOMEWORK POLICY/File: IKB)

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

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

- *reinforce instruction
- *extend/broaden instruction
- *complete unfinished work

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

1. Homework will be designed in a way that engages the student in the learning process.
2. Homework will provide opportunities for reinforcement/practice of the standard/objective being taught.
3. Homework will be time sensitive. Teachers will be cognizant of the amount of time that would be required by each of their students to complete any work that is expected to be done outside of class time. If at all possible, teachers who share students will communicate with each other in regard to the amount of work being assigned to prevent excessive time spent on homework.

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

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

(ADOPTION DATE: January 24, 1983)

(REVISION DATE: September 10, 2001)

(REVIEWED DATE: January 13, 2004)

(REVISION DATE: May 13, 2019)

REF.: Brandon Valley Student Handbook

ILLNESS

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

KINDERGARTEN REGISTRATION/SCREENING

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

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

LABELING PERSONAL BELONGINGS

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

LOST AND FOUND

Lost articles will be stored in a central location.



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PARTIES DURING THE SCHOOL DAY

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

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

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

NO SHARED SNACKS. (See "Treats")

PICTURES

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

PLAYGROUNDS

A. Rules

1. Basic, clearly defined playground rules are set up for each building, prepared by the administrator, teachers, and educational assistants, and enforced uniformly. Students shall be informed of their responsibilities.
2. Adult supervision 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.

ROOM PARENTS/CLASSROOM VOLUNTEERS

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

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

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

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

Contact your building administrator if you have questions.

TRANSPORTATION

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

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



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TREATS

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

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

Suggested healthy treats are listed below:

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

VISITORS

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

Award Fuel Bid to Midway Services/Vollan Oil Company for a Margin of **-\$0.01** on E-10 and **-\$0.005** on Diesel #1 and Diesel #2



BRANDON VALLEY SCHOOL DISTRICT NO. 49-2
 UNDYED E-10 AND UNDYED DIESEL FUELS QUOTE TABULATION SHEET
 Quote Opening Date: June 13, 2023, 1:30pm

Vendor	Bunkers Oil	CHS	Cooperative Energy	Harms Oil	Farstad Oil Co.	Howes Oil	Midway/Vollan Oil	Midwest Oil	Taylor Oil
Addenda	N/A	N/S	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Margin									
E 10	No Quote	No Quote	No Quote	(0.015)	0.055	No Quote	(0.01)	No Quote	No Quote
Diesel #1	No Quote	No Quote	No Quote	0.000	0.060	No Quote	(0.005)	No Quote	No Quote
Diesel #2	No Quote	No Quote	No Quote	0.000	0.060	No Quote	(0.005)	No Quote	No Quote

RECOMMENDATION: Award Bid to Midway Services/Vollan Oil Company for a Margin of **-\$0.01** on E-10 and **-\$0.005** on Diesel #1 and Diesel #2

Approve request to purchase one (1) 2024 Ford F250 Pickup Truck and two (2) 2024 Ford Expeditions, \$159,367, for the 2023/2024 school year, as presented



BRANDON VALLEY SCHOOL DISTRICT 49-2

George A. Gulson Administration Center
300 South Splitrock Boulevard, Brandon, SD 57005-1652

Dr. Jarod M. Larson, Superintendent
Paul J. Lundberg, Business Manager
Ty Hentschel, Operations Manager

Phone (605) 582-2049
Business Office (605) 582-2058
Fax (605) 582-7456

June 13, 2023

TO: Board of Education
FR: Ty Hentschel, Operations Manager
RE: Request Authorization to Purchase Passenger Vehicles

Request: One (1) each, 2024 Ford F250 Pickup Truck
Two (2) each, 2024 Ford Expeditions
Cost: \$159,367.00
Budget: \$160,000.00

This is a request to purchase Three (3) Passenger Vehicles via the 2023 State of South Dakota Vehicle Specification for 2024 or Newer Vehicles:

Lamb Motors – Contract #17619

- 2024 Ford F250: ¾ Ton 4X4 Regular Cab Long Box \$48,735.00

Lamb Motors – Contract #17619

- 2024 Ford: Full-size Utility 4X4 \$55,316.00
- 2024 Ford: Full-size Utility 4X4 \$55,316.00

~ The vehicle specification sheets are attached.

The 2023-24 Budget allocated a total of \$160,000 for small passenger vehicles. These vehicles will ultimately replace older Fleet Vehicles. The District’s continued growth creates demands upon the Transportation Department for continual safe transportation.

Thank you for your consideration.

Attachment: Vehicle Specifications

Approve designation of technology items as surplus, as presented



To: Mr. Paul Lundberg, Business Manager
From: Curt Vlaininck, District Technology Coordinator
Date: 6/22/2023
Subject: Surplus Technology Items

Paul,

These items are no longer required by the district and are available to be designated as surplus.

Quantity	Description
600	MR7G2LLA-A-32GB 2018 Apple iPad 6 9.7" Display 32GB Storage WiFi Only MR7G2LL/A - Silver
275	X1X56UT-A-I323-4-S128 HP ProBook 11 EE G2 11.6" Core i3 2.3GHz 4GB RAM 128GB SSD X1X56UT
250	J8V68UT-A-I315-4-S64 HP Pro x2 612 G1 Tablet 12.5" Core i3 1.5GHz 4GB RAM 64GB SSD J8V68UT
800	2GT75UT-A-I512-8-S256 HP ProBook x360 11 G2 EE 11.6" Core i5 1.2GHz 8GB RAM 256GB SSD 2GT75UT
330	5VC22UT-A-I321-4-S128 HP ProBook G6 13.3" Core i3 2.1GHz 4GB RAM 128GB SSD 5VC22UT

Curt Vlaininck
District Technology Coordinator

Approve agreement between Brandon Valley School District and LifeScape for services for one student, \$325.00/day, effective June 7, 2023 through June 30, 2023, as presented

Approve agreement between Brandon Valley School District and Children's Home Society for tuition for one (1) student, \$135.33/day, five (5) days per week, effective July 1, 2023 through June 30, 2024, as presented

SCHOOL TUITION AGREEMENT

Agency

Brandon Valley School District
300 S. Splitrock Blvd.
Brandon, SD 57005

Between

Service Provider

Children's Home Society
801 N. Sycamore Avenue
Sioux Falls, SD 57101-1749

**Children's
Home
Society**

OF SOUTH DAKOTA

STAND FOR GOOD

SIoux FALLS

801 N Sycamore Avenue
PO Box 1749
Sioux Falls, SD 57101
605.334.6004

*Residential Treatment & Education
Therapeutic Foster Care & Adoption
Nurse Home Visitation
Prevention, Training & Education*

409 N Western Avenue
Sioux Falls, SD 57104
605.338.0116

*Domestic Violence Shelter & Services
Emergency Shelter for Children*

RAPID CITY

24100 S Rockerville Road
Rapid City, SD 57702
605.343.5422

Residential Treatment & Education

1330 Jolly Lane
Rapid City, SD 57703
605.343.2811

*Therapeutic Foster Care & Adoption
Child Advocacy Center
Prevention, Training & Education*

chssd.org

Our Mission:

To prevent, treat and heal trauma.

The above agency agrees to reimburse the Children's Home Society of South Dakota for the provision of educational services to:

(Student Name)

Tuition Cost and Service Information

All rates are in accordance with the applicable State of South Dakota Provider Contract.

The **Tuition Cost** per school day, **five (5) days per week**, shall be the established contract rate of **\$135.33 per day**.

Additional Costs

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OT \$31.45/Unit

PT \$32.00/Unit

ST \$18.14/Unit

Contract Period:

Date of Admission through Date of Discharge

NOTE: Billing will begin on the student's Date of Admission and end on the Date of Discharge. The provided rates are current between July 1, 2023 and June 30, 2024. Rate changes will take place on July 1 of the subsequent school year. An updated Tuition Agreement will be shared and signed prior to rate change implementation.

If applicable, all changes must be in accordance with SDCL 12-28-9.1. Written notice should be addressed to the Program Director.

Authorization From:

Sponsoring Agency

Signature

Position/Title

Date

Children's Home Society of South Dakota

Signature

Director of Schools
Position/Title

Date

Approve agreement between Brandon Valley School District and Children's Home Society for tuition for one (1) student, \$135.33/day, five (5) days per week, effective July 1, 2023 through June 30, 2024, as presented



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SCHOOL TUITION AGREEMENT

Agency

Brandon Valley School District
300 S. Splitrock Blvd.
Brandon, SD 57005

Between

Service Provider

Children's Home Society
801 N. Sycamore Avenue
Sioux Falls, SD 57101-1749

The above agency agrees to reimburse the Children's Home Society of South Dakota for the provision of educational services to:

(Student Name)

Tuition Cost and Service Information

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Signature

Position/Title

Date

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Signature

Director of Schools
Position/Title

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Position/Title

Date

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Director of Schools
Position/Title

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Brandon Valley School District
300 S. Splitrock Blvd.
Brandon, SD 57005

Service Provider

Children's Home Society
801 N. Sycamore Avenue
Sioux Falls, SD 57101-1749

Between

The above agency agrees to reimburse the Children's Home Society of South Dakota for the provision of educational services to:

[Redacted]
(Student Name)

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Authorization From:

Sponsoring Agency

Signature

Position/Title

Date

Children's Home Society of South Dakota

Signature

Director of Schools

Position/Title

Date

Approve agreement between Brandon Valley School District and Universal Pediatrics for nursing services for one (1) student, \$78.00/hour, 40 hours/week, effective the 2023/2024 school year, as presented



Service Agreement for Nursing Services

THIS AGREEMENT is entered into by and between the **BRANDON VALLEY CSD**, a South Dakota public school corporation (the "District") and Universal Nursing Services, LTD., dba: Universal Pediatrics, an Iowa corporation ("Universal Pediatrics").

1. **Purpose.** The purpose of this Agreement is to procure the services of an South Dakota licensed Registered Nurse (or nurses) and/or an South Dakota licensed practical nurse (or nurses) (hereinafter referred to as "Nurse(s)") to provide continuous, competent, and skilled nursing care for an individual student, [REDACTED], herein after referred to as "Student", during the entire time Student is being transported to and from school and during school days when Student is in attendance.
2. **Term.** The Term of this Agreement shall be for the District's 2023-2024 regular school year, including any extended year program. However, either party may terminate this Agreement upon thirty (30) days prior written notice for any reason, or immediately upon written notice for cause due to a material breach of this Agreement if the breach remains uncured for more than ten (10) days after the non-breaching party gives written notice of the breach and its intent to terminate. This Agreement may also be extended for a specific period or renewed for an additional school year by mutual agreement of the parties pursuant to a written addendum hereto. This Agreement shall terminate automatically on the date the student no longer needs student health services due to relocation outside the district, changes in health status or death.
3. **Duties of Universal Pediatrics:** Universal Pediatrics shall have the following duties under this Agreement:
 - a. Train, provide, assign, supervise and evaluate competent Nurse(s) (including ensuring satisfactory completion of background checks pursuant to South Dakota Code § 4839-48, and satisfactory completion of South Dakota sex offender registry checks), acceptable to District to provide continuous skilled nursing services to Student during each of the days in which Student is in attendance during the Term of this agreement, including accompanying Student to and from school. If an LPN is assigned to Student, Universal Pediatrics shall provide the level of supervision required to meet the requirements of the South Dakota Board of Nursing. Universal Pediatrics will notify District of the identity of all Nurse(s) assigned to accompany Student prior to assigning Nurses(s) and will also notify District as soon as is reasonably practical of any changes in Nurses(s) assigned to Student in writing. The District shall have the right to object to any assigned nurse under this agreement. Upon receipt of any written objection, Universal Pediatrics, shall make all reasonable efforts to reassign the nurse(s) assigned as soon as possible. If such reassignment is not immediately possible, Universal Pediatrics, shall notify the District in writing within seven days of receipt of the objection as to why a reassignment is not immediately possible. In assigning Nurse(s) to Student, Universal Pediatrics certifies to District Nurse(s) has/have demonstrated competency in all aspects of Student's individual health plan (herein after referred to as "IHP").
 - b. Deliver nursing care to Student in accordance with Student's IHP and in accordance with District policies, rules, and regulations, and in strict accordance with the professional

standards applicable to nursing. Nurse(s) will keep confidential all student records as required by state and federal law.

- c. Function as a member of Student's IHP team for the purpose of coordinating Student's IHP.
 - d. Submit Student's Plan of Care as requested by the District.
 - e. Notify District as soon as is reasonably practical of any unusual or emergency situations involving changes in Student's care.
 - f. Submit a bill for actual services rendered by Nurse(s) pursuant to this Agreement, itemized to show starting and finishing time and the identity of the person(s) performing the services. Bill shall be submitted weekly no later than the 30th day of the month following the month in which services have been rendered.
4. Duties of the District. District shall have the following duties under this Agreement:
- a. Pay Universal Pediatrics a fee of **\$78.00(seventy-eight)** dollars per hour (herein after referred to as "Rate") for the services of Nurse(s) providing care to Student from the time Student departs home from school to the time Student arrives home from school, rounded to the nearest hour. Payment will be made within thirty (30) calendar days of the receipt of the bill. It is anticipated the number of hours billed per week shall not normally exceed **40 hours**. If Medicaid or some other third-party payor pays or reimburses Universal Pediatrics for services provided under this Agreement, Universal Pediatrics will not bill the Districts for the same services or will reimburse the District any monies District has already paid for those same services. In no event shall the District be responsible to make up the difference between the Rate and any hourly amount paid to Universal Pediatrics by Medicaid or any third-party payor.
 - b. Coordinate Student's IHP, including its periodic review and revision with the other members of the Student IHP team in accordance with state regulations.
 - c. Transport Nurse(s) to and from school with Student.
 - d. Provide training to Nurse(s) to assist Nurse(s) in becoming familiar with District policies, rules, and regulations applicable to Nurse(s) while providing services pursuant to this Agreement.
5. The Services provided by Universal Pediatric Services are not part of a joint venture (express or implied), agency arrangement, or employment relationship. Universal Pediatric Services is an independent contractor. The District shall neither have nor exercise control, direction or supervision over the professional judgment, manner or methods of any Nurse furnished by Universal Pediatrics.
6. Assignment. This Agreement is not assignable by either party without the express, prior written consent of the other party.
7. Confidentiality. To the extent permitted by law, the District and Universal Pediatrics will treat as confidential and will not disclose any information regarding the other's operations that

comes to the attention of either party during the course of this Agreement; provided, however, that neither party is relieved of mandatory reporting obligations that they might have with respect to observed conduct of any person during the performance of services under this Agreement.

8. Notices. Notices provided under this Agreement shall be in writing (unless otherwise expressly provided in this Agreement) and sent by hand-delivery, U.S. Mail, or confirmed facsimile, to the following:

If to Universal Pediatrics:

Attn: Tucker Anderson

Universal Pediatrics

10654 Justin Drive

Urbandale, IA 50322

Fax: 515-225-4044

If to District:

Attn: _____

District: _____

Address: _____

City/State/Zip: _____

Fax #: _____

9. South Dakota Law Governs. This Agreement shall be governed by and construed under the internal laws of the State of South Dakota. Furthermore, this Agreement shall be interpreted and construed to give effect and validity to all of its provisions to the fullest extent permitted by law.
10. Indemnification. Each party shall indemnify and hold harmless the other against all third-party claims, damages and liabilities, costs and expenses, including reasonable attorneys' fees, arising directly from the death or an injury to a person or to property as a result of the negligent or intentional act or omission of a party or any of its employees, subcontractors, or agents as determined in a final, non-appealable judgment, except to the extent any such loss, damage, costs and expenses were caused by the negligent or intentional act or omission of the other party or its officers, employees or agents or is covered by applicable insurance.
11. Applicable Law. This Agreement will be governed by and interpreted in accordance with the laws of the State of South Dakota. Venue shall be appropriate only in the South Dakota District Court for Minnehaha County, unless otherwise changed by the Judge.
12. No Waiver. The failure of any party to insist in any one or more instances upon performance of any terms or conditions of this Agreement shall not be construed as a waiver of future performance of any such term, covenant, or condition; but the obligations of such party with respect thereto shall continue in full force and effect.
13. Entire Agreement/Modification. This Agreement constitutes the entire agreement of the parties hereto and supersedes any prior oral or written agreements between the parties with respect to the subject matter of this Agreement. This Agreement may not be modified except by a written addendum signed by both parties.

UNIVERSAL PEDIATRICS

By: Lacey Boots

Printed Name: Lacey Boots

Title: Billing Manager

Date: 6.20.2023

SCHOOL DISTRICT

By: _____

Printed Name: _____

Title: _____

Date: _____



ROLES AND RESPONSIBILITIES OF UNIVERSAL PEDIATRICS

STAFF MEMBERS IN THE SCHOOL SYSTEM

The following roles and responsibilities are applicable whether the student is receiving fully in-person education, hybrid education, or fully online education.

Roles of the Universal Pediatrics Team Member:

- The primary role of the Registered Nurse/Licensed Practical Nurse/Home Health Aide (RN/LPN/HHA) “staff member” in the school is to provide direct health care services according to the client’s current Plan of Care (POC) and Individual Health Plan (IHP) in accordance with state and federal laws and scope of practice.
- The Clinical Nurse Manager/Registered Nurse Supervisor (CM/RNS) may be part of the Individualized Education Plan (IEP) team and participate in the school’s IEP process.
- The supervision, training, and on-going education of the staff member will remain the responsibility of Universal Pediatrics.
- In an emergency situation the RN/LPN takes primary role with assistance from school personnel.
- Universal Pediatrics staff will document according to the policies and procedures of Universal Pediatrics. Any additional documentation mandated by the school district will also be completed.
- Staff members will maintain confidentiality as mandated by federal law.
- When disagreements occur, the parent(s)/caregiver(s), school district teacher, school nurse, school district nurse manager, school principal, CM/RNS and the staff member shall work together to reach a resolution. If disagreements continue and cannot be resolved, the School District Director of Special Education and the Administrator of Universal Pediatrics/local office will intervene.

Responsibilities of the Universal Pediatrics Team Member:

- The staff member is responsible for the client at all times and will arrange for direct supervision of the client when the staff member requires a short break, such as using the restroom.
- The staff member is not required to initiate, carry out, or supervise educational activities.
- The staff member will not at any time be responsible to work with or care for other children in the classroom.
- The staff member is responsible for conveying information about the client’s medical condition as needed with the school personnel including the teacher, school nurse and therapists, with Universal Pediatrics colleagues and the CM/RNS and with the client’s family. The staff member is not responsible to convey information about the client’s classroom work or related school issues to the family.

Effective: 6/1/2021
Updated:

1

- The staff member assumes a quiet position while in the classroom, remaining prepared to intervene for any medical needs.
- Staff members will abide by the school's dress code and will wear a name tag with picture ID at all times while attending school with the client.
- Staff members will have all cell phones silenced while in school and will refrain from making or receiving phone calls or text messages, with the exception of an emergent situation.
- All new staff members will check in with the school office prior to starting in-school services with their client.
- Universal Pediatrics staff will attend school orientation as requested by the individual school district.
- Transportation to and from school is provided by the school district or family. It is not the responsibility of Universal Pediatrics staff to make transportation arrangements if the client should need to leave school early due to unforeseen circumstances. The party responsible for transport is responsible for the securing of the client during travel. It is not the responsibility of Universal Pediatrics staff to transfer client onto or off of the transport vehicle or to secure them into their seat or fixate their wheelchair to the transport vehicle.
- The school will provide a safe place for the client's belongings while attending school including: medications, suction machines, nebulizer, oxygen equipment, Go-bag and personal belongings.

I have read these guidelines, have full understanding of the Universal Pediatrics staff member's role while providing nursing services to the child in the school setting.

School District Representative Printed Name and Title: _____

School District Representative Signature: _____ Date: _____

Universal Pediatrics Representative Printed Name and Title: Lacey Boots - Billing Manager

Universal Pediatrics Representative Signature: Lacey Boots Date: 6.20.2023

Effective: 6/1/2021
Updated:

Approve agreement between Brandon Valley School District and Universal Pediatrics for nursing services for one (1) student, \$78.00/hour, 40 hours/week, effective the 2023/2024 school year, as presented

Service Agreement for Nursing Services

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- c. Function as a member of Student's IHP team for the purpose of coordinating Student's IHP.
 - d. Submit Student's Plan of Care as requested by the District.
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 - b. Coordinate Student's IHP, including its periodic review and revision with the other members of the Student IHP team in accordance with state regulations.
 - c. Transport Nurse(s) to and from school with Student.
 - d. Provide training to Nurse(s) to assist Nurse(s) in becoming familiar with District policies, rules, and regulations applicable to Nurse(s) while providing services pursuant to this Agreement.
5. The Services provided by Universal Pediatric Services are not part of a joint venture (express or implied), agency arrangement, or employment relationship. Universal Pediatric Services is an independent contractor. The District shall neither have nor exercise control, direction or supervision over the professional judgment, manner or methods of any Nurse furnished by Universal Pediatrics.
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7. Confidentiality. To the extent permitted by law, the District and Universal Pediatrics will treat as confidential and will not disclose any information regarding the other's operations that

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Urbandale, IA 50322

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If to District:

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District: _____

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City/State/Zip: _____

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11. **Applicable Law.** This Agreement will be governed by and interpreted in accordance with the laws of the State of South Dakota. Venue shall be appropriate only in the South Dakota District Court for Minnehaha County, unless otherwise changed by the Judge.
12. **No Waiver.** The failure of any party to insist in any one or more instances upon performance of any terms or conditions of this Agreement shall not be construed as a waiver of future performance of any such term, covenant, or condition; but the obligations of such party with respect thereto shall continue in full force and effect.
13. **Entire Agreement/Modification.** This Agreement constitutes the entire agreement of the parties hereto and supersedes any prior oral or written agreements between the parties with respect to the subject matter of this Agreement. This Agreement may not be modified except by a written addendum signed by both parties.

UNIVERSAL PEDIATRICS

By: *Lacy Boots*
Printed Name: Lacy Boots
Title: Billing Manager
Date: 6.20.2023

SCHOOL DISTRICT

By: _____
Printed Name: _____
Title: _____
Date: _____



ROLES AND RESPONSIBILITIES OF UNIVERSAL PEDIATRICS STAFF MEMBERS IN THE SCHOOL SYSTEM

The following roles and responsibilities are applicable whether the student is receiving fully in-person education, hybrid education, or fully online education.

Roles of the Universal Pediatrics Team Member:

- The primary role of the Registered Nurse/Licensed Practical Nurse/Home Health Aide (RN/LPN/HHA) “staff member” in the school is to provide direct health care services according to the client’s current Plan of Care (POC) and Individual Health Plan (IHP) in accordance with state and federal laws and scope of practice.
- The Clinical Nurse Manager/Registered Nurse Supervisor (CM/RNS) may be part of the Individualized Education Plan (IEP) team and participate in the school’s IEP process.
- The supervision, training, and on-going education of the staff member will remain the responsibility of Universal Pediatrics.
- In an emergency situation the RN/LPN takes primary role with assistance from school personnel.
- Universal Pediatrics staff will document according to the policies and procedures of Universal Pediatrics. Any additional documentation mandated by the school district will also be completed.
- Staff members will maintain confidentiality as mandated by federal law.
- When disagreements occur, the parent(s)/caregiver(s), school district teacher, school nurse, school district nurse manager, school principal, CM/RNS and the staff member shall work together to reach a resolution. If disagreements continue and cannot be resolved, the School District Director of Special Education and the Administrator of Universal Pediatrics/local office will intervene.

Responsibilities of the Universal Pediatrics Team Member:

- The staff member is responsible for the client at all times and will arrange for direct supervision of the client when the staff member requires a short break, such as using the restroom.
- The staff member is not required to initiate, carry out, or supervise educational activities.
- The staff member will not at any time be responsible to work with or care for other children in the classroom.
- The staff member is responsible for conveying information about the client’s medical condition as needed with the school personnel including the teacher, school nurse and therapists, with Universal Pediatrics colleagues and the CM/RNS and with the client’s family. The staff member is not responsible to convey information about the client’s classroom work or related school issues to the family.

Effective: 6/1/2021
Updated:

1

- The staff member assumes a quiet position while in the classroom, remaining prepared to intervene for any medical needs.
- Staff members will abide by the school's dress code and will wear a name tag with picture ID at all times while attending school with the client.
- Staff members will have all cell phones silenced while in school and will refrain from making or receiving phone calls or text messages, with the exception of an emergent situation.
- All new staff members will check in with the school office prior to starting in-school services with their client.
- Universal Pediatrics staff will attend school orientation as requested by the individual school district.
- Transportation to and from school is provided by the school district or family. It is not the responsibility of Universal Pediatrics staff to make transportation arrangements if the client should need to leave school early due to unforeseen circumstances. The party responsible for transport is responsible for the securing of the client during travel. It is not the responsibility of Universal Pediatrics staff to transfer client onto or off of the transport vehicle or to secure them into their seat or fixate their wheelchair to the transport vehicle.
- The school will provide a safe place for the client's belongings while attending school including: medications, suction machines, nebulizer, oxygen equipment, Go-bag and personal belongings.

I have read these guidelines, have full understanding of the Universal Pediatrics staff member's role while providing nursing services to the child in the school setting.

School District Representative Printed Name and Title: _____

School District Representative Signature: _____ Date: _____

Universal Pediatrics Representative Printed Name and Title: Lacey Boots, Billing Manager

Universal Pediatrics Representative Signature: Lacey Boots Date: 6.20.2023

Effective: 6/1/2021
Updated:

Approve agreement between Brandon Valley School District and Universal Pediatrics for nursing services for one (1) student, \$78.00/hour, 40 hours/week, effective the 2023/2024 school year, as presented



Service Agreement for Nursing Services

THIS AGREEMENT is entered into by and between the **BRANDON VALLEY CSD**, a South Dakota public school corporation (the "District") and Universal Nursing Services, LTD., dba: Universal Pediatrics, an Iowa corporation ("Universal Pediatrics").

1. **Purpose.** The purpose of this Agreement is to procure the services of an South Dakota licensed Registered Nurse (or nurses) and/or an South Dakota licensed practical nurse (or nurses) (hereinafter referred to as "Nurse(s)") to provide continuous, competent, and skilled nursing care for an individual student [REDACTED] herein after referred to as "Student", during the entire time Student is being transported to and from school and during school days when Student is in attendance.
2. **Term.** The Term of this Agreement shall be for the District's 2023-2024 regular school year, including any extended year program. However, either party may terminate this Agreement upon thirty (30) days prior written notice for any reason, or immediately upon written notice for cause due to a material breach of this Agreement if the breach remains uncured for more than ten (10) days after the non-breaching party gives written notice of the breach and its intent to terminate. This Agreement may also be extended for a specific period or renewed for an additional school year by mutual agreement of the parties pursuant to a written addendum hereto. This Agreement shall terminate automatically on the date the student no longer needs student health services due to relocation outside the district, changes in health status or death.
3. **Duties of Universal Pediatrics:** Universal Pediatrics shall have the following duties under this Agreement:
 - a. Train, provide, assign, supervise and evaluate competent Nurse(s) (including ensuring satisfactory completion of background checks pursuant to South Dakota Code § 4839-48, and satisfactory completion of South Dakota sex offender registry checks), acceptable to District to provide continuous skilled nursing services to Student during each of the days in which Student is in attendance during the Term of this agreement, including accompanying Student to and from school. If an LPN is assigned to Student, Universal Pediatrics shall provide the level of supervision required to meet the requirements of the South Dakota Board of Nursing. Universal Pediatrics will notify District of the identity of all Nurse(s) assigned to accompany Student prior to assigning Nurses(s) and will also notify District as soon as is reasonably practical of any changes in Nurses(s) assigned to Student in writing. The District shall have the right to object to any assigned nurse under this agreement. Upon receipt of any written objection, Universal Pediatrics, shall make all reasonable efforts to reassign the nurse(s) assigned as soon as possible. If such reassignment is not immediately possible, Universal Pediatrics, shall notify the District in writing within seven days of receipt of the objection as to why a reassignment is not immediately possible. In assigning Nurse(s) to Student, Universal Pediatrics certifies to District Nurse(s) has/have demonstrated competency in all aspects of Student's individual health plan (herein after referred to as "IHP").
 - b. Deliver nursing care to Student in accordance with Student's IHP and in accordance with District policies, rules, and regulations, and in strict accordance with the professional

standards applicable to nursing. Nurse(s) will keep confidential all student records as required by state and federal law.

- c. Function as a member of Student's IHP team for the purpose of coordinating Student's IHP.
 - d. Submit Student's Plan of Care as requested by the District.
 - e. Notify District as soon as is reasonably practical of any unusual or emergency situations involving changes in Student's care.
 - f. Submit a bill for actual services rendered by Nurse(s) pursuant to this Agreement, itemized to show starting and finishing time and the identity of the person(s) performing the services. Bill shall be submitted weekly no later than the 30th day of the month following the month in which services have been rendered.
4. Duties of the District. District shall have the following duties under this Agreement:
- a. Pay Universal Pediatrics a fee of **\$78.00(seventy-eight)** dollars per hour (herein after referred to as "Rate") for the services of Nurse(s) providing care to Student from the time Student departs home from school to the time Student arrives home from school, rounded to the nearest hour. Payment will be made within thirty (30) calendar days of the receipt of the bill. It is anticipated the number of hours billed per week shall not normally exceed **40 hours**. If Medicaid or some other third-party payor pays or reimburses Universal Pediatrics for services provided under this Agreement, Universal Pediatrics will not bill the Districts for the same services or will reimburse the District any monies District has already paid for those same services. In no event shall the District be responsible to make up the difference between the Rate and any hourly amount paid to Universal Pediatrics by Medicaid or any third-party payor.
 - b. Coordinate Student's IHP, including its periodic review and revision with the other members of the Student IHP team in accordance with state regulations.
 - c. Transport Nurse(s) to and from school with Student.
 - d. Provide training to Nurse(s) to assist Nurse(s) in becoming familiar with District policies, rules, and regulations applicable to Nurse(s) while providing services pursuant to this Agreement.
5. The Services provided by Universal Pediatric Services are not part of a joint venture (express or implied), agency arrangement, or employment relationship. Universal Pediatric Services is an independent contractor. The District shall neither have nor exercise control, direction or supervision over the professional judgment, manner or methods of any Nurse furnished by Universal Pediatrics.
6. Assignment. This Agreement is not assignable by either party without the express, prior written consent of the other party.
7. Confidentiality. To the extent permitted by law, the District and Universal Pediatrics will treat as confidential and will not disclose any information regarding the other's operations that

comes to the attention of either party during the course of this Agreement; provided, however, that neither party is relieved of mandatory reporting obligations that they might have with respect to observed conduct of any person during the performance of services under this Agreement.

8. Notices. Notices provided under this Agreement shall be in writing (unless otherwise expressly provided in this Agreement) and sent by hand-delivery, U.S. Mail, or confirmed facsimile, to the following:

If to Universal Pediatrics:

Attn: Tucker Anderson

Universal Pediatrics

10654 Justin Drive

Urbandale, IA 50322

Fax: 515-225-4044

If to District:

Attn: _____

District: _____

Address: _____

City/State/Zip: _____

Fax #: _____

9. South Dakota Law Governs. This Agreement shall be governed by and construed under the internal laws of the State of South Dakota. Furthermore, this Agreement shall be interpreted and construed to give effect and validity to all of its provisions to the fullest extent permitted by law.
10. Indemnification. Each party shall indemnify and hold harmless the other against all third-party claims, damages and liabilities, costs and expenses, including reasonable attorneys' fees, arising directly from the death or an injury to a person or to property as a result of the negligent or intentional act or omission of a party or any of its employees, subcontractors, or agents as determined in a final, non-appealable judgment, except to the extent any such loss, damage, costs and expenses were caused by the negligent or intentional act or omission of the other party or its officers, employees or agents or is covered by applicable insurance.
11. Applicable Law. This Agreement will be governed by and interpreted in accordance with the laws of the State of South Dakota. Venue shall be appropriate only in the South Dakota District Court for Minnehaha County, unless otherwise changed by the Judge.
12. No Waiver. The failure of any party to insist in any one or more instances upon performance of any terms or conditions of this Agreement shall not be construed as a waiver of future performance of any such term, covenant, or condition; but the obligations of such party with respect thereto shall continue in full force and effect.
13. Entire Agreement/Modification. This Agreement constitutes the entire agreement of the parties hereto and supersedes any prior oral or written agreements between the parties with respect to the subject matter of this Agreement. This Agreement may not be modified except by a written addendum signed by both parties.

UNIVERSAL PEDIATRICS

By: Lacey Boots
Printed Name: Lacey Boots
Title: Billing Manager
Date: 6.20.2023

SCHOOL DISTRICT

By: _____
Printed Name: _____
Title: _____
Date: _____



ROLES AND RESPONSIBILITIES OF UNIVERSAL PEDIATRICS

STAFF MEMBERS IN THE SCHOOL SYSTEM

The following roles and responsibilities are applicable whether the student is receiving fully in-person education, hybrid education, or fully online education.

Roles of the Universal Pediatrics Team Member:

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- The Clinical Nurse Manager/Registered Nurse Supervisor (CM/RNS) may be part of the Individualized Education Plan (IEP) team and participate in the school’s IEP process.
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- In an emergency situation the RN/LPN takes primary role with assistance from school personnel.
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- When disagreements occur, the parent(s)/caregiver(s), school district teacher, school nurse, school district nurse manager, school principal, CM/RNS and the staff member shall work together to reach a resolution. If disagreements continue and cannot be resolved, the School District Director of Special Education and the Administrator of Universal Pediatrics/local office will intervene.

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Effective: 6/1/2021
Updated:

1

- The staff member assumes a quiet position while in the classroom, remaining prepared to intervene for any medical needs.
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- The school will provide a safe place for the client's belongings while attending school including: medications, suction machines, nebulizer, oxygen equipment, Go-bag and personal belongings.

I have read these guidelines, have full understanding of the Universal Pediatrics staff member's role while providing nursing services to the child in the school setting.

School District Representative Printed Name and Title: _____

School District Representative Signature: _____ Date: _____

Universal Pediatrics Representative Printed Name and Title: Lacey Boots - Billing Manager

Universal Pediatrics Representative Signature: Lacey Boots Date: 6.20.2023

Effective: 6/1/2021
Updated:

Recommendation to approve 1.0 FTE Educational Assistant (Attendance Advocate), to be shared between Brandon Elementary and Inspiration Elementary, effective the 2023/2024 school year, as presented



BRANDON VALLEY SCHOOL DISTRICT 49-2

Administration Center

300 South Splitrock Boulevard, Brandon, SD 57005-1652

Dr. Jarod M. Larson, Superintendent
Paul J. Lundberg, Business Manager
Ty Hentschel, Operations Manager

6/23/23

Request Approval for additional one-year Education Assistant (Attendance Advocate) position at Brandon Elementary / Inspiration Elementary.

The additional Education Assistant – Attendance Advocate is necessary to support the specific area of attendance in sub-group populations at Brandon Elementary & Inspiration Elementary. The position will be funded utilizing Title I – 1003 School Improvement Funds.

1.0 FTE – Brandon Elementary (0.5) Inspiration Elementary (0.5) EA

Recommendation to approve 1.0 FTE Brandon Elementary / Inspiration Elementary EA for the 2023-24 school year. The primary role of this EA is to provide attendance and academic support to sub-group students at Brandon Elementary and Inspiration Elementary.

Respectfully Submitted,

Dr. Jarod M. Larson, Superintendent
Brandon Valley School District #49-2

Note: The schools may elect to hire one full-time individual or two half-time individuals for the 1.0 FTE. The approach will be directly dependent upon candidates for the position.

Approve recommendation to hire Amanda (Paige) Tijerina, Robert Bennis Elementary Special Education Educational Assistant, full-time, \$18.30/hour, effective August 23, 2023

**Brandon Valley School District 49-2
Employment Recommendation Form**

Name: Amanda (Paige) Tijerina
Address/Phone: 1908 W. Tyler Circle, Brandon, SD 57005 (260)385-3974
Email: amandapaigeh@gmail.com
Date: June 14, 2023

Position(s) Offered

Position: Special Education Educational Assistant (RBE)
Total Salary: \$18.30/hr. *OK PR 6/16/23*
Starting date: August 15, 2023
Extracurricular Activities: N/A

General Information

Most Recent School/District/Employer(s): Ohio State University, Undergraduate Teacher's Assistant
Years of Experience: NA
Education: Human Development and Family Sciences (Bachelor of Science Degree)
Salary Lane/Step: NA

Interview Information

of Candidates Applying: 4 **# Interviewed:** 3

Conditions of employment:
Successful completion of background check
Completion of Business Office Requirements

Signature of Interviewer
Mary J. Mudder

General Notes: Amanda (Paige) will be replacing Hilary Engelsman as Special Ed. EA at RBE.

Approve recommendation to transfer Eric Perkinson, from Grounds Department to Maintenance Department, full-time, \$23.00/hour (plus \$0.20/hour longevity pay), effective July 3, 2023

BRANDON VALLEY SCHOOL DISTRICT NO. 49-2
District Operations Manager
Brandon, SD 57005

Brandon Valley School District 49-2
Employment Recommendation Form

Name: Eric Perkinson
Address/Phone: 1112 S. Sioux Blvd
Brandon, SD 57005
605-366-9580
Eperk@alliancecom.net

Date: 6-19-2023

Position(s) Offered

Position: Maintenance

Salary: \$23.00/hour (plus \$0.20/hour longevity pay) *OK PJL 6/21/23*
Starting date: 7/3/2023

Extracurricular Activities: N/A

General Information

Most Recent School/District/Employer(s): Eric has a background in maintenance and mechanical repairs. He's been in the ground's department with the Brandon Valley School District since 1/14/2020.

Years of Experience: 30

Salary Lane/Step:
(if applicable)

Education:

Interview Information

of Candidates Applying: 2

Interviewed: 1

Conditions of employment:

Successful completion of background check
Completion of Business Office Requirements

Ty Hentschel
Signature of Interviewer

Approve recommendation to transfer Heidi Bilben, from
Inspiration Elementary Head Cook to Brandon Valley High School
Child Nutrition, full-time, \$17.60/hour, effective August 23, 2023

Brandon Valley School District 49-2
Employment Recommendation Form

Name: Heidi Bilben
Address/Phone: 26419 484th Ave, Valley Springs, SD 57068 480-254-2360
Date: June 20, 2023

Position(s) Offered

Salary: \$17.60 IE Head Cook to BVHS Full Time Employee
17.50 to 0.10 (LONGEVITY PAY)
Starting date: August 14, 2023
Extracurricular Activities: N/A

*OK
PK
6/21/23*

General Information

Most Recent School/District/Employer(s): Current Employee (IE HC)
Years of Experience: 2 FT Years
Salary Lane/Step: (if applicable)
Education:
Benefits: N/A

Interview Information

Conditions of employment:
Completion of Business Office Requirements.

Andrea Knise

Signature of Interviewer

Approve recommendation to transfer Staci Anderson, from Valley Springs Elementary Manager to Brandon Valley Middle School Head Cook, full-time, \$18.85/hour, effective August 23, 2023

**Brandon Valley School District 49-2
Employment Recommendation Form**

Name: Staci Anderson
Address/Phone: 407 Riley St, Valley Springs, SD 57068 605-201-0680
Email: Staci.Anderson@k12.sd.us
Date: June 19, 2023

Position(s) Offered

Salary: \$18.85 VSE Manager to MS Head Cook
(18.55 to 30.30 (K12) (17 PA))
Starting date: August 14, 2023
Extracurricular Activities: N/A

OK RA. 6/21/23

General Information

Most Recent School/District/Employer(s): Current Employee (VSE Manager)
Years of Experience: 6 FT years
Salary Lane/Step: (if applicable)
Education:
Benefits: N/A

Interview Information

of Candidates Applying: 3 (internal applicants) **# Interviewed:** 3

Conditions of employment:
Completion of Business Office Requirements.

Andrea Knise

Signature of Interviewer

Approve recommendation to hire Justin Schriever, Brandon Valley Middle School 7th Grade English Language Arts Teacher, \$53,152 (BA Step Base), effective the 2023/2024 school year

Brandon Valley School District 49-2
Employment Recommendation Form

Name: Justin Schriever

Address/Phone: 5303 S. Ledgestone Pl., Sioux Falls, SD 57108 605.838.8679

Email: justin.schriev@gmail.com

Date: 6.21.23

Position(s) Offered

Position: BVMS 7th grade English/Language Arts

Salary: \$53,152 (54,739)

Starting date: August 15, 2023

Extracurricular Activities: n/a

General Information

Most Recent School/District/Employer(s): Student Teaching/ St. Peter, MN

Years of Experience: 0

Education: B.A., Gustavus Adolphus College, 2023

Salary Lane/Step: BA/Base ^{*53,152} OK *JP* 4/27/23

Interview Information

of Candidates Applying: 17

Interviewed: 5

Conditions of employment:

Successful completion of background check

Completion of Business Office Requirements

Dr. Amanda Nelson
Signature of Interviewer

General Notes:

Mr. Schriever will fill Kim Skibsted's 7th grade ELA position.

Approve recommendation to hire Julie Fettes, Brandon Valley Middle School Yearbook Advisor, \$813 (Extra-curricular Step 1 ~ \$46,477 X 1.75%), effective the 2023/2024 school year

Brandon Valley School District 49-2
Employment Recommendation Form

Name: Julie Fettes
Address/Phone:
Email: Julie.Fettes@k12.sd.us
Date: 6.21.23

Position(s) Offered

Position: BVMS Yearbook
Salary: \$813
Starting date: August 15, 2023
Extracurricular Activities: BVMS Yearbook

General Information

Most Recent School/District/Employer(s): BVSD Internal Applicant

Years of Experience: 1
Education:

Salary Lane/Step: 1.75% of \$46,477
(based on 23-24 Extra-Curricular Hiring Schedule):
\$813

OK PJ.
6/27/23

Interview Information

of Candidates Applying: 1

Interviewed: 1

Conditions of employment:

Successful completion of background check
Completion of Business Office Requirements

Dr. Amanda Nelson
Signature of Interviewer

General Notes:

Current BVSD teacher: 8th grade at BVMS. Adding MS Yearbook,
filling Sonja Braucht's position

Approve recommendation to hire Stacia Ericsson, Assistant Girls Tennis Coach, \$3,064 (Extra-curricular Step 3 ~ \$47,145 X 6.5%), effective the 2023/2024 school year



ACTIVITIES OFFICE

Brandon Valley School District 29-2
301 South Splitrock Boulevard, Brandon, SD 57005-1651
Phone (605) 582-2886 Fax (605)582-2652

Bill Freking, Activities Director
Bill.Freking@k12.sd.us

"We Prepare for the Future Together."

Brandon Valley School District 49-2
Employment Recommendation Form

Name: Stacia Ericsson
Address/Phone: On File
Email: stacia.ericsson@k12.sd.us
Date: June 22, 2023

Position(s) Offered

Position: Assistant Girls Tennis
Salary: \$3,064.00 *Extra-Curricular Hiring Schedule*
Starting date: 2023-2024

Extracurricular Activities:

General Information

Most Recent School/District/Employer(s): Brandon Valley

Years of Experience: 3
Salary Lane/Step: Step 3 x 6.5% ^{OK}
(47,145 x .065 = \$3,064.00) ^{BF}
Education: On File *Extra-Curricular Hiring Schedule* ^{6/22/23}

Interview Information

of Candidates Applying: 2 **# Interviewed:** 2

Conditions of employment:

Successful completion of background check
Completion of Business Office Requirements
Completion of SDHSAA/BVSD Requirements

Bill Freking
Signature of Interviewer

General Notes:

Stacia will be taking the place of Jeff Ganschow who became the Head Girls Tennis Coach.

Approve recommendation to hire Misti Becker, Brandon Valley School District K-12 Braille, full-time, \$24.54/hour, effective August 23, 2023, as presented

Brandon Valley School District 49-2
Employment Recommendation Form

Name: Misti Becker
Address/Phone: On File
Email: Misti.Becker@k12.sd.us
Date: June 26, 2023

Position(s) Offered

Position: BVSD K-12 Braille
Salary: \$24.54
Starting date: 2023-24 School Year
Extracurricular Activities: N/A

J.M.L
6/23/23

General Information

Most Recent School/District/Employer(s): BVHS Braille
Education: K-12 South Dakota Braille Endorsement
Salary Lane/Step: N/A

Interview Information

of Candidates Applying: N/A

Interviewed: N/A

Conditions of employment:

Successful completion of background check
Completion of Business Office Requirements

Dr. Jarod M. Larson, Supt.
Signature of Interviewer

General Notes:

Previously, Misti Becker provided braille services to an individual student. At this time, I recommend that her position be maintained to ensure future viability in Special Education programming for visually impaired students. In addition to braille services, Misti also supports students' academic progress and manages behaviors. Currently, her assignment will be at BVHS, but is subject to change based on need within the district.

Transfer Ben Wahlstrom, Elementary Music Teacher, from Inspiration Elementary .6 FTE to .8 FTE and Valley Springs Elementary .4 FTE to .2 FTE, effective the 2023/2024 school year

**Brandon Valley School District 49-2
Employment Assignment / Transfer Form**

Name: Ben Wahlstrom

Address/Phone: currently in the district

Date: 6.15.23

Position(s)

Position: Inspiration Elementary/Valley Springs Elementary Music Teacher

Transfer Date: 2023/2024 School Year

Extracurricular Activities: N/A

General Information

Transferring from Music Teacher .4 VSE and .6 IE to Music Teacher .8 IE and .2 VSE.

Submitted by: Tanya Palmer

This is due to growth at IE.

Transfer Ketty Paula, Elementary PE Teacher, from Inspiration Elementary .6 FTE to .8 FTE and Valley Springs Elementary .4 FTE to .2 FTE, effective the 2023/2024 school year

**Brandon Valley School District 49-2
Employment Assignment / Transfer Form**

Name: Ketty Paula

Address/Phone: currently in the district

Date: 6.15.23

Position(s)

Position: Inspiration Elementary/Valley Springs Elementary PE Teacher

Transfer Date: 2023/2024 School Year

Extracurricular Activities: N/A

General Information

Transferring from PE Teacher .4 VSE and .6 IE to PE Teacher .8 IE and .2 VSE.

Submitted by: Tanya Palmer

This is due to growth at IE.

Transfer Pamela Klenner, Elementary Reading Specialist, from Inspiration Elementary .5 FTE to .9 FTE and Valley Springs Elementary .5 FTE to .1 FTE, effective the 2023/2024 school year

**Brandon Valley School District 49-2
Employment Assignment / Transfer Form**

Name: Pamela Klenner

Address/Phone: currently in the district

Date: 6.15.23

Position(s)

Position: Inspiration Elementary/Valley Springs Elementary Reading Specialist

Transfer Date: 2023/2024 School Year

Extracurricular Activities: N/A

General Information

Transferring from Reading Specialist .5 VSE and .5 IE to Reading Specialist .9 IE and .1 VSE.

Submitted by: Tanya Palmer

This is due to growth at IE.

Transfer Whitney Robinson, Elementary Counselor, from Inspiration Elementary .7 FTE to .8 FTE and Valley Springs Elementary .3 FTE to .2 FTE, effective the 2023/2024 school year

**Brandon Valley School District 49-2
Employment Assignment / Transfer Form**

Name: Whitney Robinson
Address/Phone: currently in the district

Date: 6.15.23

Position(s)

Position: Inspiration Elementary/Valley Springs Elementary Counselor

Transfer Date: 2023/2024 School Year

Extracurricular Activities: N/A

General Information

Transferring from Counselor .3 VSE and .7 IE to Counselor .8 IE and .2 VSE.

Submitted by: Tanya Palmer

This is due to growth at IE.

Thank you from Ralynn Whitelock for the Sunshine gift card,
meal and retirement bell

BV School Board &
Admin...

Thanks for the Sunshine
Gift card, meal, & the
school bell...

Ralph
Whitelock

12120522
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©2013 A.G.C. LLC

american greetings




Thank you from Jasmine Sanderson and family for flowers sent in honor the birth of their daughter, Greta

My Lynx Family-

Thank you so much for the beautiful flower arrangement that you sent me for the birth of my daughter! Very appreciated & enjoyed by all! Greta is blessed to be a Lynx kid! - Jasmine Sanderson + Family

MADE WITH PAPER FROM
WELL-MANAGED FORESTS



EDEC Regular Meeting Minutes - May 16, 2023

EAST DAKOTA EDUCATIONAL COOPERATIVE

Regular Meeting

Tuesday, May 16, 2023

The regular meeting of East Dakota Educational Cooperative was called to order at 5:01 p.m. on Tuesday, May 16, 2023, via Zoom by President Renee Ullom. Members present were Renee Ullom Lexi Klinkhammer, Gordan Sweeter, and Scott Sandal by Zoom. Members of administration present were Joan Frevik, and Dave Vander Grift, all by Zoom. All motions are carried and unanimously approved on a roll call vote unless stated otherwise.

Action 23-05-01: Motion by Klinkhammer, seconded by Sandal to approve the agenda as amended to include additional agreements.

Action 23-05-02: Motion by Sandal, seconded by Klinkhammer to approve the March 21, 2023, board meeting minutes as published.

President Ullom asked for Conflict of Interest Disclosures. None were presented.

Joan Frevik gave an update on administrative matters.

Action 23-05-03: Motion by Klinkhammer, second by Sweeter to approve the following revenue and expense agreements: 1. SD DHS - Strive Year 4, \$65,069 4195-657-011 24; 2. SD DHS - Summer Pre-ETS Initiative, \$6,701 4195-605-307 23; 3. Dawson-Boyd School District - SLP Services, \$62,595 24.SP.DB.803.01; 4. Aberdeen School District - SLP Services, \$97,350 24.SP.AB.803.01; 5. Aberdeen School District - SLP Services, \$97,350 24.SP.AB.803.02; 6. Todd County School District - Psychology Services, \$103,250 24.PY.TC.805.01; 7. Tiospa Zina Tribal School - SLP Services, \$61,050 24.SP.TZ.803.01; 8. SD-DOE - Change in deliverable organization and amount, \$1,064,033 2022C-483 #3; 9. SD-DOE - Increase in dollar amount and change in deliverables, \$21,948 2023C-383 #1.

1. John Chalberg - Services related to the Social Studies summer event, \$6,000 ; 2. Nick Drummond - Services related to the Social Studies summer event, \$784 ; 3. Maxwell Schaffer - Services related to the Social Studies summer event, \$412 ; 4. Jon Schaff - Services related to the Social Studies summer event, \$1,450 ; 5. John Mollison - Services related to the Social Studies summer event, \$800 ; 6. Joe Circle Bear - Services related to the Social Studies summer event, \$2,000 ; 7. Brad Tennant - Services related to the Social Studies summer event, \$850 ; 8. Brian Brown - Services related to the Social Studies summer event, \$1,821 ; 9. American Historical Theatre - Services related to the Social Studies summer event, \$20,360 ; 10. Starr Chief Eagle - Services related to the Social Studies summer event, \$1,250 ; 11. Arizona State University - Services related to the Social Studies summer event, \$5,722 ; 12. All American Entertainment - Services related to the Social Studies summer event, \$20,000 ; 13. Christina Pirllet - Services related to the Social Studies summer event, \$5,957 ; 14. JoAnne Bohl - Services related to the Social Studies summer event, \$330 ; 15. Jeremiah Moreno - Services related to the Social Studies summer event, \$2,500 ; 16. Jordan Adams - Services related to the Social Studies summer event, \$18,250 ; 17. Jeremiah Moreno - Services related to the Social Studies summer event, \$2,500 ; 18. Jordan Adams - Services related to the Social Studies summer event, \$21,000

Action 23-05-04: Motion by Sandal, second by Klinkhammer to approve the items in the consent agenda. The consent agenda addressed the following items:

April total payroll \$463,971.41

Additions to Pay: Ahrendt, Kelli M \$1,389.44; Uhrich Sr, Mark J \$254.70.

Reductions in Pay: Morin, Chase T -\$184.00; Gingrich, Renae -\$352.37; Samuel, Rani H -\$647.47.

Additions to Staff: Danielle Meyer - Speech-Language Pathologist, \$59,968 contract for 166 days beginning 8/1/23.
Laura Everson - Speech-Language Pathologist, \$63,941 contract for 177 days beginning 8/1/23.
Roberta Ruud - Art Teacher, Teachwell McCrossan, \$59,000 contract for 226 days beginning 7/1/23.
Alison Freese - Speech-Language Pathologist, \$58,100 contract for 166 days beginning 8/1/23.
Julia Goth-Avery – Speech-Language Pathologist, \$25,288 contract for 70 days beginning 8/1/23.

April disbursements in the amount of \$227,242.27 were as follows: 12-15 Cleaning, \$6020.00; Abc Rentals, \$146.37; Adobe Inc, \$15.96; All American Entertainment, \$20000.00; Amazon, \$7176.64; American Historical Theatre, \$10180.00; Americinn, \$177.09; Anderson, Tyler, \$604.68; Argus Leader, \$286.60; Arizona State University, \$5721.50; Best Western Ramkota, \$346.38; Bob'S Lock & Key, \$46.50; Brad Tennant, \$850.00; Brian Brown, \$1821.00; Central Reach, \$2633.10; Century Business Products, \$910.70; Christina Pirlet, \$5957.00; Commtch, \$60.00; Costco, \$239.38; Credentialing Usa, \$180.00; Dakota Valley School, \$2560.00; Dell Rapids School, \$153.25; East Dakota Foundation, \$19150.00; Ecowater Systems, \$34.00; El Riad Temple, \$144.00; Ethan School, \$146.60; Fey, Amanda, \$280.50; Freeman School District 33-1, \$634.98; Friedrichsen, Crystal, \$575.00; Garretson School, \$390.00; Gas Station, \$72.70; Gilbert, Ann, \$500.00; Godaddy, \$51.16; Google Llc, \$566.14; Hander Plunbing & Heating, \$201.53; Hanson School 30-1, \$320.00; Hof, Cassidy, \$2500.00; Howes Oil Company, \$267.55; Jane App, \$54.50; Jcl Solutions, \$80.68; Jeremiah Moreno, \$2500.00; Joanne Bohl, \$330.00; Joe Circle Bear, \$2000.00; John Chalberg, \$6000.00; John Mollison, \$800.00; Jon Schaff, \$1450.00; Jordan Adams, \$21000.00; Kelo-Tv, \$149.00; Krogman, Melissa, \$71.71; Ksb School Law, \$387.00; Lennox Independent, \$158.08; Lyft, \$239.80; Madison Lawn Care Inc, \$4710.00; Maxwell Schaffer, \$412.00; Menard'S, \$338.72; Menning, Kimberly, \$456.25; Microsoft, \$59.91; Midamerican Energy, \$1083.83; Midco, \$495.65; Midwest Alarm Company, \$25664.92; Mitchell Technical College, \$108.00; Mobridge Kountry Inn, \$75.00; Mobridge-Pollock School, \$2500.00; Montrose School, \$354.56; Mulder Auto, \$15450.00; Nick Drummond, \$784.00; Noldner, Terri, \$217.26; Novak Sanitary Service, \$534.32; Online Marketplace, \$41.54; Outka, Janeen, \$253.98; Paragon Health & Wellness, \$240.00; Parker School, \$206.30; Parkston School, \$2920.90; Party America, \$164.10; Pearson, Inc, \$175.00; Pesi, \$212.99; Praxis, \$138.45; Qualified Presort Service, \$296.26; Restaurants Various, \$70.33; Rsm Us Llp, \$7350.00; Runnings, \$73.79; Sarvis, Ashley, \$375.00; Scheels, \$31.90; Schoenfelder, Michelle, \$450.00; Schoenfish & Co Inc, \$10000.00; Sfm, \$1641.00; Sioux Area Metro, \$90.00; Sioux Falls Community Development, \$500.00; Sioux Falls Utilities, \$538.67; Smith, Kristine, \$675.60; Starr Chief Eagle, \$1250.00; Sunshine Foods, \$40.99; Tessier'S Inc, \$387.00; The Event Company, \$8600.00; The Good Earth, \$104.00; Tractor Supply Company, \$41.49; Tri-Valley School, \$3666.81; Trizetto Provider Solutions, \$64.00; Ultimate Slp, \$25.90; Verizon Wireless, \$197.47; Walmart, \$897.30; Walmart.Com, \$78.05; West Central School, \$1960.90; West Mall 7 Theatre, \$48.70; Wpspublish, \$404.80; Xcel Energy, \$2643.55.

Action 23-05-05: Motion by Klinkhammer, second by Sweeter to approve the preliminary fiscal year 2024 budget as presented.

Pursuant to SDCL 1-25-2 (4) Salary determination, the Board entered Executive Session at 5:23 p.m. The Board exited Executive Session at 5:45 p.m.

Action 23-05-06: Motion by Sandal, second by Klinkhammer to approve the 23-24 salaries as presented with the annuity for the Director remaining the same.

Action 23-05-07: Motion by Sandal, second by Klinkhammer to adjourn the meeting at 5:48 p.m.

Approved this 20th day of June, 2023.

Board President

Business Manager

EDEC Regular Meeting Agenda - June 21, 2023

East Dakota Educational Cooperative
Board Agenda –Regular Meeting

Wednesday, June 21, 2023
5:00 p.m.

Teachwell Administration Building
715 East 14th Street
Sioux Falls, SD 57104

Join Zoom Meeting

<https://us02web.zoom.us/j/83025803450?pwd=dGlIMDZiOXkzUIB1LzE2SVpKT3dPd09>

Meeting ID: 830 2580 3450

Passcode: dQb3wq

Record of Members Present & Absent/Establishment of Quorum:

1. Board Members Present
2. Board Members Absent
3. Members of Administration Present

June 20, 2023 Agenda:

1. Adoption of Agenda

Action Item 23-06-01

Approval of Minutes:

- | | | |
|-----------------------|--------------------|-----------------------------|
| 1. Date Meeting Held: | May 16, 2023 | Action Item 23-06-02 |
| Type of Meeting: | Regular | |
| Publication: | Lennox Independent | |

Disclosure of Conflict of Interest and Requests for Waiver

Public Comment Period

Administrative Update

Authorizations

- | | |
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| 1. Agreements | Action Item 23-06-03 |
| a. Revenue Agreements | |
| 1. Marty Indian School - SLP Services, \$38,500 24.SP.MI.803.01 | |
| 2. West Central School District - SLP Services, \$90,000 24.SP.WC.803.01 | |
| 3. South Central Cooperative - SLP Services, \$38,500 24.SP.SC.803.01 | |
| 4. Oglala Lakota County School District - SLP Services, \$88,810 24.SP.OG.803.01 | |

- 5. Oglala Lakota County School District - SLP Services, \$88,810
24.SPOG.803.02
- 6. Oglala Lakota County School District - SLP Services, \$88,810
24.SPOG.803.03
- 7. Sisseton School District - SLP Services, \$96,300 24.SP.SS.803.01
- 8. Sisseton School District - SLP Services, \$96,300 24.SP.SS.803.02
- 9. Dakota Valley School District - SLPA Services, \$69,920 24.SP.DV.803.01
- 10. Dakota Valley School District - SLPA Supervision, \$39,600
24.SP.DV.803.02
- 11. Dakota Valley School District - SLP Services, \$60,500 24.SP.DV.803.03
- 12. SD-DOE - Fiscal Agent Services , \$53,622 2022C-484 #2
- 13. Dakota Valley School District - SLP Services, \$60,500 24.SP.DV.803.03
- 14. Dakota Valley School District - SLP Services, \$60,500 24.SP.DV.803.03
- 15. Dakota Valley School District - SLP Services, \$60,500 24.SP.DV.803.03

- 2. Consent Agenda **Action Item 23-06-04**
 - a. Payroll Report by Cost Center
 - b. Personnel Report
 - c. Disbursements & Prepaid Checks
 - d. Cash Report

General Business

- 1. Request for Waiver of Administrative Rule **Action Item 23-06-05**

Informational Items:

- 1. Next Meeting: Tuesday, July 18, 2023, 5:00 p.m.
- 2. Adjournment **Action Item 23-06-06**

Distribution of Agenda with handouts:

Scott Sandal, Gordon Sweeter, Renee Ullom, Lexi Klinkhammer
 Lisa Bjorneberg, Dave Vander Grift, Joan Frevik, EDEC Administration Building

Agenda and Minutes Only:

Posted to Teachwell Solutions website: www.teachwell.org

Morgan Bitton - Midwest Conference on Deaf Education in Sioux Falls, SD on June 13-14, 2023

Dr Larson and the Brandon Valley Board of Education,

I want to extend my thanks for allowing me to attend the Midwest Conference on Deaf Education on June 13 and 14 in Sioux Falls. I listened to four keynote speakers and attended four breakout sessions that gave me a new perspective and understanding of Deaf Education in the public school setting. There are two Deaf and Hard of Hearing (DHH) students currently in my Early Childhood Special Education classroom, which is why it was so important for me to attend this conference.

DHH students need language rich environments to be successful in all areas of development. Language is directly related to self-regulation and executive functioning. When children don't have functional language, they use their behavior as a form of communication. There are countless resources, accommodations, and strategies that I learned about at the Midwest Conference on Deaf Education that I am excited to implement in my classroom this coming school year.

Thank you,

Morgan Bitton

Early Childhood Special Education

Brandon Valley School District

morgan.bitton@k12.sd.us