



Brookings High School

Learner Handbook

2024-2025

530 Elm Avenue | Brookings, SD 57006

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~~BROOKINGS HIGH SCHOOL~~

~~SCHEDULES~~

~~(will be posted on BHS website)~~

2023-2024 Daily Schedule					
<u>Red Block - Monday/Thursday (A)</u>		<u>Black Block - Tuesday/Friday (B)</u>			
Period 1	8:15 - 9:40	Period 2	8:15 - 9:40	<u>Wednesday Schedule (C)</u>	
Advisory	9:45 - 10:10	Advisory	9:45 - 10:10	Period 1	8:15 - 8:57
Period 3	10:15 - 11:40	Period 4	10:15 - 11:40	Period 2	9:03 - 9:44
LUNCH	11:40 - 12:25	LUNCH	11:40 - 12:25	Period 3	9:49 - 10:31
Period 5	12:30 - 1:55	Period 6	12:30 - 1:55	Period 4	10:36 - 11:18
Period 7	2:00 - 3:25	Bobcat Time	2:00 - 3:25	LUNCH	11:18 - 12:03
				Period 5	12:08 - 12:50
				Period 6	12:55 - 1:37
				Period 7	1:42 - 2:25
<u>Red Block - Monday/Thursday (A)</u>		<u>Black Block - Tuesday/Friday (B)</u>		<u>Wednesday Schedule (C)</u>	
<u>2 Hour Late Schedule</u>		<u>2 Hour Late Schedule</u>		<u>2 Hour Late Schedule</u>	
Period 1	10:15 - 11:19	Period 2	10:15 - 11:40	Period 1	10:15 - 10:40
LUNCH	11:19 - 12:04	LUNCH	11:40 - 12:25	Period 2	10:45 - 11:10
Period 3	12:09 - 1:11	Period 4	12:30 - 1:55	Period 3	11:15 - 11:40
Period 5	1:16 - 2:18	Period 6	2:00 - 3:25	LUNCH	11:40 - 12:25
Period 7	2:23 - 3:25			Period 4	12:30 - 12:55
				Period 5	1:00 - 1:25
				Period 6	1:30 - 1:55
				Period 7	2:00 - 2:25
<u>1st-7th Periods</u>		<u>1st-7th Periods</u>		<u>2 Hour Late Schedule</u>	
<u>2 Hour Late Schedule</u>		<u>2 Hour Late Schedule</u>		<u>2 Hour Late Schedule</u>	
Period 1	8:15 - 9:02	Period 1	10:15 - 10:52	Period 1	10:15 - 10:40
Period 2	9:07 - 9:54	Period 2	10:57 - 11:30	Period 2	10:45 - 11:10
Advisory	9:59 - 10:20	LUNCH	11:30 - 12:15	Period 3	11:15 - 11:40
Period 3	10:25 - 11:12	Period 3	12:20 - 12:53	LUNCH	11:40 - 12:25
LUNCH	11:12 - 11:57	Period 4	12:58 - 1:31	Period 4	12:30 - 12:55
Period 4	12:02 - 12:49	Period 5	1:36 - 2:09	Period 5	1:00 - 1:25
Period 5	12:54 - 1:41	Period 6	2:14 - 2:46	Period 6	1:30 - 1:55
Period 6	1:46 - 2:33	Period 7	2:52 - 3:25	Period 7	2:00 - 2:25
Period 7	2:38 - 3:25				

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HANDBOOK LISTING (Alphabetical Order)

-A-

ACCEPTABLE USE of COMPUTERS AND NETWORKS

Policy IIBG

Access to the internet is available to learners and teachers of the school district. Online resources will allow classroom projects such as pen-pal discussions, scientific data collection, and international cultural exchanges. The internet enables worldwide connection to electronic mail, discussion groups, databases, computer software and informational sources such as libraries and museums. The goal of the district through online resources is to promote educational excellence by facilitating resource sharing, innovation and communication within our own community, our nation and worldwide. With the access of online resources comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. However, it is the district's belief that the valuable information and interaction on these networks far outweigh the possibility that a user may locate material that is not consistent with the educational goals of the district. Internet users, like traditional library users, are responsible for their actions in accessing online resources. Before faculty, staff, learners or parents have access to the Internet, they must complete a mandatory workshop. The intention of the workshop is to educate users on proper Internet conduct. The administration will formulate the necessary regulations to carry out the policy of acceptable Internet use and the consequences if violations occur.

ACCEPTABLE USE FOR NETWORK ACCESS

Policy IIBG

The information systems and Internet access available through the Brookings School District are available to support learning, enhance instruction and support school system business practices.

The Internet is a global information and communication network that provides a tremendous opportunity to bring information opportunities to our learners. Through the Internet, learners can access up-to-date, highly relevant information that will enhance their learning. Learners also have the opportunity to communicate with other people from throughout the world. Use of the Internet for enriching educational activities will assist in preparing learners for success in life and work in the 21st Century.

The district offers access to technology resources for schoolwork and enrichment activities. The purpose of the technology resources is to provide additional educational support and communication tools. These resources help to facilitate education and research consistent with the objectives of the Brookings School District.

ACTIVITIES

Activity cards will be provided in addition to a learner identification card.

Activity cards may be purchased on the day of registration **or through the activities office.**

High-School Learners: ~~\$35.00~~

MMS Learners: ~~\$25.00~~

Elementary and Camelot: ~~\$20.00~~

Adult Activity Passes: ~~\$80.00~~ for single ~~\$140~~ for couple

Senior Citizen Passes: ~~\$50.00~~ each

There is a maximum of ~~\$80.00~~ for learners per family.

ACTIVITIES PARTICIPATION

In the case of illness, a learner must attend at least one (1) block period immediately preceding departure for a home or away activity (or transportation to an activity).

A learner, who has committed illegal offenses on the Progressive Discipline Chart and is involved in co-or extra-curricular activities, shall also be subject to the consequences as specified in policy JJC in this handbook and JJC-R relating to learner conduct-learner activities.

APPLYING THE RULES OF BHS

Policy JFC

1. The consequences for misbehavior described in the Progressive Discipline Chart in this Handbook are for misbehavior resulting in referral to the Principal's Office.

- Consequences are designed to be fair, firm, and consistent for all learners at Brookings High School. They apply to all learners in any school or other district building, on district property, in district vehicles or school-sponsored transportation and at district events. They also apply to violations of district policies even when the learner is not at a district event or on school property. Consequences listed are minimums. A building administrator has the latitude to modify penalties. Based on the nature and severity of the offense, the administrator will have the authority to enforce other reasonable disciplinary action found warranted by the situation.
- 2.
 3. **Because it is not possible to list each misbehavior that may occur, the administration and staff reserve the right to respond to misbehavior not included in the Progressive Discipline Chart. The content of the chart is based on the assumption that misbehaviors are dealt with by administrators, classroom teachers, counselors, bus drivers, chaperones and other appropriate staff.**
 4. Progressive discipline will be used in conjunction with existing district policy.
 5. Actions which may be used by district staff to discipline learners and/or encourage them to modify their behavior include but are not limited to: learner conference, parent or guardian notification, fine, restitution, removal from class, dismissal from school, In-School Suspension (ISS), Out-of-School Suspension (OSS), detention/block detention/Saturday detention, exclusion, referral to law enforcement authorities, conflict resolution training and recommendation to alternative community service.

ATTENDANCE

Policy JEDA and JEE

Freshmen, sophomores, and juniors must be in attendance all seven periods and enroll in at least six class periods unless a partial schedule is approved by administration due to extenuating circumstances.

Seniors must enroll in at least six classes during the school week unless they have been approved as a part time learner (school district policy JF) or a partial schedule has been approved by administration due to extenuating circumstances. Concurrent or Dual Credit classes are considered part of the period school week.

Absences will be classified as excused or unexcused.

Excused Absences include but are not limited to: funeral, family emergency, court, illness, surgery, religious holidays, hazardous weather, parent request, school-sponsored and school-recognized activities and college visits.

Unexcused Absences include but are not limited to: hair appointments, tanning appointments, staying at home to study for a test, truancy, out of school suspension, truant from a class to attend another class.

Learners have 2 days to clear absences. If an absence is not cleared by parent/guardian the absence will be considered unexcused and no credit will be earned for that day.

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 unexcused absences, the Brookings School District will submit a truancy report to law enforcement indicating missed classes/days of school for learners displaying “irregular attendance” 13-27-20. Law enforcement will submit truancy requests to the Deputy State’s Attorney’s office. **SEE TRUANCY.**

1. Attendance: All learners will be allowed **10 unexcused absences** per semester.

After **7 unexcused absences** in one or more classes per semester, school personnel will notify the parent or guardian.

After **10 unexcused absences** in one or more classes per semester, learners are considered excessively absent and school personnel will notify the parent/guardian. Henceforth, the learner will only be excused in the case of serious illness (doctor’s verification necessary within 2 days of absence) or other extenuating circumstances. If the learner is failing a class, the learner may be removed and will no longer receive credit for the class.⁶

*Learner/parent/guardian may appeal the decision of the school administration to drop the learner from class(es) by making a request to the Principal or Assistant Principal.

-B-

BADGES

Badges will be issued to learners at the beginning of the school year at registration. It will verify identification as a learner at BHS. All learners will be expected to have their badge on their person ~~wear badges~~ during the school day.

1. Learners will be given a badge during fall registration and will be allowed to get one free replacement badge upon request per year.
2. All learners will be given one lanyard. If a learner’s lanyard and/or badge protector breaks, learners should come to the office for a free replacement.

- ~~3. If a learner forgets their badge, they will receive one warning for the first two forgotten badges and a detention for every one after they are sent to the office for a temporary ID. After that, badges are replaced at a cost of \$5.00 (badge and lanyard).~~
4. All learners must be able to display their school issued Badges to staff, if requested
5. ~~Learners may not deface badges by writing on them or placing stickers on them.~~

BULLYING

Policy JFCD

Bullying includes any electronic, written, verbal or physical act of a demeaning or threatening nature targeted at a learner which is based on any actual or perceived trait/characteristic of the learner and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

BUS BEHAVIOR

Policy JFCC

While on district-provided buses, learners shall adhere to the same behavior expectations, standards and consequences as at school.

-C-

CANCELLATION OF SCHOOL ANNOUNCEMENTS

~~Cancellation of school or late starts due to inclement weather will be broadcast over Radio Stations KBRK and KJJQ as well as KELO, KDLT and KSFY television stations and their corresponding websites. Please do not call the radio or TV stations.~~

Brookings School District uses an automated communication system that informs parents of school closings and other important school information. Please make sure the learner/parent contact information is updated in the BHS office. [See the link below for further information on inclement weather](#)

[BSD Inclement Weather FAQ](#)

CAREER AND TECHNICAL EDUCATION (CTE)

CTE courses provide relevant, hands-on opportunities that relate to technical careers and the workplace. Teachers of these courses as well as the courses themselves must go through a process of state certification in order to be a state-approved program.

CTE courses offered at Brookings High School meet for one or two block periods during the school day and are offered both in Brookings High School and the CTE building just south of the High School. See current registration book for details.

CELL PHONE/ELECTRONIC DEVICE

Learners are prohibited from using personal electronic devices (cell phones, headphones, smart watches, etc.) ~~which might~~ if they disrupt or interfere with educational purposes in the classroom, hallways or other areas of the building. ~~during instructional class time unless prior approval has been granted by an administrator.~~

~~Learners will be allowed to use cell phones during passing time between classes, during lunch, during flex period/free period, before 8:15 AM and after all classes have been dismissed for the day.~~

- A cell phone/electronic device is the owner's responsibility.
- **Recording pictures or videos of classes/staff/learners without prior permission is an invasion of privacy and will have consequences, which may include a referral to law enforcement.**

If a learner is inappropriately using their cell phone/electronic device ~~during class~~, they may be asked to relinquish their device. ~~to the instructor and/or go to the office.~~

CHEATING

Copying vs. Collaboration

At times learners will work together on assignments. Understanding the distinction between copying another's work and collaborating on an assignment is important. BHS teachers are responsible for informing their respective learners as to the appropriate protocol regarding collaboration. Disclaimer: If a teacher does not clearly state that an assignment is collaborative, all work that the learner completes should be independently created and not obtained from any other source including, but not limited to classmates.

Cheating

- Copying any portion of another learner's homework with or without the learner's permission
- Viewing and/or copying answers from another learner's test or quiz
- Being responsible for, or partaking in, the transference of confidential

- information. (i.e. test answers or test/quiz copies)
- Utilizing written or electronically stored information that is pertinent to a test, quiz or class activity, without consent from a teacher
 - Allowing one's work to be copied by another learner
 - Having someone else do an assignment that was meant to be done alone

Plagiarism

When a learner submits work for credit that includes the product, words, ideas, or data of others, the source must be acknowledged by the use of complete, accurate and specific references. By placing one's name on work submitted for credit, the learner certifies the originality of all work not otherwise identified by appropriate acknowledgements. On written assignments, if verbatim statements are included, the statements must be enclosed by quotation marks or set off from regular text as indented extracts. A learner will avoid being charged with plagiarism if there is an acknowledgement of sources of information whenever one:

- Quotes another person's actual words or replicates all or part of another's product.
- Cutting and pasting another person's actual words.
- Uses another person's ideas, opinions, work, data, or theories, even if they are completely paraphrased in one's own words.
- Borrows facts, statistics, or other illustrative materials - unless the information is common knowledge.

Academic Dishonesty

- The following actions are reflective of academic dishonesty and are subject to disciplinary action by teacher, school and/or district. Some offenses may be criminal in nature and therefore prosecutable under local, state or federal laws.
- Using dishonest, deceptive or fraudulent means to obtain or attempt to obtain credit for academic work; using notes, aids, or another learner's assistance to complete a test, a project or other assignment in a way other than that expressly permitted by the teacher. Unless otherwise directed by the teacher, learners should accomplish all assignments individually; Looking at another learner's test, answer sheet, or other materials; Copying from or allowing another learner to copy from a test, homework, or other coursework which is not intended to be collaborative in nature; accessing, deleting, modifying, transferring, or receiving of computerized files without authorization of the teacher. Although a learner may authorize another learner to copy or transfer electronic files, this action is considered cheating if effected without teacher permission; and plagiarizing materials; that are taking the specific or general substance of another person's work and offering

it as one's own work without giving credit to the original author. Plagiarizing encompasses omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on a source page appended at the end of the assignment, and/or paraphrasing an author without giving credit to that author for use of his or her ideas. Paraphrasing is the learner's use of an author's idea by rewording and/or rearranging that author's original text.

All learners have due process rights. **See Policy JFA.**

CHECK IN/OUT

Learners must enter door C6 and check in at the office when returning from an appointment or arriving at irregular times. ~~check in at the office when returning from an appointment or when arriving at irregular times (anytime other than the beginning of the day).~~ Learners must check out in the office when leaving school for an appointment or when leaving school at irregular times.

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 at <https://www.brookings.k12.sd.us/Page/441>.

Breakfast

- Service begins at 7:30 each morning.
- A breakfast meal includes meat and/or grain, milk, fruit & 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

- 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.

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 at <https://www.brookings.k12.sd.us/cms/lib/SD01816867/Centricity/Domain/44/No%20A%20la%20Carte%20Form.pdf> or by calling 605-696-4713 with your request.
- A 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 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 <https://www.brookings.k12.sd.us/cms/lib/SD01816867/Centricity/Domain/44/Special%20Diet%20Form.pdf> and are to be given to the Director of Child Nutrition or the Child Nutrition Manager in the school.
- Once the forms are submitted a copy is provided to the Director of Child Nutrition, Child Nutrition Manager in the learner's school and the nurse in the learner's building.

Free & Reduced Priced Meal Eligibility

- Free and Reduced Priced Meal Applications are available online <https://www.brookings.k12.sd.us/domain/44>, 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.
- A la carte items are not included in the cost of a learner eligible for free or reduced priced meals.

Wellness

- See Wellness Policy

Food

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

***Consistent with all BSD handbooks?

CLASS SCHEDULES AND REGISTRATION

Each learner is assigned a counselor who will remain ~~his or her~~ **their** academic advisor for all four years of high school. ~~During the registration process (January of 8th grade year), learners and parents develop~~ **A 4-year Personal Learning Plan will be developed.** This revisable plan will guide the registration process each year of high school.

- Transfer learners or other learners may have their day shortened due to course availability.
 - ~~BHS will not overload a class second semester for a learner who fails a first semester class.~~
 - All learners register in the spring during the second semester for the following academic year.
 - Schedule changes must be made within the first five days of the semester, before the school year begins and changes will only be made to correct the following:
 - Computer errors and resolution of conflicts. (i.e. missing required class for graduation or college, have not met prerequisites, duplicate courses, course has been taken previously)
 - Accommodate physical impairments limitations
- Additional circumstances that will be considered**
- Drop a seventh class to take a study hall or free period within the first 10 days of a semester
 - No class will be added after the first 5 days of the semester.
 - Courses dropped after the first 10 days of the semester will result in a grade of "WF".
- ****Any deviation from this procedure must have counselor/administrative approval.

CONDUCT EXPECTATIONS

Policy JFC

Every learner at Brookings High School shall be expected to obey all school rules and regulations as well as the laws of the community, state and nation. Learners are required to conduct themselves with respect for self and others through their actions, their language, and their dress. Learner behavior will reflect favorably on the individual and on the school, will show consideration for others, and will create a positive learning atmosphere. Learners must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations.

When a school employee acts to assist a learner in proper conduct, the emphasis shall be toward learner growth in self-discipline. The building administrators shall inform the parents or guardians of any learner whose behavior is in serious conflict with established rules, laws and procedures; though, we will work with learners to correct more minor behaviors without parental involvement.

This handbook applies to all learners whenever and wherever the learner is under the jurisdiction of the school, including all school-sponsored activities and functions at home or away. (See the Brookings High School Progressive Discipline Chart at the end of the Handbook.)

Under no circumstances will vandalism, violence, destructive acts, intimidation, extortion, harassment, malicious disturbances and other violations of the law be tolerated, condoned or excused. Immediate steps including possible referral to law enforcement officials will be taken to discipline any learner involved in such behavior.

CONSEQUENCES

SEE PROGRESSIVE DISCIPLINE CHART

Failure to follow through with consequences may result in further discussions of placement. Due to the specific circumstances of certain situations (severity, intent, etc.) administrators may assign disciplinary consequences not listed in the progressive discipline chart.

COUNSELING SERVICES

BHS counselors make every effort to serve and support the academic, career, personal and other counseling needs of learners. Therefore, counseling staff members are available before and after school, during school hours, by appointment and in case of emergency. Services provided include personal counseling, academic advising and post-high planning (work, military, tech/vocational and college). Counselors may also consult with parents, staff and referral agencies. Brookings High School Counseling Office hours are 7:45 a.m. to 4:00 p.m.

Learners have permission to see their outside counselors during the school day.

In addition, Brookings High School has an agreement with East Central Behavioral Health. Please contact the counseling office for more information.

CREDIT CHECK

It is a learner's personal responsibility to review credits from time to time to make sure the learner has completed required subjects and elective credits. Learners may check with counselors to ensure that they have sufficient credits for graduation.

CREDIT FOR GRADUATION

Learners must earn 22 credits to graduate. Learners must successfully complete required and elective courses. Information for each grade is located in the Registration Handbook appropriate for each graduating class.

Credits in face-to-face course offerings:

- **In order to earn credit in a face-to-face course, learners may not be absent from a course (unexcused or excused) more than 14 total days per semester, not including school sponsored activities. Learners MAY be dropped from a class(es) when they reach the 14 day of absence. Learners may re-enroll at semester time into available classes.**
- In order to earn credit in a face-to-face course, learners MUST attend class. Online instruction will not be offered as an alternative to attending school in the face-to-face course.

CREDIT-ONLINE and VIRTUAL

Policy IGCB

Any Brookings High School learner, in grades 10-12, may take an online course. Brookings High School will pass on costs to parents/guardians for online course work. Online course grades will be placed on the learner's transcript by Brookings High School. Learners (grades 9-11) may have access to a school-provided computer in the summer. Brookings High School offers learners educational opportunities not taught by Brookings School District employees or directly supervised by BHS administrators. In these cases, our control of content, instruction and other factors is limited. This is in effect for online courses, dual credit opportunities and other 3rd-party educational offerings.

CREDIT RECOVERY

Learners are able to earn credit for some failed classes **through the Brookings High School Credit Recovery Program.** ~~and regain classification with graduating class. Not all classes are offered at Credit Recovery.~~ Placement in Credit Recovery is subject to approval by BHS administration. **Once approval is granted, Credit Recovery will be placed in the learners schedule.**

~~All Credit Recovery courses are required to be taken at BHS. No courses in Credit Recovery will be approved to be taken off campus.~~

-D-

DANCES

The following rules govern dances:

- The dances must be sponsored by a school organization and approved by administration.

- Sponsorship includes securing chaperones, providing workers, arranging for the music, clean-up etc.
- The sponsoring organization receives the revenue from the dance and is responsible for all fees and charges.
- Dances are open only to Brookings High School learners; however, high school learners may bring one guest from outside the school. **In order for a non Brookings High School guest to attend the dance, the appropriate forms need to be filled out, and valid identification is provided (driver's license, school ID, etc) with the forms, and final approval by Brookings High School administration. BHS administration has the right and responsibility to restrict guest access to Brookings High School events, including dances.** ~~permission is obtained from the administration by the end of the school day prior to the dance.~~
- ~~Guests~~ **Attendees** for all dances must be under the age of twenty-one.
- **Prom guests must be a minimum of junior grade-level status and under the age of twenty-one. (TBD by committee)**
- ~~Every effort will be made to alert Brookings High School learners of guest denials in a timely fashion.~~
- Once learners leave the dance they will not be allowed to return.
- If there is a suspicion of being under the influence or in possession of a controlled substance, a learner is subject to testing (i.e. breathalyzer, passive alcohol sensor).
- Learners attending any dance under the influence of or in possession of a controlled substance will face disciplinary action from the school and may also face legal consequences. A police officer will be in attendance and will be notified. The learner's parents will be notified and asked to come and get their child either at school or the police station. See Progressive Discipline chart.
- Learners should dress appropriately for a school function and exercise proper decorum.
- Learners must follow guidelines for dancing established by school officials (i.e. all dance participants will face partners while dancing at school dances). Learners not complying with adult requests may be asked to leave the campus.

DEFACEMENT, DESTRUCTION, OR STEALING OF PROPERTY

Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property, or repeated damage or theft involving private or school property (includes alteration of learner school computer program systems) is a violation. State law makes the learner and the learner's parents/guardians financially responsible for damage and defacement of school property. A violator is also subject to suspension depending upon the degree of the infraction.

DETENTION

~~A detention room will be staffed Monday, Tuesday, Wednesday, Thursday, and Friday. Expectations for detention include: no headphones, no cell phones and no food. At times, detention may be used as a consequence. Learners are urged to bring something to read/work on. Learner computers are allowed in detention. See acceptable use computer policy.~~

Detention Times :

~~Monday, Tuesday, Wednesday, Thursday, Friday:~~ Detention may be served before school, after school and during lunch (subject to staffing availability)

DIPLOMAS

All BHS diplomas will be printed with legal names. Signed diplomas will be mailed out after the graduation ceremony to those who have met graduation requirements.

DISTRICT POLICIES

All policies may be found on the district website: www.brookings.k12.sd.us.

DISTURBANCE OF SCHOOL

Section SDCL 13-32-6. A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violent, boisterous conduct, or threatening language, so as to prevent the teacher or pupil from performing duties is guilty of a Class 1 misdemeanor.

DRESS CODE

It is expected that decisions made by parents and learners regarding school dress and grooming will reflect favorably upon the individual, the school and the community. Restrictions on a learner's dress and grooming are necessary when they create danger to health/safety, interfere with the educational process, are a distraction and/or disrupt school or school activities. Note: If learners have questions, please check with administration ahead of time.

Learners and parents should base decisions on the following limitations:

1. Clothing: Neatness and cleanliness to meet general, local standards of health, safety and decency.
2. ~~Hair: Neat, clean and tied back, if required, for safety/health standards (such as: CTE and science labs).~~
3. ~~Hoods and~~ sunglasses are not to be worn in the building.
4. Hats are allowed at the discretion of the teacher and as long as they are not a distraction to learning.

5. Garments that expose excessive skin, cleavage or undergarments are not allowed.
6. Jackets and coats will not be allowed in classrooms without administrative approval.
7. Footwear is required of all learners.
8. All group t-shirts must be approved by administration.
9. Clothing/Items Prohibited:
 - a. ~~Purses, backpacks, book bags in classrooms. (Small pencil bag sized containers are allowed.)~~
 - b. Advertisement/references to activities or establishments which do not accept minors.
 - c. Markings, pictures or lettering that convey sexuality, violence or profanity will not be permitted.
 - d. Other such garments and/or accessories that are deemed to be a violation of dress code or a potential safety hazard by the administration. Note: If learners have questions it is recommended they check with administration ahead of time. BHS staff reserves the right to determine if a learner's dress does not meet the dress code.

DRESS CODE-UNIFORMS

~~Because some BHS courses and activity programs traditionally require uniforms of various types, as well as uniform appearance of the learners participating, the teachers/activity directors may require definite standards of dress and appearance on the day of the class or activity. These standards may be different from the dress code detailed above. Additionally, during certain learner activities such as dances and athletic contests, the dress code may be adjusted by administrative decision.~~

DUAL CREDIT

The Department of Education, the Office of the Governor and the South Dakota Board of Regents have combined efforts to create an opportunity for 11th and 12th grade learners to enroll in university or technical institution courses at greatly reduced cost. These courses can be taken either online or on-campus and can count toward high school graduation requirements as well as college or technical institution credits. Much more information can be found by clicking on the links below. Contact your school counselor or principal for more information.

- The South Dakota MYLIFE Dual Credit Homepage:
<http://www.sdmylife.com/learners/advanced-education-opportunities/>
- Dual Credit Flyer: http://www.sdmylife.com/files/Dual_Credit_Flyer_4.25.14.pdf
- Dual Credit FAQs:
http://www.sdmylife.com/files/Dual_Credit_FAQ-learner_4.25.14.pdf

Grades will not be posted for Dual Credit courses without a transcript from the campus.

Brookings High School offers learners educational opportunities not taught by Brookings School District employees or directly supervised by BHS administrators. In these cases, our control of content, instruction and other factors is limited. This is in effect for online courses, dual credit opportunities, and other 3rd-party educational offerings.

DUE PROCESS

Policy JFA

Discipline in the schools is critical to the provision and implementation of public education. The Board and school administrators have the legal authority to deal with disruptive learners and learner misconduct. The United States Constitution and The South Dakota Constitution entitle all learners to due process when they are subjected to deprivation of a property right. The Board recognizes the importance of safeguarding a learner's constitutional rights.

Due process is an established course for judicial proceedings or other governmental activities designed to safeguard the legal right of the individual.

A learner whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Due process, in the context of the administrative proceedings carried out by school authorities, refers to the notification and hearing procedures established by the South Dakota Board of Education.

Due process procedures shall be fair and apply equally to all. Fairly enforcing due process procedures involves:

- Adequate and timely notice and an opportunity to prepare a defense
- An opportunity to be heard at a reasonable time and in a meaningful manner
- The right to a speedy and impartial hearing on the merits of the case

SPECIAL EDUCATION LEARNERS

Learners who attend public school on an individualized educational program (IEP) are subject to due process procedures established by the South Dakota Board of Education under administrative rules for special education. The administration shall consult with a learner's individualized education program (IEP) team to balance learner disciplinary actions with the provision of a free and appropriate public education for learners with disabilities.

EARLY GRADUATION

POLICY IKFA

The Board of Education recognizes the advantages of maturity, a broad academic base, socialization (association with peers) and access to co-curricular activities as beneficial to the great majority of learners. Therefore, the district does not encourage attempts to complete a course of study for graduation in less than four (4) full academic years. However, the Board will accept modification of the four-year attendance requirements for high school graduation provided the learner has satisfactorily completed the credits for graduation as set forth by the State Board of Education and the Brookings School District 5-1.

Learners are required to earn twenty-two (22) credits throughout grades 9-12 to graduate from Brookings High School. It is possible to complete the 22 credits by the end of the junior year.

EMAIL FOR LEARNERS

Learners will be assigned logins and passwords to access email accounts hosted by the State Department of Education and administered by BHS technology personnel. Learners will be able to access this email account from school computers as well as from any Internet-equipped computer off campus. Learners must follow the Acceptable Use Policy for Learner Network Access (in this Handbook).

EQUAL EDUCATION OPPORTUNITY NOTICE

Policy AC

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 Brookings School District Superintendent, at 2130 8th Street South, Brookings, SD 57006. Title IX coordinator for B.S.D. is the superintendent.

FYI: 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

EXPULSION

Policy JGD

Expulsion is denial of a learner's membership in school for a period of time.

-F-

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.

FIGHTING

Learners involved in fighting on school property, or **at school sponsored events**, ~~before or after school, during the noon hour or while school is in session~~ will be suspended from school. Violators will receive consequences per BHS Progressive Discipline Chart.

FREE PERIOD FOR JUNIORS AND SENIORS/FLEX TIME/ONLINE CLASSES

Learners **Juniors and Seniors** may have a scheduled free period or flex period if they are enrolled in six classes per semester. Online learners are permitted a period of freedom from attendance. Free period allows learners to leave the building when they do not have anything scheduled (study, classes, lessons, rehearsals, online classes, etc.). Learners are encouraged to use all non-scheduled school times for independent study.

If learners **juniors/seniors choose to stay in the building during their free period/flex time or online course they must abide by these guidelines:**

- Remain in the Study Corner or Commons.
- The library may be used for quiet, individualized study.
- Maintain quiet and proper decorum in the hallways while classes are in session.
- Follow behavior guidelines while in the building.

FUNDRAISING AND FUND MANAGEMENT

Policy JJD

All fundraising projects must be approved in advance by the sponsoring organization advisor and the administrator in charge of the activity. 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 in 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 activity account. (See Wellness Policy AE-R).

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GANGS

Policy JFCB

The Board desires to keep district schools and learners free from threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior. The Superintendent shall maintain continual, visible supervision of district premises so as to deter gang intimidation of learners and confrontations between members of different gangs. The Superintendent shall:

1. Establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort.
2. Provide in-service training to help staff identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior.
3. Keep staff informed about conflict management techniques and alerted to intervention measures and community resources which helps learners.

The Board prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs which advocate drug use, violence, or disruptive behavior. BHS will consult with the Brookings Police Department during a gang investigation.

GED - General Education Development or General Education Diploma

This Federal program is for learners who are not succeeding in the traditional classroom setting and wish to obtain a GED or High School Equivalency Certificate. Learners who wish to learn more about this option should see their counselor.

GRADE LEVEL CLASSIFICATION

Freshmen: All first year learners.

Sophomore: All second year learners.

Juniors: All third year learners.

Seniors: All fourth year learners and beyond.

- ~~• Responsibility and privileges of class will follow these credit "milestones."
Examples include, but are not limited to, prom (Jr and Sr), open lunch (Soph-Sr), and standardized state testing (Jr), senior lockers (4th year learners).~~
- ~~• Fourth year learners (who are not eligible for graduation) may be required to attend class until the end of the school year.~~

GRADING SCALE

The following uniform grading system is used in all Brookings High School courses by all BHS instructors.

%	MARK	REGULAR GRADE POINT	AP COURSE GRADE POINT
98-100	A+	4.00	5.00
95-97	A	4.00	5.00
92-94	A-	3.67	4.67
89-91	B+	3.33	4.33
86-88	B	3.00	4.00
83-85	B-	2.67	3.67
80-82	C+	2.33	3.33
77-79	C	2.00	3.00
74-76	C-	1.67	2.67
71-73	D+	1.33	2.33
68-70	D	1.00	2.00
65-67	D-	.67	1.67

67	E	(passing, percent is below 65 but effort is satisfactory)
Below 65	F	0.00 0.00

INC =Incomplete. A learner has 2 weeks to complete the incomplete work for a class. At that time the grade will be changed by the instructor to a mark from the above scale. If the grade is not changed within 2 weeks, the grade will be recorded as an "F".
CON =Conditional. The next nine weeks of learner performance will determine the mark from the above scale that the CON will change to at that time.
WF =Withdraw-Fail. Learners who withdraw after the "allowed" drop period or are dropped from a class for attendance reasons will receive WF on the transcript. Credit Recovery is not an option for WF.
W =Withdraw. Learners who withdraw from a course due to extenuating circumstances, as approved by administration, will receive a "W" on their transcript. A "W" has a GPA weight of 0.00.
P =Pass. Transcript equalization may require a Pass rather than a semester grade as determined by administration. Learners who receive a "P" will receive credit for the course. A "P" has a GPA weight of 0.00.

*GPA and Class Ranks are updated at semester time.

**Percentages earned by South Dakota Virtual School courses will follow the BHS grading scale.

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HARASSMENT

Policy JFC

Sexual Harassment: The Brookings School District, in its commitment to nondiscrimination, shall provide for and maintain a learning and working environment which is free from sexual harassment; all persons associated with this school system, including but not necessarily limited to the Board, the administration, the staff and the learners are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

- a. Policy JBA apply on all district property and to all district-sponsored, approved and related activities at any location. Sexual harassment refers to behavior which is not welcome, requests for sexual favors or other physical conduct of a sexual nature, is personally offensive and debilitates morale.
- b. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

Harassment/Intimidation: Any behavior that is willfully, maliciously, or repeatedly meant to harass, bully, or intimidate another will not be tolerated.

- a. Means include (but are not limited to) physical, verbal, electronic, digital, or written communication.

- b. Learners and staff are expected to report this type of behavior to school officials and the Progressive Discipline Policy will dictate suitable consequences based on the nature and severity of the offense.

HAZING

Policy JFCD

Hazing is defined as any humiliating, dangerous or potentially harmful activity expected of learners upon entering a new school or joining a new group, team, or club, **regardless of their willingness to participate.**

Hazing of any learner or person who may become a learner in the Brookings Public Schools is absolutely prohibited at any time of the year. Any learner who, in any manner, participates in the hazing of any learner or person who is or may become a learner in the Brookings Public Schools shall be subject to rigid disciplinary action. (*See Progressive Discipline Chart in this handbook*).

HONOR ROLL

Semester honor roll recognition is awarded in two categories: to learners who achieve a semester G.P.A. of 3.5 to 3.99 and those who achieve a semester G.P.A. of 4.0 or greater.

HONOR SCHOLAR

Learners who finish the first seven semesters of high school with a cumulative GPA of 3.90 or higher are titled "Honor Scholar" learners during the graduation ceremony from Brookings High School.

-I-

ILLEGAL ACTIVITIES

Breaking any law, the consequences of which pose a threat to the learner or others that are not in the best interest of the school are considered illegal. The learner(s) will not only face disciplinary action from the school but will also face legal consequences.

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.~~

INSPECTIONS/SEARCHES

Policy GBCBAA

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and learners. In accordance with District **Policy GBCBAA**, school administrators or school officials may authorize a general inspection at any time of all, a portion of, or selected lockers, desks, parking lots, and other storage areas as a matter of course, with or without reasonable suspicion that the inspection will result in the discovery of a prohibited substance or material (contraband) and without notice to learner or learners.

INSUBORDINATION

~~Learner conduct deemed as a refusal to respond to a reasonable request or situations in which the learner is shown to be habitually disobedient in the school setting is considered insubordination. Learners are expected to follow the directives of all school employees at all times when in the building or on the school grounds. Learners are also expected to exercise proper respect and courtesy to all school employees.~~

Insubordination is when learners refuse to comply with teachers, administrators, or other school staff. Failure to comply ~~will~~ **may** result in disciplinary action, which includes possible suspension from school. Chronic insubordination ~~will~~ **may** result in removal from class and/or learner suspension.

-L-

LANDLINE PHONES

~~Office and classroom phones are not provided for personal learner use unless prior permission is received from staff. Learners will not be allowed to use the phone during class time except in an emergency. Learners may obtain permission to use a phone in the main office before school, at noon, or after school. Learners will not be called to the phone for personal calls unless they are of an urgent nature.~~

LANGUAGE USE: IMPROPER OR ABUSIVE

The use of improper or profane language is prohibited and offenders may be subject to consequences.

LIBRARY

- ~~1. Learners are encouraged to make maximum use of the library.~~
2. Library hours are posted and are available online.
3. Learners may use the library during free period/flex time for quiet, individual studying or reading.
- ~~4. Learners are expected to refrain from unnecessary talking while in the library and to follow the rules and directions of the library staff.~~
- ~~5. Learners may not talk out loud on cell phones in the library.~~

LOCKERS

Policy JFAA

Policy GBCBAA

Lockers are the property of the school and are subject to inspection for cleanliness and appropriate décor. Reasonable suspicion for locker searches include housing of stolen, illegal, unusual and/or dangerous items.

1. Learners are responsible for their own locker
 - a. Do not share lockers.
 - b. Do not leave valuables in school lockers.
 - c. Locker combinations should be protected.
2. Use approved locker inserts (styrofoam, panels with wood dowels, plastic)
3. Learners should not use markers or other permanent tools to decorate lockers.
4. Contact paper cannot be used to line a locker. Magnets may be used to hold decorative paper.
5. Learners/parents/guardians are subject to fees, fines and/or required to clean a defaced (marked upon) locker. This also includes lock/locker damage.
6. Learners are required to clean and empty lockers prior to the end of each school year.
7. SEE **Policy GBCBAA** – SEARCH AND SEIZURE. Lockers may be subject to a search.

LOITERING

“Hanging Out” - Learners are required to leave the building immediately after school unless participating in a school activity or working with a staff member, as we do not provide supervision after school. Loitering (hanging out) is not allowed. If a learner needs a ride home, please make these arrangements ahead of time. If a learner is in crisis, please report to the main office for assistance.

LUNCH-OPEN OR CLOSED CAMPUS

1. ALL learners are welcome to eat lunch in the Bobcat Commons. They may purchase lunch or bring a sack lunch. Learners may also use this time to study or visit with friends.
2. Learners should abide by these guidelines during lunch:
 - a. All learners eating on campus will be required to eat in the Commons.
 - b. Leave the floors and tables in neat condition.
 - c. Return all trays, dishes and silverware to the designated area.
 - d. Practice proper decorum for an eating establishment.
3. **OPEN LUNCH** is in place for sophomores, junior and senior learners.
 - a. Learners may leave the building during lunch.

- b. Learners may lose open lunch privileges based on attendance, academic or behavioral issues.
4. **CLOSED LUNCH** is in place for freshmen, ~~sophomores~~ and other learners who have lost open lunch privileges.
 - a. Learners may not leave the school campus during closed lunch period.
 - b. A freshman or sophomore learner who leaves at lunch needs to be checked out of the office by a parent.
 - c. Attendance will be taken for learners in "closed" lunch. Learners are responsible for their own check in.

-M-

MAKE UP WORK

~~Unless otherwise arranged with the instructor, learners will be given one day to turn in work after a return from an absence. It is the learner's responsibility to initiate conversation if an extension is requested. For example: if a learner returns from an absence on Wednesday, the work is due on Thursday.~~

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 the SDCL 26-8A-8.

-N-

NATIONAL HONOR SOCIETY

National Honor Society recognizes outstanding scholarship, leadership and volunteerism. The Honoratus Chapter in Brookings High School must follow the national constitution. In the spring of their junior year, learners are notified of their academic eligibility. They may then apply for membership by filling out an application that requires proven leadership experiences and proven community service experience. In addition, the character of each nominee is reviewed by the faculty. Incidences of academic dishonesty or violations of law that resulted in non-participation in extracurricular activities will be taken into account during the character review.

The criteria for membership are as follows:

- ❖ Grade Point average-3.70 or higher
- ❖ Proven leadership experience
- ❖ Proven community service experience
- ❖ Good Character

- At Brookings High School each member is required to complete a minimum of thirty individual community service hours while also participating in monthly group service projects.
- National Honor Society members are honored at Awards Night in the spring of their senior year. At that time, they receive the gold tassel and cord that they wear at graduation.
- Learners who become academically eligible following the completion of their junior year or the completion of the first semester of their senior year are notified of their academic eligibility and invited to apply for membership in NHS.
- Learners who apply for membership following the first semester of their senior year, in addition to meeting all other membership criteria, must meet an additional requirement of twenty documented service hours completed since the end of their junior year. Upon acceptance as a member, these learners who only need to complete an additional ten community service hours to fulfill their membership obligations.

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 District nursing services provide basic emergency care for learners and staff; health screening; assessment and referral for all children. School nurse professionals address the physical, mental, emotional and social health needs of our school children on a daily basis and work with parents and community partners to best serve these needs.

Medication Administration

In the event that your child needs medication while in school, both prescription or over-the-counter, the Brookings School District requires a completed [Medication Form](#) prior to administration. Parent/Guardian must complete and sign this form prior to the administration of any medications. Any prescription or over-the-counter medication will also require a licensed health care provider consent and signature prior to administration. Forms can be picked up in the nurse office at each school building 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 last dose is given during the school year and/or before the last day of school. If the medication is not picked up, the medication will be properly destroyed.

General Health Information

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

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

- Illness that **prevents the child from participating** comfortably in program activities.
- Illness that results in a **greater need for care** that the staff can provide without compromising the health and safety of other children.
- **Fever of 100.0 or greater, lethargy, irritability, persistent crying, difficult breathing** and/or other manifestations of possible severe illness.
- **Persistent abdominal pain** (continuous for more than two hours) or intermittent abdominal pain associated with fever, dehydration or other systemic signs or symptoms.
- **Vomiting & Diarrhea** if it occurs two or more times in 24 hours or accompanied by a fever. Exceptions 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.

From the South Dakota Department of Health

[Disease and Condition Fact Sheets](#)
[Recommendations](#)

[Temporary Exclusion from School](#)

Immunization

[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](#)

-O-

Policy: JGD

OUT OF SCHOOL SUSPENSION - OSS

OSS is temporary denial to a learner of participation in classes and school activities. It is assigned by the principal, vice-principal, superintendent, or school board. Suspension will be served out of school. Learners will receive ~~50%~~ credit for makeup work. Learners may not be on any BSD campus while assigned to OSS (i.e. PAC, Dykhouse Stadium, Bob Sheldon Field).

-P-

PARENT-LEARNER PORTAL (INFINITE CAMPUS PORTAL)

Learners and parents have the opportunity to view current learner schedules, grades, discipline and attendance online. The Parent/learner Portal can be accessed from the Brookings School District Website: www.brookings.k12.sd.us. Additionally, a Campus Parent APP can be downloaded from the APP Store.

PARKING

1. Learners may park in designated areas in the south and west parking lots at all times.
2. Reserved parking for teachers/handicapped is clearly marked
3. Remember: Staff **only parking is identified by red lines in the South (curbed island) and West parking lots.** ~~only along the curbed island in the SOUTH lot.~~ No learners may park there between 7:30 am and 4:00 pm.
4. No one should ever park in the bus loading zone or fire lanes.
5. Learners must park in designated parking spaces identified by white lines. ~~Do not park in any areas close to yellow.~~
6. Bicycles, motorcycles or motorbikes should be parked in designated areas/bike racks.
7. The speed limit in the parking lot is 10 mph.
8. Exhibition and reckless driving is prohibited.
9. Learners who violate parking regulations can expect to be referred for disciplinary consequences and/or law enforcement authorities; the privilege of driving or parking on campus may be denied.
10. Please park and drive carefully.
11. BHS administration reserves the right to remove vehicles from school property. The owner of the vehicle is responsible for all costs accrued.

PART-TIME ENROLLMENT

Policy JF

The Board of Education recognizes the advantages of maturity, a broad academic base, socialization (association with peers), and access to co-curricular activities as beneficial to the great majority of learners. Therefore, the District does not encourage attempts to complete a course of study for graduation in less than four full academic years, however, the Board will accept modification of the four-year attendance requirements for high school graduation provided the learner has satisfactorily completed the credits for graduation as set forth by the State Board of Education and the Brookings School District 5-1.

A learner who desires to attend Brookings High School as a part-time learner must indicate intentions to the counselor by the end of the 3rd quarter during the school year prior to the school year in which the learner is requesting part-time status for any semester(s).

Learners are required to earn twenty two credits throughout grades 9-12 to graduate from high school. It is possible to attend Brookings High School as a part-time learner, provided that the learner meets the procedures and conditions as specified in Policy JF-E.

PHYSICAL AGGRESSION or PHYSICAL INJURY

Physical aggression involves causing or attempting to cause physical injury to a school employee or to any learner. Based on the severity of the offense, administration will determine if the Brookings Police Department is involved and the degree of consequence.

PLEDGE OF ALLEGIANCE

Brookings High School learners will recite the pledge of allegiance to the flag of the United States of America during 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.

PPPA-required for handbooks

PROHIBITED ITEMS included but not limited to:

1. Any item (laser pointer, whistle, etc.) that is disruptive to the learning process or represents a danger.
2. Speakers and similar items are not to be used during class time or in hallways. They may be allowed at the adult supervisor's discretion.
3. Firearms, knives and related materials (see Weapons Policy JFCJ) are not to be brought onto the school grounds or to school activities at any time.
4. Learners are discouraged from bringing food and beverages into classrooms with the exception of school breakfast purchased right before class. A learner may bring water into classrooms.
5. Hacky sacks, balls, skateboards etc. are not allowed in hallways or classrooms.

PUBLIC DISPLAYS OF AFFECTION

Learners are expected to exercise appropriate public behavior toward one another. Physical conduct that is of a sexual nature or is personally offensive will be considered a disruption.

-R-

REPORT CARDS AND PROGRESS REPORTS

Report cards for the first quarter ~~will~~ **may** be distributed to parents attending conferences in the fall. Report cards for the **first semester** can be reviewed online or requested from the main office. The report card shows the mark given for the course each quarter. Learner progress may be monitored in the parent/learner portal.

-S-

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!

SCHEDULES

Schedules are written, for both semesters, in the summer prior to school starting. Schedules will not be handed out to learners prior to Fall Registration. Schedules are subject to change each semester due to balancing out classes.

SEMESTER TEST REGULATIONS

1. Semester tests are **may be** given in ~~most~~ classes the last ~~two days~~ **week** of each semester.
2. Unless exempted by the teacher **or administration**, all learners must take semester examinations whenever given for a particular course.
3. ~~All classes will meet at their regularly scheduled block times.~~ Teachers may elect not to give a semester test in a course but the class will meet and learners are expected to be in attendance.
4. **PRIOR approval from the principal is required for an expected/anticipated absence from semester tests.**
5. Learners are required to attend school during all class periods they are regularly assigned-with the following exception:
 - Learners are not required to take three semester tests in one day. ~~If a learner's schedule includes this, the learner has the option of moving the~~

~~third scheduled test to a make-up testing period.~~—The learner is required to make testing arrangements with the teacher of the course for which they are moving to a make-up period.

SUBSTANCE ABUSE-MOOD ALTERING CHEMICALS, SUBSTANCES AND TOBACCO/VAPING

POLICY JFCH

Possession of, use or distribution of tobacco products, alcoholic beverages, mood-altering substance, anabolic steroids, or any controlled drug or substance as defined by South Dakota law (See policy JICH) is an illegal offense. Learners will be subject to disciplinary actions (Progressive Discipline Policy) and will also face legal consequences.

- If there is a suspicion of being under the influence or in possession of a controlled substance, a learner is subject to testing (i.e. breathalyzer, passive alcohol sensor).

E-cigarettes or vaping devices, in any form, are not permitted on school property or at school sponsored events and functions. Consequences for possessing these devices will be a tobacco violation or a substance abuse violation as determined by the Brookings Police Department.

NOTE: Learners participating in activities will also be subject to the learner Conduct-Learner Activities Policy. (Please contact the Brookings School District Activities Office for more information.)

SUMMER SCHOOL

Seniors within 1 credit (2 courses) of graduating at the end of the school year may be provided an opportunity to complete graduation requirements through an online credit recovery program. ~~The principal will make a determination.~~

-T-

TARDINESS

1. Learners may be counted tardy for any class period. It is expected that learners will be in their designated ~~seats~~ **classrooms** at the appointed time. Failure to meet this requirement will result in being counted tardy. Learners are expected to have materials with them at class time or they may be given an unexcused tardy. Learners are expected to be prompt when using hall passes to go from point A to point B, or an unexcused tardy or truancy will be assigned.

2. Learners are given ~~one~~ two "free" tardy tardies. Tardies three through six will result in a thirty minute detention. Seven or more tardies will result in a block detention and the student will call home. A limit of three excused tardies will be allowed for each learner each semester. A learner having 4 or more tardies will earn an unexcused tardy ~~and receive a detention~~.

THREATS

Policy JFC

Board policy prohibits threats to take the life of another person or to cause them great bodily harm. A learner who violates this policy may be suspended and/or expelled, depending on the nature of the violation.

TRANSCRIPTS

- Learners may retake a course if they earn a C or below. The previous grade will remain on the transcript but will no longer affect the overall GPA.
- Learners dropped from a class for attendance reasons will receive WF (withdraw/fail) on the transcript. Credit Recovery may not be an option for a WF grade.
- Credit earned for re-taking a class will replace previously assigned credit-not add to the total number of credits a learner has earned.

TRUANCY

Policy JEDA

Through cooperation with parents, strict adherence to regulations in regard to tardiness and unexcused absence, and diligence in investigating the causes of absence, the Board will endeavor to reduce tardiness and truancy. The district truancy officer will be responsible for enforcing the compulsory attendance laws which require regular attendance, provide for penalties if parents and guardians do not carry out their responsibilities and establish procedures for referral of a truant learner to juvenile authorities. The district truancy officer shall make and file truancy complaints and any teacher, school officer or any citizen may make and file a truancy complaint before the circuit court judge.

1. BHS definition of Truancy: Unapproved absence from class within the school day. Any time learners are not where they are supposed to be, they may be considered truant by BHS definition and will receive consequences. *For example: a learner is given a pass to the restroom and the learner goes to the library, senior hall, another class, etc. This learner is truant by BHS definition.*

2. Legal definition of Truancy: Relates to compulsory attendance law, SDCL 13-27. Every person having control of a child, who is six years old by the first day of September and who has not exceeded the age of eighteen, shall cause the child to regularly and annually attend some public or non-public school for the entire term during which the public school in the district in which the person resides, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless the child has graduated or is excused as provided in this chapter.

-V-

Visitors

Raptor is a visitor management system. Visitors of our schools who wish to go past the front office must check-in using Raptor. Visitors will supply an identification card to the office secretary. This system allows us to ensure that we know exactly who is in our buildings at any time. High school learners are not allowed to bring visitors to school.

-W-

WEAPONS

Policy JFCJ

Board policy states no tolerance for weapons or weapon facsimiles. A learner who violates this policy may be suspended and/or expelled, depending on the nature of the violation.

WEBSITE

The district website is www.Brookings.k12.sd.us. Be sure to use this often for updated information.

WELLNESS POLICY

Policy AE

School District Wellness Policy Information

Local wellness policies are an important tool for parents, the local school district, and the overall community in promoting learner 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 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 [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, 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 districts 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, 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 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
 - 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 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, 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
Yogurt Cup
100 calorie pack items
Fruit snacks, made with real fruit juice
Fresh fruit
Fresh vegetables
Graham Crackers
Rice Krispie Treats
Granola Bars

Brookings High School Progressive Discipline Chart

OFFENSES	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense +
CLASS ONE (per semester)				
Office Referral <ul style="list-style-type: none"> ● Badge Violation ● Classroom Disruption ● Cell Phone ● Dishonesty ● Dress Code ● Parking Violation ● Computer Use (<i>Policy IIBG</i>) 	Warning	Detention	Detention	ISS/OSS
CLASS TWO (per semester)				
Insubordination/Disrespect	Detention	ISS/OSS	ISS/OSS	ISS/OSS
Littering/Throwing food <ul style="list-style-type: none"> ● Intentional ● Outside Building or Inside Building 	Detention	ISS/OSS Possible Referral to Law Enforcement	ISS/OSS Possible Referral to Law Enforcement	ISS/OSS Possible Referral to Law Enforcement
Failure to serve detention	Repeat detention	ISS/OSS Additional detention time	Additional detention time/ISS/OSS	ISS/OSS
Conveying Inappropriate Messages (electronic, paper, or other means of communication)	Detention Possible Referral to Law Enforcement	ISS/OSS Possible Referral to Law Enforcement	ISS/OSS Possible Referral to Law Enforcement	OSS Possible Referral to Law Enforcement
Skipping/Truancy (1-7 period) <i>Policy JEDA/JEE</i>	Detention/ISS/OSS	ISS/OSS	ISS/OSS	ISS/OSS possible referral the State's Attorney Office
CLASS THREE (per year)				
Computer Network Violations <i>Policy IIBG-R</i>	Detention, suspension, and/or 3-day computer-use suspension	Detention and/or possible suspension and/or 3-day computer use suspension	Detention and/or possible long-term computer-use suspension: no less than 10 days	OSS (1-5 days) Also, possible computer use suspension for remainder of school year
Cheating/Plagiarism	Teacher/Admin Intervention/ possible loss of credit	Teacher/Admin Intervention no credit will be allowed/ Parent meeting	Teacher/Admin Intervention no credit will be allowed/ Parent meeting	Teacher/Admin Intervention no credit will be allowed/ Parent meeting
Physical Aggression/Intimidation	Detention/ISS Possible referral to Law Enforcement	ISS/OSS Possible referral to Law Enforcement	ISS/OSS Referral to Law Enforcement	OSS (1-3 days) Referral to Law Enforcement
ILLEGAL OFFENSES (per high school career)				

Violence, fighting, physical injury Theft Destruction of property <i>Policy JGD</i>	OSS (3 days) Parent conference, counselor referral. Restitution and police referral if appropriate.	OSS (5 days) Parent conference, counselor referral. Restitution and police referral if appropriate	Long-term suspension or Expulsion. Police referral when appropriate.	Long-term suspension or Expulsion. Police referral when appropriate.
Cyber Bullying <i>Policy JFCD</i>	Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion	Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion	Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion	Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion
Anti-Bullying/Harassment of learners/Sexual Harassment <i>Policy JBA</i>	Communicate to the aggressor that the individual expects the behavior to stop. Victim needs to document the date, time and place of conversation and witnesses if any.	If the bullying or harassment does not stop; learner is to report the incident to administration. Incident Report forms are available in the office or district's website. Once a report is filed, the administrator will investigate the incident. Law enforcement may be included during the investigation. If a learner is found to be in violation of this policy, consequences based on severity of the situation may include counseling, a parent/administer conference, detention, suspension, expulsion/termination and/or reporting to law enforcement.		
Disturbance of school (13-32-6)	OSS (3 days) Parent conference, counselor referral. Restitution and police referral if appropriate.	OSS (5 days) Parent conference, counselor referral. Restitution and police referral if appropriate.	Long-term suspension or Expulsion. Police referral when appropriate. Learner and parent must attend conflict resolution training before learner is allowed to return to school.	Long-term suspension or Expulsion. Police referral when appropriate. Learner and parent must attend conflict resolution training before learner is allowed to return to school.
Computer Network Violation (Illegal offenses) <i>Policy IIBG-R</i>	OSS (3 days) Suspension of computer use not less than 10 days. Possible long-term suspension and/or referral to law enforcement.	OSS (5 days) Suspension of computer use not less than 45 days. Possible long-term suspension and/or referral to law enforcement.	Long-term suspension or expulsion. Possible long-term suspension and/or referral to law enforcement.	Long-term suspension or expulsion. Possible long-term suspension and/or referral to law enforcement
Products containing tobacco and devices such as e-cigarettes or vaping devices with or without tobacco contents	OSS ISS (3 days) Learners are encouraged to participate in a No Smoking program. Administration will notify law enforcement authorities. Learner activity policy JJC will also apply.	OSS ISS (3 days) Learners are encouraged to participate in a No Smoking program. Administration will notify law enforcement authorities. Learner activity policy JJC will also apply.	OSS ISS (5 days) Learners are encouraged to participate in a No Smoking program. Administration will notify law enforcement authorities. Learner activity policy JJC will also apply.	OSS (10 days) Learners are encouraged to participate in a No Smoking program. Administration will notify law enforcement authorities. Learner activity policy JJC will also apply.
Controlled Drugs or Substances <i>Policy JICH</i>	OSS (3 days) With possible long-term suspension or expulsion.	OSS (5 days) Learners shall be placed on suspension by the building principal with a request to the superintendent of schools to extend the suspension beyond three school days.	OSS (10 days) Learners shall be placed on suspension by the building principal with a request to the superintendent of schools to extend the suspension beyond three school days.	Suspension by building principal with a request for expulsion being forwarded to the superintendent of schools. Expulsion procedures shall be instituted at this time.
Hazing <i>Policy JFCF</i>	OSS (3 days) With possible long-term suspension or expulsion.	OSS (5 days) Learners shall be placed on suspension by the building principal with a request to the superintendent of schools to extend the suspension beyond three school days.	OSS (10 days) Learners shall be placed on suspension by the building principal with a request to the superintendent of schools to extend the suspension beyond three school days.	Suspension by building principal with a request for expulsion being forwarded to the superintendent of schools. Expulsion procedures shall be instituted at this time.

Threats <i>Policy JFC-R</i>	A learner who violates this policy may be suspended and/or expelled, depending on the nature of the violation. Maximum Discipline: 12 month expulsion from school Minimum Discipline: short-term suspension (1-10 days)	A learner who violates this policy may be suspended and/or expelled, depending on the nature of the violation. Maximum Discipline: 12 month expulsion from school Minimum Discipline: short-term suspension (1-10 days)	A learner who violates this policy may be suspended and/or expelled, depending on the nature of the violation. Maximum Discipline: 12 month expulsion from school Minimum Discipline: short-term suspension (1-10 days)	A learner who violates this policy may be suspended and/or expelled, depending on the nature of the violation. Maximum Discipline: 12 month expulsion from school Minimum Discipline: short-term suspension (1-10 days)
Standard Weapon <i>Policy JFCJ</i>	Optional suspension. Possible long-term suspension or expulsion. Parent conference.	Optional suspension. Possible long-term suspension or expulsion. Parent conference.	Optional suspension. Possible long-term suspension or expulsion. Parent conference.	Optional suspension. Possible long-term suspension or expulsion. Parent conference.
Dangerous weapons (firearm, air gun, knife, pellet gun) Bomb Threat Fire Endangering the lives of others <i>Policy JFCJ</i>	Expulsion for 12 months Parent conference. Referral to authorities.	Expulsion for 12 months Parent conference. Referral to authorities.	Expulsion for 12 months Parent conference. Referral to authorities.	Expulsion for 12 months Parent conference. Referral to authorities.