



2023-2024

GEORGE S. MICKELSON

MIDDLE SCHOOL

LEARNER

HANDBOOK

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GEORGE S. MICKELSON MIDDLE SCHOOL SCHEDULES

2023-2024 Daily Schedule			
Monday, Tuesday, Thursday, Friday		Wednesday	
Period 1	8:15—8:55	Period 1	8:15—8:50
Period 2	8:58—9:38	Period 2	8:53—9:28
Period 3	9:41—10:21	Period 3	9:31—10:06
Period 4	10:24—11:04	Period 4	10:09—10:44
Period 5	11:07—11:47	Period 5	10:47—11:22
Period 6	11:50—12:30	Period 6	11:25—12:00
Period 7	12:33—1:13	Period 7	12:03—12:38
Period 8	1:16—1:56	Period 8	12:41—1:16
Period 9	1:59—2:39	Period 9	1:19—1:54
Period 10	2:42—3:22	Period 10	1:57—2:22

2023-2024 Two Hour Late Schedule			
Monday, Tuesday, Thursday, Friday		Wednesday	
Period 1	10:15—10:43	Period 1	10:15—10:37
Period 2	10:46—11:14	Period 2	10:40—11:02
Period 3	11:17—11:45	Period 3	11:05—11:33
Period 4	11:48—12:16	Period 4	11:36—12:04
Period 5	12:19—12:47	Period 5	12:07—12:35
Period 6	12:50—1:18	Period 6	12:38—1:00
Period 7	1:21—1:49	Period 7	1:03—1:25
Period 8	1:52—2:20	Period 8	1:28—1:50
Period 9	2:23—2:51	Period 9	1:53—2:15
Period 10	2:54—3:22	Period 10	2:18—2:22

ACTIVITIES – CO-CURRICULAR & EXTRA-CURRICULAR

POLICY CHB & POLICY JFC-R

Every learner may choose to join activities offered to enrich the curriculum. Information, including meeting dates and times, will be available in the daily announcements. No school activities will be scheduled before 4:00 p.m. or after 6:30 p.m. on Wednesdays. If a learner misses school due to a scheduled activity, school work is due upon return to class.

Grades

Learners must demonstrate academic progress to participate in school activities.

- If a learner earns a grade of “F” in any subject on the report card or midterm report, the learner may be scheduled SI restrictions and could lead to staying after school. This will give the learner who is failing a chance to get caught up under the watchful direction of MMS staff.
- Learners who are assigned to stay after school and have practice will be dismissed at 4:00 pm.
- Learners who are assigned to stay after school and have a scheduled activity will be allowed to attend the scheduled activity. A phone call may be made to parents/guardians and/or coaches for repeat offenders.
- MMS will notify the Athletic Director of disciplinary referrals and restricted learners, and he/she will notify the coaches.
- Learners serving time in the office for disciplinary referrals are not allowed to compete or perform that day. However, s/he is still expected to attend practice.
- Learners participating in a competition or performance must be in attendance by noon on the day for said activity.

Permission slips and physicals

POLICY JHCA

All physical, parental/guardian approval, and insurance requirements must be met before participation will be permitted. **Annual physical examinations are required for learners in grades 7-12 who participate in interscholastic athletics.** Extra-curricular activities covered by the above procedures are volleyball, track, football, basketball, wrestling, gymnastics, golf, tennis, cross country, bowling, music, oral interpretation, quiz bowls, etc. It is the responsibility of the instructors/coaches in these activities to support learners in their efforts to improve their academic performance, and adhere to these guidelines. Middle school learners who participate in high school sports are also subject to SDHSAA guidelines. Physical forms can be found [here](#). Activity Participation Packet form can be found [here](#).

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. All learners who participate in activities are encouraged to purchase a ticket. Cost is \$25 for middle learners.

Commented [2]: This does not include co-curricular

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AFTER SCHOOL

MMS has educators available to work with learners from 3:30—4:00 pm every day except Wednesday. This has been established to assist those learners who struggle to complete their schoolwork on a regular basis. Our goal is to have learners complete their schoolwork, which in turn, will help learners develop good work habits for the future and should improve the learner's grades. We are hoping that this is a proactive approach instead of a reactive approach. A "reaction" to poor grades is retention and/or summer school. We would just as soon have learners staying after school now instead of having to "react" to work not completed and/or failing grades. Information regarding staying after school will be shared with parents/guardians.

ATTENDANCE PROCEDURES

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 school work 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 middle school office (605-696-4500) 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.

- **Homework** – Learners should check CANVAS or the team homework page to understand what is happening in class. If homework materials are needed, please email your teacher in the morning to request it.
- **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/guardians.
- **School sponsored activities** do not require a phone call.

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

Commented [7]: Rewrite to include Canvas or Homework websites?

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/Guardians do not 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. A drop-off area is located near the vestibule for parents/guardians dropping off items. We cannot accept deliveries for learners. It is the learner's responsibility to check at the office for their message or dropped off item.
- 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.

FOLLOWING AN ABSENCE, LEARNERS MUST:

- Work with teachers to receive make up work and determine due dates.
- Learners will be allowed two days for the first day of absence and one day for each additional day of absence to complete missed work. (If a learner misses school due to a scheduled activity, schoolwork is due upon return to class.)
- Make up assignments and tests.
- May be required to make up time missed from school.

BADGES

An ID badge, lanyard, and ID protection cover will be given to each learner at the beginning of the school or upon arrival at MMS. 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 at the MMS office.

BEHAVIORAL EXPECTATIONS

It is necessary for adolescents to realize personal and academic fulfillment as well as to gain control of their lives. It is a goal of the MMS staff to help learners understand that discipline is not limited to what happens to a learner when s/he has done something wrong, but is also the development of responsible behaviors which will help learners both academically and socially. We believe that our learners must learn how to accept responsibility for their behaviors; how to make decisions and accept the consequences of those decisions; how to look for solutions to problems, with the best interests of all in mind. Self-discipline and self-control are necessities if our learners are to be successful in the classroom and in the community. School and classroom expectations (rules) are established to help learners maintain self-control and to gain the vital social skills they need for success now and in the

future.

BEHAVIORAL PLAN CONSEQUENCES

INFRACTION	CONSEQUENCES
1 st Minor	Recorded in School Wide Information System (SWIS)
2 nd Minor	Recorded in SWIS
3 rd Minor	* Recorded in SWIS * Parental/guardian contact by telephone (HR teacher) * Team Review of infractions at conference with learner * Completion of "Learner/Team Behavior Conference" form <i>* One copy to parent/guardian, one copy to assistant principal</i>
4 th Minor	* Recorded in SWIS * Parent/Guardian contact (office) * Learner placed in ISS and/or alternate consequences
5 th Minor	* Recorded in SWIS * Parent/Guardian contact (office) * Learner placed in ISS for two days and/or alternative equivalent consequences * Conference with the learner, parents, team, counselor and administrator
6 th Minor	* Recorded in SWIS * Parent/Guardian contact (office) * The administration will determine the consequences

After the sixth minor, administration will determine additional consequences which may include suspension or expulsion.

****Minors will not be transferred from one nine-week period to another; however, ongoing behavior issues will be considered when consequences are determined.***

BICYCLES, SCOOTERS, OR SKATEBOARDS

Learners riding bicycles, scooters or skateboards to school, must walk when they reach school grounds. Bicycles need to be walked to the bicycle rack. Scooters and skateboards must be carried and left in the office during the school day. 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 parking lot areas. Learners who consistently disregard this rule will not be allowed the continued use of these devices.

BUS RULES FOR LEARNERS

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.

CANVAS—Learner Management System (LMS)

The Brookings School District learner management system is CANVAS. Learners will use CANVAS daily. Parents/guardians are encouraged to become an observer of their learner's CANVAS pages.

- How to become an observer
 - Go to <https://brookings.instructure.com>
 - Create CANVAS account
 - In order to get a Learner's pairing code, the learner must log in to CANVAS and
 - Click on account
 - Click on settings

- Click on Pair with Observer
 - The parent/guardian needs the six-digit code that is generated

CELL PHONES

POLICY GBCC

With middle school learners, our experience has shown that the distraction of personal technology outweighs the potential for positive academic benefits. However, teachers wishing to allow cell phone use in the classroom may request prior approval from administration. Cell phones are to be kept in the learners' lockers and may not be used during the school day (8:15—3:22). With prior administration approval, exceptions may be made at the discretion of the supervising adult. Violations may result in a minor for the learner and the phone may be taken and held until the parent/guardian claims it.

COMPUTER ACCEPTABLE USE

POLICY IIBG & POLICY IIBGB

Internet access is available under teacher supervision to further educational goals and objectives. We believe that the educational benefits of the internet exceed the disadvantages. We have software to filter offensive internet sites. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

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/guardians or teachers to see.** *MMS does not allow the use of personal email for learners.*

Commented [8]: parents/guardians

Below are guidelines to follow to prevent the loss of computer network privileges and/or disciplinary action:

- Keep your usernames and passwords confidential.
- Treat computer, accessories, and the network with respect.
- Use software, apps, and websites that are approved by the school, i.e. classroom teachers, administrators, and/or technology staff.
- View, display, download, import, copy pertinent information that relates to your school work only.
- Use your school email and not a personal email.
- Avoid plagiarism or presenting the ideas or writing of others as you own.
- Use school issued devices.

DELIVERIES

MMS does not accept deliveries of flowers, balloons, or other gift items for learners. Learners may not order food or beverages to be delivered to the school.

DRESS CODE

POLICY JFCA

Learners' dress is expected to be appropriate and reflect favorably upon the individual, the school, and the community. Any apparel that is considered inappropriate, disrupts the learning environment, or distracts others from learning/teaching will be addressed as a violation. ***The following guidelines should be used by parents/guardians and learners for appropriate clothing attire for school:***

- Excessive exposure of skin or under-clothing may disrupt the educational process.
- Short shorts or skirts, low cut tops, spaghetti straps/tube tops, bare shoulders, midriffs and navels exposed are considered excessive in an air-conditioned building.
- No clothing promoting alcohol, tobacco, drugs, profanity, or that depicts/uses sexual innuendos or derogatory language will be allowed at school.
- Wearing caps, hoods, sunglasses, or bandanas in the building is not allowed except when designated by the administration.
- All hazardous jewelry is not permissible.
- Backpacks, purses, coats, ponchos, or jackets will not be allowed in classrooms without administrative approval. Please keep these items in your locker.
- Footwear is required of all learners. (Wheels in shoes are prohibited.)
- ***Learners will not return to class until the clothing/article is removed or changed as determined by school personnel.***

DROPPING/ADDING CLASSES

The dropping/adding of classes is to take place at the end of a quarter. It is preferred that music classes be changed at the end of the semester.

EQUAL EDUCATION OPPORTUNITY NOTICE

The policy of the Brookings School District No. 5-1 is that discrimination against any individual for reason of race, color, creed, religion, national origin, sex, age, marital status, or handicap is specifically prohibited by the Board of Education. Inquiries concerning sex discrimination may be made directly to the Superintendent of Schools at 2130 8th Street South, Brookings, SD 57006, or Title IX coordinator for Brookings School District at 2130 8th Street South, Brookings, SD 57006

FYI: the US Dept. of Education Office For Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. Phone (816) 268-0550 Fax (816) 823-1404 TDD (877) 521-2172 Email OCR.KansasCity@ed.gov

FOOD SERVICE/CHILD NUTRITION

- Meal Prices
 - Breakfast and lunch prices are determined annually, please visit the Child Nutrition page on the district website for current rates which can be found [here](#).
- Breakfast
 - Service begins at 7:30 am each morning and ends promptly at 8:05 am.
 - Learners and food must remain in the cafeteria while eating breakfast. Eating breakfast is not an excuse for being tardy to first period.
 - A breakfast meal includes meat and/or grain, milk, fruit, and fruit juice options.
 - All learners must select a minimum of ½ cup fruit or fruit juice with their breakfast meal, per USDA nutrition standards.
- Lunch
 - Learners have 40 minutes on Mondays, Tuesdays, Thursdays, and Fridays and 35 minutes on Wednesdays.
 - A lunch meal includes meat, grain, milk, fruit, and vegetable options.
 - All learners must select a minimum of ½ cup of fruits and vegetables with their lunch meal, per USDA nutrition standards.
- À la Carte
 - À la Carte includes any items beyond what is included in a breakfast or lunch meal. A parent/guardian may choose to have their child's à la carte permission blocked by completing a "no à la carte form" found [here](#) or by calling 605-696-4713 with your request.
 - À la carte purchases can only be made if there is money on a learner'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 a check or cash
 - Please review the Brookings School District meal charge policy – [POLICY EFD](#)
- 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 [here](#) 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 Price Eligibility
 - Free and Reduced Price Meal Applications are available [online](#), 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.

- À la Carte items are not included in the cost of a learner eligible for free or reduced priced meals.
- Food
 - Learners who bring sack lunch may purchase milk, if there are sufficient funds available on the learner's account
 - No pop/soda or energy drinks are allowed
 - Learner 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
- "CLOSED" Lunch
 - Learners may not leave school grounds during the lunch period without a pass.
 - Parent/guardian must phone the school office to give permission for his/her child to leave during lunch.
 - Please call before your child's lunch period on the day that permission is requested.
 - Learners may only leave for lunch with parents/guardians.
 - Learners may not drive themselves off school grounds for lunch.
 - Unexcused tardy following lunch: Extending one's lunch time causes a direct interference with scheduled classes and will not be excused. Loss of privileges may also occur. A parent/guardian call and pass to class are required for tardy learners.
 - Following abuse to the pass or leave system, the privilege of eating off school grounds may be revoked by administrators.
 - Learners may go to another staff when the learner presents a signed pass to the noon supervisor.

FUNDRAISING

All fundraising projects must be approved in advance by the sponsoring organization advisor and the advisor's administrator. Any expenditure by a school organization must be handled in the same manner. These approvals will be based upon the intended usage of the funds raised, the nature of the fund-raising activity, and the degree to which it fulfills its purpose for the organization. All monies collected by a school organization are school funds and must be deposited in a school account.

GRADING SCALE

A+ (98-100%)	A (93-97%)	A- (90-92%)
B+ (87-89%)	B (83-86%)	B- (80-82%)
C+ (77-79%)	C (73-76%)	C- (70-72%)
D+ (67-69%)	D (63-66%)	D- (60-62%)
F (Below 60%)	E = Exempt	P = Passing, but is below grade level

Commented [MC9]: Do we use E for a grade?

INC = Incomplete - This mark is given to denote that the learner has not turned in the required amount of work for the grading period. An incomplete mark on the report card can become any mark listed above when the work is completed according to teacher specifications. Failure to do so within two weeks results in a grade of "F".

HOMEWORK POLICY

Homework can be requested by emailing your homeroom teacher or notifying the office before 9:00 am. Homework items can then be picked up at the office between 3:00 pm-4:00 pm. Learners are encouraged to check CANVAS for lessons and homework responsibilities when they are gone.

IMMUNIZATIONS

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

INFINITE CAMPUS—Student Information System (SIS)

The Brookings School District utilizes Infinite Campus as our student information system. Infinite Campus houses data such as contact information, emergency contacts, schedules, grades, attendance, and more. Learners and Parents/Guardians alike are able to have a login to access all of the information. Learners will work with staff to get logged in. Parents/Guardians can call the administration office at 696-4724 or you may contact the middle school office at 696-4500 to set up or change your parent portal.

IN SCHOOL SUSPENSION – ISS

In School Suspension or ISS is a consequence that keeps learners in school and doing work, but isolates them from the rest of the learner body.

INSURANCE

The school does not have insurance coverage on learners. However, all learners have the opportunity at the beginning of the year to take out learner protection insurance. An insurance form with the current rates listed is available upon request. Participation is voluntary. The insurance offers protection to the learner from the time s/he leaves home for school -- protection while at school -- and protection until s/he returns home. Another plan offers protection for the entire year.

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. If learners wish to place posters, etc. inside their assigned locker, they must be attached with magnets. Damages caused by misuse of tape, etc. will be charged to the learner responsible. Any locker malfunction should be reported to the proper advisor or the office. Learners are not to change lockers without permission from the office. **The locker is NOT the learner's private property and may be opened by school authorities at any time.** Any unauthorized items found in the locker will be removed.

LUNCH/CAFETERIA RULES

- Follow directions of lunchroom personnel and supervisor(s).
- Speak in a quiet voice volume. Excessive noise is not appropriate.
- No candy, pop, caffeinated beverages, or coffee.
- Wait quietly in a single-file line; no cutting or saving spots.
- Each person is responsible for cleaning up his/her own area; any trash should be placed in the garbage containers provided.
- Use acceptable language; no profanity/name-calling/obscene gestures.
- No headsets/earbuds/music/cell phones.
- Raise your hand for permission to use the restroom or return your lunch tray.
- Learners may not order food or beverages to be delivered to the school.

MAJORS - UNACCEPTABLE BEHAVIOR

- **ABUSIVE 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. **POLICY JFCH**
- **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 student and which creates an objectively hostile school environment. **POLICY JFCD**
- **DISTURBANCE OF SCHOOL AS MISDEMEANOR** – **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** – 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. [POLICY ACA](#) & [POLICY 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. [POLICY JFC](#)
- **TRUANCY** – Skipping class/school. [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. [POLICY JFCJ](#)

MANDATORY REPORTING OF CHILD ABUSE & NEGLECT Any person who has contact with a child through the performance of services of a public or private school, shall immediately notify the person in charge of the facility or their designee of suspected child abuse. That person shall report the information in accordance with the provisions of [SDCL 26-8A-8](#).

MEDIA CENTER

Access Media Center [here](#). Learners may search for available library books on the MMS Library web page under MMS Library Catalog then Destiny Catalog link then MMS Library.

Media Center Procedures

- A learner ID badge/ID number is required to check out books/items from the media center during school hours.
- Learners may always have three media center items checked out at one time.
- Media Center books may be checked out for 21 days. A book may be renewed one time when checked out. A hold may be placed on up to two books at one time.
- If a learner has two overdue books, he or she will not be allowed to check out any additional items until the book has been returned or a replacement fee has been paid.
- Should a learner lose or damage a library book, he or she will need to pay the book replacement fee by the end of the school year. All 8th grade learners must have their media center accounts clear of any lost books prior to beginning the ninth grade at BHS. The payment for a book replacement fee should be given to the MMS Librarian.

NURSE

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 provides 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/guardians and community partners to best serve these needs. The MMS nurse can be reached by phone at 696-4519.

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. Parents/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's consent and signature prior to administration. Forms can be picked up in the nurse's office at each school building as well as on-line. 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 the 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, difficulty 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.

OUT OF SCHOOL SUSPENSION – OSS

POLICY JGD

Out of School Suspension or OSS is temporary denial to a learner of participation in classes and school activities. It is assigned by the principal, assistant principal, superintendent, or school board. Suspension will be served out of school. No credit for makeup work. Learners may not be on any Brookings School District property including any activities off school grounds.

PERSONAL PROPERTY

Security of personal property is the individual responsibility of each learner. Bicycles and lockers should be kept locked at all times. The school cannot and will not accept responsibility for the valuables of learners. The lock combinations are for individual learner's use alone. **A learner should not under any circumstances reveal his/her combination to anyone else.** Any special item of value can be checked in with the homeroom teacher for the day. Generally speaking, items of value should not be brought to school. Book bags/backpacks should be left in the learners' locker until the end of the day.

PLAGIARISM

If a learner plagiarizes, the action will result in the grade being docked. In addition, plagiarism will result in a behavior infraction. Any learner who allows his/her work to be copied will receive the same consequences as the learner who did the copying.

PLEDGE OF ALLEGIANCE

George S. Mickelson Middle School learners will recite the pledge of allegiance to the flag of the United States of America following announcements. Any learner or teacher may respectfully decline, for personal reasons, to participate in recitation of the pledge and learners and staff must respect their right to make that choice.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

It is not a program or a curriculum, but a framework which helps to establish both school-wide and individual behavioral strategies. The goal of PBIS is to develop a positive school-wide culture and to achieve successful behavioral and academic outcomes for all students. It is a process that puts in place systems of acknowledging expected behavior while also providing consistent consequences for problem behavior.

BOBCAT BE'S

- Be Responsible
- Be Respectful
- Be Safe
- Be Prepared

PROGRESSIVE DISCIPLINE MATRIX

Inappropriate Behaviors	Consequences			
<u>Offense</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth + Offense</u>
MINORS (Class One & Two)				
Class One (per quarter)				
Unexcused Tardies	Record	Record	Record	Minor
Class Two (per quarter)				
Insubordination, Disobedience, Breaking Building Rules, Profanity, Disruption of Library, Hallway, Lunchroom, Minor Vandalism (graffiti), Dress Code, Forging note, Cell Phone	Minor	Minor	Minor Learner Meeting with Team Form sent home to parents	4th Minor—1 day in the quiet room or equivalent to and parent contact 5th Minor—2 days in the quiet room or equivalent to and parent contact. 6th Minor—3 days in the quiet room or equivalent to and parent contact
MAJORS (Class Three & Four)				
Class Three (per quarter)				
Physical Aggression Intimidation Harassment	ISS (1 day) Parent Contact	ISS (3 day) Parent Contact	ISS (5 days) Parent Contact	Administrative Discretion Parent Contact
Truancy/Skipping Class Policy JEDA 1 - 2 periods	Make up time missed Lunch Detention	Make up time missed Doubled Lunch Detention	1 day ISS Lunch Detention	3 days ISS Lunch Detention
3-10 periods	Make up time missed Lunch Detention	1 day ISS Lunch Detention	3 days ISS Lunch Detention	5 days ISS Lunch Detention
Class Four (per year)				
Vandalism/Damage/ Theft to School/Private Property	ISS (3 day) Parent Contact Compensation	ISS (5 days) Parent Contact Compensation	ISS (10 days) Parent Contact Compensation	Referral for Long-Term Suspension/Expulsion Parent Contact Counselor Referral Compensation
Fighting/Violence	ISS (3 days) Parent Contact Counselor Referral Law Enforcement Notified	ISS (5 days) Parent Contact Counselor Referral Law Enforcement Notified	ISS (10 days) Parent Contact Counselor Referral Law Enforcement Notified	Referral for Long-Term Suspension/Expulsion Parent Contact Counselor Referral
Products containing tobacco and products containing nicotine such as e-cigarettes and/or vaping	ISS (3 days) Parent Contact	ISS (5 days) Parent Contact	ISS (10 days) Parent Contact	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

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Commented [MC13R11]:

Commented [15]: 1 day, 3 days, 5 days, Administrative discretion

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Commented [17]: Add 10 days for Violence - move referral to 4th

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Inappropriate Behaviors	Consequences			
<u>Offense</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth + Offense</u>
Illegal Offenses (Class Five & Six)				
Class Five (per year)				
Disturbance of School (SDCL 13-32-6)	ISS (3 days) Law Enforcement Notified	ISS/OSS (5-10 days) Law Enforcement Notified	Suspension/Expulsion Law Enforcement Notified	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, principal, or assistant 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, district website, or below. (Refer to Policy JFCD)		
Class Six (per middle school career)				
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			

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Administration reserves the right to alternative consequences

Bullying Complaint Forms – (Standard, To Superintendent, To Board)

Sexual Harassment Complaint Forms – (Standard, To Superintendent, To Board)

Mickelson Middle (6-8) 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 (per year)				
Acceptable Use Policy Violation--Administrator	Restricted network profile for 5 days ISS (1 day) Parent Contact	Restricted network profile for 10 days ISS (3 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 days) Parent contact/meeting	Loss of computer privileges for a period of time to be determined by administrator--not less than 10 days ISS (10 days) Parent contact/meeting
Violation (per year)				
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 (per year)				
Cyber Bullying Policy JFCD	Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion			

QUIET ROOM – QR

Quiet Room or QR is a consequence that keeps learners in school and doing work, but isolates them from the rest of the learner body. QR can be earned through multiple minors or a learner needing a quiet place to reset.

RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and learners over 18 years of age ("eligible learners") certain rights with respect to the learner's education records. These rights are:

1. The right to inspect and review the learner's education records within 45 days of the day the school receives a request for access. Parents or eligible learners should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible learner of the time and place where the records may be inspected.
2. The right to request the amendment of the learner's education records that the parent or eligible learner believes are inaccurate or misleading. Parents or

eligible learners may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, [or appropriate official], clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Brookings School District decides not to amend the record as requested by the parent or eligible learner, the district will notify the parent or eligible learner of the decision and advise them 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 learner when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the learner'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); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or learner serving on an official committee, such as a disciplinary or grievance committee or 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 Brookings School District discloses education records without consent to officials of another school district in which a learner seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible learner 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 school 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 learner has requested the school district not disclose directory information about them. The parent or eligible learner 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 learner that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the learner'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, learners, 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.

REPORT CARDS

Grade reports will be issued on the [parent portal](#). You will receive an email when they are available. Report cards are posted to the portal four times per year. If your learner is doing inadequate work, one of their teachers may contact you. If you are unsure at any time about your learner's academic progress, contact his/her homeroom teacher or check the parent portal. *(see **Infinite Campus** for more information)*

RESPONSIBILITIES – LEARNER & PARENT/GUARDIAN

- Learner Responsibilities
 - Understand all expectations in the learner handbook.
 - Monitor one's own behavior.
 - Attend conferences scheduled on his/her behalf with team teachers, administrators, and/or parents/guardians.
- Parent/Guardian Responsibilities
 - Read through the learner handbook with his/her learner at the beginning of the year.
 - Attend conferences scheduled on behalf of the learner with team teachers, administrators, and/or counselors.

RESTRAINT OF LEARNER

[SDCL: 13-32-2](#) & [POLICY JGB](#)

Superintendents, principals, supervisors, and teachers and their assistants have the authority to use the physical force that is reasonable and necessary for supervisory control over learners.

Like authority over learners is given any person delegated to supervise children who have been

authorized to attend a school function away from their school premises and school bus drivers while learners are riding, boarding, or leaving the buses.

SCHOOL HOURS

- School begins at 8:15 a.m.
- Learners who arrive before 8:00 a.m. must stay in their team or breakfast area until 8:00 am.
- School ends at 3:22 p.m.
- Wednesday school ends at 2:22 p.m.
- Teacher hours – 8:00 a.m. – 4:00 p.m.

SCHOOL SONG

Brookings High School, victory for you.
Red and Black, we must carry through.
Though that line holds tight,
We'll show the same old kind of---
FIGHT! FIGHT! FIGHT!

Brookings High School, get in the game.
Brookings High School, fight for your fame.
Be reliant; be defiant---
Fight for Brookings High!
B-O-B-C-A-T-S
BOBCATS are the BEST!

SEARCHES

POLICY JFG

The right of inspection of a learner school locker is inherent in the authority that is granted by the school board. This authority may be exercised as needed in the interest of safeguarding children, their property, and school property.

SUMMER SCHOOL & RETENTION POLICY

- **Summer School**
 - Learners who fail one or more classes may be required to attend summer school.
- **Retention Policy**
 - Learners who fail multiple classes will be required to have a conference with MMS administrators, staff, and parents/guardians to determine if they should repeat the classes/grade. (Failing two core classes for the year gives reason for the school to retain the learner)
 - *8th Grade Only*: Learners who fail math will be required to start with Pre-Algebra in their 9th grade year.

TARDIES

- Before school
 - No more than three tardies per semester will be permitted unless they are related to medical appointments, dental appointments, bus problems, family emergencies or the weather.
 - After the third unexcused tardy and any subsequent tardy will result in principal referral.
 - All learners must check in at the office if they are late for school.
- During the School Day
 - If a learner is going to be late passing from one class to another, learners must secure a pass from a teacher or a phone call to the class they are going to.
 - Unexcused tardies will be recorded in Infinite Campus and may result in a minor.

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WELLNESS POLICY

POLICY AE

School District Wellness Policy Information

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

Background

Congress recognizes that schools play a critical role in promoting learner 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 [Health, Hunter-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/guardians, learners, 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/guardians, learners, 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 learner wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
- Nutrition guidelines for all food 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/guardians, 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 learners 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 learners' eating behaviors and food choices. Nutrition promotion and education will be offered to parents/guardians, 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 learners with the knowledge and skills needed for lifelong participation in a broad range of activities. Learners

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 learners, staff, and community.

Nutrition Standards

Learners' 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. For additional clarification, please contact the school principal. 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 learners to remain indoors for long periods of time, learners 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	Fresh fruit
Yogurt Cup	Fresh vegetables
100 calorie pack items	Rice cakes
Fruit snacks, made with real fruit juice	Graham crackers
Rice Krispie treats	Granola bars

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 here in and to alter penalties as he/she considers necessary.