



2026-2027 GEORGE S. MICKELSON MIDDLE SCHOOL LEARNER HANDBOOK

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

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.

TABLE OF CONTENTS

MICKELSON MIDDLE SCHOOL SCHEDULES & SCHOOL SONG	4
CONTACT INFORMATION	5
ACADEMIC ELIGIBILITY	5
ACADEMIC INTEGRITY	6
ACADEMIC SUPPORT – AFTER SCHOOL	6
ACCEPTABLE USE OF COMPUTERS AND NETWORK	6
ACTIVITIES – CO-CURRICULAR & EXTRA-CURRICULAR	7
ACTIVITY TICKETS	8
ARTIFICIAL INTELLIGENCE	8
ATTENDANCE PROCEDURES	8
BADGES	10
BICYCLES, SCOOTERS, & SKATEBOARDS	10
BUS RULES FOR LEARNERS	10
CALENDAR	10
CANVAS	10
CELL PHONES, SMART WATCHES, & WIRELESS EARBUDS	11
COUNSELING	11
DELIVERIES	11
DRESS CODE	11
DROPPING/ADDING CLASSES	12
DUE PROCESS	12
EMERGENCY DRILLS & PROCEDURES	12
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	13
FOOD SERVICE/CHILD NUTRITION	13
FUNDRAISING	15
GRADING SCALE	15
GROTTO	15
HOMEWORK POLICY	16
INCLEMENT WEATHER PROCEDURES	16
IMMUNIZATIONS	16
INFINITE CAMPUS	16
INSURANCE	16
LOCKERS	17
LUNCH/CAFETERIA RULES	17
MANDATORY REPORTING OF CHILD ABUSE & NEGLECT	17
MEDIA CENTER	17
NONDISCRIMINATION	18
NURSE	18
OUT OF SCHOOL SUSPENSION—OSS	19
PERSONAL PROPERTY	20
PLEDGE OF ALLEGIANCE	20
POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS—PBIS	20

PBIS—MINORS	21
PBIS—MAJORS	22
PBIS—Progressive Discipline Matrix	23
REPORT CARDS	25
RESPONSIBILITIES—LEARNER & PARENTS/GUARDIANS	25
RESTRAINT OF LEARNER	26
SEARCHES	26
SPECIAL EDUCATION	26
SUMMER SCHOOL & RETENTION POLICY	26
TARDIES	27
VISITORS & VOLUNTEERS	27
WELLNESS POLICY	27
ELASTICITY CLAUSE	27

GEORGE S. MICKELSON MIDDLE SCHOOL SCHEDULES

2026-2027 Daily Schedule			
Monday, Tuesday, Thursday, Friday		Wednesday	
Advisory	8:10-8:22	Advisory	8:10-8:22
Period 1	8:25-9:05	Period 1	8:25-8:59
Period 2	9:08-9:48	Period 2	9:02-9:36
Period 3	9:51-10:31	Period 3	9:39-10:13
Period 4	10:34-11:14	Period 4	10:16-10:50
Period 5	11:17-11:57	Period 5	10:53-11:27
Period 6	12:00-12:40	Period 6	11:30-12:04
Period 7	12:43-1:23	Period 7	12:07-12:41
WIN	1:26-1:56	WIN	12:44-1:08
Period 8	1:59-2:39	Period 8	1:11-1:45
Period 9	2:42-3:22	Period 9	1:48-2:22

2026-2027 Two Hour Late Schedule			
Monday, Tuesday, Thursday, Friday		Wednesday	
Advisory	10:10-10:16	Advisory	10:10-10:19
Period 1	10:19-10:50	Period 1	10:22-10:46
Period 2	10:53-11:24	Period 2	10:49-11:13
Period 5	11:27-11:58	Period 5	11:16-11:40
Period 6	12:01-12:32	Period 6	11:43-12:07
Period 7	12:35-1:06	Period 7	12:10-12:34
Period 8	1:09-1:40	Period 8	12:37-1:01
Period 9	1:43-2:14	Period 9	1:04-1:28
Period 3	2:17-2:48	Period 3	1:31-1:55
Period 4	2:51-3:22	Period 4	1:58-2:22

SCHOOL HOURS

- The building & breakfast opens to learners at 7:30 a.m.
- School begins at 8:10 a.m.
- Learners who arrive before 8:00 a.m. must stay in their team or breakfast area until 8:00 am.
- School ends at 3:22 p.m.
- Wednesday school ends at 2:22 p.m.
- Office hours - 7:30 a.m. - 4:00 p.m.
- Teacher hours - 8:00 a.m. - 4:00 p.m.

SCHOOL SONG

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

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

CONTACT INFORMATION

Matt Christie, Principal
Matt.Christie@k12.sd.us
605-696-4504

Laurie Jones, Secretary
Laurie.Jones@k12.sd.us
605-696-4500

Chad Adamson, Counselor
Chad.Adamson@k12.sd.us
605-696-4581

Dana Martens, Social Worker
Dana.Martens@k12.sd.us
605-696-4590

Chris Gruenhagen, Assistant Principal
Chris.Gruenhagen@k12.sd.us
605-696-4505

Tami Thvedt, Secretary
Tami.Thvedt@k12.sd.us
605-696-4500

Dannica Hoffman, Counselor
Dannica.Hoffman@k12.sd.us
605-696-4556

Jill Dvorak, Nurse
Jill.Dvorak@k12.sd.us
605-696-4519

ACADEMIC ELIGIBILITY

The exploration of interests and development provided by extra-curricular activities works in tandem with a Learner's academic obligations. Consequently, a learner who is participating in a middle school extracurricular activity must abide by the following academic eligibility requirement:

- At each mid-term (4 ½ weeks) the Assistant Activities Director (MS) will examine all grades of participants.
- To be eligible for participation in extra-curricular activities, a learner must be passing (60% or higher) ALL FOUR core classes. Core classes are English Language Arts (ELA), Math, Science, and Social Studies.
- A learner is deemed ineligible if:
 - One core class below 60% - Participant will be ineligible from all away public appearances and interscholastic events.
 - Two or more core classes below 60% - Participant will be ineligible from all public appearances and interscholastic events for a period of one week (7 days).
 - Grades of ineligible learners will be reexamined after one week. If a learner still is not passing ALL FOUR core classes, they will remain ineligible for the remainder of that 9-week quarter.

ACADEMIC INTEGRITY (DISHONESTY, CHEATING, PLAGIARISM, ARTIFICIAL INTELLIGENCE)

Academic integrity is a core value of our school community. Students are expected to be honest and responsible in all aspects of their academic work. This includes completing assignments independently unless collaboration or the use of approved tools is specifically allowed, properly citing sources, and avoiding any form of cheating, plagiarism, unauthorized use of artificial intelligence (AI), or misrepresentation of work. Students may use AI tools only when permitted by the teacher and must acknowledge their use according to teacher expectations. Upholding academic integrity fosters trust, promotes personal growth, and ensures a fair learning environment for all. Violations of this policy may result in disciplinary action and/or academic consequences.

ACADEMIC SUPPORT - AFTER SCHOOL

MMS provides after-school academic support on Mondays, Tuesdays, and Thursdays from 3:30–4:00 p.m. During this time, teachers are available to assist learners who need additional help completing assignments or improving their understanding of classwork.

The purpose of this program is to help learners develop responsible work habits, complete assignments on time, and improve academic success. By addressing missing or incomplete work early, we aim to prevent more serious academic concerns later, such as course failure, summer school, or retention.

Parents/guardians will be notified when their learner is expected to attend after-school academic support.

ACCEPTABLE USE OF COMPUTERS & NETWORK

[POLICY IIBG](#), [POLICY IIBGB](#), [POLICY IIBFA](#), & [POLICY IIBFB](#)

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

Learners are responsible for appropriate behavior on the school's computer network just as they are in a classroom or in the hallways. General school rules for behavior and communications apply. The use of the network is a privilege, not a right, and may be revoked if abused. **Learners are advised never to access, keep, or send anything that they would not want their parents/guardians or teachers to see.** *MMS does not allow the use of personal email for learners.*

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

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

ACTIVITIES – CO-CURRICULAR & EXTRA-CURRICULAR

POLICY CHB & POLICY JFC-R

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

The middle level years are a time for exploring a variety of interests and developing social skills as well as talents. The activities at the Mickelson Middle School (MMS) operate under a “no cut” policy. This policy does not release learners from their academic, behavioral, or attendance obligations, but allows them the flexibility to sample a variety of activities so that they are not forced to “put all of their eggs in one basket” at an early age.

PARTICIPATION

- Learners serving time in the office for in-school suspension are not allowed to compete or perform that day. However, s/he is still expected to attend practice.
- Learners participating in a competition or performance must be in attendance by noon on the day for said activity.

PARTICIPATION FORMS AND PHYSICALS

POLICY JHCA

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

ACTIVITY TICKETS

Activity tickets give learners an opportunity to enjoy high school and select middle school events at a minimum expenditure. Middle school events include the middle school wrestling tournament, and all fine arts concerts at SDSU OLPAC. Activity tickets may be purchased through the BHS Activities Office.

ARTIFICIAL INTELLIGENCE

POLICY IIBFA

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 Gemini, and other AI content generator products.

ATTENDANCE PROCEDURES

POLICY JEDA, POLICY JED, & POLICY JEE

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

- 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.
- 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.
- 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 unexcused absences, the Brookings School District may submit a truancy report to law enforcement indicating missed classes/days of school.

Parent/guardian must call the middle school office (605-696-4500) by 9:00 a.m. to report the reason for the learner's inability to attend school or to be dismissed during the school day. Messages can be left 24 hours a day.

- **Homework** – Learners should check Canvas or the team homework page to understand what is happening in class. If homework materials are needed, please email your teacher in the morning to request it.
- **Future Absences** – Can be called in at any time.
 - The same procedure should be followed **EACH DAY** the learner is absent.
- **NO Call** – If the school is not notified of an absence by 9:00 am, a call will be made to parents/guardians.
- **Absences due to school-sponsored activities** do not require a phone call.

DURING THE SCHOOL DAY

- Picking up Learners
 - If a learner needs to leave for an appointment, it is their responsibility to come to the office and check out at the time they are scheduled to leave. If a phone call or note has not been received by the office, the learner will not be allowed to leave.
- Dropping off Learners
 - Learners are required to check in at the office when they return to school. Parents/Guardians do not need to accompany the learner or call the office for a learner to return to school unless they have not reported the absence.
- Messages/Drop-Off Items for learners
 - If you need to get a message to your learner during the school day, a call can be made to the office. A drop-off area is located near the vestibule for parents/guardians dropping off items. We cannot accept deliveries (food, flowers, gifts, etc.) for learners. It is the learner's responsibility to check at the office for their message or dropped off item.
- Illness
 - If a learner feels sick during the school day, they should ask their classroom teacher to go to the nurse's office. Either the nurse or a secretary needs to speak to a parent/guardian or emergency contact before a child will be allowed to leave.

FOLLOWING AN ABSENCE, LEARNERS:

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

BADGES

An ID badge, lanyard, and ID protection cover will be given to each learner at the beginning of the school year or upon arrival at MMS. Badges are encouraged to be worn and be visible during the school day. Badges are used for cafeteria, media center, and PBIS program including points and the store. If learners need replacement badges or accessories, they can be purchased for \$5 at the MMS office.

BICYCLES, SCOOTERS, OR SKATEBOARDS

Learners riding bicycles, scooters, or skateboards to school must walk when they reach school grounds. Bicycles need to be walked to the bicycle rack. Scooters and skateboards must be carried and left in the office during the school day. When learners arrive at or leave the school, they are not to use those items while on the sidewalk, in the bus area and the parking lot areas. Learners who consistently disregard this rule will not be allowed the continued use of these devices.

BUS RULES FOR LEARNERS

POLICY EEAC, POLICY EEACC-E, POLICY EEAC-R, POLICY JFCC

The driver is in full charge of the students and the bus. The driver's relationship with the students should be on the same plane as that of a teacher in the classroom. Bus transportation for students is not entirely a right, but more like a privilege, conditioned upon courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands complete cooperation from the students. It shall be the duty of the driver to report to the school administrator the names of any students who persist in violating the rules and regulations. The district may find it necessary to temporarily withhold the privilege of riding on the bus from those students who fail to cooperate accordingly.

2026/2027 SCHOOL CALENDAR – click here

CANVAS—Learner Management System (LMS)

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

- How to become an observer
 - Go to <https://brookings.instructure.com>
 - Create CANVAS account
 - In order to get a learner's pairing code, the learner must log in to CANVAS and
 - Click on account
 - Click on settings
 - Click on Pair with Observer
 - The parent/guardian needs the six-digit code that is generated

CELL PHONES, SMART WATCHES, & WIRELESS EARBUDS

POLICY JP

Learners often have access to personal devices, such as cell phones, in schools, which can provide educational benefits and supportive social connections. Learners using personal devices can also be a source of disruption in school, hinder social skill development, promote bullying, and facilitate excessive exposure to social media content that can be mentally and physically harmful. Limiting learner access to personal devices during the school day will support learner health, minimize distractions, and facilitate a safe, welcoming school conducive to learning and engagement.

Cell phones, smart watches, and wireless ear buds are to be kept in the learners' lockers and may not be used during the school day (8:10—3:22). Violations may result in a minor for the learner, and the phone may be taken and held until the parent/guardian claims it.

COUNSELING

School counselors play a vital role in supporting students' academic, social, and emotional well-being. During the day, they meet with students individually or in small groups to discuss challenges they may be facing, help with conflict resolution, and provide support for mental health or personal issues. They also collaborate with teachers, administrators, and families to develop strategies that promote student success. Throughout the day, they often respond to unexpected situations, offering guidance and support as needed. In addition, we permit outside agency counseling to take place on campus to support students' mental health and well-being.

DELIVERIES

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

DRESS CODE

POLICY JFCA

Learners are expected to dress in a manner that is safe, respectful, and appropriate for the school environment. Clothing or personal appearance may not disrupt the educational process or create a safety concern.

- Clothing must cover areas typically covered by undergarments and may not expose the midriff.
- Clothing or accessories displaying or promoting alcohol, tobacco, nicotine/vaping products, illegal drugs, profanity, violence, discriminatory messages, or sexually explicit or offensive language or images are prohibited.
- Headwear, including hats, hoods, bandanas, and sunglasses, may not be worn inside the building unless approved for religious, medical, educational, or school-sponsored purposes.

- Footwear is required at all times. Clothing, jewelry, or accessories that present a safety hazard are prohibited.
- Backpacks, purses, coats, ponchos, and jackets should be stored in lockers unless otherwise authorized.

School administration will determine whether attire meets these expectations. Learners who are not in compliance with the dress code will be required to correct the violation before returning to class. Parents/guardians may be contacted when necessary.

DROPPING/ADDING CLASSES

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

DUE PROCESS

POLICY JFA

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

EMERGENCY DRILLS & 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.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

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.

FOOD SERVICE/CHILD NUTRITION

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

- À la carte purchases can only be made if there is money on a learner's account to cover the price of the item being purchased.
- Meal Accounts
 - The Brookings School District will accept the following methods of payment:
 - Online through EduTrak with a credit or debit card
 - At a child's school 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, or another approved medical authority.
 - Special diet forms can be found [here](#) and are to be given to the Director of Child Nutrition or the Child Nutrition Manager in the school.
 - Once the forms are submitted, a copy is provided to the Director of Child Nutrition, Child Nutrition Manager in the learner's school, and the nurse in the learner's building.
- Free & Reduced-Price Eligibility
 - Free and Reduced-Price Meal Applications are available [online](#).
 - Applications are encouraged to be submitted as soon as possible but can be submitted any time throughout the year.
 - À la Carte items are not included in the cost of a learner eligible for free or reduced priced meals.
- Food
 - Learners who bring sack lunch may purchase milk, if there are sufficient funds available on the learner's account
 - No pop/soda or energy drinks are allowed
 - Learner may not order food to be delivered to the school
 - Treats for birthdays are not encouraged due to learner/staff allergies
 - Learners need to feel empowered to tell & remind staff of any allergies or health concerns
- "CLOSED" Lunch
 - Learners may not leave school grounds during the lunch period without a pass.
 - Parent/guardian must phone the school office to give permission for his/her child to leave during lunch.
 - Please call before your child's lunch period on the day that permission is requested.
 - Learners may only leave for lunch with parents/guardians.
 - Learners may not drive themselves off school grounds for lunch.
 - Unexcused tardy following lunch: Extending one's lunch time causes a direct interference with scheduled classes and will not be excused. Loss of privileges may also occur. A parent/guardian call and pass to class are required for tardy learners.
 - Following abuse to the pass or leave system, the privilege of eating off school grounds may be revoked by administrators.

- Learners may go to another staff when the learner presents a signed pass to the noon supervisor.

FUNDRAISING

POLICY JJD & POLICY JJD-R

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

GRADING SCALE

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

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

GROTTO

Grotto Model

Inspired by the Grotto at Notre Dame—a space for reflection, calm, and renewal—we are transforming our approach to in-school suspension into something more meaningful and restorative. Students are not adults; they are still learning how to manage time, build study habits, develop social skills, and make responsible decisions. Instead of using in-school suspension purely as a consequence, we reimagine it as a structured support space where students pause, reflect, and reset. This environment emphasizes accountability, character development, and emotional regulation, all while maintaining academic progress. With guidance and encouragement, students think critically about their choices, practice positive habits, and return to class better equipped to succeed. Just as the Grotto is open to all—not only those seeking comfort in times of trouble—this space welcomes any student in need of a quiet moment to reflect, refocus, or receive extra support. Our goal is to shift from punishment to growth—meeting students where they are and helping them move forward with intention and support.

HOMEWORK POLICY

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

INCLEMENT WEATHER PROCEDURES

[BSD INCLEMENT WEATHER FAQ](#)

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. [Brookings School District App](#)

IMMUNIZATIONS

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.

Exemptions include:

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

INFINITE CAMPUS—Student Information System (SIS)

The Brookings School District utilizes Infinite Campus as our student information system. Infinite Campus houses data such as contact information, emergency contacts, schedules, grades, attendance, and more. Learners and Parents/Guardians alike are able to have a login to access all of the information. Learners will work with staff to get logged in. Parents/Guardians can call the administration office at 605-696-4724 or you may contact the middle school office at 605-696-4500 to set up or change your parent portal.

INSURANCE

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

LOCKERS

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

LUNCH/CAFETERIA RULES

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

MANDATORY REPORTING OF CHILD ABUSE & NEGLECT

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

MEDIA CENTER

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

Media Center Procedures

- A learner ID badge/ID number is required to check out books/items from the media center during school hours.
- Learners may always have two media center items checked out at one time. One or two additional books may be checked out if required for a class.
- Media Center books may be checked out for 21 days. A book may be renewed one time when checked out. A hold may be placed on up to two books at one time.

- If a learner has two overdue books, he or she will not be allowed to check out any additional items until the book has been returned or a replacement fee has been paid or the book is for a class.
- Should a learner lose or damage a library book, he or she will need to pay the book replacement fee by the end of the school year. All 8th grade learners must have their media center accounts clear of any lost books prior to beginning the ninth grade at BHS. The payment for a book replacement fee should be given to the MMS Librarian.

Parent Request Restricting Access

NONDISCRIMINATION

POLICY AC

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 Email OCR.KansasCity@ed.gov

NURSE

Brookings School District Nursing Services are devised to support and improve the health and wellness of learners in order to prepare them to be "learners for life." Brookings School Nursing Services provides basic emergency care for learners and staff; health screening; assessment and referral for all children. School nurse professionals address the physical, mental, emotional and social health needs of our school children on a daily basis and work with parents/guardians and community partners to best serve these needs. The MMS nurse can be reached by phone at 605-696-4519 from 9:00 AM to 2:30 PM.

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 accompanied by a fever. Exceptions for vomiting that is caused by a non-communicable condition and the child is not in danger of dehydration.
- **Rashes** that are undiagnosed need to be seen by a health care provider. Open sores suspected contagious illness should be cleared by a health care provider.

OUT OF SCHOOL SUSPENSION 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 10 days, but not to exceed 90 days. An expulsion is a denial of a student's membership in school by the school.

PERSONAL PROPERTY

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

PLEDGE OF ALLEGIANCE

George S. Mickelson Middle School learners will recite the Pledge of Allegiance following announcements. Any learner or staff member 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.

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

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

BOBCAT BE'S

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

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

PBIS—MINORS

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

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

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

PBIS—MAJORS

- **ABUSIVE LANGUAGE/OBSCENITIES** – The use of improper, profane, or threatening language/gestures toward another learner or staff member.
- **ALCOHOL/DRUGS** – Possessing, consuming, or being under the influence of alcohol or drugs. This applies to the regular school day and all school-sponsored events. [POLICY JFCH](#)
- **BULLYING** – Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person. Bullying includes any electronic, written, verbal, or physical act of a demeaning or threatening nature targeted at a student which is based on any actual or perceived trait/characteristic of the student and which creates an objectively hostile school environment. [POLICY JFCD](#)
- **DISTURBANCE OF SCHOOL AS MISDEMEANOR** – [SDCL 13-32-6](#) – A person, who intentionally disturbs or interferes with the proper order or management of a school by acts of violence, boisterous conduct, or threatening language, is guilty of a Class 2 misdemeanor.
- **FIGHTING** – Fighting in/on school property.
- **INSUBORDINATION** – Defying or opposing a person of authority.
- **SEXUAL HARASSMENT** – Harassment, bullying, hazing, or any other victimization of learners, based on any actual or perceived traits or characteristics of the learner including but not limited to: race, religion, gender, gender identity, sexual orientation, age, national origin, social or economic condition, physical development, or disability will not be tolerated. [POLICY ACA](#), [POLICY ACA-R](#) & [POLICY JFCD](#)
- **SMOKING/VAPING/PARAPHERNALIA** – Use or possession of tobacco products, vaping, or related paraphernalia within the building, on the school grounds, or at school activities is prohibited.
- **STEALING** – Taking the property of someone else without permission or payment. (Police involvement if totaling over \$10.00)
- **THREATS** – No learner will physically or verbally threaten, coerce, intimidate, or annoy, either singly or in groups, any other learners or staff members. [POLICY JFC](#)
- **TRUANCY** – Skipping class/school. [POLICY JEDA](#)
- **VANDALISM AND PROPERTY DAMAGE** – Learners who destroy or vandalize school property will be required to pay for losses or damages. If learners willfully destroy school property, suspension and police involvement may be necessary. If a learner should happen to damage something by accident, that learner should report it to a teacher or to the office immediately.
- **WEAPONS** – State and Federal laws as well as school board policy forbid weapons at school, on school grounds, or at school sponsored activities. [POLICY JFCJ](#)

Administration reserves the right to alternative consequences

PBIS—PROGRESSIVE DISCIPLINE MATRIX

MINORS (Class One & Two)				
Class One (per quarter)				
<u>Offense</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth + Offense</u>
Unexcused Tardies, Skipping class, Truancy	Record	Record	Record	Minor
Class Two (per quarter)				
<u>Offense</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth + Offense</u>
Insubordination, Disobedience, Breaking Building Rules, Profanity, Disruption of Library, Hallway, Lunchroom, Minor Vandalism (graffiti), Dress Code, Forging note, Cell Phone	Minor	Minor	Minor Learner Meeting with Team Form sent home to parents	4th Minor—1 day in the quiet room or equivalent to and parent contact 5th Minor—2 days in the quiet room or equivalent to and parent contact. 6th Minor—3 days in the quiet room or equivalent to and parent contact
MAJORS (Class Three & Four)				
Class Three (per year)				
<u>Offense</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth + Offense</u>
Physical Aggression Intimidation Harassment	ISS (1 day) Parent Contact	ISS (3 day) Parent Contact	ISS (5 days) Parent Contact	Administrative Discretion Parent Contact
Class Four (per year)				
<u>Offense</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth + Offense</u>
Vandalism/Damage/ Theft to School/Private Property	ISS (3 day) Parent Contact Compensation	ISS (5 days) Parent Contact Compensation	ISS (10 days) Parent Contact Compensation	Referral for Long-Term Suspension/Expulsion Parent Contact Counselor Referral Compensation
Fighting/Violence	ISS (3 days) Parent Contact Counselor Referral Law Enforcement Notified	ISS (5 days) Parent Contact Counselor Referral Law Enforcement Notified	ISS (10 days) Parent Contact Counselor Referral Law Enforcement Notified	Referral for Long-Term Suspension/Expulsion Parent Contact Counselor Referral
Possession of tobacco, nicotine, vaping devices, and associated items	ISS (3 days) Parent Contact Law Enforcement Notified	ISS (5 days) Parent Contact Law Enforcement Notified	ISS (10 days) Parent Contact Law Enforcement Notified	Suspension/Expulsion
Obscene language or actions toward staff	ISS (3 days) Parent Contact	ISS (5 days) Parent Contact	ISS (10 days) Parent Contact	Suspension/Expulsion
Use or display of racially offensive language, symbols, or imagery	ISS (3 days) Parent Contact	ISS (5 days) Parent Contact	ISS (10 days) Parent Contact	Suspension/Expulsion

Illegal Offenses (Class Five & Six)				
Class Five (per year)				
<u>Offense</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth + Offense</u>
Disturbance of School (SDCL 13-32-6)	ISS (3 days) Law Enforcement Notified	ISS/OSS (5-10 days) Law Enforcement Notified	Suspension/Expulsion Law Enforcement Notified	NA
Possession/Use/ Under the Influence of Alcohol/Drugs Possession of drug paraphernalia Policy JFCH	ISS (3 days)	ISS/OSS (3 + days) Learners shall be placed on suspension by building principal with a request to the Superintendent of Schools to extend the suspension beyond the three school days. Mandatory evaluation of the seriousness of the chemical substance problem.	Suspension by building principal with a request for expulsion being forwarded to superintendent of schools. Expulsion procedures shall be instituted at this time.	NA
Anti-Bullying/ Harassment of Learners/ Sexual Harassment Policies JFCD/ACA/JFC	Communicate to the aggressor the individual expects the behavior to stop. If the learner wants assistance communicating with the aggressor, the individual should ask a teacher, counselor, bus driver, principal, or assistant principal to help.	If the bullying or harassment does not stop, the learner is to report the incident to administration. Incident Report forms are available in the office, district website, or below. (Refer to Policy JFCD)		
Class Six (per middle school career)				
Threats Policy JFC	A learner who violates this policy may be suspended and/or expelled, depending on the nature of the violation. Maximum Discipline: 12 months Minimum Discipline: short-term suspension (1-10 days)			
Sale/distribution of controlled substance JFCH	Long Term Suspension or Expulsion Parent Conference Referral to Authorities			
Weapons/ Making False Alarms/ Endangering the life of others Policy JFCJ	Long Term Suspension or Expulsion Parent Conference Referral to Authorities			

Administration reserves the right to alternative consequences

Bullying Complaint Forms – ([Standard](#), [To Superintendent](#), [To Board](#))

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

Mickelson Middle (6-8) Technology Discipline Matrix

Inappropriate Behaviors	Consequences			
<u>Offense</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth + Offense</u>
Violation (per year)				
Acceptable Use Policy Violation--Administrator	Restricted network profile for 5 days ISS (1 day) Parent Contact	Restricted network profile for 10 days ISS (3 days) Parent Contact	Loss of computer privileges for a period of time to be determined by administrator--not less than 5 days Restricted network profile for 15 days ISS (5 days) Parent contact/meeting	Loss of computer privileges for a period of time to be determined by administrator--not less than 10 days ISS (10 days) Parent contact/meeting
Violation (per year)				
Computer Network Violation Policy IIBG Gross misconduct of school computer/technology or personal technology device	ISS 3 days Loss of computer privileges for not less than 10 days Possible long-term suspension and/or referral to law enforcement	ISS 5 days Loss of computer privileges for not less than 45 days Possible long-term suspension and/or referral to law enforcement	Loss of computer use Long Term Suspension or Expulsion	
Violation (per year)				
Cyber Bullying Policy JFCD	Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion			

REPORT CARDS

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

RESPONSIBILITIES – LEARNER & PARENT/GUARDIAN

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

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 to 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.

SEARCHES

POLICY JFG

The right of inspection of a learner's 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.

SPECIAL EDUCATION

POLICY JO & POLICY JO-E

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.

SUMMER SCHOOL & RETENTION POLICY

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

TARDIES

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

VISITOR & VOLUNTEERS

All visitors & volunteers need to report to the office. After reporting to the office, visitors & volunteers need to have their picture ID ready to scan, and obtain a pass to visit a classroom. Visitors & volunteers are required to check out in the office before leaving the school.

WELLNESS POLICY

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.

ELASTICITY CLAUSE

The school administration reserves the right to amend any provisions in this handbook which he/she deems to be in the best interest of the educational process. The school administration retains the right to issue penalties for acts of discipline not specifically stated here in and to alter penalties as he/she considers necessary.