

Brookings High School

Learner Handbook

2026-2027

Empowering all learners to embrace and be inspired to reach
their potential.



Welcome to Brookings High School!

Office Hours:

The main office is located at 530 Elm Avenue, Brookings, South Dakota 57006 and is open from 7:30 AM to 4:00 PM on school days. During these hours, our staff is available to assist with questions, attendance, scheduling, and other student or parent needs by calling (605) 696-4100.

School Day Schedule:

The school day begins at 8:15 AM and ends at 3:25 PM, except on Wednesdays when students are dismissed at 2:25 PM.

Drop-Off & Pick-Up:

Students may be dropped off and picked up at either the south or west entrance of the building.

School Calendar:

For important dates such as the first and last day of school, holidays, and scheduled breaks, please refer to the official [School Calendar](#).

Visitor Procedures:

All visitors must check in at the main office upon arrival and obtain a visitor badge. This process helps us maintain a safe and secure environment for all students and staff.

[Brookings High School Website](#)

Staff Directory		
ADMINISTRATION		
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Disclaimer: *This handbook is not intended to serve as a comprehensive list of all policies and procedures, but rather to provide general information that parents and students need to know about the School. The School reserves the right to amend the academic calendar, modify the curriculum, adjust programming, revise policies, or make other changes in the best interest of the School, at its sole discretion. To access all Board of Education policies,*

please visit brookingspublic.ic-board.com and click on **"Policies & Regs"** on the right-hand side.

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HANDBOOK LISTING (Alphabetical Order)

-A-

ACCEPTABLE USE of COMPUTERS AND NETWORKS

Policy IIBG: Use of Computers and Networks

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

ACTIVITIES PARTICIPATION

In the case of illness, a student must be present for the entire school day until the bus departure time to participate in or attend extracurricular activities that day, unless prior approval is granted by administration.

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 JJC

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. 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.
3. Progressive discipline will be used in conjunction with existing district policy.
4. 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 JED: Learner Absences and Excuses and **Policy JEE: Learner Attendance Accounting**

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

Seniors must enroll in at least seven 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, unexcused or exempt.

Excused Absences include but are not limited to: funeral, family emergency, court, illness, ~~surgery~~, religious holiday, hazardous weather and parent request.

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.

Exempt Absences include but are not limited to school activities, approved club activities, verified secondary education visits and medical appointments with a signed doctor's note.

Learners have 2 days to clear absences. If an absence is not cleared by parent/guardian the absence will be considered unexcused and full credit may not 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 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 absences** per semester per class a semester.

After **7 absences** in one or more classes per semester, school personnel will notify the parent or guardian and an attendance contract will be signed by the student and parents/guardians.

Attendance Contract:

By signing this attendance contract, learners and parents/guardians understand the Brookings High School attendance policy and agree to the terms set forth in the attendance policy.

By signing this contract for _____ (*printed learner name*), the learner and parents/guardians understand that all absences, moving forward, will only be excused absences in the case of serious illness (doctor's verification necessary within 2 days of the absence) or other extenuating circumstances, agreed upon by administration.

_____	_____	_____	_____
<i>Learner Signature</i>	<i>Date</i>	<i>Parent/Guardian Signature</i>	<i>Date</i>
_____		_____	
<i>Administration Signature</i>	<i>Date</i>		

After **10 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. The learner may be removed from the class and will no longer receive credit. The learner may also be removed from participation in extracurricular activities.

*Learner/parent/guardian may appeal the decision of the school administration to drop the learner from class(es) and/or loss of extra-curricular activity participation by making a request to the Principal, Assistant Principal or Activities Director.

-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 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. All learners must be able to display their school issued Badges to staff, if requested

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: Learner Conduct on School Vehicles

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

-C-

CANCELLATION OF SCHOOL ANNOUNCEMENTS

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:

[Inclement Weather Procedures](#)

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 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

Brookings High School is implementing a device-free policy during school hours.

Electronic Devices

Electronic devices include, but are not limited to: headphones, earbuds, radios, recorders, CD players, MP3 players, iPads, iPods, e-readers, tape players, pagers, cell phones, smart watches, boomboxes, wireless speakers, and electronic games.

Device Storage and Pouches:

- All students will be issued a pouch and must bring their pouch to each class. Cell phones must be placed on airplane mode and locked inside the pouch each day from 8:15 (or the start of the school day) until the student's assigned lunch period. At the end of the student's assigned lunch period, the phone must be locked in the pouch until the end of the school day.
- Students will unlock their pouches upon leaving the building. Students with off hours (flex period) may unlock their pouches if they leave the building; if they remain in the building, phones must stay in the pouches until the end of the school day.
- Any student seen in possession of a cell phone that is not locked in a pouch will have the phone immediately confiscated and receive consequences.

Lost Pouches:

- Students who lose or damage their pouches may leave their phone at home or in the office. Alternatively, they can purchase a replacement pouch for \$30.

Access During Lunch:

- Students may access their phones during lunch. Students will unlock their phone when they exit the building or enter the Commons and will re-lock them as they attend the class periods after lunch.

Medical Accommodations:

- Medical device use requires prior administrative approval. Students with medical devices that need a connection to another device will receive a special medical pouch for their medical needs (e.g., insulin monitoring).

Emergency Communication:

- Parents must contact the school secretaries to relay messages to their children. Parents are encouraged to send emails to their students' school-issued laptops.

Privacy and Camera Use

- Under no circumstances are cameras or camera phones to be used in locker rooms, washrooms, dressing areas, and offices. This could result in a criminal violation and may be referred to law enforcement.
- Students may not capture images of any person on school property without written consent from the individual, or in the case of a minor, their parent.

Consequences:

*If a parent/guardian and student agree that the student's cell phone will not be brought to school (blue slip), any violation of that agreement will result in consequences that are more stringent than those outlined below.

1st Offense

The phone is immediately confiscated by the teacher and the student and the phone is sent to the office with an administrator or TOSA. Parent/guardian is notified. The students may retrieve the phone after school. A detention is assigned.

2nd Offense

The phone is immediately confiscated by the teacher and the student and the phone is sent to the office with an administrator or TOSA. Parent/guardian is notified. One school day of in-school suspension assigned.

3rd Offense

The phone is immediately confiscated by the teacher and the student and the phone is sent to the office with an administrator or TOSA. Parent/guardian is contacted and must pick up the phone. In-school consequences are assigned (e.g., ISS, behavior contract).

4th+ Offense

Students may lose the privilege to possess a phone during the school day. Additional disciplinary action determined by administration.

- Noncompliance may result in additional disciplinary consequences, including out-of-school suspension.

CHEATING/PLAGIARISM

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.

Artificial Intelligence

Policy IIBFA: Use of Artificial Intelligence Technology and IIBFB Acceptable and Ethical Use of Technology Resources

- *AI technology includes any form of digital content, such as text, images, videos or audio, that is created by artificial intelligence systems without direct human intervention. These AI systems use advanced algorithms and machine learning techniques, natural language processing, or automated decision-making systems to generate content that mimics human creativity and decision-making processes. AI technology tools include resources such as ChatGPT, Google Bard, and other AI content generator products.*

- *Learners are prohibited from incorporating AI technology into their assignments or projects, unless instructional staff tells learners that AI can be used for a specific assignment, portion of assignment, or project. Learner assignments and projects must rely solely on human effort and intellect.*

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: Learner Due Process Rights.**

CHECK IN/OUT

Learners must enter door C6 and check in at the office when returning from an appointment or arriving at irregular times. 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/child-nutrition>.
- Breakfast
- Service begins at 7:30 each morning and ends at 8:15.
- 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"
- 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 **Policy AE: Wellness Policy**

Food

- Learners may not order food to be delivered to the school.
- Learners need to feel empowered to tell & remind staff of any allergies or health concerns.

CLASS SCHEDULES AND REGISTRATION

Each learner is assigned a counselor who will remain their academic advisor for all four years of high school. 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.
- All learners register during the second semester for the following academic year.
- Schedule changes must be made within the first five days of the semester, 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 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 a semester will result in a grade of "WF".
 - **Any deviation from this procedure must have counselor/administrative approval.
- Students transferring into the district who have been enrolled in the same or a comparable course at an accredited school may be scheduled into that course at

the principal's discretion, regardless of when they enroll during the semester, provided the student can reasonably meet the course requirements.

- Students who were not previously enrolled in the same or a comparable course are generally expected to enroll within the first 10 school days of the semester to receive full semester credit. Enrollment after the first 10 school days may be approved by the principal based on factors including the student's prior educational program, the amount of instructional time missed, and the student's ability to successfully complete the course.

CONDUCT EXPECTATIONS

Policy JFC: Learner Conduct

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.

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

CREDIT FOR GRADUATION

The chart below lays out the credits students in each grade need 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.

Class of 2030	Class of 2029	Class of 2028	Class of 2027
English = 4.5	English = 4.5	English = 4.5	English = 4
Mathematics = 3	Mathematics = 3	Mathematics = 3	Mathematics = 3
Science = 3	Science = 3	Science = 3	Science = 3
Social Studies = 3	Social Studies = 3	Social Studies = 3	Social Studies = 3
Fine Arts = 1	Fine Arts = 1	Fine Arts = 1	Fine Arts = 1
Wellness Activities = 1	Wellness Activities = 1	Wellness Activities = .5	Wellness Activities = .5
Health Wellness = .5	Health Wellness = .5	Health Wellness = .5	Health Wellness = .5
Personal Finance or Economics = .5	Personal Finance or Economics = .5	Personal Finance or Economics = .5	Personal Finance or Economics = .5
Any Combination of World Language, CTE or Capstone Experience (Mandatory Internship or Senior experience) = 2	Any Combination of World Language, CTE or Capstone Experience (Mandatory Internship or Senior experience) = 2	Any Combination of World Language, CTE or Capstone Experience (Mandatory Internship or Senior experience) = 1	Any Combination of World Language, CTE or Capstone Experience (Mandatory Internship or Senior experience) = 1
Total Minimum Credits for Graduation = 24	Total Minimum Credits for Graduation = 24	Total Minimum Credits for Graduation = 22.5	Total Minimum Credits for Graduation = 22

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 10 total days per semester, not including school sponsored activities. Learners MAY be dropped from a class(es) when they reach the 10 days 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**

Brookings High School learners in grades 10–12 may take virtual/online courses. 9th grade learners may do so with administrative approval and if certain conditions are met. All online courses must align with state standards and be approved through the South Dakota Center for Virtual Education. Learners must apply through the school counselor, provide parent/guardian consent, and receive prior approval from the principal. Credit is awarded only for approved courses, and grades count toward GPA, class rank, and eligibility. The cost of courses is the responsibility of the family unless otherwise approved by the district.

Online course start and end dates may not align with Brookings High School's academic calendar. Students must complete registration during the designated registration period to ensure enrollment and credit eligibility.

Brookings High School may provide educational opportunities not taught by Brookings School District staff or directly supervised by BHS administrators. These may include, but are not limited to, online courses, dual credit programs, and other third-party educational offerings. In such cases, the school's ability to oversee content, instruction, and other educational components is limited.

CREDIT RECOVERY

Learners are able to earn credit for some failed classes through the Brookings High School Credit Recovery Program. Placement in Credit Recovery is subject to approval by BHS administration. Once approval is granted, Credit Recovery will be placed in the learners schedule.

-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.
- Attendees for all dances must be under the age of twenty-one.
- Prom guests must be a minimum of junior grade-level status and no older than twenty years of age.
- 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.

Deliveries to Students

Items delivered to students during the day such as, but not limited to, flowers, gifts, or balloons, will only be allowed during the student's lunch period. Items will be held in the office until the student's lunch period, if before, and until the end of the school day, if after. Students will not be allowed to leave class to pick up these items.

With the size of our student population, food and drink delivery services, such as DoorDash and UberEats, are not allowed during the school day. These services raise issues with school liability of the accepted food and school safety with non-school personnel in the building.

DETENTION

At times, detention may be used as a consequence.

Detention Times: 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

Policy JFCA: Learner 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. Sunglasses are not to be worn in the building.
3. Hats are allowed at the discretion of the teacher and as long as they are not a distraction to learning. Hoods must remain down while inside the school building.
4. Garments that expose excessive skin, cleavage or undergarments are not allowed.
5. Jackets and coats will not be allowed in classrooms without administrative approval.
6. Footwear is required of all learners.
7. All group t-shirts must be approved by administration.
8. Clothing/Items Prohibited:
 - a. Advertisement/references to activities or establishments which do not accept minors.
 - b. Markings, pictures or lettering that convey sexuality, violence or profanity will not be permitted.
 - c. 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.

DUAL CREDIT-

The South Dakota Department of Education, the Office of the Governor, and the South Dakota Board of Regents have partnered to provide an exceptional opportunity for eligible high school juniors and seniors. Through this initiative, students in grades 11 and 12 may enroll in state approved university or technical institute courses at significantly reduced costs.

Courses may be taken online or on-campus and can count toward both high school graduation requirements and postsecondary credit at participating colleges or technical institutions. Students may need access to a personal device to complete the course.

Additional details and resources are available at the links below. Students and families are encouraged to contact their school counselor or principal for further information and guidance.

- [South Dakota Board of Regents](#)
- [Dual Credit - Brookings High School](#)

Grades for dual credit courses will not be recorded on the Brookings High School transcript without an official transcript from the participating postsecondary institution.

Brookings High School may offer educational opportunities that are not taught by Brookings School District staff or directly overseen by BHS administrators. These may include, but are not limited to, online courses, dual credit programs, and other third-party educational offerings. In such cases, the school's ability to monitor and control the content, instruction, and other educational factors is limited.

DUE PROCESS

Policy JFA: Learner Due Process Rights

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

POLICY JO

POLICY JO-E(1)

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/Graduation Requirements

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 (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.

Credit Requirements:

- Graduating Classes of 2026 and 2027 must earn 22 credits to graduate
- The Class of 2028 must earn 22.5 credits
- Beginning with the Class of 2029 and beyond, learners will need 24 credits to graduate
 - For more information, see Credits for Graduation

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).

Emergency Drills and Procedures

- **Fire Drills** are practiced at least four times per year, with a minimum of two drills conducted each semester. These drills simulate the evacuation procedures necessary during a fire emergency or other situation requiring immediate building evacuation. Fire drills test our ability to quickly and safely exit the building, move to designated assembly areas, and account for all individuals. The timing of each drill is recorded and evaluated to ensure we can evacuate efficiently, and any

issues with exit routes, alarm systems, or evacuation procedures are identified and corrected.

- **Tornado Drills** are conducted annually, typically during spring and fall months when severe weather is most likely to occur in South Dakota. These drills prepare our school community for severe weather emergencies, particularly tornadoes, by practicing protective shelter procedures. During tornado drills, we practice moving to designated interior shelter areas, assuming protective positions, and remaining in safe locations until the threat has passed.
- **Lockdown Drills** are performed to prepare for situations involving potential threats to safety within or near the school building. These drills simulate responses to dangerous intruders, security threats, or other situations requiring the school to secure all entrances and keep everyone safely inside classrooms or designated secure areas. Lockdown drills test our ability to quickly secure the building, account for all individuals, communicate with law enforcement and maintain safety protocols until authorities provide an all-clear signal.
- **Reverse Evacuation Drills** prepare us for emergencies that require everyone to move quickly from outdoor areas to secure indoor locations. These drills address situations such as hazardous material incidents in the surrounding area, rapidly approaching severe weather, or external security threats that make outdoor areas unsafe. Reverse evacuation drills practice bringing all outdoor activities inside, securing exterior access points, and maintaining safety until the external threat is resolved.

All emergency drills are documented and evaluated for effectiveness, with records maintained as required by state regulations. These drills are coordinated with local emergency services and are an essential component of our comprehensive school safety plan designed to protect everyone in our school community.

EQUAL EDUCATION OPPORTUNITY NOTICE

Policy AC: Nondiscrimination

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: Learner Suspension or Expulsion

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

-F-

RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION (FERPA)

POLICY JO

POLICY JO-E(1)

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, will be suspended from school. Violators will receive consequences per BHS Progressive Discipline Chart.

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

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 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
- 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](#)).

-G-

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.

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-	4.00	5.00
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.

-H-

HARASSMENT

Policy JFC: Learner Conduct, Policy ACA: Sexual Harassment and Policy ACA-R(1): Sexual Harassment - Regulation

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: Bullying

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

The Honor Roll is established at the end of each semester to formally recognize students who have demonstrated outstanding academic achievement. 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.

*If a student serves in-school suspension, they will not be eligible to participate in extra curricular activities that day. If the suspension is split over two days, the ineligibility will be served on the first day of the suspension. Students serving an out-of-school suspension are prohibited from attending or participating in any school-sponsored or school-sanctioned activities, events, or practices on the days of their suspension.

INSPECTIONS/SEARCHES

Policy JFG

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 JFG**, 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

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

INVASION OF PRIVACY/INAPPROPRIATE IMAGES/MANIPULATED PHOTOS

Brookings High School expects all students to respect the privacy, dignity, and safety of others. Always get clear permission before taking someone's photo or video, and never take, share, or alter images in ways that could harm or embarrass others. Taking, sharing, or creating inappropriate images or videos without consent is strictly prohibited and may result in both school discipline and legal consequences.

Students may not:

- Take or record images or videos of another person:
 - When they are undressed, partially dressed, or involved in a sexual act.
 - Under or through their clothing, to view their body or undergarments.
 - Without that person's knowledge or permission.
 - With the intent to harass, embarrass, invade privacy, or for personal/sexual purposes.

- Share, post, or distribute any images or videos taken in violation of these rules.
- Create, edit, or share altered (“manipulated” or “deepfake”) images or videos that make it appear as if someone is nude, partially dressed, or engaged in a sexual act when that did not actually occur—especially without their consent and with intent to harm, embarrass, invade privacy, or for personal/sexual purposes.

Violations may result in suspension, expulsion, and/or referral to law enforcement.

Legal Reference:

This section aligns with South Dakota Codified Law 22-21-4.

-L-

LANDLINE PHONES

Learners may obtain permission to use a phone in the main office before school, at noon, or after school.

LANGUAGE USE: IMPROPER OR ABUSIVE

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

LIBRARY

1. Library hours are posted and are available online.
2. Learners may use the library during free period/flex time for quiet, individual studying or reading.

LOCKERS

Policy JFAA

Policy JFG

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 JFG** – 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. Lunch Times: Monday, Tuesday, Friday: A Lunch: 11:29 AM – 12:09 PM. B Lunch: 12:18 PM – 12:58 PM

Wednesday and Thursday: A Lunch: 10:59 AM – 11:39 AM. B Lunch: 12:22 PM – 1:02 PM.

3. 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.
4. **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.
5. **CLOSED LUNCH** is in place for freshmen, and other learners who have lost open lunch privileges.
 - a. Learners may not leave the school campus during the closed lunch period.
 - b. A freshman 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-

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.

Nondiscrimination**Policy AC**

Brookings School District is committed to a policy of nondiscrimination in relation to race, sex, religion, national background, handicap, gender identity and other human differences. Respect for the dignity and worth of each individual will be paramount in the establishment of all policies by the Board and in the administration of those policies. Inquiries concerning equal opportunity/nondiscrimination or retaliation may be referred to the Brookings School District Title IV coordinator: Michelle Vande Weerd

NURSE

Brookings School Nursing Services provides basic emergency care for students and staff, health screenings, and assessment and referral services for all children. Our school nurse professionals support the physical, mental, emotional, and social health needs of students every day. They work closely with parents and community partners to ensure these needs are met effectively.

Medication Administration

In the event that your child needs medication during school hours—whether prescription or over-the-counter—the Brookings School District requires a completed [Medication Consent Form](#) prior to administration. Parents/guardians must complete and sign this form before any medication can be given.

In addition, any prescription or over-the-counter medication requires a licensed health care provider's consent and signature before it can be administered.

Forms are available in the nurse's office at each school building, as well as online. Please indicate the medication and/or treatments that must be administered during school hours and cannot be given at home.

Please note: The school district does not provide over-the-counter medications.

All medications must be delivered directly to a qualified staff member by an appropriate individual, in the original, properly labeled container.

Unused medications and supplies must be picked up by an appropriate individual within one week after the last dose is administered or before the last day of school. Any medication not picked up will be properly disposed of.

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 \(SDCL 13-28-7.1\)](#)

Before being admitted to a school or early childhood program in South Dakota, a child must provide proof from a licensed physician that they have received, or are in the process of receiving, required immunizations (including polio, DTaP, MMR, meningitis, varicella, etc.) as recommended by the Department of Health. [Immunization Requirements](#)

Exceptions include:

1. A medical exemption certified by a licensed physician stating that immunization would endanger the child's health or life.
2. A religious exemption in the form of a written statement signed by a parent or guardian, stating that immunization conflicts with their religious beliefs.

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Policy: JGD

OUT OF SCHOOL SUSPENSION - OSS

OSS is a 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 credit for makeup work. Learners may not be on any BSD campus while assigned to OSS (i.e. PAC, Dykhouse Stadium, Bob Sheldon Field, etc.).

-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. 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.
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.

Learners are required to earn their respective graduation requirement 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 [JF-R](#).

However, the Board will accept modification of the four-year attendance requirements for high school graduation in the second (2nd) semester of the senior year only 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.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

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

Bobcat Pride

- Participation
- Respect
- Integrity
- Determination
- Excellence



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.

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 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 may be given in classes the last 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. 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 row. 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: Alcohol and Other Drug Use by Learners

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.

-T-

TARDINESS

1. Learners may be counted tardy for any class period. It is expected that learners will be in their designated 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. If a learner is more than 10 minutes late to a class, it will be considered an unexcused absence rather than a tardy.

2. Each group of three tardies to a class will result in a detention. Every six tardies to a call will be counted as one unexcused absence due to the cumulative loss of instructional time.

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.
- Official transcripts can be obtained at parchment.com

TRUANCY

Policy JEDA: Truancy

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

The Brookings School District 5-1 is committed to promoting student health through comprehensive nutrition and physical activity programs.

- The district provides nutritious meals that meet federal standards and include fruits, vegetables, whole grains, lean proteins, and low-fat dairy products.
- Free water is available to students throughout the school day.
- All food and beverages sold during school hours comply with USDA Smart Snacks standards to ensure healthy options.
- Classroom celebrations are limited to one pre-packaged snack and one beverage, each not exceeding 200 calories, with homemade items prohibited for safety reasons.

- The district maintains a positive approach to physical activity and strictly prohibits the use of recess, physical education, or other physical activities as punishment for academic or behavioral issues.

This policy supports the development of lifelong healthy habits and ensures that all students have consistent access to physical activity as an essential component of their education.

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 - Classroom Disruption - Dishonesty - Dress Code - Parking Violation - Computer Use (<i>Policy IIBG</i>)	Warning	Detention	Detention	ISS/OSS
CLASS TWO (per semester)				
Cell Phone/Electronic Device	Detention	ISS	2 days of ISS	ISS
Insubordination/Disrespect	Detention	ISS/OSS	ISS/OSS	ISS/OSS
Littering/Throwing food - 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	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 <i>Policy JEDA/JEE</i>	Detention	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 points or 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/OSS 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	ISS (3 days) Learners are encouraged to participate in a No Smoking program. Administration will notify law enforcement authorities.	OSS (3 days) Learners are encouraged to participate in a No Smoking program. Administration will notify law enforcement authorities.	OSS (5 days) Learners are encouraged to participate in a No Smoking program. Administration will notify law enforcement authorities.	OSS (10 days) Learners are encouraged to participate in a No Smoking program. Administration will notify law enforcement authorities.
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.

*The Discipline Matrix is designed to promote consistency but is not intended to be all-inclusive. Administration may increase, reduce, modify, or substitute disciplinary consequences and address misconduct not specifically listed in the matrix when, in its professional judgment, the circumstances warrant.