

Brookings Elementary Schools

Parent & Learner Handbook

2026-2027





Elementary Information

Dakota Prairie Elementary

Address: 111 26th St. S.
Phone: 605-696-4900

Sarah Wiebersick, Principal

Email: Sarah.Wiebersick@k12.sd.us

Shelly Pitts, Secretary
Phone: 605-696-4902

Carleen Holm, Counselor
Phone: 605-696-4914

Danielle Humphrey, Nurse
Phone: 605-696-4904

Hillcrest Elementary

Address: 304 15th Ave.
Phone: 605-696-4600

Kate Mogard, Principal

Email: Kate.Mogard@k12.sd.us

Amanda Howey, Secretary
Phone: 605-696-4642

Teresa Howell, Counselor
Phone: 605-696-4604

Cecily Kopecky, Nurse
Phone: 605-696-4605

Medary Elementary

Address: 718 5th St.S.
Phone: 605-696-4300

Brianne Bolstad, Principal

Email: Brianne.Bolstad@k12.sd.us

Stacy Thompson, Secretary
Phone: 605-696-4310

Shelby Schwans, Counselor
Phone: 605-696-4349

Dana Hohn, Nurse
Phone: 605-696-4358

Daily Schedule

7:30 a.m. - 8:15 a.m. Breakfast/ Arrival

8:15: a.m. First Bell

8:22 a.m. Late Bell

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

[BSD School Calendar](#)

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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ABSENCES (DURING THE SCHOOL DAY) AND APPOINTMENTS

1. Be sure that you have a plan for picking up your child during the day should he/she get sick at school.
2. Learners should not be picked up from school early except in emergency situations, due to illness, or for appointments that could not be scheduled at other times.
3. Be sure that “pick-up procedures” are clearly communicated and discussed with your child **before** school that morning.
4. Notify the teacher in writing when you will be picking your child up early.
5. Learners will not be taken out of class for phone calls, but in cases of emergency, messages will be relayed to learners. This will not be done for messages of a routine nature.
6. **Plan ahead!** Instructional time is important to your child’s learning.

Please refer to *Attendance Procedure* if you know that your child is going to be absent prior to the start of the school day.

ACTIVITY CARDS

Activity Cards (to be used for various extracurricular activities) may be purchased during Fall Check-In/Registration at Brookings High School or throughout the school year at the Brookings High School Activities Office. Prices are determined annually by the School Board and may be purchased individually or a family pass is available. Please contact the High School Activities Office (605-696-4111) for more information for the family pass cost.

ALLERGIES AND SPECIAL DIETS

Special Diet Prescription for Meals form must be submitted to the School Nutrition Office at the School Administration Offices to ensure implementation of special meal substitutions for your child when eating school lunch. Food substitutions will be made for learners with **food allergies** only.

Special Diet Prescription for Meals form is used for learners with a disability and a major life activity that must be affected by this disability. This form must be completely filled out and signed by a physician.

The form for **Special Diet Prescription for Meals** will be kept on file while the learner is enrolled in the Brookings School District. If your child's food allergies should change, a new **Special Diet Prescription for Meals** must be submitted to the School Nutrition Office.

Special Diet Prescription for Meals form is available at the School Administration Office, 2130 8th Street South, or at all school websites under Food Service. Contact the School Nutrition Office at 605-696-4713 if you have questions.

We self-serve fruits and vegetables in all schools. If you feel that your child's food allergy might be triggered by possible cross-contamination, we will make sure that their tray is dished separately. Please contact the School Nutrition Office 605-696-4713 to let us know of your concerns.

ARRIVAL PROCEDURES

Dakota Prairie Drop-off is located on the southeast side of the school off 26th St. S. Parents may park and escort their child to the front doors or use the curb drop-off lane. Please have your child ready to exit promptly. For everyone's safety, parents in the drop-off lane must remain in their vehicles. Playground Supervision: Sandlot: starting at 7:30 a.m. / Treehouse & Zipline: starting at 8:00 a.m.

Hillcrest Elementary The drop off area is on the west side of the school, off of 15th Ave. Learners should use the sidewalks to enter the school. For safety, learners should not walk through the parking lot to enter the school. Buses will load and unload in the designated area on the south side of the school, on 3rd St. Learners being picked up after school will use the pick-up loop on the west side of the school. To prevent traffic congestion, please pull forward before dropping your child off.

Medary Elementary The drop off areas include our main parking lot off of 5th Street South and the parking lot east of Medary School (access via Medary Avenue). To prevent traffic congestion, please pull all the way forward before dropping your child off. Students should not walk through the parking lot to enter school. Buses will load and unload in the designated bus loop off of 5th Street South.

PLEASE BE COURTEOUS. THERE IS NO LOADING OR UNLOADING OF STUDENTS FROM PRIVATE VEHICLES IN THE BUS LOADING ZONES.

ASSESSMENTS

Students may be given several District and State mandated assessments during the school year.

Kindergarten:

Kindergarten Readiness Test (screening)

Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Assessment

Acadience (reading assessment)

First & Second Grade:

Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Assessment

Acadience (reading assessment)

Third Grade:

Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Assessment

Acadience (reading assessment)

South Dakota State Assessment

ENGLISH LEARNERS:

ACCESS

These assessments are given to determine learner needs, guide instruction, and monitor programs.

*Results of standardized tests are made available to families each year.

ATTENDANCE POLICY FOR ELEMENTARY LEVEL

Our desire is to cultivate a successful learning climate in the classroom, but it is difficult for learners to succeed in school if they do not attend regularly. It is essential that learners attend school on a consistent basis to ensure continuity of instruction. When learners are absent or tardy, they miss out on important lessons where key concepts or skills are introduced. This puts them at a disadvantage when they return because of gaps in learning and the need to play "catch-up" to lessons that have already been taught in class.

It is our goal to provide each learner at Dakota Prairie, Hillcrest, and Medary Elementary Schools with the best possible education. Please assist us in achieving this goal by helping your child's to regularly attend school. The following policy is implemented by all District schools.

All learners will be allowed **10 absences** per semester (Absences will not be classified as excused or unexcused.).

- a. Communication from the school will occur throughout the semester and school year with email updates when your child's absences have put him/her on track to have excessive or chronic absences for the year.
- b. Absences due to **medical appointments** and are accompanied by a doctor's note will be coded as "exempt" and will not count towards your child's absences. Doctor notes are required in order to exempt the absence. Absences for medical appointments without an accompanying doctor's note will be coded as medical-excused and will count toward your child's absences.
- c. Absences due to **club activities** for a learner or a sibling will be coded as "exempt" if the club activity is reported to the school office by a parent/guardian. Please provide the club activity to the office in order for these absences to be coded correctly as "exempt" and not counted towards your child's absences.

Due to SDCL 13-27-1 (Compulsory School Attendance), caregivers are required by law to send their child(ren) (six years-eighteen years old) to school on a regular basis. After 10 absences, the Brookings School District may submit a truancy report to law enforcement indicating missed classes/days of school.

FOLLOWING AN ABSENCE, STUDENTS MUST:

1. Make-up assignments and tests.
2. Work with teachers to receive make-up work and determine due dates.

IF TARDY TO SCHOOL, STUDENTS MUST:

1. Report to the office, with a parent/guardian, to receive an excused tardy.
2. After 8:35 am, a learner will be counted absent.

ATTENDANCE PROCEDURE

1. Parent/guardian must call their elementary school office by 9:00 AM to report the reason for their child's absence:
 - a. Dakota Prairie: 605-696-4902
 - b. Hillcrest, 605-696-4602
 - c. Medary, 605-696-4310.
2. The same procedure should be followed each day the learner is absent. *Messages can be left 24 hours a day.*
3. An unexcused absence will be issued to any learner without a note or phone call. The parent/guardian must call about any absence other than school sponsored activities.
4. If the school is not notified of an absence a call will be made to parents. If we cannot reach anyone, the School Resource Officer may be contacted to help locate your child.
5. **Students leaving or returning to school for any reason must check-out/in through the office.**
 - It is imperative that parents provide the office with alternative emergency contact numbers as required.
 - If a learner is going to be absent for reasons other than illness please contact the school to have make-up work prepared. Homework can be picked up after school in the office.

BACKPACK PROJECT

The mission of the Backpack Project is to assist children and youth in Brookings, SD, who may not have enough food to eat at home by providing them with easy-to-prepare weekend meals and snacks throughout the year.

By helping to sustain these children, they seek not only to help meet their nutritional needs but also to promote their physical, cognitive and social development, and to enhance their overall sense of well-being.

For more information, please contact your school's counselor or visit <http://www.brookingsbackpackproject.org>.

BEFORE AND AFTER SCHOOL CARE

The Brookings School District does not provide before or after school childcare services. However, families needing supervision for their children outside of regular school hours have local options available. The [Boys and Girls Club](#) and [Great After-School Place](#) (GAP) both offer quality before and after school care programs for students. Parents are encouraged to contact these organizations directly to learn about their services, enrollment procedures, and any associated costs.

BIKES, SKATEBOARDS, SKATE WHEELED SHOES, AND ROLLERBLADES

Learners in kindergarten are discouraged from riding to school no matter how far or close they live to school. Learners are asked to walk their bikes on school property. Bikes need to be parked and chained to the bike racks on school grounds throughout the day. Students may not play around the bike racks during the school day and are asked to please respect other learners' bikes. If a learner does ride his/her bike to school, he/she is to walk his/her bike across any street using the crosswalk if available and to demonstrate good bike safety habits, which includes wearing a helmet.

Skateboards, rollerblades, and skate wheeled shoes must be stowed once on school property.

BIRTH CERTIFICATES

According to State law, all learners are required to have a certified copy of their original birth certificate in their cumulative file. A copy of the birth record from the hospital is not a certified copy. State Law reads:

Any person who is required pursuant to § 13-27-1 to cause any child to attend any public or nonpublic school or alternative instruction program pursuant to § 13-27-3 in this state shall, either at the time of enrollment in any school in this state or upon being excused from school attendance pursuant to § 13-27-3 or within thirty days of initial enrollment or excuse, provide the public or nonpublic school or the alternative instruction program with a certified copy of the child's birth certificate or affidavit in lieu of birth certificate as issued by the Department of Health in such cases where the original birth certificate is deemed unattainable. A violation of this section is a Class 2 misdemeanor.

If the school has not received the learner's birth certificate after 30 calendar days of enrollment, the learner will not be allowed to attend school until the birth certificate is provided.

BIRTHDAY CELEBRATIONS

The Brookings School District discourages learners bringing food items to celebrate birthdays. Please do not send party invitations to school unless you invite the whole class or all of the learners who are of the same gender as your child (boys invite all boys, girls invite all girls).

Anything sent to learners will not be delivered to their classroom. All deliveries will go to the school office. It is recommended that flower and balloon deliveries be made to the learner's home. Staff and learners will be informed of any delivery and it can be picked up at the school office at the end of the day. Please see our Wellness Policy.

BROOKINGS COUNTY YOUTH MENTORSHIP PROGRAM

The Brookings County Youth Mentoring Program (BCYMP) promotes one-on-one mentoring efforts to youth in the community. The program was developed to ensure all youth have the guidance and support of a caring, stable adult. The mentor relationship is intended to empower youth to reach their full potential as contributing individuals in their communities. The BCYMP director can be reached at (605) 697-0444 or bcymentoring@gmail.com.

BULLYING POLICY

Brookings School District actively seeks to provide an environment that is safe from all forms of bullying. Bullying occurs when a stronger or more powerful person hurts another person repeatedly and deliberately. There are three main types of bullying:

1. Physical: hitting, punching, taking belongings, etc.
2. Verbal: calling names, insulting, etc.
3. Social: spreading rumors, excluding groups, etc.

All bullying incidents should be reported to an adult in the school building. Each incident will be taken seriously, investigated, and if warranted, will be addressed through the behavior plan.

BUSES

Brookings School District does not offer bus service to all learners. To inquire if your area has bus service, please call our **Transportation Director at 605-696-4750**. If your area has bus service, you are **required** to fill out a [Transportation Request](#) Form at the start of each school year or when you enroll your learner during the year indicating the number of learners riding the bus and your location.

You may drop your child off at any school within the city limits to go from one school to another. Bus schedules are available at Fall Check-In/Registration in August, available in the school offices throughout the school year, and on-line at <http://www.brookings.k12.sd.us> under each elementary school's Fall Check-In/Registration link.

There are bus rules required of our learners and these are available in the school offices or may be requested from the Transportation Department. All learners riding the bus are supervised after school hours until the buses arrive for pick-up. Learners are expected to show proper behavior and respect at all times in the bus line as well as on the bus.

BROOKINGS AREA TRANSIT ASSOCIATION (BATA): For information about riding the BATA bus please contact 605-692-2222. Please note that a fee is charged.

CALENDARS

School year calendars can be found on the District website at <http://www.brookings.k12.sd.us>, on each school's website, or are available at your school's Back to School/Assessment Days event.

CELL PHONES & CALLING DEVICES

Students are discouraged from bringing a cell phone to school. If a learner must bring a cell phone it will be kept in their backpack and turned off during school hours. The school will not be responsible for lost or stolen phones. Phones found to be in use will be held in the office and must be picked up by an adult. Watches designed to make phone calls should only be used for the intention of telling time. Personal calls made to parents/guardians should occur through the main office. If watches are found to be misused throughout the day it will be held in the office and must be picked up by an adult.

COMMUNICATION FOLDER

Every class has a communication folder that your child's teacher will explain to you. We will send notices, parent information sheets, calendars, newsletters, and other school related information in the folder. It is your responsibility to know which day your child's teacher sends the folder home.

Please check your child's backpack daily for his/her work as well as important notes from your child's school.

COMMUNITY INFORMATION

Community information may be found by dialing 211 on your telephone.

CONFERENCES

Parent-Teacher Conferences are offered for all learners twice each year. Parents will be notified when the conferences will be held. Other conferences may be arranged by appointment with your child's teacher when you feel it necessary.

Please follow these guidelines to ensure that you have the best possible conference with your child's teacher.

To arrange for a conference outside the listed dates:

1. Make an appointment. Call, write, or e-mail the teacher to arrange an appointment time.
2. Plan to come to school. Teachers can share work samples, clarify assignments, etc., when personal conferences are held.
3. Be "tuned in" to your child so you know when to request a conference.
4. Watch test papers, progress reports, etc., that signal trouble areas.
5. Please do not drop in for just a minute at the beginning or end of the day. These are especially crucial times when the class needs and deserves the teacher's full attention.
6. Please do not ask to have a teacher called out of class for a conference. Instructional time belongs to the learners.

COUNSELING PROGRAM

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

The Guidance and Counseling Program addresses the needs of learners by helping them to acquire competencies in academic, career, and personal/social development which include:

- Classroom Guidance Curriculum /ACES
- Individual Planning
- Responsive Services (individual and small group)
- System Support
- Character Development

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

DISMISSAL

Students are dismissed at 3:22 pm Monday, Tuesday, Thursday, and Friday. **Every Wednesday, learners will be dismissed at 2:22 pm.** Wednesday afternoons, teachers are involved with staff development and school improvement plans. Students will be dismissed from their classroom doors. The Brookings Elementary Schools ask that parents/guardians meet their child outside the exit door from the school. This will help the teachers and learners stay on-task for their end-of-the-day routines and help minimize congested hallways.

Leaving school grounds: Elementary learners are not permitted to leave the school grounds during recess or before school unless they have written permission from their parent/guardian and permission from the principal. Students who live in town may go home for lunch. Students will not be allowed to go to local eating establishments for lunch unless a parent is with the child. If your child is going to eat lunch with you please notify the classroom teacher ahead of time by note or a phone call.

All children should be familiar with their afternoon dismissal routine. Try to establish a routine that your child understands

and can follow. If you must alter the pattern, be sure your child knows the changes before he/she leaves home in the morning and send a note for your child's teacher.

DRESS GUIDELINES

What the children wear to school is at the discretion of the parents. The Brookings School District insists that attire is clean, in good taste, and does not interfere with the educational climate of the classrooms. Any clothing with alcohol, tobacco, or weapon symbols will not be tolerated. We realize clothing worn will vary with the weather. We highly encourage boots and snow pants during the winter months. If you have difficulty purchasing boots and snow pants, some funds are available. We ask that you become familiar with the days your child/children participate in physical education as they will need to bring gym shoes on those days. If you have specific questions, contact the principal.

See Weather Guidelines for required outer clothing attire.

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.

E-MAIL ADDRESSES

All staff working for the Brookings School District have a State e-mail address. To e-mail, type the person's first name, period, last name, and attach @k12.sd.us to the name. Example: John.Smith@k12.sd.us.

EARLY DISMISSAL DAYS

There is always the possibility that, without much forewarning, circumstances may force us to dismiss school early. Our major concern at that time will be the safety of learners returning home when the parent or another responsible person may not be there to receive them.

To assure that each of our learners will know what to do in this situation; we ask that you assume these responsibilities:

1. Work out with your son/daughter a contingency plan should he/she be dismissed early from school, such as going to a neighbor, entering the house and remaining there.
2. Periodically listen to the Brookings radio stations for information during any period which might indicate a possible early dismissal from school, such as freezing weather, high winds, blowing snow, flooding rains, or other such natural weather-related conditions.
3. The Thrillshare notification system will also notify parents about early dismissal due to inclement weather.

EMERGENCY DRILLS AND PROCEDURES

Emergency drills are conducted regularly to ensure all staff and learners can respond quickly and safely to various emergency situations. Each drill type is practiced according to regulatory requirements and safety best practices.

- 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.

ENGLISH LEARNER (EL) Services

Language Assistance and Educational Equity: The Brookings School District is committed to providing equal educational opportunities for all students, including those who are learning English as a second language.

Identification and Assessment:

- Home Language Survey: All families complete a home language survey during enrollment. If a language other than English is indicated, your child will be assessed for English language proficiency.
- English Language Proficiency Assessment: Students identified as potential English Language Learners (ELLs) will be assessed using the WIDA ACCESS Placement Test (W-APT) within 30 days of enrollment

ELL Services and Support

Students identified as English Language Learners will receive:

- English as a Second Language (ESL) instruction designed to develop English proficiency
- Content area support to access grade-level curriculum while learning English
- Accommodations on state and local assessments as appropriate
- Progress monitoring to track English language development
- Cultural support to help students and families navigate the school system

For questions about ELL services or to request interpretation support, contact the school office. Translation and interpretation services are available upon request for all school communications and meetings.

ELL Coordinator/Contact: Tanna Stadler

Phone: 605-696-4700

Email: Tanna.Stadler@k12.sd.us

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (F.E.R.P.A.)

Policy JO

A Federal law, the Family Educational Rights and Privacy Act, commonly called FERPA, requires prior written consent from a learner's parent or guardian (or learner age 18 or older) prior to any disclosure of a learner's educational records unless a specific exception is applicable such that prior written consent is not required.

FIELD TRIPS

Field trips are planned to match curriculum standards. Each grade level, depending on available funds, may take at least one field trip throughout the year. Some teachers ask for parent/guardian volunteers to help chaperone the learners on the trip. Parents are asked on their child's enrollment information to give permission for their son/daughter to participate in these activities.

Parents/guardians must fill out a transportation waiver before they can take their child home from a field trip. Please ask your child's teacher for a waiver.

Parents/guardians must have their valid government-issued photo identification scanned through the district's visitor management system (RAPTOR) prior to the field trip if they plan to chaperone. Upon the completion of this screening process, parents/guardians may volunteer, unless otherwise notified.

If your child has medical needs and requires any sort of medication please remind your classroom teacher through the communication folder or by e-mail before departing on the field trip.

HOMELESS EDUCATION RIGHTS (McKinney-Vento Act) Policy JFB

Learners experiencing homelessness have the right to immediate enrollment and full participation in school, even without typical enrollment documents. Homelessness includes learners sharing housing with others due to economic hardship, living in motels/shelters/cars, or unaccompanied youth without permanent housing. Homeless learners may choose to remain in their school of origin or enroll in the local school where they are currently staying and are entitled to free transportation to their school of origin if requested. They automatically qualify for free breakfast and lunch programs and cannot be segregated or discriminated against based on housing status.

For further information, contact BSD Homeless Liaison, Michelle.VandeWeerd@k12.sd.us.

HOMEWORK

The School Board adopted a homework policy which states that learners could have at least 10 minutes of homework per grade level. (For example: 1st Grade - 10 minutes, 2nd - 20 minutes etc.)

Depending on your learner's use of classroom time, they can have more or less homework each evening.

If your child forgets to take their homework home, they will be allowed into the building until 5:00 PM. and will be accompanied by a school staff member into the classroom.

If your child missed a day of school, you may request their homework by contacting the office, or the teacher, and ask that the day's work be sent home with a sibling or can be picked up in the office after school has dismissed for the day.

INCLEMENT WEATHER

In case of severe weather, the children will remain at school until parents pick them up unless other arrangements have been made. If school is closed due to inclement weather, an announcement will be made over KBRK (1430 AM), KJJQ (910 AM), B93.7 FM, KDBX (107 FM), and KKQQ Country (102.3 FM). The Thrillshare notification system will also notify parents about school closures and early dismissal due to inclement weather.

These systems will have glitches from time to time. If the weather is questionable, please check the TV or radio for weather related announcements. In case of poor weather conditions, please check to make sure your child has school before dropping them off. There is limited supervision in the elementary buildings when a school day is canceled.

INDIVIDUALIZED EDUCATION PLAN (IEP)

The term "IEP" refers to an *Individualized Education Program*, and is most often used in conjunction with special services or for providing instructional services for a child with special needs. An IEP is developed to provide detailed information that provides for appropriate decisions to be made about a child's educational placement.

INTERNET POLICY

As our school's curriculum is tied to ever evolving technology including the internet, learners will be using internal and external software and sites. All of Brookings' schools have Internet filtering provided by the State of South Dakota to minimize unwanted sites. No filter is 100% effective, so we educate our learners who could possibly see an offensive site to report the site to a teacher, leave the site immediately, and continue their school work.

Student's individual pictures and names will not be published on the internet; though, teachers may put class photos of activities done in the classroom on their school websites.

Our District policy is in effect for all buildings and is located on the District web page, <http://www.brookings.k12.sd.us>.
Brookings School District Policy: IIBG: Use of Computers and Networks and IIBGB: Internet Safety Instruction.

JUNIOR KINDERGARTEN

All elementary schools have a Junior Kindergarten program. Students must be 5 years old by September 1st of the academic year. This is for learners that might not be academically, physically, or socially ready for a regular kindergarten class setting. Parents/Guardians may choose our Junior Kindergarten program during the Kindergarten Registration process, and teachers may also recommend the Junior Kindergarten classroom setting during the first weeks of school. Junior Kindergarten follows the Brookings School District calendar. These learners will move to kindergarten their next school year.

The Junior Kindergarten program may be offered in a variety of formats, including a stand-alone classroom, a multi-age classroom with Junior Kindergarten and Kindergarten students, or a looping classroom in which students remain with the same teacher for two years. Program structure may vary from year to year based on enrollment, parent interest, and the goal of best meeting the needs of our learners. The specific Junior Kindergarten classroom format will be communicated to families prior to the start of the school year. For additional information, please contact your school principal.

KINDERGARTEN

Parents/guardians will receive information at the Back to School/Assessment days in regards to school routines, schedules and procedures. Please utilize this time to ask questions when you meet with the classroom teacher as well as additional staff like lunchroom, office, and encore.

LIBRARY SERVICES

Learners may search for available library books on their school's Library Catalog as well as the Destiny Catalog link. Learners will be allowed to check out two books. If a learner should lose or damage a library book, he or she will need to pay the book replacement fee by the end of the school year. If a parent/guardian would like to restrict access from a book, please submit the form linked here: [Parent Request Restricting Access](#).

LOCKERS

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

The locker is NOT the learner's private property and may be opened by school authorities at any time. The right of inspection of a learner school locker is inherent in the authority that is granted by the school board. This authority may be exercised as needed in the interest of safeguarding children, their property, and school property. [Policy JFG: Learner Searches](#)

LOST AND FOUND

Please know where your school's lost and found is located. Please check often and put your child's name on personal items to ensure that your child's clothing can be returned or identified.

LUNCH AND BREAKFAST POLICY

Meal Prices

1. Breakfast and lunch prices are determined annually, please visit the Child Nutrition page on the district website for current rates which can be found [HERE](#).

Breakfast

1. Service begins at 7:30 each morning and ends at 9:30.
2. Students and food must remain in the cafeteria while eating breakfast. Eating breakfast is not an excuse for being tardy for the start of school.
3. A breakfast meal includes meat and/or grain, milk, fruit & fruit juice options.
4. All learners must select a minimum of ½ cup fruit or fruit juice with their breakfast meal, per USDA nutrition standards.

Lunch

1. Students have 30 minutes.
2. A lunch meal includes meat, grain, milk, fruit and vegetable options.
3. All learners must select a minimum of ½ cup of fruits and vegetables with their lunch meal, per USDA nutrition standards.

A la Carte

1. A la carte includes any items beyond what is included in a breakfast or lunch meal. A parent may choose to have their child's a la carte permission blocked by completing a "no a la carte form" found [HERE](#) or by calling 605-696-4713 with your request.
2. 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

1. The Brookings School District will accept the following methods of payment:
 1. Online through E-funds with a credit or debit card
 2. At a child's school with check or cash
 3. At the District Administration office with check or cash.
2. Please review the Brookings School District Meal Charge policy: EFD..

Special Diets

1. Any learner requiring diet accommodations for their meals must submit a special diet prescription that is signed by a physician.
2. Special diet forms can be found [HERE](#) and are to be given to the Director of Child Nutrition or the Child Nutrition Manager in the school.
3. 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

1. Free and Reduced Priced Meal Applications are available online [HERE](#), at the school, and at the district office.
2. Applications are encouraged to be submitted as soon as possible, but can be submitted any time throughout the year.
3. A la carte items are not included in the cost of a learner eligible for free or reduced priced meals.

Wellness

1. The Brookings School District Wellness policy (Policy: AE) can be found [HERE](#) and the Wellness Procedures (Policy: AE-R) can be found [HERE](#).

Food

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

MANDATORY REPORT

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

MEDIA RELEASE

There are times when our learners are photographed for the newspaper or other media. Information will be released in accordance with FERPA regulations that are provided within this handbook under FERPA; given to incoming kindergartners, new families, and is located in our online handbook.

MEDICATION

Please refer to the *Nurse* section.

MENUS

School menus are prepared by the Brookings School District Food Service each month. The menu is available on the District website at <http://www.brookings.k12.sd.us> or at each school's website under Food Service and copies may be available at each school.

MESSENGER

In an effort to improve communications between parents and school, the Brookings School District uses a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by Messenger, which specializes in school-to-parent communications. Brookings School District will continue to report school closings due to snow or weather as before on regular media outlets and will use this system as an overlay to the public announcements.

You should get an automated message from the school if a cancellation should occur. Again, this does not replace the radio and TV for school closings, but rather gives us another tool to use to contact you.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from one of the school administrators. The service will deliver the message to both live answer and answering machines. No answer/busy signals will be automatically retried twice in 15 minute intervals after the initial call.

NOTE: 1) This requires NO Fall Check-In/Registration by the parent on the School Reach website. 2). All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

Here is some specific information you should know.

- Caller ID: The Call ID will display 605-696-4700, which is the main number for the School District.
- Live Answers: There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would, say "Hello" and wait for the message to begin. Multiple "Hello's" will delay messages. Inform all family members of this process who may answer your phone.
- Answering Machines: The system will detect that your machine has answered and will play the recording to your machine. The maximum number of rings before hanging up is 5. Make sure your machine answers after 4 rings or you may miss the message.
- Morning & Day Calls: In the event a cancellation decision is made the night before or in the early morning hours, the broadcast message will be sent to home phone and cell phone numbers. In the event a cancellation decision is made mid-day, the broadcast message will be sent to all numbers in the database. General announcements will also be sent to all numbers.
- Message Repeat: At the end of the message you will be prompted to 'press one' to hear the message again. This is very effective when a child answers the phone and hands it to a parent, who can then 'Repeat' the message in its entirety.
- Please understand that with the multitude of phone numbers we work with, you may not get a School Reach every time a message goes out. We strongly advise that you watch local television stations and/or listen to our local radio stations as announcements will be made by these revenues as well. If you consistently do not receive School Reach calls, please contact your local school office.
- If you have any questions, please contact the Superintendent of Schools at 605-696-4700.

If you need to update your telephone information, please contact the Principal's office for your child.

MONEY

It is strongly recommended that learners leave money and/or valuable items at home. The school is not responsible for lost or stolen belongings.

MUSIC CONCERTS

General music at the elementary level is part of the regular curriculum (not an elective like it is in secondary education). Since performing in groups is one of the standards, each learner in grades 1 through 3 will have a scheduled concert. The dates will be listed on the activities calendar on the Brookings School website, www.brookings.k12.sd.us. Please watch for correspondence from the music specialist for further details, and plan for your learner to be in attendance.

NONDISCRIMINATION Policy AC: Nondiscrimination

The Board 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. The Constitutions of our nation and state, pertinent legislation enacted at those two levels of government, as well as court interpretations regarding citizens' rights, undergird this statement.

Inquiries concerning sex discrimination may be made directly to the Superintendent of Schools at 2130 8th Street South, Brookings, SD 57006, or Title IX coordinator for Brookings School District at 2130 8th Street South, Brookings, SD 57006

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

NURSE SERVICES

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, difficulty breathing, and/or other manifestations of possible severe illness.
- Persistent abdominal pain (continuous for more than two hours) or intermittent abdominal pain associated with fever, dehydration, or other systemic signs or symptoms.
- Vomiting & Diarrhea if it occurs two or more times in 24 hours or is accompanied by a fever. Exceptions may be considered for vomiting that is caused by a non-communicable condition, and the child is not in danger of dehydration.
- Rashes that are undiagnosed need to be seen by a healthcare provider. Open sores may be suspected of a contagious illness and should be cleared by a health care provider.

Immunization South Dakota Law (SDCL 13-28-7.1) - Immunization Requirements

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.

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.

Health Screenings

Vision and hearing screenings can be done upon request.

Health information

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

OFFICE HOURS

Elementary school offices are open and staffed from 7:45 am until 4:00 pm. You may leave a message regarding absences, tardies, and appointments on the school phone 24 hours a day. Dakota Prairie Elementary: 605-696-4902, Hillcrest Elementary: 605-696-4602, and Medary Elementary: 605-696-4310.

For the safety of your child, it is essential that learners be picked up by 3:30 pm on Monday, Tuesday, Thursday, Friday, and by 2:30 on Wednesday afternoons. Staff members have meetings after school and are unable to supervise learners on the playground or in the school.

OUT OF SCHOOL SUSPENSION OR EXPULSION – OSS Policy JGD

Serious breaches of standards of behavior may result in suspensions or expulsions from school. A short-term suspension is a temporary denial to a student by the Principal, Superintendent, or School Board, of participation in a class. Long-term suspension is a temporary denial to a student by the Superintendent or School Board of participation in school for more than ten days, but not to exceed ninety days. An expulsion is a denial of a student's membership in school by the school.

PARENT PORTAL

We use computer software to register new and returning learners yearly and help manage learner data: attendance, grades, and discipline along with keeping records for contacts, medical information, and other records.

'The Portal' is a password-guarded website to grant instant online access to learner grades, attendance, and discipline. Our teachers input attendance and grades into the Infinite Campus system. This data is then immediately available for learners and parents to view through the use of the Infinite Campus Portal from any computer with Internet access. Security is controlled by a password, created by the user and able to be changed as deemed necessary by parents and/or learners.

All returning learners' parents/guardians have a Parent Portal account. Once their online application is approved, new families and those who have their first child starting in our District will get an email with their activation key information to set-up an account.

PARENT/TEACHER ASSOCIATION (PTA)

The PTA invites you to become an active member. The yearly membership drive begins in August. Through participation in the PTA's activities, parents assist in providing additional teaching aids and materials for our schools. There is also a great value and satisfaction in the friendships fostered through participation in school endeavors. PTA meetings will be held several times a year. Meeting dates will be communicated with families.

PARTIES

Students may participate in the following classroom parties: Fall Celebration, Winter Party, and Valentine's Day. These parties are optional. If you would like your child NOT to be a part of these activities, please contact your child's teacher. Please remember, do not send party invitations to school unless you invite the whole class or all of the learners who are of the same gender as your child (boys invite all boys, girls invite all girls). Thank you for your cooperation.

PHONE CALLS

No learner should be called to the telephone except in emergency cases. Students will make telephone calls only when there is a need and with the consent of the teacher or principal. If you wish to drop something off at the school for your child or give him/her a note, this can be done through the office. Please make after-school plans at the beginning of the day.

PLAYGROUND RULES

For their safety and the safety of others, learners need to adhere to the following rules:

1. Respect yourself, others, teachers, supervisors, and school property.
2. Students will line-up in an orderly manner by grade level and teacher.
3. Use school equipment appropriately.
4. Do not go down the slides head first or run up the slide.

5. Throwing snowballs or ice is unacceptable.
7. In the winter, if a learner is not wearing snow pants AND snow boots, they will stand on the asphalt.
8. No contact games will be allowed.
9. Fighting, wrestling, or activity that involves physical contact will NOT be allowed.
10. Students will go outside unless they have a note from a staff member or a doctor. All learners will go outside for recess unless the temperature is below 0 degrees with wind chill.

PLEDGE OF ALLEGIANCE

All learners will recite the pledge of allegiance to the flag of the United States of America each day. Any learner or teacher may respectfully decline, for personal reasons, to participate in recitation of the pledge and learners and staff must respect their right to make that choice.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

The Brookings School District utilizes a Positive Behavior Interventions & Supports (PBIS) process in all of its schools. PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all learners. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and learner specific plans. PBIS includes school-wide procedures and processes intended for all learners and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all learners can learn.

The Brookings elementary schools have adopted a unified set of schoolwide rules. These rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them during this first part of the school year. Our unified school wide rules, found in every classroom and non-classroom setting in the school, are as follows:

- Rule #1: Be Respectful
- Rule #2: Be Responsible
- Rule #3: Be Safe
- Rule #4: Be an Active Learner

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

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

Students who consistently demonstrate unexpected behaviors may be referred to the Positive Behavior Intervention & Supports (PBIS) Tier 2 Team for further behavior intervention. Administration reserves the right to alternative consequences.

RELIGIOUS OBSERVATIONS

Court decisions have clearly established a doctrine of separation of church and State. This places the School District in a position of religious neutrality--not aiding one religion over another, and also refraining from those practices which endorse or prefer religion over non-religion. The First Amendment of the United States Constitution embraces the right of an individual to select any religion or none at all.

If, due to religion, you do not want your child to participate in activities in the classroom such as our Fall Festival, Winter Party, Valentine's Day Party, or other days, please send written notice to your child's teacher.

REPORT CARDS

Report cards are available for viewing in the Parent Portal through Infinite Campus. To ensure that parents are seeing the report cards and keeping track of your child's educational process, we kindly ask that you access the Parent Portal through Infinite Campus. Report cards will be printed and sent home at the end of the school year. Parents/guardians may request a printed report card at any point by contacting the classroom teacher.

Marking System:

JK has their own report card.

Kindergarten/1st Grade/2nd Grade/3rd Grade

3 = At Expectations

2 = Developing Skill

1 = Limited Progress

* = See Progress Report/Teacher

+ Meets Expectations

- Developing Skill

RESPONSE TO INTERVENTION (RtI)

Response to Intervention is a Federal initiative that helps teachers effectively intervene with learners before they fall behind or fail in reading. RtI is:

- A collaborative and systemic approach to addressing the needs of all learners.
- The focus of RtI is to prevent learning difficulties through intensive intervention delivered by expert teachers.
- Provides early identification and intervention with learners who struggle with learning to read.
- Provides an alternative method of identifying learners with disabilities.

A letter with more information regarding RtI will be sent home to parents at the beginning of each school year.

RESTRAINT OF LEARNER SDCL: 13-32-2 & Policy JGB

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

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

RETENTION

If your child's teacher feels that having him/her repeat their current school year to allow him/her to be successful, they will discuss this possibility with you during conferences or another scheduled time. The decision to retain a learner is not taken without careful consideration. The input of parents and school staff is important and will be considered. The final decision on retention will be made by the school district.

SCHOOL BOARD MEETINGS

School Board Meetings are held the second Monday of each month. These meetings are held at Dakota Prairie at 5:15 p.m.

Meetings of the Board are conducted for the purpose of carrying on the business of the district; therefore, are not public meetings, but meetings are held in public. Meetings are closed to the public only during executive sessions, the sole purpose of which is to:

1. discuss the qualifications, competence, performance, or fitness of any employee or prospective employee;
2. discuss the suspension, expulsion, discipline, assignment of or educational program of a learner;
3. consult with legal counsel or reviewing recommendations from legal counsel about proper or pending litigation or contractual matters;
4. prepare for contract negotiations with employees or their representatives.

SDSU KINDERGARTEN

SDSU Kindergarten is another option for Dakota Prairie, Hillcrest and Medary incoming kindergartners. It is an alternative kindergarten program that is a collaboration between SDSU and the Brookings School District. They meet in the Pugsley Building on the SDSU campus. Their calendar year starts and ends like the Brookings schools' but follows the SDSU holiday schedule. Childcare is available before school, and after school at SDSU. If you have any questions regarding this option for kindergarten, please contact your school principal.

SECURITY

For the safety of our learners and staff:

- All doors to the schools are locked except for the front doors beginning at 8:10 a.m.
- All learners who come to school late or leave school early will need to make contact with the school and have a parent/guardian come into the office to sign them in or out. Students will not be allowed to wait by the front door for someone to pick them up during the school day. They will wait in the office. This includes learners leaving to have lunch off school grounds and leaving for appointments. Students will also need to be signed in when they return to school.
- All visitors to the schools must check in with the office and wear a "Visitor" badge. You will need to wear this badge the entire time you are on the school premises. These badges tell learners and staff that you have checked in at the office and are a welcomed guest and not a threat.
- Information will be kept on file for whom your child/children can leave the premises with and emergency contacts if the parent/guardian cannot be reached. Should this information change or need updating,

contact the main office of your child's school. Your child will not be released from the school without written notification of dismissal to an unauthorized person.

SOLICITATION

Solicitation by learners will not be accepted at the school site. This includes learners selling Girl Scout products, Boy Scout products, and other fundraisers. The teachers are not prepared to purchase items from each child. If your child would like to ask his/her teacher to buy items, please do so outside of the school building and school hours.

SPECIAL EDUCATION RIGHTS AND SERVICES

Policy JO: Learner Records; Policy JO-E(1): Learner Records Notice of Rights

The Brookings School District Special Education Program provides direct services to learners in need of special education or special education and related services. To receive these services, a learner is referred to the special education program either by a parent or via the Teacher Assistance Team in the building. If the District determines that an evaluation is warranted, staff from the District will conduct a comprehensive evaluation to assess if the learner's educational needs meet the criteria for being in need of special education. After the completion of a comprehensive evaluation, the multidisciplinary team, which includes the parent, determines if a learner meets the criteria for special education services. If the learner does, with the parent's consent, they will then develop a plan to address the learner's areas of need. This plan, called an Individualized Education Program (IEP), functions as the roadmap with goals and specific amounts for the help the learner will receive. Services may be delivered across a variety of settings, with emphasis being placed on ensuring the learner remains with their same-age peers to the highest extent possible.

Questions about special education services? Contact: Brookings School District Director of Special Services, Mrs. Shannon Smith, at Shannon.Smith@k12.sd.us.

Section 504 Services

Students who have disabilities but do not qualify for special education may be eligible for accommodations under Section 504 of the Rehabilitation Act. Section 504 ensures that students with disabilities have equal access to education.

Questions about Section 504 services should be directed to the school principal.

SPEECH

Speech Therapy focuses on receptive language, or the ability to understand words spoken to you, and expressive language, or the ability to use words to express yourself. It also deals with the mechanics of producing words, such as articulation, pitch, fluency, and volume. For children, it generally involves pursuing milestones that have been delayed. Some children only need help with language, others have the most problems with the mechanics of speech, and some need comprehensive speech help. Our speech teachers work to find fun activities to improve your child's speech weaknesses. For mechanics, this might involve exercises to strengthen the tongue and lips. For language, this might involve games to stimulate word retrieval, comprehension or conversation.

STUDENT EXPECTATIONS

We believe that school should be a safe and inviting place for learning. A successful school environment is dependent upon a high standard of learner behavior. Each learner's general behavior should not interfere with the safety, comfort, or education of others. Students are expected to treat everyone with courtesy and respect. Appropriate behavior is everyone's responsibility.

General School Expectations

1. Each learner's general classroom behavior should not interfere with the safety, comfort, or education of others.
2. Learners are expected to treat all adults with courtesy, cooperation and respect. Any child at large in the building is subject to the discipline of any teacher, supervisor, or other school personnel.
3. In the halls, learners are expected to be respectful and mindful of others' learning by:
 - walk quietly
 - speak quietly
 - go directly to his/her destination
 - keep hands off the walls
 - keep to the right
 - avoid pushing and shoving.
4. In assemblies, learners are expected to:
 - enter and exit the assembly area in a quiet, orderly fashion
 - be attentive and courteous to performers and speakers
 - remember that they represent the Brookings Schools to all guests.
5. While on the playground, each learner is expected to follow the rules for playground safety.
6. Extra-curricular and after school activities are a privilege. Students are expected to:
 - follow all regular school rules
 - dress and groom accordingly
 - stay in the designated area at all times.
7. Gum chewing is not allowed in the school or on school grounds while school is in session unless permitted by your principal AND the child's teacher.
8. No learner may take anything from within or on top of another's desk, as well as another's personal belongings, without permission.
9. All materials, equipment, supplies and books provided by the District are to be treated with care and respect. Payment is expected for lost or damaged books/ materials.
10. The use or possession of alcohol, tobacco products and/or paraphernalia, and illegal drugs and/or paraphernalia is strictly prohibited.

Failure to comply with the rules and regulations of the school will result in appropriate disciplinary action. Disciplinary actions include, but are not limited to warnings, oral reprimands, loss of privileges, detention, conferences with parents, referral to the principal, and suspension from school.

SUPPLY LIST

Supply lists are sent out at the end of each school year for the upcoming school year. If you misplace your copy, supply lists are available during the summer at Lewis Drug and Walmart, by looking online on each school's website, or by contacting the Administration Office at 605-696-4700. Lists are also available at the Back to School appointments in August.

TEACHER ASSISTANCE TEAMS (TAT)

Teacher Assistance Teams (TAT) can support the collaboration and empowerment of teachers, address learner and school wide problems, provide preventive intervention for at-risk learners, and identify appropriate referrals to special education.

TECHNOLOGY

Acceptable Use of Technology

To ensure the protection of all learners and classroom technology, learners are expected to adhere to following classroom rules and procedures with devices. Using technology at school is a privilege designed to enhance your learning experience.

Intentional/physical damage and/or negligence (i.e, keys missing, shattered screen, damage to webcams, removing screws, etc.) causing damage to the school technology will result in a fine and restorative practices to show importance of care with technology

1st offense Parent contact \$35 fine Loss of device for the day	2nd offense Parent contact \$50 fine Loss of device for 1 week	3+ offenses Parent contact \$100 fine The school will work with the director of technology to determine consequences.
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TEXTBOOKS

It is important to teach our children to value and care for books. Textbooks are provided by the School District, and used for a number of years. No child wants to receive a dirty, tattered textbook. If each child accepts the responsibility of keeping his/her books clean and cared for, everyone will have nicer books to use. Children may be instructed to make book covers for textbooks. Books are not to be placed on the ground. If a textbook issued to the child is lost or damaged, the school must receive payment for the book before a new one is issued. If a lost textbook is found, monies paid will be refunded.

TITLE I

The Title 1 Program is a Federal funded program that targets high-poverty schools and districts and is used to provide educational services to learners who are educationally disadvantaged or at risk of failing to meet State standards. Title I focuses on reading and math intervention and is designed to supplement services to learners using a variety of models.

TRANSFERS

For information regarding transferring, please go to the Brookings School District website, <http://www.brookings.k12.sd.us>, and view the District Policy Manual, section JECC.

Families transferring to another school outside the district will fill out a form at their new school requesting records. Parents may obtain a **copy** of their learner's birth certificate, immunization record, and most current report card to take to their new school.

UNNECESSARY ITEMS

Electronic Equipment -- Students are **not** allowed to have electrical equipment such as iPods, hand held games, headsets, or other electronic devices in school or on the playground. These items should be left at home.

Cell Phones -- We discourage bringing cell phones to school. If a learner must bring a cell phone it must be kept in their backpack and turned off during school hours. The school will not be responsible for lost or stolen phones. Phones found to be in use will be held in the office until picked up by an adult.

Personal Belongings -- Toys, stuffed animals, Pokémon, and other trading cards should be left at home. The school is not responsible if any personal belongings are lost, stolen, or damaged. The only time these items should be present at school would be for special occasions noted by the child's teacher.

VALUABLES

It is strongly recommended any items of significant value be left at home. The school will not be responsible for valuables that are lost or stolen.

VISITORS AND VOLUNTEERS

ALL VISITORS AND VOLUNTEERS ARE REQUIRED TO REPORT TO THE OFFICE! We ask that you please make arrangements with the classroom teacher prior to your visits.

WAITING FOR STUDENTS

Parents are asked to wait for their children outside the school building. Make arrangements with your child/children to meet in a designated area after school for pick up.

WEAPONS AND THREATS

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

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

WEATHER GUIDELINES

Parents need to have their children dressed appropriately for the weather. When the temperature is below 45 degrees all children should have jackets or coats to wear. During winter weather children are required to wear winter coats, hat, mittens, snow pants, and boots. If your child/children does not have snow pants and snow boots on when snow is on the ground they will be required to stay on the asphalt. When the temperature is 0 or below, children will have inside recess. Once the temperature reaches 45-55 degrees your child/children will have a choice in wearing either a coat or a light jacket/sweatshirt outside. When the temperature is 55 degrees or higher it is the child's decision what they wear outside.

In case of severe weather closings or early dismissals, parents should be notified by a telephone call through the School Reach calling system. Also, listen for closings broadcasted on Brooking radio stations (KBRK 1430 AM, B93.7 FM, KJJQ 910 AM, KKQQ 102.3 FM, or KDBX107 FM) and local television stations (KDLT, KELO, and KSFY). If there is an early dismissal due to severe weather, teachers will follow dismissal protocol outlined by parents from online Fall Check-In/Registration information. If there is a change in emergency information parents should contact their child's teacher or the school secretary to update the emergency forms.

If the temperature is below 0 degrees, with or without wind chill, recess may be held inside (at discretion of principal). Children will be assembled in the gym for severe weather before school.

WELLNESS POLICY INFORMATION

Brookings School District Wellness Policy AE

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.

***APPENDIXES FOR: DISTRICT NON-DISCRIMINATION STATEMENT AND ANNUAL PUBLIC NON-DISCRIMINATION, STAFF MEMBERS, AND BUS ROUTES**

***Appendixes can be found for each individual school online.**