



Camelot Intermediate School 2021-2022

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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

Welcome to Camelot Intermediate School!

Camelot Intermediate was created 12 years ago as an incredible bridge from lower elementary to Middle School. Many of the developmental necessities for successful adolescence are practiced and learned in this unique fourth and fifth grade setting. As always, Brookings does it right!

Camelot is best when we all work together for the best interest of every learner. The staff at Camelot take pride in openness, warmth and accessibility. Take advantage of any and all opportunities to be a part of the school environment and activity, it is welcomed and encouraged. The high expectations you have for your learner are shared by our entire staff and whatever it takes to provide a route to the highest of potential is a road we will take, together.

The school handbook provides an outline of protocols and procedures to assist our Camelot community in providing a safe and consistent atmosphere. This handbook does not contain every strategy and structure utilized at Camelot but is a guide that can be adjusted to meet unforeseen eventualities. Please take some time to read and discuss with your learner for our best possible pathway to the best possible future.

Thank you – Camelot Intermediate Staff

Brookings Public Schools:

Working together . . . Education with Excellence . . . Inspiring Lifelong Learners

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Calendar 2021-2022

JULY 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
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AUGUST 2021						
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29	30	31				

Early Release days for School Improvement Planning (Early Release Every Wednesday)

August 18 - New Teacher In-Service

August 19 & 20 - Staff Development

August 23 & 24 - Back-2-School Days by Appointment

August 25 - All Student First Day of School

SEPTEMBER 2021						
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OCTOBER 2021						
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24	25	26	27	28	29	30
31						

September 6 - Labor Day Holiday - NO SCHOOL

October 8 - Staff Development - NO SCHOOL

October 11 - Native American Day - NO SCHOOL

October 29 - End of 1st Quarter

NOVEMBER 2021						
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DECEMBER 2021						
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November 4 & 9 - Evening PT Conferences (conferences begin at 4:00pm and conclude at 7:30pm)

November 5 - All Day PT Conferences - NO SCHOOL (conferences begin at 8:00am and conclude at 3:20pm)

November 24 - Comp Day (for evening conferences) - NO SCHOOL

November 25 & 26 - Thanksgiving - NO SCHOOL

December 17 - Noon Dismisal (Hosting the Bell Debate)

December 20-31 - Winter Break - NO SCHOOL

JANUARY 2022						
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30	31					

FEBRUARY 2022						
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January 14 - End of 2nd Quarter/1st Semester

January 17 - Martin Luther King Jr. Day - NO SCHOOL

February 7 & 10 - As Needed/Requested ECE-5 Evening PT Conferences (conferences begin at 4:00pm and conclude at 7:30pm)

February 11 - ECE-5 Comp Day (for evening conferences) - NO SCHOOL for ECE-5

February 21 - President's Day - NO SCHOOL

February 25 - NO SCHOOL (Hosting National Debate Qualifier)

MARCH 2022						
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APRIL 2022						
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24	25	26	27	28	29	30

March 17 - End of 3rd Quarter

March 18 - NO SCHOOL

April 14-18 - NO SCHOOL

MAY 2022						
S	M	T	W	T	F	S
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29	30	31				

JUNE 2022						
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19	20	21	22	23	24	25
26	27	28	29	30		

May 23 - Last Day of School - End of 4th Quarter/2nd Semester (Noon Dismissal)

May 24 - Staff Development - Last Day for Teachers

May 29 - High School Graduation - 2:00 p.m.

End of 1st Quarter - October 29 (47 student days)

End of 2nd Quarter - January 14 (43 student days)

1st Semester 89 days

End of 3rd Quarter - March 17 (41 days)

End of 4th Quarter - May 23 (43 days)

2nd Semester 85 days

174 student contact days + 4 Staff Development days = 178 teacher days

Make up days will be added to the end of the school year

Important School Times						
	First Bell	School Start	School End	School End	Supervised Start	Breakfast Start
BHS	8:10am	8:15am	3:25pm	2:25pm	7:30am	7:30am
MMS	8:00am	8:15am	3:22pm	2:22pm	7:30am	7:30am
Camelot	8:05am	8:15am	3:22pm	2:22pm	7:30am	7:30am
D. Prairie	8:15am	8:20am	3:22pm	2:22pm	7:30am	7:30am
Hillcrest	8:15am	8:20am	3:22pm	2:22pm	7:30am	7:30am
Medary	8:15am	8:20am	3:22pm	2:22pm	7:30am	7:30am

Get the App! For a full listing of district events and activities, download the smart device app. Search in your app store for "Activities Scheduler" (the icon is a blue hat). After opening the app, click "GO" to set-up our school. Find & click on "South Dakota" in the list, find & click on "Eastern South Dakota Conference" in the list, find & click on "Brookings" in the list. That should pull up our district's complete activities/events schedule. A quick easy way to see all of the Brookings School District activities.

School Hours

Monday, Tuesday, Thursday, Friday – 8:05-3:22

Wednesday – 8:05-2:22

Before School Supervision

Proper supervision of students is always a major concern. Supervision of students coming to school will begin at 7:30 a.m.

Students will be allowed into the building when the bell rings at 8:05 a.m. To enter before 8:05 a.m., students must be accompanied by an adult or be coming in for breakfast. Students are not to go down to their classrooms without a note from a teacher. If the wind chill is below zero or it is raining students will be allowed in the lunchroom or gym upon arriving at school.

After School

Boys and Girls Club is available for afternoon and weekend supervision. 692-3333
Great After School Place (GAP) is available for supervised care.
692-8066

School will dismiss at 2:22 p.m. every Wednesday for Educational Improvement Time.

Students awaiting rides may wait without play in the front area of the school until 4:00 pm (3:00 pm on Wednesdays.) Students wishing to access the playground after school may do so at their leisure. All other areas aside from the playground are not permitted for play after school.

Student Unloading and Loading

The very best unloading opportunity for your learner is the northeast parking lot. It is strongly encouraged to use this lot both in the AM and PM as the safest area. You may utilize the northbound lane of Christine Avenue and the front parking lot if necessary. Private vehicles may not load or unload in bus loading zones. Thanks for your assistance in keeping all children safe.

Supplies Needed 2021-22

Grade 4 - Traditional

2 boxes of 24 #2 yellow pencils	2 red pens	2 sets of 4 dry erase markers
2 highlighters	Scissors	Pencil top erasers
2 soft erasers	1 pkg. of 100 – 4x6 blank index cards	3 composition notebooks
Handheld pencil sharpener	Zippered pencil bag	1 large box of facial tissues
1 package of markers	6 Elmer’s glue sticks (no bottled glue)	4 2-pocket, no pronged folders (1 blue, 1 green, 1 yellow, 1 purple)(plastic preferred)
1 ½ in binder that holds folders	1 set of durable headphones in a Labeled Ziploc bag	
2 boxes of 12 colored pencils		
Gym shoes (no black soles that will mark)		

Grade 4 – MCL

1 box of 24 colored pencils	4 dry erase markers	2 Highlighters
1 pack of glue sticks	Large eraser	1 – 1” binder with 5 tabs included (no zippered binders)
Gym shoes (no black soles that will mark)	1 pack of loose leaf paper	Scissors
1 box facial tissues	96 pencils (no plastic wrapping)	1 set of headphones
Hand-held pencil sharpener	Large zippered pencil bag (no boxes)	8 pack classic colored markers (optional)
2 Composition notebooks		

Grade 5 – Traditional

1 pack of loose leaf paper	5 composition notebooks	2 – 24 packs of #2 pencils
2 – 24 packs of colored pencils	Scissors	Large zippered pencil bag (no boxes)
1 set of 4 dry erase markers	1 package of 3x5 lined index cards	16 glue sticks
1 heavy duty 1” binder	1 folder	1 large box of facial tissues
1 set of headphones	Blue or black pen	2 highlighters
Eraser	Handheld pencil sharpener	
Gym shoes (no black soles that will mark)		

Grade 5 – MCL

5 composition notebooks	2 highlighters	1 large zippered pencil bag
48 pencils	1 box of 24 colored pencils	1 box of markers
2 glue bottles	1 scissors	1 large eraser
1 pack of loose-leaf paper	1 box of facial tissues	1 set of earbuds
Gym shoes (no black soles that will mark)		

** Extra supplies for teachers to utilize for students are always welcome: erasers, gallon bags, dry erase markers, headphones, pencils, pencil tops erasers, etc.

Activity Tickets

Our activity ticket plan gives each student an opportunity to enjoy all high school events at a minimum expenditure. Prices will be determined each year by the school board. They may be purchased through the Camelot Intermediate School Office.

Attendance

Good attendance practices enhance student progress.

If your child will be absent from school, **PLEASE CALL the school OFFICE to report the reason for the absence.** Please call 696-4401 prior to 9:00 a.m. if your child will be absent that day. Planned absences may be phoned in on a previous day. We need to know where your child is!

Attendance: All students will be allowed 10 absences per semester (Absences will not be classified as excused or unexcused).

- After 7 absences in one or more classes per semester, school personnel will send a letter or Messenger e-mail to parent or guardian.
- After 10 absences in one or more classes per semester, students are considered excessively absent and a letter will be sent to parent/guardian. Henceforth, the student will only be excused in the case of serious illness (doctor's verification necessary within 2 days of absence) or other extreme necessity. If the student is failing a class, other interventions will be determined.

Grouping absences:

- If a student has an extended illness (verified with a doctor's note that explains non-attendance), those days may be "grouped." (determined by an administrator)
- Grouping will take place only if a student exceeds the 10 day limit for excessive absence and will return a student's attendance back to ten days absent.

Students who are absent from school 2 consecutive days without a parent phone call are subject to a well-check from the Camelot Intermediate School Principal and School Resource Officer.

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.

Contact must be made with the Camelot Intermediate School Office personnel prior to any child being removed from school. Students must be signed in and out by an adult. Any adult picking up a student will need to bring in a picture ID to be scanned before the child will be released to them. The students will wait in the office for their parents.

Students are to report to the playground upon arrival at school. If the wind chill is below zero or it is raining, students will be allowed in the lunchroom or gym upon arriving at school. If parents wish to see a teacher or the principal, the front door will be unlocked for their convenience. When the 8:05 bell rings, the students are to go in their respective grade level's door. Tardy students must check in at the office.

Attendance – Tardies

- No more than three tardies per quarter will be permitted unless they are related to medical appointments, dental appointments, bus problems, family emergencies or the weather.
- After the third unexcused tardy within a quarter the principal will meet with the learner to assess a plan. After the fifth unexcused tardy, the principal will communicate with the parent to devise a plan for prompt attendance. A sixth unexcused tardy will result in parent/principal meeting with the learner and possible other personnel.
- All students must check in at the office if they are late for school.

Bicycles, In-Line Skates, Shoes w/ Wheels, Scooters and Skateboards

Students 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 students 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. Students who consistently disregard this rule will not be allowed the continued use of these devices.

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 students 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.*

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.

Birthday invitations are not to be given out at school.

Bullying

Brookings Schools actively seek to provide an environment that is safe from all forms of bullying. Bullying occurs when a stronger or more powerful person hurts another person repeatedly and deliberately. We are a No Bullying School. There are three main types of bullying:

1. Physical: hitting, punching, taking belongings, etc.
2. Verbal: calling names, insulting, etc.
3. Social: spreading rumors, excluding from groups, etc.
4. All bullying incidents should be reported to an adult in the school building. Each incident will be taken seriously, investigated and if warranted will be addressed through the discipline policy.

- **Bus**

- If you do not normally ride the bus outside of city limits but would like to visit a friend who does, a written note must be provided by the parent.
 - The driver is in full charge of the pupils and the bus. The driver's relationship with the pupils should be on the same plane as that of a teacher in the classroom. Bus transportation for pupils 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 pupils. It shall be the duty of the driver to report to the school administrator the names of any pupils who persist in violating the rules and regulations. The administrator may find it necessary to temporarily withhold the privilege of riding on the bus from those pupils who fail to cooperate accordingly.
 - Pupils shall obey all instructions from the school bus driver and authorized student monitors as needed to assure safety.
 - Pupils 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.*
 - Pupils must refrain from unnecessary conversation with the driver. The driver's job requires full attention.
 - Pupils must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for tardy pupils. A time schedule will be posted in the bus and must be followed.
 - Pupils must not stand in the traffic lanes while waiting for the bus.
 - Pupils will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Pupils must not throw waste paper or rubbish on the floor or out of the windows of the bus.
 - Pupils will not open or close the windows without the permission of the bus driver.
 - Pupils must not, at any time, put hands, arms, or heads out of the bus windows.
 - Pupils must not move about inside the bus or try to get on or off while the bus is in motion.
 - Pupils will immediately report to the driver any damage occurring to the bus.
 - Pupils must follow the instructions of the driver when entering or leaving the bus, and when they must cross the road or highway.
 - Pupils 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.*
 - Pupils desiring to leave the bus at other than their designated bus stop **MUST PRESENT THE DRIVER WITH WRITTEN PERMISSION** from their parents/guardian.
 - Pupils will be courteous to the driver, fellow pupils, and the general public.
 - Pupils must ride their assigned bus to and from school with any changes to be approved by the Transportation Director.

Camelot Code of Honor

“Do the Right Thing, because it is the Right Thing to do”

The Camelot Code of Honor guides students, staff and community to make the very best choices.

1. Treat each other with courtesy and respect at all times.

This means:

- We put other’s needs before our own.
- We listen carefully and respectfully as other express opinions that may be different from ours.
- We share our opinions and concerns without loud or offensive language, gestures or profanity.
- We utilize “Please, Thank You, Excuse Me” and let others go first.

2. Treat each other with kindness.

This means:

- We treat each other as we would like to be treated.
- We maintain our own space and avoid harming another.
- We respect other’s property.
- We speak positively or do not speak at all.
- We are grateful for each day and all we have.

3. Take responsibility for our own actions.

This means:

- We tell the truth.
- We keep cool, stay calm.
- We move about the school appropriately seeing and hearing others and respecting their work and need for quiet and concentration.

4. Cooperate with one another.

This means:

- We obey school and classroom SOP’s.
- We respect that everyone has work to do and may need space and time to get it done.
- We notify each other when we have information that might help reach our common goal which may include safety issues or a person’s well-being.
- We help when asked for assistance, or we see someone in need.
- We understand and accept that we do not always get our way.

Standard Operating Procedures (SOP’s)

Hallway SOP

- Students will be respectful to each other at all times in the hallway, keeping hands and feet to themselves.
- Students will not be allowed to listen to music or have ear buds/headphones in their ears in the hallways for safety reasons.
- Students will WALK on the right side of each hallway.
- Students will take care of restroom needs before socializing with friends.

Lunch Room SOP

- Students will have ID number to begin school of may use the previous year badge. After all have received ID badges, students will utilize the badges each day for access to the lunch line.
- Students will not throw food or any objects in the cafeteria.
- Students will be responsible for all trash on, under, and around table.
- Through a reasonable period, students will sit with homeroom peers. Students will raise hand to be released to recess.
- Schedule for lunch is TBA.
- Students will adhere to the hallway SOP's.

Recess SOP

- Students will respect supervisors at all times.
- Students will respect space of others.
- Students will re-enter the building only with permission.
- Students will stay within designated areas.
- Students without proper snow gear or wet weather gear will remain on cement.
- Students will exercise safe play – abnormal contact with others is not permitted.

Cell Phones

Cell phones are certainly a large part of our lives and those of our students. However, they can be a distraction to learning and are not permitted for use from 8:05 to the end of the school day. Students may not utilize the phone at any other time. 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. Students 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 8:05.
- Eating breakfast is not an excuse for being tardy to first period.
- A breakfast meal includes meat and/or grain, milk, fruit & fruit juice options.
- All students 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. Students 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

- Students have 23 minutes.
- Students 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. (*Students must be signed out by an adult.*)
- A lunch meal includes meat, grain, milk, fruit and vegetable options.
- All students must select a minimum of ½ cup of fruits and/or vegetables with their lunch meal, per USDA nutrition standards.

A la Carte

- A la carte includes any items beyond what is included in a breakfast or lunch meal. A parent may choose to have their child's a la carte permission blocked by completing a "no a la carte form" found on the district website or by calling 605-696-4713 with your request.
- A la carte purchases can only be made if there is money on a student's account to cover the price of the item being purchased.

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 student 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 student's school, and the nurse in the student'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 student 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

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

Classroom Behavior - "Class DoJo"

Daily Observation Data

Information will be posted on Class DoJo. Teachers will send information home at the beginning of the year to sign up.

Positive

Being Awesome!
Good Manners
Helping Others
Library Books Returned
On Task
Persistence
Teamwork
Working Hard

Needs Work

Arguing
Bothering Others
Disrespect
Inappropriate Language
Lack of Effort/Poor Attitude
Late Assignment
Major Infractions
Missing Library Book
Missing Materials
Missing Orchestra
Not Following Directions
Talking out of turn/Blurting
Tardy

Students will record infractions in their planners which parents will sign each night

4th check = detention

5th check = ISS (Principal's office/partner classroom)

Major infraction = may lead to immediate office referral

Detention SOP:

The above DOJO list is not all-inclusive and teachers reserve the right to create a consistent list of expectations for each classroom. The above are examples.

Students receiving detention will be requested to work with the teacher to find a discreet time to phone home with details and reason for detention.

An alternative time for detention is possible if completely necessary. The majority of detentions must be served the day of reception.

Three consecutive days of detention or six days of detention in any one quarter may result in assigned Success Student Saturday.

Success Student Saturday:

Several Saturdays during the year will be designated as "Success Student Saturday." Students will be invited or assigned to attend at 7:00 am for a pre-determined time to address academic needs. All students will be welcome in the library.

Computer/Internet Regulations

We are pleased to offer students of Camelot access to the district computer network for the Internet. To gain access to the Internet, all students must obtain parental permission and must sign and return the "Use of Computers for the Internet" form to the Camelot office. 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. *Camelot Intermediate School does not allow the use of personal e-mail for students.*

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.

Students 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. Students 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.

1. Do not share your user name or password nor allow anyone to use a computer under your log in account.
2. Do not damage or misuse the computer, accessories, or the network in any way.
3. Do not interfere with the operation of the network by installing software, shareware, or freeware.
4. Do not view, display, download, import, copy or share offensive or prohibitive materials such as pictures, music, video files, and games. *[If students encounter such material by accident, they should report it to their teacher immediately to protect themselves against a claim of violation of computer guidelines.]*
5. Do not waste limited school resources such as paper and ink cartridges.
6. Do not trespass into restricted accounts or another's folders, work, or files.
7. Do not access personal e-mail accounts, chat rooms, or other questionable websites.
8. 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.
9. Due to network interference, a laptop, Nintendo DS, PSP, or any outside wireless device is not allowed without prior administrative approval.
10. Students are not allowed on teachers' computers.

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

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, students and parents.

The school counseling program addresses the needs of students 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.

Daily Schedule

- 7:30 a.m. Playground Supervision Begins
- 7:30 a.m. Breakfast
- 8:05 a.m. First Bell
- 3:22 p.m. (2:22 p.m. on Wed) Dismissal

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 students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on a student'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 by detracting from the decency and decorum in school. 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, students are expected to wear winter clothing at recess. If the temperature is between 45-55 degrees, students 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 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 students when appropriate.

Drills

A Shelter In Place by definition is a “soft lockdown” for any incident when the hallways need to be cleared. During this drill, staff members are to “secure” their room, but are allowed to continue with classroom activities within their classrooms. A Lockdown by definition is when a staff member observes a weapon or receives information about a threat to students in the school. During this drill staff members are to “secure” their rooms and have their students find a location within their classroom in which they are best protected.

Dropping Off Items

Items dropped off for students will be held in the office for the student to pick up. If it is something the student needs right away (homework, shoes, etc) the classroom teacher will be notified to send the student to pick it up. If it is not needed right away (lunch, instrument, etc) the student’s name will be written on the whiteboard outside of the office so they can pick it up when they walk by. Students are encouraged to check the whiteboard when they walk by even if they are not expecting anything.

Electronic Equipment

Students 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.

Enrollment Information / Emergency Contacts

Enrollment and emergency information is updated every fall. **Please advise the office throughout the year of any changes in address, home numbers, work numbers, emergency contact and number.**

FERPA

Annual Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents 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:

1. The right to inspect and review the student's education records within 45 days after the day the Brookings School District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] 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.

2. 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 Brookings School District to amend a record should write the school principal [or appropriate school official], 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.

3. 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 or 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. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Brookings School 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

Under FERPA, the Brookings School District may disclose directory information without consent, unless the parent or eligible student has requested the school district not disclose directory information about them. The parent or eligible student has ten calendar days from the date of the annual publication of FERPA to submit a written request to the school regarding the non-disclosure of directory information.

"Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (*e.g.*, undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

FERPA requires that school districts use a reasonable method to identify and authenticate the identity of parents, students, school officials and any other parties to whom they disclose personally identifiable information from education records. The Brookings School District method for verification of identity will include requiring photo identification for any individual who is not a current member of the district staff who seeks educational records in person. Requests for records in writing will be made on the letterhead of the school or agency making the request.

Grievance Procedure Policy

A grievance is a complaint by an employee, parent, or groups of the same based upon an alleged violation, misinterpretation or inequitable application of any existing policy, rule or regulation within the school district which relates to rights guaranteed under the law.

The procedures for filing a grievance are:

- Level 1. The grievant should present to the immediate supervisor or the principal of the school where the alleged violation took place a written statement as to how a policy, rule or regulation is being violated. (In the event that the grievance could not be isolated to one school building, the grievant should file with the most immediate supervisor to the origin of the complaint.) Within five (5) school days after the principal receives the written statement, an informal conference must be held between the grievant and the principal or supervisor it is hoped that some resolution to the grievance may be reached through this conference. In any event, a decision from the principal or supervisor should be forthcoming in writing within five (5) school days after the conference.
- Level 2. If the grievant(s) are dissatisfied with the decision handed down by the principal or supervisor in Level 1, they may file the grievance with the Superintendent of Schools. The Superintendent of Schools or designee has five (5) school days after receiving the written grievance to schedule an informal hearing.

After hearing the arguments of the grievant and evaluating the evidence presented, the Superintendent or designee must hand down a decision in writing within five (5) school days following the hearing. Should the grievant be dissatisfied with the resolution handed down by the Superintendent of Schools or designee, they may take their case to the Board of Education. The decision of the Board shall have final, unless appealed through the courts. Either party may be represented by counsel.

It shall be the purpose of this policy to settle disputes at the lowest possible level and with all due speed. At any level of this policy, it shall be the right of either party to be represented by counsel of their choice.

*An employee whose work relationship is governed by a negotiated agreement should use the grievance procedure outlined within that negotiated agreement (See Policy 111 for Student Grievance Form.)

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 the temperature or the wind chill is below 0 degrees or if it is raining, recess will be inside (at the discretion of the principal).

Insurance (Optional)

Student Accident Insurance: This envelope 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 still be sent directly to individuals currently enrolled in the plan.

Knight's Table

Every learner will enter Camelot Intermediate School as a "Page." He/she may earn membership to the Round Table Council by earning four letters and becoming a "Squire". Earning all seven letters leads to the distinction of becoming a "Knight."

Each student can earn a "Camelot Letter" by performing service outside of the school day/year.

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

Information regarding the program and all forms are available online.

Leaving School Grounds

Students are not permitted to leave the school grounds during recess. Students leaving at any time during the school day must be signed out by the parents/guardians.

Lockers

Lockers are issued to students at the beginning of the year. Each student 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 student responsible. Any locker malfunction should be reported to the homeroom teacher or the office. Students are not to change lockers without permission. **The locker is NOT the student's private property and may be opened by school authorities at any time.** Any unauthorized items found in the locker may be removed. If students wish to place posters, etc. inside their assigned locker, they must be attached with magnets – no tape.

Lost and Found

Students are encouraged to take responsibility for their belongings. Please check the school's lost and found during the year if your child is missing clothing, shoes, books, backpacks, jackets, coats, lunch boxes, etc. Items will periodically be spread out for easier searching. At the end of the year the lost and found will be donated to charities.

Money

Please discourage your child from bringing large amounts of money to school. If it is necessary, please turn it in to the office for safe keeping until the end of the school day.

Non-Discrimination Policy

The Brookings School District advises students, parents, employees and the general public that education programs or activities, and employment opportunities will be offered without regard to gender, race, color, national origin, age or disability.

Brookings School District offers a variety of career and technical programs to all students at the middle and high school level. Career and Technical Education programs offered by the district include the following:

Health Science Careers
CNA
General Service Tech
Auto Electronics
Residential Construction
Cabinetry
Entrepreneurial Basics
Entrepreneurial Experience
Family and Consumer Science
Computer, agricultural, and engineering courses

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Wendy Otheim
504 Coordinator
2130 8th Street South
Brookings, SD 57006
605-696-4705

Wendy Otheim
Title IX Coordinator
2130 8th Street South
Brookings, SD 57006
605-696-4705

South Dakota Regional US Office for Civil Rights:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Ste. 320
Kansas City, MO 64106

Ph. 816-268-0550
Fax 816-268-0599
TDD 800-877-8339
Email: OCR.KansasCity@ed.gov

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 students in order to prepare them to be "learners for life". Brookings School Nursing Services provide basic emergency care for students 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. "**Working Together... Educating with Excellence... Inspiring Learners for Life**".

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 as well as on-line (see below). Complete the medication and/or treatments that must be administered during school hours and cannot be given at home. 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.

<https://www.brookings.k12.sd.us/site/handlers/filedownload.ashx?moduleinstanceid=329&dataid=2051&FileName=Annual%20Health%20Form.pdf>

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 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 suspected contagious illness 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 students. Immunization Requirements

<https://doh.sd.gov/family/childhood/immunization/school.aspx>

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.

Parking

The south parking lot is for parents and other visitors. The north parking lot will be the primary parking spot for staff members.

Parties

Students may participate in classroom parties. These parties are optional. If you would like your child NOT to be a part of these activities, please contact your child's teacher.

Parent / Teacher Conferences

Grades are reported to parents at the end of each school quarter. Parent-teacher conferences are held at the end of the first quarter. Other conferences may be arranged by appointment with your child's teacher when you feel it would be beneficial.

Parent Portal and other Learning Management Systems

The Brookings School District continues to seek the very best of timely communication to parents. Parent Portal or "Infinite Campus" contains much demographic information and is a data collection program. There are several other systems to track student progress, curricular location and teacher communication and direction. Camelot staff will do everything possible to make these platforms convenient and user-friendly for students and staff. If you have questions as these evolve, please contact your homeroom teacher for direction and information.

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 students 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.

Personal Property

Security of personal property is the individual responsibility of each student. The school cannot and will not accept responsibility for the valuables of students. Generally speaking, items of sizable value should not be brought to school. Book bags/backpacks should be left in lockers until the end of the day.

Physical Education

If a student must be EXCUSED from participating in physical education, he/she must have a written note or telephone confirmation from home or from the school nurse. If the student will not be participating for a time period of more than three days, the child's physician must provide a note. He/she presents the excuse to the office. Office personnel will present the excuse to the physical education teacher who may assign the student to other duties not requiring physical exercise.

Playground Policy Also see Recess SOP on page 13

Safety for all is the most important consideration on the playground. Students 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. Students should respect others and expect respectful behavior from others in return.

Students 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. Students are to stay out of and away from the outdoor bathrooms. They are for park patrons only.

During winter months, students must be wearing boots and snow pants if they are going to leave the plowed areas of the playground. If the plowed areas have not been cleared students 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 students that need them. Please contact the school counselor.

Students will not be allowed to play on the snow hills or build tunnels or forts.

If the temperature is below 45 degrees, students are expected to wear winter clothing at recess. If the temperature is between 45-55 degrees, students 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.

Playground Supervision

There will be supervisors on playground duty beginning at 7:30 a.m. Therefore, parents/guardians are responsible for their child's safety on the school grounds prior to this time.

Principal Cabinet

Several times each year a representative group of students will meet together with the principal to discuss student ideas and opportunities. These students are selected from class volunteers and will meet during lunch to represent their homeroom classmates. The items discussed are then forwarded to the principal advisor committee of staff for discussion and possible action.

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 students will be utilizing standards based reporting. All students in MCL will use our learning management system for housing information regarding progress, however, the traditional classrooms will use Infinite Campus Parent Portal.

Report cards will only be printed upon request at the end of the school year. Reports can be found on the Parent Portal or progress can be evaluated daily on the Learning Management System.

Standards Based Grading

Met Objective (MO)

Developing Skills (DS)

Limited Progress (LP)

No Progress (NP)

School Property

Every class is asked to make a special effort to see that the school desks, equipment, books, and other property are given proper care. The state statutes are very specific in stating that any damaged school property shall be paid for by the individual doing the damage.

Security

All students who come to school after 8:05 will need to have a parent/guardian call or come to the office to sign them in. Students 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. Students 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 students leaving to have lunch off the school grounds, leaving for appointments, etc. Students will need to sign back into the office upon returning.

Solicitations

Solicitation by students **will not** be accepted at the school site. This includes students selling Girl Scout products, Boy Scout products, fundraisers, etc. 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.

Special Services

The following educational support services are available at Camelot Intermediate School:

- Resource Room / Social Skills Room
- Title I Reading
- Speech therapy
- Counseling services
- Band instructor (Grade 5)
- Strings instructor (Grades 4-5)
- English Language Learning (ELL)
- Enrichment (Grades 4-5)
- Occupational/Physical Therapy

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.

Students 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.

Weapons

Schools have no tolerance for weapons (real or facsimile). Students who carry, bring, use or possess a weapon or weapon facsimile, create a threat of physical harm, or physically harm a student or school personnel shall face possible suspension or expulsion from school, depending on the nature of the violation.

Fire-starting equipment, such as matches and lighters, and tools that could be construed as weapons are also considered contraband. If students bring such items to school, parents will be contacted and students may face school suspension.

School District Wellness Policy Information

Local wellness policies are an important tool for parents, the local school district, and the overall community in promoting student wellness, preventing and reducing childhood obesity, and providing assurance that school nutrition guidelines meet the minimum federal school meal standards.

Background

Congress recognizes that schools play a critical role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. In 2004, Congress passed the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Reauthorization Act (Sec. 204 of [Public Law 108-265](#)). This act required, by law, the Brookings School District to create a local school wellness policy. In 2010, Congress passed the [Healthy, Hunger-Free Kids Act of 2010](#) that included provisions for local school wellness policies related to implementation, evaluation, and publicly reporting on progress of local school wellness policies. On July 21, 2016, the final rules for local school districts were published. The final rule strengthens the requirements on public involvement, transparency, implementation, and evaluation among other topics.

Overview of Requirements

- The final rules require the Brookings School District to develop a revised local school wellness policy during the 2016-2017 school year. The rules required the local school district to fully comply with the requirements of the final rule by June 30, 2017. This includes, but is not limited to:
 - Permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the local wellness policy. The Brookings School District committee included representatives from each of the stakeholder groups mentioned.
 - Identifying wellness policy leadership of one or more local school district and/or school official(s) who have the authority and responsibility to ensure each school complies with the policy. Principals and child/nutrition staff have been designated as the responsible parties for policy compliance.
 - Informing and updating the public (including parents, students, and others in the community) about the content and implementation of the local wellness policy. The Brookings School Board held public hearings as well as several readings of the policy at the regularly scheduled school board meetings to allow for public input and comment.
 - Ensuring the wellness policy includes all of the required components:
 - Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
 - Nutrition guidelines for all foods and beverages available or for sale on the school campus during the school day that are consistent with Federal regulations for:
 - School meal nutrition standards, and
 - Smart Snacks in School nutrition standards.
 - Policies for other foods and beverages available on the school campus during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
 - Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
 - Description of public involvement, public updates, policy leadership, and evaluation plan.

Four key components create the framework for the policy. These components and details are as follows:

Nutrition Education and Nutrition Promotion

Nutrition education will be offered at each grade level as part of a sequential, comprehensive, standards based program designed to provide students with the knowledge and skills necessary to enhance their health. Nutrition education will be incorporated into the school day as often as possible. The primary goal of nutrition education is to positively influence students' eating behaviors and food choices. Nutrition promotion and education will be offered to parents, staff, and community.

Physical Activity, Education, and Promotion

Physical education will be offered at the elementary, middle, and high school levels as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills needed for lifelong participation in a broad range of activities. Students will learn the short and long-term benefits of an active and healthy lifestyle to maintain fitness through regular participation in physical activity.

Other School-Based Activities

Schools will create an environment that provides and demonstrates consistent wellness messages, is conducive to healthy eating and physical activity, and contributes to forming healthy life long habits for students, staff, and community.

Nutrition Standards

Students' life-long eating habits are greatly influenced by the types of foods and beverages available to them. Foods of good nutritional content including fruits, vegetables, low-fat dairy, lean meat, whole grain rich products, and water will be available wherever and whenever food is sold or otherwise offered at school.

As the Brookings School District implements the policy according to the federal requirements, you will notice several changes in the practices related to food in the schools and classrooms.

These changes can be found in the enclosed wellness policy regulations. 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 students 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 student wellness by providing access to free, safe drinking water in varied locations and will encourage student consumption of water throughout the school day. Students 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
 - Yogurt Cup
 - 100 calorie pack items
 - Fruit snacks, made with real fruit juice
 - Fresh fruit
 - Fresh vegetables
 - Rice cakes
 - Graham crackers
 - Rice Krispie treats
 - Granola Bars

For additional clarification, please contact the school principal.

Elastic 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 school website.

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

Parent Signature

Student Signature

Date