



Strengthening foundations and igniting a love of learning
as learners pursue a lifelong quest for success.

Mrs. Camrin Vaux, Principal
Camrin.Vaux@k12.sd.us
605-696-4400

Daily Schedule at Camelot Intermediate School

7:30 a.m. – 8:15 a.m. Breakfast

8:15 a.m. First Bell

8:25 a.m. Tardy Bell

3:22 p.m. (2:22 p.m. on Wed) Dismissal

This planner belongs to:

Name: _____ Grade: _____

Team: _____ Homeroom: _____

ACTIVITY TICKETS

Activity tickets give learners an opportunity to enjoy high school events at a minimum expenditure. They may be purchased through the **BHS office**.

ATTENDANCE

Due to [SDCL 13-27-1](#) (Compulsory School Attendance), caregivers are required by law to send their child(ren) (six years-eighteen years old) to school on a regular basis. After 10 absences, the Brookings School District may submit a truancy report to law enforcement indicating missed classes/days of school. Law enforcement will submit all truancy requests to the Deputy State's Attorney's office.

Learners must attend classes regularly and be on time. Regular attendance at school provides maximum benefit from the instructional program; develops habits of punctuality, self-discipline and responsibility; and keeps the disruption of the educational environment to a minimum. While absent learners may make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes.

Attendance is a part of each learner's permanent record. It is one of the major concerns of an employer. A casual attitude toward school attendance extends into adulthood. Days of absence will be accumulated and recorded on report cards each quarter and on permanent records at the end of the year.

Parent/guardian must call the Camelot office (605-696-4401) by 9:00 a.m. to report the reason for the learner's inability to attend school or to be dismissed during the school day. Messages can be left 24 hours a day.

- **Future Absences** – Can be called in at any time.
- **The same procedure should be followed EACH DAY the learner is absent.**
- **NO Call** – If the school is not notified of an absence by 9:00 am, a call will be made to parents.

During the School Day

Picking up Learners

If a learner needs to leave for an appointment, it is their responsibility to come to the office and check out at the time they are scheduled to leave. If a phone call or note has not been received by the office, the learner will not be allowed to leave.

Dropping off Learners

Learners are required to check in at the office when they return to school. Parents need to accompany the learner or call the office for a learner to return to school unless they have not reported the absence.

Messages/Drop-Off Items for learners If you need to get a message to your learner during the school day, a call can be made to the office. The office will contact the home room teacher letting the child know of the item in the office.

Illness If a learner feels sick during the school day, they should ask their classroom teacher to go to the nurse's office. Either the nurse or a secretary needs to speak to a parent/guardian or emergency contact before a child will be allowed to leave.

BADGES

An ID badge, lanyard, and ID protection cover will be given to each learner at the beginning of the school year or upon arrival at Camelot. Badges are encouraged to be worn and be visible during the school day. If learners need replacement badges or accessories, they can be purchased for a minimal fee in the office.

BICYCLES, IN-LINE SKATES, SHOES WITH WHEELS, SCOOTERS, AND SKATEBOARDS

Learners who ride bicycles, in-line skates, shoes with wheels, scooters or skateboards to school, upon reaching the school grounds, must walk their bicycle to the bicycle rack, remove the wheels from shoes with wheels and carry their in-line skates, scooters or skateboards to their locker. When learners arrive at or leave the school, they are not to use those items while on the sidewalk, in the bus area and the main parking lot area. Learners who consistently disregard this rule will not be allowed the continued use of these devices.







BEHAVIORAL PLANS (PBIS – POSITIVE BEHAVIOR INTERVENTION STRATEGIES)

We have adopted a unified set of district-wide expectations. You will see these expectations posted throughout the school and your child will be learning them during his or her first days at school.

Our expectations, found in every classroom and non-classroom setting in the school, are as follows:

-  Be Respectful
  Be Responsible
  Be Safe
  Be an Active Learner

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase learner learning and decrease classroom disruptions. To keep learners accountable, we do the following when teaching academics and behavior:

-  Constantly teach and refer to our school-wide expectations.
-  Provide learners with more praise than correction.
-  Talk to learners with respect using positive voice tone.
-  Actively engage everyone in the class during instruction.
-  Use pre-correcting, prompting, and redirecting as we teach.
-  Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

Expectations	Learning Spaces (Classroom Environment)	Social Spaces (Hallway, Bathroom, Lunchroom, Playground, Bus)
Be Respectful!	<ul style="list-style-type: none"> • Noise level: Adjust to the situation • Consider needs of other learners • Use respectful language • Maintain personal space 	<ul style="list-style-type: none"> • Noise Level: Adjust to the situation • Follow adult directions • Use respectful language • Maintain personal space
Be Responsible!	<ul style="list-style-type: none"> • Accountable for school work • Listen to the speaker • Honesty • Have materials ready 	<ul style="list-style-type: none"> • Accountable for actions • Clean up time is all the time • Honesty
Be Safe!	<ul style="list-style-type: none"> • Walk with purpose • Use equipment/materials appropriately • Maintain personal space 	<ul style="list-style-type: none"> • The right side of the hallway is usually the right side to walk on • Use equipment appropriately • Maintain personal space • Awareness of your surroundings
Be an Active Learner!	<ul style="list-style-type: none"> • Focused and engaged • Listen to the speaker • Accept feedback • Think Positive; focus on your strengths • Use a growth mindset when working on tasks • Acknowledge successes in yourself and peers 	<ul style="list-style-type: none"> • Walk away & get help from an adult when needed • Agree on rules for games and follow them • Solve problems with kind words

Consequences for Negative Behavior Choices

Minor Referrals:

Minor referrals are given when learners have been redirected a minimum of three (3) times and the behavior continues to be a distraction to the learning environment. Examples of minor referrals could be but are not limited to: Defiance, disrespect, inappropriate language, property misuse, tardy, technology misuse, etc.

Major Referrals:

It is recognized that there are times where learners need a break from a setting and/or may need to be removed from the area. Examples of major referrals could be, but are not limited to: physical aggression towards self or others, disruption of the learning environment, harassment, bullying, possession of illegal items, etc.

Detention:

Referrals may lead to a learner earning detention. The major/minor referrals above are not all-inclusive and teachers reserve the right to create a consistent list of expectations for each classroom. Learners receiving detention will be requested to work with the teacher to find a discreet time to phone home with details and reason for detention, whether it is issued for behavior and/or work habits. The majority of detentions will be served the day of reception. An alternative time for detention is possible, if completely necessary.

Unacceptable Behavior – May result in an immediate office referral

LANGUAGE/OBSCENITIES - The use of improper, profane, or threatening language/gestures toward another learner or staff member.

ALCOHOL/DRUGS - Possessing, consuming, or being under the influence of alcohol or drugs. This applies to the regular school day and all school-sponsored events. **See Policies: [JFCH](#) and [JICH](#).**

BULLYING –Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person. Bullying includes any electronic, written, verbal, or physical act of a demeaning or threatening nature targeted at a student which is based on any actual or perceived trait/characteristic of the learner which creates an objectively hostile school environment. **See Policy: [JFCD](#) and [JFCD-E](#)** (Complaint Report Form)

DISTURBANCE OF SCHOOL AS MISDEMEANOR. SECTION [SDCL:13-32-6](#). A person, who intentionally disturbs or interferes with the proper order or management of a school by acts of violence, boisterous conduct, or threatening language, is guilty of a Class 2 misdemeanor.

FIGHTING - Fighting in/on school property.

INSUBORDINATION – Defying or opposing a person of authority.

SEXUAL HARASSMENT/BULLYING – Harassment, bullying, hazing, or any other victimization of learners, based on any actual or perceived traits or characteristics of the learner including but not limited to: race, religion, gender, gender identity, sexual orientation, age, national origin, social or economic condition, physical development, or disability will not be tolerated. **See Polices: [ACA](#) and/or [JFCD](#)**

SMOKING/VAPING/PARAPHERNALIA - Use or possession of tobacco products, vaping, or related paraphernalia within the building, on the school grounds, or at school activities is prohibited.

STEALING – Taking the property of someone else without permission or payment. (police involvement if totaling over \$10.00)

THREATS - No learner will physically or verbally threaten, coerce, intimidate, or annoy, either singly or in groups, any other learners or staff members. **See Policy: [JFC](#)**

TRUANCY – Skipping class/school. **See Policy: [JEDA](#)**

VANDALISM AND PROPERTY DAMAGE - Learners who destroy or vandalize school property will be required to pay for losses or damages. If learners willfully destroy school property, suspension and police involvement may be necessary. If a learner should happen to damage something by accident, that learner should report it to a teacher or to the office immediately.

WEAPONS –State and Federal laws, as well as school board policy, forbid weapons at school, on school grounds, or at school sponsored activities. **See policy: [JFCJ](#)**

Camelot Intermediate School Progressive Discipline Matrix

Administration reserves the right to alternative consequences.

Inappropriate Behaviors	Consequences			
<u>Offense</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth + Offense</u>
Class One (per quarter)				
Minor Infraction				
Unexcused Tardies	Record	Record	Record	Parent Contact will be made to attempt to resolve offenses and create a plan for arrival expectations.
Class Two (per quarter)				
Minor Infraction				
Breaking Building Rules Cell Phone Disobedience Disruption of Learning Dress Code Violation Insubordination Inappropriate Language Minor Vandalism (graffiti)	Minor Infraction – parent notified	Minor Infraction – parent notified	Minor Infraction – parent notified	4 th Minor Infraction – Parent/guardian notified Lunch detention 5 th Minor Infraction - Parent/guardian notified Lunch detention or possible ISS
Class Three (per quarter)				
Major Infraction				
Intimidation Physical Aggression	Lunch Detention (1-5 days) Parent Contact	ISS (1 day) Parent Contact	ISS (3 days) Parent Contact	ISS (5 days) Parent Contact
Truancy/Skipping Class Policy JEDA	Make up time missed Lunch Detention	Make up time missed Doubled Lunch Detention	1 day ISS Lunch Detention	3 days ISS Lunch Detention
Class Four (per year)				
Major Infraction				
Vandalism/Damage/ Theft to School/Private Property	ISS (1 day) Parent Contact	ISS (3 days) Parent Contact Compensation	ISS (10 days) or Suspension /Expulsion Parent Contact Compensation	NA
Fighting/Violence	ISS (1-3 days) Counselor Referral Law Enforcement Notified	ISS (3-5 days) Parent Contact Counselor Referral Law Enforcement Notified	Referral for Long- Term Suspension/ Expulsion Parent Contact Counselor Referral	NA
Products containing tobacco and products containing nicotine such as e-cigarettes and/or vaping	ISS (3 days) Parent Contact Law Enforcement notified	ISS (5 days) Parent Contact Law Enforcement notified	ISS (10 days) Parent Contact Law Enforcement notified	Suspension/Expulsion
Obscene language or actions toward staff	ISS (3 days) Parent Contact	ISS (5 days) Parent Contact	ISS (10 days) Parent Contact	Suspension/Expulsion

Inappropriate Behaviors	Consequences			
<u>Offense</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth + Offense</u>
Class Five (per year) Illegal Offenses (Major Infraction)				
Disturbance of School (13-32-6)	ISS (3 days)	ISS/OSS (5-10 days)	Long term Suspension or Expulsion	NA
Possession/Use/ Under the Influence of Alcohol/Drugs Possession of Drug Paraphernalia Policy JFCH	ISS (3 days)	ISS/OSS (3 + days) Learners shall be placed on suspension by building principal with a request to the Superintendent of Schools to extend the suspension beyond the three school days. Mandatory evaluation of the seriousness of the chemical substance problem.	Suspension by building principal with a request for expulsion being forwarded to superintendent of schools. Expulsion procedures shall be instituted at this time.	NA
Anti-Bullying Harassment of Learners Sexual Harassment Policies JFCD/ACA/JFC	Communicate to the aggressor the individual expects the behavior to stop. If the learner wants assistance communicating with the aggressor, the individual should ask a teacher, counselor, bus driver, or principal to help.	If the bullying or harassment does not stop, the learner is to report the incident to administration. Incident Report forms are available in the office or district website. (Refer to Policy JBA)	NA	NA
Class Six (per Camelot school career) Illegal Offenses				
Threats Policy JFC	A learner who violates this policy may be suspended and/or expelled, depending on the nature of the violation. Maximum Discipline: 12 months Minimum Discipline: short-term suspension (1-10 days)			
Sale/distribution of controlled substance JFCH	Long Term Suspension or Expulsion Parent Conference Referral to Authorities			
Weapons Making False Alarms Endangering the Life of Others Policy JFCJ	Long Term Suspension or Expulsion Parent Conference Referral to Authorities			

BIRTHDAY TREATS, GIFTS, AND INVITATIONS

If you would like to celebrate your child's birthday, please make sure the teacher has been notified ahead of time and that your child's treats will be shared with all of his/her classmates. Be advised that some learners have severe allergies that may limit the types of treats allowed. Please note the School District [Policy AE – R](#) which states - *School will permit use of only healthy options of food as incentive and for celebrations. Other more appropriate rewards will be encouraged.* Birthday invitations are not to be given out at school. Balloons and flowers or similar items are often distractions within the classroom. These deliveries will be held in the school office and the child may pick them up after school.

BUS RULES FOR LEARNERS [BROOKINGS SCHOOL DISTRICT 5-1 POLICY EEAC](#)

- The driver is in full charge of the learners and the bus. The driver's relationship with the learners should be on the same plane as that of a teacher in the classroom. Bus transportation for learners is not entirely a right, but more like a privilege, conditioned upon courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands complete cooperation from the learners. It shall be the duty of the driver to report to the school administrator the names of any learners who persist in violating the rules and regulations. The district may find it necessary to temporarily withhold the privilege of riding on the bus from those learners who fail to cooperate accordingly.
- Learners shall obey all instructions from the school bus driver and authorized learner monitors as needed to assure safety.
- Learners must occupy the seat assigned to them, if seats are assigned, and must not stand in the aisle.
- The same courteous conduct as is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is not permitted.
- Learners must refrain from unnecessary conversation with the driver. The driver's job requires full attention.
- Learners must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for tardy learners. A time schedule will be available and must be followed.
- Learners must not stand in the traffic lanes while waiting for the bus.
- Learners will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Learners must not throw items on the floor or out of the windows of the bus.
- Learners will not open or close the windows without the permission of the bus driver.
- Learners must not, at any time, put hands, arms, or heads out of the bus windows.
- Learners must not stand or move about inside the bus or try to get on or off while the bus is in motion.
- Learners will immediately report to the driver any damage occurring to the bus.
- Learners must follow the instructions of the driver when entering or leaving the bus, and when they must cross the road or highway.
- Learners must follow the instructions of the driver to cross a road or highway, then cross promptly. The crossing should be approximately 10 feet in FRONT of the bus, in FULL VIEW of the driver.
- Learners desiring to leave the bus at other than their designated bus stop MUST PRESENT THE DRIVER WITH WRITTEN PERMISSION from their parents/guardian.
- Learners will be courteous to the driver, fellow learners, and the general public.
- Learners must ride their assigned bus to and from school with any changes to be approved by the Transportation Director.

Infraction in bus conduct will result in the following administrative action

First Infraction: The completion of the bus conduct report will be considered the first infraction of learner rules for conduct on the bus. The driver will discuss the violation and review the rules with the learner. The transportation director will notify the parent/guardian about the first infraction and a copy of the bus conduct report will be sent to them.

Second Infraction: The second bus conduct report that is completed will result in the learner being suspended from all buses for two (2) school days. The transportation director will talk with the learner and notify the parent/guardian of the suspension prior to the suspension and a copy of the bus conduct report will be sent to them.

Third Infraction: Upon completion of a third bus conduct report, the learner will be suspended from all buses for five (5) school days. The transportation director and building administrator will talk to the learner about the suspension. The parent/guardian will be notified of the suspension prior to the suspension and a copy of the bus conduct report will be sent to them. Parents/guardians and their learner will be asked to meet with the bus driver, transportation director and building administrator to see if a solution to the problem can be reached. If no contact is made with one of the above, the learner will not be allowed to ride the bus.

Fourth Infraction: Upon completion of the fourth bus conduct report, the learner will be suspended from all buses for the remainder of the school year. The transportation director and building administrator will talk to the learner about the suspension. The parent/guardian will be notified of the suspension prior to the suspension and a copy of the bus conduct report will be sent to them.

The following infractions may result in the immediate revoking of a learner's bus riding privilege.

- **Fighting:** Physical violence in an angry or quarrelsome manner with intent to harm another person.
- **Insubordination:** Refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness or lack of cooperation.
- **Profanity:** Swearing; use of obscene, threatening or flagrantly disrespectful oral or written language; gestures.
- **Intimidation:** Threatening attitude and/or sexual harassment of learners and teacher/driver.
- **Destruction or Vandalism of Bus:** Any act relating to the marking, cutting, tearing, breakage, or other acts of general destruction of the bus.

CELL PHONES

Cell phones, or any device connected for communication purposes, ie. Gizmos, Apple Watches, etc., are not permitted for use once learners are on school property to the end of the school day, including recess and while waiting in line for a bus. If a learner has a cell phone, it will be kept in their locker and turned off during the school day. The school is not responsible for lost, stolen, or damaged phones/devices. Learners may not utilize the phone at any time during the school day. Should there be a justification for a need to utilize the cell phone during the school day, please contact your homeroom teacher to provide rationale. For emergencies or necessary communication, learners should request access and permission only in the office with adult supervision.

First violation of the cell phone policy will result in the phone remaining in the office until the end of the school day. A second violation will result in the phone retained in the office for parent pick-up. Learners may not utilize phones for photos or videos at any time. A violation of this nature will result in the learner not having the ability to bring the phone to school at any time and the phone will be retained for an office meeting with the principal.

CHILD NUTRITION

Breakfast and lunch prices are determined annually, please visit the Child Nutrition page on the district website for current rates.

Breakfast

- Service begins at 7:30 each morning and ends promptly at 8:15.
- Eating breakfast is not an excuse for being tardy to class.
- A breakfast meal includes meat and/or grain, milk, fruit & fruit juice options.
- All learners must select a minimum of ½ cup fruit and/or fruit juice with their breakfast meal, per USDA nutrition standards.
- Breakfast After the Bell is offered daily for grades K-5, immediately after the first bell until 9:30. Learners will have the option to choose their milk and will be provided with all other meal components to eat their breakfast in the classroom.
- If there is a late start due to inclement weather, breakfast will be served.

Lunch

- Learners have three lunch options:

- Eat a school lunch
- Bring sack lunch and eat in the lunchroom. *(We have no way to heat sack lunch items.)*
- Go home for lunch or eat lunch off school grounds with a parent. *(Learners must be signed out by an adult.)*
- A lunch meal includes meat, grain, milk, fruit and vegetable options.
- All learners must select a minimum of ½ cup of fruits and/or vegetables with their lunch meal, per USDA nutrition standards.

Meal Accounts

- The Brookings School District will accept the following methods of payment:
 - Online through E-funds with a credit or debit card
 - At a child's school with check or cash
 - At the District Administration office with check or cash.
- Please review the Brookings School District Meal Charge policy (Policy: EFD) found on the district website.

Special Diets

- Any learner requiring diet accommodations for their meals must submit a special diet prescription that is signed by a physician.
- Special diet forms can be found on the district website and are to be given to the Director of Child Nutrition or the Child Nutrition Manager in the school.
- Once the forms are submitted a copy is provided to the Director of Child Nutrition, Child Nutrition Manager in the learner's school, and the nurse in the learner's building.

Free & Reduced Priced Meal Eligibility

- Free and Reduced Priced Meal Applications are available online on the district website, at the school, and at the district office.
- Applications are encouraged to be submitted as soon as possible, but can be submitted any time throughout the year. Applications must be completed annually.
- A la carte items are not included in the cost of a learner eligible for free or reduced priced meals.

Wellness

The [Brookings School District Wellness policy \(Policy: AE\)](#) and the [Wellness Procedures \(Policy: AE-R\)](#) can be found on the district website.

Food

- Learners who bring a sack lunch may purchase a milk, if there are sufficient funds available on the learner's account.
- No pop/soda or energy drinks are allowed.
- Learners may not order food to be delivered to the school.
- Treats for birthdays are not encouraged due to learner/staff allergies.
- Learners need to feel empowered to tell & remind staff of any allergies or health concerns.

COMPUTER/INTERNET REGULATIONS

Learners will have access to the district computer network for the Internet. To gain access to the Internet, all learners must obtain parental permission and must sign the technology agreement below. The use of computers is necessary for more traditional purposes such as word processing, PowerPoint, Excel, use of the library automation system (electronic card catalog), and required state testing. It is also necessary for use of our district-wide learning management system, Canvas, to view progression of the learning content. *Camelot Intermediate School does not allow the use of personal e-mail for learners.*

Our intent is to make Internet access available under teacher supervision to further educational goals and objectives. We believe that the benefits of the Internet in the form of information resources exceed the disadvantages. We have software that continues to filter offensive Internet sites. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using any media and information sources. As insurance is not provided at our intermediate level, school provided laptops will not be allowed to leave the school campus.

Learners are responsible for appropriate behavior on the school's computer network just as they are in a classroom or in the hallways. General school rules for behavior and communications apply. *The use of the network is a privilege, not a right, and may be revoked if abused.* Learners are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

Below are guidelines to follow to prevent the loss of computer network privileges.

- Do not share your username or password nor allow anyone to use a computer under your log in account.
- Do not damage or misuse the computer, accessories, or the network in any way.
- Do not interfere with the operation of the network by installing software, shareware, or freeware.
- Do not view, display, download, import, copy or share offensive or prohibitive materials such as pictures, music, video files, and games. *[If learners encounter such material by accident, they should report it to their teacher immediately to protect themselves against a claim of violation of computer guidelines.]*
- Do not waste limited school resources such as paper and ink cartridges.
- Do not trespass into restricted accounts or another's folders, work, or files.
- Do not access personal e-mail accounts, chat rooms, or other questionable websites.
- Do not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others as one's own.
- Due to network interference, a personal laptop, Nintendo DS, PSP, or any outside wireless device is not allowed without prior administrative approval.
- Learners are not allowed on teachers' computers.

Loss of privileges or disciplinary action may occur if these guidelines are violated.

TECHNOLOGY CONTRACT

In order to protect all learners and classroom technology, learners need to follow some important rules and procedures. The choice of a learner to violate these requirements may result in that learner not being allowed to use any technology for a certain amount of time or even the rest of the school year.

1. Any use of the learners K12 account is only for educational purposes. This includes at home as it is tied to the learner school account.
2. NO food or drinks should be near our classroom technology at any time.
3. Mobile technology devices, including iPads, should remain on a desk or table at all times. Learners should not carry these devices around without permission.
4. All technology in our classroom should be treated with RESPECT. Learners should use them gently and for educational purposes only!
5. Learners must NOT change the "settings" on any devices, unless specifically asked to by their teacher. This includes backgrounds, mouse settings, or any default settings.
6. Learners must ONLY use apps or websites in which the teacher has instructed them to use; this includes the searching/downloading of games without prior approval.
7. Learners are NOT to check personal email or browse the internet freely for personal entertainment purposes.
8. The use of the camera or video on any device must only be utilized for educational purposes only.
9. Technology devices will be closed and always carried with two hands.
10. All technology should be properly logged off and put away safely prior to class dismissal.
11. Learners will not allow others to use their assigned technology unless it is discussed and approved by the teacher.
12. The learner understands that using technology at school is a privilege to help them learn and grow, not a right.
13. Intentional/physical damage to the school technology may result in a fine.
14. School provided laptops will not be allowed to leave school grounds as they are not insured by the learner.

Learner Name: _____ Teacher: _____

Learner Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Technology Discipline Matrix

Inappropriate Behaviors	Consequences			
<u>Offense</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth + Offense</u>
Violation				
Acceptable Use Policy Violation--Administrator	Restricted network profile for 5 days Possible ISS Parent Contact	Restricted network profile for 10 days ISS (3 to 5 days) Parent Contact	Loss of computer privileges for a period of time to be determined by administrator--not less than 5 days Restricted network profile for 15 days ISS (5-10 days) Parent contact/meeting	Loss of computer privileges for a period of time to be determined by administrator--not less than 10 days Parent contact/meeting
Violation				
Computer Network Violation (Policy IIBG) Gross misconduct of school computer, technology, or personal technology device	ISS 3 days Loss of computer privileges for not less than 10 days Possible long-term suspension and/or referral to law enforcement	ISS 5 days Loss of computer privileges for not less than 45 days Possible long-term suspension and/or referral to law enforcement	Loss of computer use Long Term Suspension or Expulsion	
Violation				
Cyber Bullying Policy JFCD	Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion			

COUNSELING

School counseling services are an integral part of our school's total educational program. These services are developmental by design and include sequential activities organized and implemented by a certified professional school counselor with the support of teachers, administrators, learners and parents.

The school counseling program addresses the needs of learners by helping them to acquire competencies in academic, career, and personal/social development, and includes:

- Classroom curriculum (weekly classes)
- Individual planning (individual and small group counseling)
- Responsive services (crisis counseling, consultation)
- System support
- Character development

Parents are encouraged to contact the school counselor anytime they have questions or concerns about their child's school experience.

DRESS CODE [BROOKINGS SCHOOL DISTRICT 5-1 Policy: JFCA](#)

The School Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these learners. It is hoped that decisions made by parents and learners in these matters will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on a learner's dress and grooming when such dress and grooming may create a health or safety hazard; invade the rights of others; or, be disruptive to the educational environment. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action.

At Camelot we realize the type of clothing worn will vary with the weather. We expect boots and snow pants during the winter months. If you have difficulty securing boots and snow pants, some funds are available. If you have specific questions, contact the principal.

If the temperature is below 45 degrees, learners are expected to wear winter clothing at recess. If the temperature is between 45-55 degrees, learners can wear a light jacket or long-sleeved sweatshirt. Above 55 degrees children can be outside without a coat if they choose to do so. These guidelines help to ensure the health and safety of your child. Layers of clothing may be best due to temperature changes during the day. If the temperature or wind chill is below 0 degrees, recess will be inside.

Hats, stocking hats, and/or hoods are not to be worn inside the Camelot School as a sign of respect for colleagues, educators and the institution of Brookings Public Schools. We ask that as a courtesy, parents and other visitors respect this request. Exceptions during special days and activities will be communicated to learners when appropriate.

HOMEWORK POLICY [BROOKINGS SCHOOL DISTRICT 5-1 Policy: IKB](#)

The Board believes that homework -- as long as it is properly designed, carefully planned, and geared to the development of the individual student -- meets a real need and has a definite place in the educational program. The Superintendent will develop regulations for the assignment of homework according to these guidelines:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems.
3. Homework should help develop the student's responsibility by providing an opportunity for the exercise of independent work and judgment.
4. In assigning homework, a teacher should consider a student's age and mastery of skills; his need for play time; and/or, his out-of-school responsibilities and activities, which often aid a student in developing his interests or tastes. However, the homework grade is dependent on performance by the student.
5. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated.
6. The schools should recognize the role of parents by suggesting ways in which parents may assist the school in helping a child carry out his responsibilities.

INCLEMENT WEATHER

In case of severe weather, school officials will follow the instructions given by parents or guardians as noted during online registration. If this information should change during the school year, please contact the school office. If school is closed due to inclement weather, an announcement will be made over KBRK 1430 AM, B93.7 FM, KJJQ 910 AM, KKQQ 102.3 FM, KDBX 107 FM radio stations and on KELO, KSFY and KDLT television stations.

The SchoolReach program will notify parents by telephone about school closures and early dismissals due to inclement weather. If a call is not received, checking phone numbers listed in the Parent Portal is suggested.

INSURANCE (Optional)

Student Accident Insurance: This must be returned to the school with the proper premium amount and be signed only if coverage is desired.

Delta Dental Plan: Applications are available online at www.deltadentalsd.com. Renewal notices will be sent directly to individuals currently enrolled in the plan.

KNIGHTS OF THE ROUND TABLE

Every learner will enter Camelot Intermediate School as a "Page." He/she may earn membership to the Knights of the Round Table Learner Council by earning four letters and becoming a "Squire". Earning all seven letters leads to the distinction of becoming a "Knight." At the conclusion of each year, learners who have earned "Knight" status are permanently displayed in the cafeteria at Camelot.

Each learner can earn a "Camelot Letter" by performing service outside of the school day/year. All information regarding the program and all forms are available on the school website.

C	A	M	E	L	O	T
Character	Achievement	Motivation	Effort	Leadership	Others	Talent

LOCKERS

Lockers are issued to learners at the beginning of the year. Each learner is responsible for keeping his/her assigned locker clean both inside and outside. Damages caused by misuse of tape, etc. will be charged to the learner responsible. Any locker malfunction should be reported to the homeroom teacher or the office. Learners are not to change lockers without permission. Items being used for decoration purposes will not be allowed. **The locker is NOT the learner's private property and may be opened by school authorities at any time.**

MANDATORY REPORT

South Dakota Codified Law mandates that school personnel having reasonable cause to suspect that any child under the age of 18 years has received physical or emotional injury as the result of abuse or intentional neglect shall immediately report to the Dept. of Social Services or the Police Department. Failure to report is a misdemeanor.

NURSING SERVICES

Camelot Nurse Phone Number – 605-696-4423

Brookings School District Nursing Services are devised to support and improve the health and wellness of learners in order to prepare them to be "learners for life". Brookings School Nursing Services provide basic emergency care for learners and staff; health screening; assessment and referral for all children. School nurse professionals address the physical, mental, emotional and social health needs of our school children on a daily basis and work with parents and community partners to best serve these needs.

Medication Administration

In the event that your child needs medication while in school, both prescription or over-the-counter, the Brookings School District requires a completed [Medication Form](#) prior to administration. Parent/Guardian must complete and sign this form prior to the administration of any medications. Any prescription or over-the-counter medication will also require a licensed health care provider consent and signature prior to administration. Forms can be picked up in the nurse office at each school building or online at the link above. The school district **does not provide over-the-counter medications**. Medications must be delivered directly to a qualified staff member, in the original properly labeled container, and by an appropriate individual. Unused medication and supplies must be picked up by an appropriate individual one week after last dose is given during the school year and/or before the last day of school. If the medication is not picked up, the medication will be properly destroyed.

General Health Information

Brookings School District follows recommendations made by the American Academy of Pediatrics and the South Dakota Department of Health.

We recommend keeping your child home if he/she presents with:

- Illness that **prevents the child from participating** comfortably in program activities.
- Illness that results in a **greater need for care** that the staff can provide without compromising the health and safety of other children.
- **Fever of 100.0 or greater, lethargy, irritability, persistent crying, difficult breathing** and/or other manifestations of possible severe illness.
- **Persistent abdominal pain** (continuous for more than two hours) or intermittent abdominal pain associated with fever, dehydration or other systemic signs or symptoms.
- **Vomiting & Diarrhea** if it occurs two or more times in 24 hours or accompanied by a fever. Exceptions may be considered for vomiting that is caused by a non-communicable condition and the child is not in danger of dehydration.
- **Rashes** that are undiagnosed need to be seen by a health care provider. Open sores may be suspected of a contagious illness and should be cleared by a health care provider.

Immunization

South Dakota Law (SDCL 13-28-7.1) requires all children entering a South Dakota school be age appropriately immunized, including transfer learners. You may find [Immunization Requirements](#) linked.

Health Screenings

Vision and hearing screenings can be done upon request. Vision screenings are done yearly for 4th – 5th grades.

Health information

Inform the school nurse if your child has health concerns, such as wears eye glasses, asthma, diabetes, seizure disorder, allergies, or communicable diseases such as chickenpox, strep throat, head lice, pink eye, etc.

PARENT PORTAL AND OTHER LEARNING MANAGEMENT SYSTEMS

The Infinite Campus “Parent Portal” Internet site allows parents to view their child’s school information. Once an account has been opened for your family you do not need to apply again. Younger learners will automatically be added as they start school. This account carries from school to school and year to year. To open an account with the school, please contact the school office.

Canvas is our district adopted Learning Management System. Access to your child’s coursework as well as their progress in class can be found within. Your child’s teacher will provide you will an observer code at the beginning of the school year to allow access during the school year. For further help and resource information on this platform usage, reach out to your child’s teacher.

PERSONAL PROPERTY

Security of personal property is the individual responsibility of each learner. The school cannot and will not accept responsibility for the valuables of learners. Items of sizable value should not be brought to school. Learners are **NOT** allowed to use any type of personal electronic equipment in school or on the playground. These items should be left at home because the lockers are not secure. Toys, stuffed animals, trading cards, etc. should not be brought to school unless requested by the home room teacher.

PLAYGROUND EXPECTATIONS

Safety for all is the most important consideration on the playground. Learners are expected to stop what they are doing, listen, and follow directions whenever an adult supervisor or teacher is talking to them. Taking turns and using equipment in safe and proper ways will make playtime enjoyable for everyone. Learners should respect others and expect respectful behavior from others in return. Learners are only allowed to play where they can be easily observed by supervisors. All playing is to be done south of the northern part of the bike path and north of the Camelot building. Learners are to stay out of and away from the outdoor bathrooms. They are for park patrons only.

Learners must be wearing boots and snow pants if they are going to leave the plowed areas of the playground. Learners will not be allowed to play on the snow hills or build tunnels or forts. If the plowed areas have not been cleared learners without snow pants and boots will have to stand along the building where the custodians have removed the snow. We have resources to obtain boots and snow pants for learners that need them. Please contact the school counselor.

If the temperature is below 45 degrees, learners are expected to wear winter clothing at recess. If the temperature is between 45-55 degrees, learners can wear a light jacket or long-sleeved sweatshirt. Above 55 degrees children can be outside without a coat if they choose to do so. These guidelines help to ensure the health and safety of your child.

REPORT CARDS

Documentation of your child's progress is issued four times per year. If you are unsure at any time about your child's academic progress, contact his/her home room teacher. All Camelot learners will be utilizing standards based reporting. All reporting can be found by accessing the Infinite Campus Parent Portal.

Report cards copies will be sent home at the conclusion of the school year. Reports can be found on the Parent Portal or progress can be evaluated daily on the Learning Management System, Canvas.

Standards Based Grading (update once K-5 scale is determined)

3 - At Expectations 2 - Developing Skills 1 - Limited Progress * - No Progress

Progress Monitoring and Assessments

Utilizing both formative and summative assessments is a tool for monitoring learner progress throughout the year. The following district and state mandated assessments will be used in addition to daily class work to assess learning: Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Assessment (3 times per year for reading, math, and language arts) and South Dakota Assessment (English Language Arts (4th/5th), Math (4th/5th), and Science (5th only)).

SECURITY

All learners who come to school after 8:15 will need to have a parent/guardian call or come to the office to sign them in. Learners without parent/guardian contact will receive an unexcused tardy. If a child needs to leave before the school day ends, they will have to have an adult come into the office to sign them out. Learners will not be allowed to wait by the front door for someone to pick them up during the day. They will wait in the office. This includes learners leaving to have lunch off the school grounds, leaving for appointments, etc. Learners will need to sign back into the office upon returning.

SOLICITATIONS

Solicitation by learners **will not** be accepted at the school site. This includes any fundraisers that a learner is completing. If your child would like to ask their teachers to buy items, please do so at their homes. Exceptions for fundraising may be requested of the principal only and will require specific plan and parent involvement.

TELEPHONE CALLS

If you need to speak to your child's teacher, please limit your calls to before and after school. Teachers will respond to voice mail messages in a timely manner. The office will take messages of a SERIOUS and EMERGENCY nature for children in school whenever parents deem necessary.

Learners will be discouraged from making calls home for other than very important matters. If it is necessary to use the classroom telephone, then the following rules must be observed:

- After school plans must be made in advance.
- Ask the teacher for permission.
- All calls should be necessary.
- Calls to parents for illness will be made from the nurse's office.

VISITORS AND VOLUNTEERS

All visitors need to report to the office. We encourage parents/guardians to visit school. All visitors need to check in at the office, have their picture ID ready to scan, and obtain a pass to visit a classroom. Please check out again before leaving school.

WELLNESS POLICY INFORMATION [BROOKINGS SCHOOL DISTRICT WELLNESS POLICY AE](#) and the [WELLNESS PROCEDURES POLICY AE-R](#)

The Brookings School District implements the policy according to the federal requirements. Items of interest include, but are not limited to:

- Schools will permit use of only healthy options of food as an incentive and for celebrations. Other more appropriate rewards will be encouraged (e.g. extra free time, physical activity opportunity, pencils, bookmarks, etc.).
- Extended periods of inactivity (two hours or more) are discouraged. When activities, such as mandatory school-wide testing, make it necessary for learners to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.
- Schools discourage and will limit celebrations that involve food during the school day. Healthy celebrations promote positive choices and healthy behaviors.
- Schools will promote drinking water as an essential component of learner wellness by providing access to free, safe drinking water in varied locations and will encourage learner consumption of water throughout the school day. Learners will be allowed to drink water from personal water bottles in class.
- Here are some examples of snack items that meet “smart snack” guidelines: Cheese Stick, Granola Bars, Yogurt Cup, Rice Krispie treats, 100 calorie pack items, Graham crackers, Fruit snacks, made with real fruit juice, Rice Cakes, Fresh fruit or vegetables
- Requests for refrigeration and/or cooking of items brought to school for snack will not be granted to avoid allergen exposures.

ELASTICITY CLAUSE

The school administration reserves the right to amend any provisions in this handbook which he/she deems to be in the best interest of the educational process. The school administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties as he/she considers necessary.

The handbook is also on the Brookings School District website.

I have read the learner handbook with my learner. We will attempt, to the best of our ability, to follow these rules and regulations.

Parent Signature

Learner Signature

Date