Camelot Intermediate School

LEARNER HANDBOOK
2025-2026

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

Camelot Mission:
Strengthening foundations and igniting a love of learning a learners pursue a lifelong quest for success.

School Information

School Address

Camelot Intermediate School
1401 15th Street S.
Brookings, South Dakota 57006

School Website

Brookings School District
Camelot Intermediate School

Contact Information

Dr. Camrin Vaux, Principal
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Lexi.Seeley@k12.sd.us
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Mrs. Megan Madsen, Counselor
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Daily Schedule

7:30 a.m. – 8:00 a.m. Breakfast
8:05 a.m. First Bell
8:15 a.m. Tardy Bell
3:25 p.m. (2:25 p.m. on Wed) Dismissal

School District Calendar

2025-26 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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ACTIVITY TICKETS

Activity tickets allow learners to enjoy high school events at a minimum expenditure. They may be purchased through the BHS office.

ATTENDANCE Policy JEDA: Truancy; Policy JED: Learner Absences and Excuses; Policy JEE: Learner Attendance Accounting

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 regularly. After 10 absences, the Brookings School District may submit a truancy report to law enforcement indicating missed classes/days of school. Law enforcement will submit all truancy requests to the Deputy State's Attorney's office.

Learners must attend classes regularly and be on time. Regular attendance at school provides maximum benefit from the instructional program, develops habits of punctuality, self-discipline, and responsibility, and keeps the disruption of the educational environment to a minimum. While absent learners may make up much of the schoolwork missed, it is impossible to compensate for absence from classes completely.

Attendance is a part of each learner's permanent record. It is one of the major concerns of an employer. A casual attitude toward school attendance extends into adulthood. Days of absence will be accumulated and recorded on report cards each quarter and on permanent records at the end of the year.

Parent/guardian must call the Camelot office (605-696-4401) 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.*
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.

During the School Day

- Picking up Learners - If a learner needs to leave for an appointment, please notify the office and the homeroom teacher before they leave.
- Dropping off Learners - Learners are required to check in at the office when they return to school. Parents must accompany the learner to sign them in.
- Messages/Drop-Off Items for Learners - If you need to send a message to your learner during the school day, call the office. The office will contact the homeroom teacher and let the child know about the item in the office.
- Illness - If a learner feels sick during the school day, they should ask their classroom teacher to go to the nurse's office. Learners should not contact home to leave. Learners' parents/guardians will be contacted by the school nurse, and learners will not be sent home without being seen by the school nurse. The nurse or secretary needs to speak to a parent/guardian or emergency contact before a child can leave.

BADGES

Each learner will receive an ID badge at the beginning of the school year or upon arrival at Camelot. Badges will be used to scan lunch accounts as well as check out library books. If learners need replacement badges or accessories, they can be purchased for a minimal fee in the office.

BICYCLES, IN-LINE SKATES, SHOES WITH WHEELS, SCOOTERS, AND SKATEBOARDS

Learners who ride bicycles, in-line skates, shoes with wheels, scooters, or skateboards to school, upon reaching the school grounds, must walk their bicycle to the bicycle rack, remove the wheels from shoes with wheels, and carry their in-line skates, scooters, or skateboards to their locker. When learners arrive at or leave the school, they are not to use those items on the sidewalk, in the bus area, or in the main parking lot area. Learners who consistently disregard this rule will not be allowed to continue using these devices.

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.

BEHAVIORAL PLANS
(PBIS – POSITIVE BEHAVIOR INTERVENTION STRATEGIES)

We have adopted a unified set of district-wide expectations. These expectations will be posted throughout the school, and your child will learn them during his or her first days at school.

Our expectations, found in every classroom and non-classroom setting in the school, are as follows:

- Be Respectful
- Be Responsible
- Be Safe
- Be an Active Learner

As part of our PBIS process, teachers and other staff use evidence-based practices to increase learner learning and decrease classroom disruptions. To keep learners accountable, 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 immediate, frequent, and explicit feedback.

Camelot PBIX Matrix

Expectations	Learning Spaces (Classroom Environment)	Social Spaces (Hallway, Bathroom, Lunchroom, Playground, Bus)
Be Respectful!	• Noise level: Adjust to the situation • Consider needs of other learners • Use respectful language • Maintain personal space	• Noise Level: Adjust to the situation • Follow adult directions • Use respectful language • Maintain personal space
Be Responsible!	• Accountable for schoolwork • Listen to the speaker • Honesty • Have materials ready	• Accountable for actions • Clean up time is all the time • Honesty
Be Safe!	• Walk with purpose • Use equipment/materials appropriately • Maintain personal space	• The right side of the hallway is usually the right side to walk on • Use equipment appropriately • Maintain personal space • Awareness of your surroundings
Be an Active Learner!	• Focused and engaged • Listen to the speaker • Accept feedback • Think Positive; focus on your strengths • Use a growth mindset when working on tasks • Acknowledge successes in yourself and your peers	• Walk away & get help from an adult when needed • Agree on rules for games and follow them • Solve problems with kind words

Consequences for Negative Behavior Choices

Minor Referrals:
Minor referrals are given when learners have been redirected at least three (3) times and their behavior continues to distract the learning environment. Examples of minor referrals could include but are not limited to, defiance, disrespect, inappropriate language, property misuse, tardiness, and technology misuse.

Major Referrals:
It is recognized that there are times when learners need a break from a setting and/or may need to be removed from the area. Examples of major referrals could include, but are not limited to, physical aggression towards self or others, disruption of the learning environment, harassment, bullying, possession of illegal items, etc.

Detention:
Referrals may lead to a learner earning detention. The major/minor referrals above are not all-inclusive, and teachers reserve the right to create a consistent list of expectations for each classroom. Learners receiving detention will be requested to work with the teacher to find a discreet time to phone home with details and reason for detention, whether it is issued for behavior and/or work habits. The majority of detentions will be served on the day of reception. An alternative time for detention is possible if completely necessary.

Unacceptable Behavior – May result in an immediate office referral.
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: Alcohol and Other Drug Use by Learners

BULLYING –Bullying includes any electronic, written, verbal, or physical act of a demeaning or threatening nature targeted at a student that is based on any actual or perceived trait/characteristic of the learner that creates an objectively hostile school environment. **See Policy:** Policy JFCD: Bullying **and** JFCD-E (Complaint Report Form)

DISTURBANCE OF SCHOOL AS MISDEMEANOR - SDCL:13-32-6. A person who intentionally disturbs or interferes with a school's proper order or management 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: Sexual Harassment & Policy ACA-R(1): Sexual Harassment - Regulation

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: Learner Conduct

TRUANCY – Skipping class/school. Policy JEDA: Truancy

VANDALISM AND PROPERTY DAMAGE - Learners who destroy or vandalize school property must 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: Weapons

Camelot Intermediate School Progressive Discipline Matrix

The administration reserves the right to alternative consequences.

Inappropriate Behaviors	**Consequences**			
Offense	***First Offense***	***Second Offense***	***Third Offense***	***Fourth + Offense***
Class One (per quarter) **Minor Infraction**				
Unexcused Tardies	Record	Record	Record	Parent Contact will be made to attempt to resolve offenses and create a plan for arrival expectations.
Class Two (per quarter) **Minor Infraction**				
Breaking Building Rules Cell Phone Disobedience Disruption of Learning Dress Code Violation Insubordination Inappropriate Language Minor Vandalism (graffiti)	Minor Infraction – parent notified	Minor Infraction – parent notified	Minor Infraction – parent notified	4th Minor Infraction – Parent/guardian notified Lunch detention 5th Minor Infraction - Parent/guardian notified Lunch detention or possible ISS
Class Three (per quarter) - Policy JGD: Learner Suspension or Expulsion **Major Infraction**				
Intimidation Physical Aggression	Lunch Detention (1-5 days) Parent Contact	ISS (1 day) Parent Contact	ISS (3 days) Parent Contact	ISS (5 days) Parent Contact
Truancy/Skipping Class Policy JEDA	Make up time missed Lunch Detention	Make up time missed Doubled Lunch Detention	1 day ISS Lunch Detention	3 days ISS Lunch Detention
Class Four (per year) **Major Infraction**				
Vandalism/Damage/ Theft to School/Private Property	ISS (1 day) Parent Contact	ISS (3 days) Parent Contact Compensation	ISS (10 days) or Suspension /Expulsion Parent Contact Compensation	NA
Fighting/Violence	ISS (1-3 days) Counselor Referral Law Enforcement Notified	ISS (3-5 days) Parent Contact Counselor Referral Law Enforcement Notified	Referral for Long-Term Suspension/ Expulsion Parent Contact Counselor Referral	NA
Products containing tobacco and products containing nicotine such as e-cigarettes and/or vaping	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

Inappropriate Behaviors	Consequences			
Offense	***First Offense***	***Second Offense***	***Third Offense***	***Fourth + Offense***
Class Five (per year) Illegal Offenses (Major Infraction)				
Disturbance of School (13-32-6)	ISS (3 days)	ISS/OSS (5-10 days)	Long term Suspension or Expulsion	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, or 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 or district website. (Refer to Policy JBA)		
Class Six (per Camelot school career) Illegal Offenses				
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			

BIRTHDAY TREATS, GIFTS, AND INVITATIONS

If you want to celebrate your child's birthday, please ensure the teacher has been notified and that your child's treats will be shared with all his/her classmates. Be advised that some learners have severe allergies that may limit the types of treats allowed. Birthday invitations are not to be given out at school unless given to all classmates. Balloons and flowers or similar items are often distractions within the classroom. The school office will hold these deliveries, and the child may pick them up after school.

BUS RULES FOR LEARNERS Policy JFCC: Learner Conduct on School Vehicles

- The driver is in full charge of the learners and the bus. The driver's relationship with the learners should be on the same plane as that of a teacher in the classroom. Bus transportation for learners is not entirely a right but more like a privilege, conditioned upon courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands complete cooperation from the learners. It shall be the duty of the driver to report to the school administrator the names of any learners who persist in violating the rules and regulations. The district may find it necessary to temporarily withhold the privilege of riding on the bus from those learners who fail to cooperate accordingly.
- Learners shall obey all instructions from the school bus driver and authorized learner monitors as needed to assure safety.
- Learners must occupy the seat assigned to them, if seats are assigned, and must not stand in the aisle.
- The same courteous conduct expected in the classroom must be observed while on the bus. Ordinary conversation is permitted, but loud and vulgar language is not.
- Learners must refrain from unnecessary conversation with the driver. The driver's job requires full attention.
- Learners must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for tardy learners. A time schedule will be available and must be followed.
- Learners must not stand in the traffic lanes while waiting for the bus.
- Learners will assist the driver in keeping the bus's interior clean, sanitary, and orderly. They must not throw items on the floor or out of the bus's windows.
- Learners will not open or close the windows without the bus driver's permission.
- Learners must not, at any time, put their hands, arms, or heads out of the bus windows.
- Learners must not stand or move about inside the bus or try to get on or off while the bus is in motion.
- Learners will immediately report any damage to the bus to the driver.
- Learners must follow the driver's instructions when entering or leaving the bus and crossing the road or highway.
- Learners must follow the instructions of the driver to cross a road or highway and then cross promptly. The crossing should be approximately 10 feet in FRONT of the bus, in FULL VIEW of the driver.
- Learners desiring to leave the bus at a place other than their designated bus stop MUST PRESENT THE DRIVER WITH WRITTEN PERMISSION FROM THEIR PARENTS/GUARDIANS.
- Learners will be courteous to the driver, fellow learners, and the general public.
- Learners must ride their assigned bus to and from school, and any changes must be approved by the Transportation Director

Infractions in bus conduct will result in the following administrative action

First Infraction*:* Completing the bus conduct report will be considered the first infraction of learner

rules for conduct on the bus. The driver will discuss the violation and review the rules with the learner. The transportation director will notify the parent/guardian about the first infraction, and a copy of the bus conduct report will be sent to them.

Second Infraction: The second bus conduct report that is completed will result in the learner being suspended from all buses for two (2) school days. The transportation director will talk with the learner and notify the parent/guardian of the suspension before the suspension, and a copy of the bus conduct report will be sent to them.

Third Infraction: Upon completion of a third bus conduct report, the learner will be suspended from all buses for five (5) school days. The transportation director and building administrator will discuss the suspension with the learner. The parent/guardian will be notified of the suspension prior to it, and a copy of the bus conduct report will be sent to them. Parents/guardians and their learners will be asked to meet with the bus driver, transportation director, and building administrator to see if a solution to the problem can be reached. If no contact is made with one of the above, the learner will not be allowed to ride the bus.

Fourth Infraction: Upon completion of the fourth bus conduct report, the learner will be suspended from all buses for the remainder of the school year. The transportation director and building administrator will discuss the suspension with the learner. The parent/guardian will be notified of the suspension prior to it, and a copy of the bus conduct report will be sent to them.

The following infractions may result in the immediate revoking of a learner's bus-riding privilege.

- ***Fighting:*** Physical violence in an angry or quarrelsome manner with intent to harm another person.
- ***Insubordination:*** Refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness or lack of cooperation.
- ***Profanity:*** Swearing; use of obscene, threatening, or flagrantly disrespectful oral or written language; gestures.
- ***Intimidation:*** Threatening attitude and/or sexual harassment of learners and teacher/driver.
- ***Destruction or Vandalism of Bus:*** Any act relating to the marking, cutting, tearing, breakage, or other acts of general destruction of the bus.

CELL PHONES (OR ANY COMMUNICATION DEVICE)

Communication devices, including but not limited to cell phones, Gizmos, Apple Watches, or any other device connected for communication purposes, are not permitted for use once learners are on school property until they have left the school building at the end of the school day, including recess while waiting in line for a bus, and while on the playground after being dropped off for the day. If a learner has a communication device, it will be kept in their locker and turned off during the school day. The school is not responsible for lost, stolen, or damaged communication devices. Learners may not utilize any of these devices at any time during the school day. Please contact your homeroom teacher to provide a rationale if there is a justification for using a communication device during the school day. Learners should request access and permission with adult supervision for emergencies or necessary communication. All parent contact should be made using a school phone after being given permission by an adult.

The first violation of the communication device policy will result in the device remaining in the office until the end of the school day. A second violation will result in the device being retained in the office for parent pick-up. Learners may not utilize communication devices for photos or videos at any time. A

violation of this nature will result in the learner being unable to bring the device to school at any time, and the device will be retained for an office meeting with the principal.

CHILD NUTRITION

Breakfast and lunch prices are determined annually; please visit the Child Nutrition page on the district website for current rates.

Breakfast

- Service begins at 7:30 each morning.
- A breakfast meal includes meat and/or grain, milk, fruit & fruit juice options.
- Per USDA nutrition standards, all learners must select a minimum of ½ cups of fruit and/or fruit juice with their breakfast meal.
- Breakfast After the Bell is offered daily for grades K-5, immediately after the first bell until 9:30. Learners can choose their milk and be provided with all other meal components to eat their breakfast in the classroom.
- If there is a late start due to inclement weather, breakfast will be served.

Lunch

- Learners have three lunch options:
    - Eat a school lunch
    - Bring a sack lunch and eat in the lunchroom. *(We have no way to heat sack lunch items.)*
    - Go home for lunch or eat lunch off school grounds with a parent. *(Learners must be signed out by an adult.)*
- Lunch meals include meat, grain, milk, fruit, and vegetables.
- Per USDA nutrition standards, all learners must select a minimum of ½ cups of fruits and/or vegetables with their lunch meal.

Meal Accounts Policy EFD: Meal Charge

- The Brookings School District will accept the following methods of payment:
    - Online with a credit or debit card
    - At a child's school with a check or cash

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 on the district website 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, the Child Nutrition Manager in the learner's school, and the nurse in the learner's building.

Free & Reduced Priced Meal Eligibility

- Free and Reduced-Priced Meal Applications are completed online through EduTrak.
- Applications are encouraged to be submitted as soon as possible, but they can be submitted at any time throughout the year and must be completed annually.
- A la carte items are not included in the cost of a learner's eligibility for free or reduced-price meals.

Wellness Policy AE: Wellness

Food

- Learners who bring a sack lunch may purchase milk if sufficient funds are available in the learner's account.
- No pop/soda, caffeinated beverages (i.e. energy drinks, coffee) are allowed in the lunchroom.
- Learners may not order food to be delivered to the school.
- Treats for birthdays are not encouraged due to learner/staff allergies.

- Learners need to feel empowered to tell & remind staff of any allergies or health concerns.

COMPUTER/INTERNET REGULATIONS Policy IIBG: Use of Computers and Networks Policy IIBFA: Use of Artificial Intelligence Technology

Learners will have access to the district computer network for the Internet. All learners must obtain parental permission and sign the technology agreement below to access the Internet. The use of computers is necessary for more traditional purposes such as word processing, PowerPoint, and Excel, the Google Suite, as well as the use of the library automation system (electronic card catalog) and required state testing. It is also necessary to use our district-wide learning management system, Canvas, to view the progression of the learning content. *Camelot Intermediate School does not allow learners to use personal e-mail.*

To further educational goals and objectives, we intend to make Internet access available under teacher supervision. We believe that the benefits of the Internet in the form of information resources exceed the disadvantages. We have software that continues to filter offensive Internet sites. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using any media and information sources. As insurance is not provided at our intermediate level, school-provided laptops cannot leave the school campus.

Learners are responsible for appropriate behavior on the school's computer network, like in a classroom or hallway. General school rules for behavior and communication apply. *Using the network is a privilege, not a right, and may be revoked if abused.* Learners are advised never to access, keep, or send anything they would not want their parents or teachers to see.

Below are guidelines to follow to prevent the loss of computer network privileges.

- Do not share your username or password nor allow anyone to use a computer under your log in account.
- Do not damage or misuse the computer, accessories, or the network in any way.
- Do not interfere with the operation of the network by installing software, shareware, or freeware.
- Do not view, display, download, import, copy, or share offensive or prohibitive materials such as pictures, music, video files, and games. *[If learners encounter such material by accident, they should report it to their teacher immediately to protect themselves against a claim of violation of computer guidelines.]*
- Do not waste limited school resources such as paper and ink cartridges.
- Do not trespass into restricted accounts or another's folders, work, or files.
- Do not access personal e-mail accounts, chat rooms, or other questionable websites.
- Do not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others as one's own.
- Due to network interference, a personal laptop, Nintendo DS, PSP, or any outside wireless device is not allowed without prior administrative approval.
- Learners are not allowed on teachers' computers.

TECHNOLOGY CONTRACT

To ensure the protection of all learners and classroom technology, learners are expected to adhere to the following important rules and procedures. By following these guidelines, learners demonstrate responsible use of technology and maintain their privilege to access these valuable learning tools.

1. Use your K12 account for educational purposes only, both at school and at home.
2. Keep all food and drinks away from classroom technology at all times.
3. Always keep mobile technology devices, including iPads, on a desk or table. Seek permission before carrying these devices.
4. Treat all classroom technology with RESPECT. Handle devices gently and use them only for educational purposes.
5. Maintain the default "settings" on all devices unless specifically instructed by your teacher to make changes. This includes backgrounds, mouse settings, or any default settings.
6. only the apps or websites that your teacher has instructed you to use. Ask for approval before searching for or downloading any games.
7. Use technology for educational tasks only. Refrain from checking personal email or browsing the internet for personal entertainment.
8. Utilize the camera or video features on devices solely for educational purposes as directed by your teacher.
9. carrying technology devices, always close them and use both hands for secure transport.
10. Log off and safely store all technology devices before class dismissal.
11. Use only your assigned technology unless your teacher has explicitly approved sharing.
12. Recognize that using technology at school is a privilege designed to enhance your learning experience.
13. Intentional/physical damage and/or negligence causing damage to the school technology may result in a fine (i.e., removing stickers, keys missing, shattered screen, damage to webcams, removing screws, etc.)
14. Keep school-provided laptops on school grounds at all times.

By following these guidelines, learners demonstrate responsible use of technology and maintain a positive learning environment for everyone. Failure to comply with these expectations may result in restricted technology access for a specified period or the remainder of the school year.

Learner Name: _____ Teacher: _____

Learner Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Loss of privileges or disciplinary action may occur if these guidelines are violated.

Technology Discipline Matrix

Inappropriate Behaviors	Consequences			
Offense	***First Offense***	***Second Offense***	***Third Offense***	***Fourth + Offense***
Violation				
Acceptable Use Policy Violation--Administrator	Restricted network profile for 5 days Possible ISS Parent Contact	Restricted network profile for 10 days ISS (3 to 5 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 (5-10 days) Parent contact/meeting	Loss of computer privileges for a period of time to be determined by the administrator--not less than 10 days Parent contact/meeting
Damages (Intentional)	Detention $50 fine Parent Contact	Loss of computer for a period of time to be determined by the administrator. ISS (1-3 days) $100 fine Parent Contact	Privileges will be evaluated by the Director of Technology and school administrator to determine availability moving forward. ISS (1-5 days) Fine to be determined by the administration. Parent Contact	
Violation				
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				
Cyber Bullying Policy JFCD	Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion			

COUNSELING

School counseling services are integral to 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 school counseling program addresses the needs of learners by helping them to acquire competencies in academic, career, and personal/social development, and includes:

Classroom curriculum (weekly classes - ACES)
Individual planning (individual and small group counseling)
Responsive services (crisis counseling, consultation)
System support
Character development

DRESS CODE Policy JFCA: Learner Dress Code

The School Board recognizes that it is the prerogative of parents to determine what appropriate dress and grooming is for their children in accordance with the age and grade of these learners. It is hoped that decisions made by parents and learners in these matters will reflect favorably upon the individual, the school, and the community.

Certain restrictions are necessary on a learner's dress and grooming when such dress and grooming may create a health or safety hazard, invade the rights of others, or disrupt the educational environment. The building principal will be responsible for determining violations of this policy's intent and taking necessary corrective action.

At Camelot, we realize the type of clothing worn will vary depending on the weather. During the winter months, we expect boots and snow pants. If you have difficulty securing boots and snow pants, some funds are available. If you have specific questions, contact the principal.

If the temperature is below 45 degrees, learners are expected to wear winter clothing at recess. If the temperature is between 45-55 degrees, learners can wear a light jacket or long-sleeved sweatshirt. Above 55 degrees children can be outside without a coat if they choose to do so. These guidelines help to ensure the health and safety of your child. Layers of clothing may be best due to temperature changes during the day. Recess will be inside if the temperature or wind chill is below 0 degrees.

Hats, stocking hats, and/or hoods are not to be worn inside the Camelot School as a sign of respect for colleagues, educators, and the institution of Brookings Public Schools. As a courtesy, we ask that parents and other visitors respect this request. Exceptions during special days and activities will be communicated to learners when appropriate.

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.

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 LANGUAGE LEARNER (E.L.L.) SERVICES

Language Assistance and Educational Equity: Camelot Intermediate School 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 at 605-696-4401. 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.

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 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 Liason, Michelle.VandeWeerd@k12.sd.us.

HOMEWORK POLICY POLICY IKB

The Board believes that homework -- as long as it is properly designed, carefully planned, and geared to the development of the individual student -- meets a real need and has a definite place in the educational program. The Superintendent will develop regulations for the assignment of homework according to these guidelines:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the school's learning experience.
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems.
3. Homework should help develop the student's responsibility by providing an opportunity to exercise independent work and judgment.
4. In assigning homework, a teacher should consider a student's age and mastery of skills, his need for play time, and/or his out-of-school responsibilities and activities, which often aid a student in developing his interests or tastes. However, the homework grade is dependent on the student's performance.
5. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated.
6. Schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a child carry out his responsibilities.

INCLEMENT WEATHER PROCEDURES

In case of severe weather, school officials will follow the instructions given by parents or guardians as noted during online registration. Please contact the school office if this information should change during the school year. If school is closed due to inclement weather, an announcement will be made over KBRK 1430 AM, B93.7 FM, KJJQ 910 AM, KKQQ 102.3 FM, KDBX 107 FM radio stations and on KELO, KSFY and KDLT television stations.

The BSD App notify parents by notifications and/or text messages about school closures and early dismissals due to inclement weather. If a call is not received, checking phone numbers listed in the Parent Portal is suggested.

INSURANCE (Optional)

Student Accident Insurance: This must be returned to the school with the proper premium amount and be signed only if coverage is desired.

Delta Dental Plan: Applications are available online at www.deltadentalsd.com. Renewal notices will be sent directly to individuals currently enrolled in the plan.

KNIGHTS OF THE ROUND TABLE

Every learner will enter Camelot Intermediate School as a "Page." He/she may earn membership to the Knights of the Round Table Learner Council by earning four letters and becoming a "Squire". Earning all seven letters leads to the distinction of becoming a "Knight." At the conclusion of each year, learners who have earned "Knight" status are permanently displayed in the cafeteria at Camelot. Each learner can earn a "Camelot Letter" by performing service outside of the school day/year. All information regarding the program and all forms are available on the school website.

C	A	M	E	L	O	T
Character	Achievement	Motivation	Effort	Leadership	Others	Talent

LIBRARY SERVICES

Learners may search for available library books on the Camelot 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

MANDATORY REPORT

South Dakota Codified Law (SDCL 26-8A-8) mandates that school personnel having reasonable cause to suspect that any child under the age of 18 years has received a 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.

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

NURSING SERVICES

Nurse, Chantel Hoerner, Chantel.Hoerner@k12.sd.us
Camelot Nurse Phone Number – 605-696-4402
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.

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 AND OTHER LEARNING MANAGEMENT SYSTEMS

The Infinite Campus "Parent Portal" Internet site lets parents view their child's school information. Once an account has been opened for your family, you do not need to apply again. Younger learners will automatically be added as they start school. This account carries from school to school and year to year. To open an account with the school, please contact the school office.

Canvas is our district's adopted learning management system. You can access your child's coursework and progress in class here. Your child's teacher will provide you with an observer code at the beginning of the school year to allow access during the school year. For further help and resource information on this platform's usage, contact your child's teacher.

PERSONAL PROPERTY

Security of personal property is the individual responsibility of each learner. The school cannot and will not accept responsibility for the valuables of learners. Items of sizable value should not be brought to school. Learners are **NOT** allowed to use any type of personal electronic equipment in school or on the playground. These items should be left at home because the lockers are not secure. Toys, stuffed animals, trading cards, etc., should not be brought to school unless requested by the homeroom teacher.

PLAYGROUND EXPECTATIONS

Safety for all is the most important consideration on the playground. Learners are expected to stop what they are doing, listen, and follow directions whenever an adult supervisor or teacher is talking to them. Taking turns and using equipment safely and properly will make playtime enjoyable for everyone. Learners should respect others and expect respectful behavior from others in return. Learners are only allowed to play where they can be easily observed by supervisors. All playing is to be done south of the northern part of the bike path and north of the Camelot building. Learners are to stay out of and away from the outdoor bathrooms, which are for park patrons only.

Learners must wear boots and snow pants if they are going to leave the plowed areas of the playground. They will not be allowed to play on the snow hills or build tunnels or forts. If the plowed areas have not been cleared, learners without snow pants and boots will have to stand along the building where the custodians have removed the snow. We have resources to obtain boots and snow pants for learners who need them. Please contact the school counselor.

If the temperature is below 45 degrees, learners are expected to wear winter clothing at recess. If the temperature is between 45 and 55 degrees, learners can wear a light jacket or long-sleeved sweatshirt. Above 55 degrees, children can be outside without a coat if they choose to do so. These guidelines help to ensure the health and safety of your child.

PLEDGE OF ALLEGIANCE

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

REPORT CARDS

Documentation of your child's progress is issued four times per year. If you are unsure at any time about your child's academic progress, contact his/her homeroom teacher. All Camelot learners will utilize standards-based reporting. All reporting can be found by accessing the Infinite Campus Parent Portal.

Reports can be found on the Parent Portal, or progress can be evaluated additionally on Canvas, the Learning Management System.

Progress Monitoring and Assessments

Utilizing formative and summative assessments is a tool for monitoring learner progress throughout the year. The following district and state-mandated assessments will be used in addition to daily class work to assess learning: Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Assessment (3 times per year for reading, math, and language arts), Acadience (reading assessment completed 3 times per year), and South Dakota Assessment (English Language Arts (4th/5th), Math (4th/5th), and Science (5th only).

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.

SECURITY

All learners who come to school after 8:05 must have a parent/guardian call or come to the office to sign them in. Learners without parent/guardian contact will receive an unexcused tardy. If a child needs to leave before the school day ends, they must have an adult come into the office to sign them out. Learners cannot wait by the front door for someone to pick them up during the day. They will wait in the office. This includes learners leaving to have lunch off the school grounds, leaving for appointments, etc. Learners will need to sign back into the office upon returning.

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 principal, Camrin.Vaux@k12.sd.us.

SOLICITATIONS

Solicitation by learners **will not** be accepted at the school site. This includes any fundraisers that a learner is completing. If your child wants to ask their teachers to buy items, please do so at home. Exceptions for fundraising may be requested of the principal only and will require a specific plan and parent involvement.

TELEPHONE CALLS

If you need to speak to your child's teacher, please limit your calls to before and after school. Teachers will respond to voicemail messages in a timely manner. The office will take messages of a SERIOUS and EMERGENCY nature for children in school whenever parents deem it necessary.

Learners will be discouraged from making calls home for other than very important matters. If it is necessary to use the classroom telephone, then the following rules must be observed:
After-school plans must be made in advance.
Ask the teacher for permission.
All calls should be necessary.
Calls to parents for illness will be made from the nurse's office.

VISITORS AND VOLUNTEERS

All visitors need to report to the office. We encourage parents/guardians to visit the school. All visitors must check in at the office, have their picture ID ready to scan, and obtain a pass to visit a classroom. Please check out again before leaving school.

WELLNESS POLICY Policy AE: Wellness

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 that 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 herein and to alter penalties as he/she considers necessary.