

2018-2019 Student Handbook and Assignment Book



Vermillion Middle School

This Assignment Notebook Belongs To:

Name: _____

Address: _____

City/Town: _____

Zip Code: _____

Phone: _____

Email Address: _____

Student Number: _____

Mission Statement

Together we connect, inspire and achieve. (CIA)

Vision Statement

The Vermillion School District will build relationships that empower students to learn and optimize their potential.

Core Values

Our students are valuable and can be successful

Educators serve as positive role models for students by planning and promoting a safe and supportive environment

Learning is the responsibility of the student, while education is the responsibility of the parent, the school and the community

Vermillion Middle School 2018-19 Schedule:

Home Base **8:20-8:35**
1st Period **8:38-9:26**
2nd Period **9:30-10:18**
3rd Period **10:22-11:10**

6th Grade		7th Grade		8th Grade	
<i>Lunch</i>	11:10-11:40	4th Period	11:14-12:02	4th Period	11:14-12:02
4th Period	11:44-12:32	<i>Lunch</i>	12:02-12:32	5th Period	12:06-12:54
5th Period	12:36-1:24	5th Period	12:36-1:24	<i>Lunch</i>	12:54-1:24
6th Period	1:28-2:18				
7th Period	2:22-3:12				

WELCOME

We welcome you to the Vermillion Middle School. You are expected to follow the rules that are established for the welfare of the entire student body. Be proud of your school, be **responsible**, and please treat everyone with **respect**. While at Vermillion Middle School, you will have many positive experiences and you will learn many necessary and useful skills for the future. Remember that you decide your future.

Telephone Numbers

Vermillion Middle School	677-7025
Administrative Services	677-7000
VMS FAX	677-7028
Austin Elementary School	677-7010
Jolley Elementary School	677-7015
Vermillion High School	677-7035
VMS Kitchen	677-7032
Technology Coordinator	677-7041
ABC Bus Co. (Shane Ludwig)	659-0178

Web Site

www.vermillion.k12.sd.us

Office Staff

Tom O'Boyle, Principal
Trevor Mandernach, Guidance Counselor
Lisha Edelen, Administrative Assistant

INFORMATION SUBJECT TO CHANGE

The information contained is current and in effect at the time of printing. However, the procedures and regulations set forth in the handbook may be altered or revised as dictated by necessity. Changes will be announced and posted on the bulletin boards. Some of our procedures and regulations may be altered as we work within the framework of our building, the new staff members, parent response, student input, as well as new Vermillion Board of Education policies. Selected policies and this handbook are posted online.

Vermillion School District #13-1

NOTICE OF NONDISCRIMINATION

The Vermillion School District does not discriminate on the basis of race, color, creed, religion, national origin, gender, disability, ancestry, sexual orientation, gender identity or age in its education programs or activities and employment opportunities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding nondiscrimination policies and Title VI compliance:

Damon R. Alvey, Superintendent
Vermillion School District
17 Prospect Street
Vermillion, SD 57069
605-677-7000

The following person has been designated to handle inquiries regarding Title IX compliance:

Jason Huska, Dean of Students/Activities Director
Vermillion High School
1001 East Main Street
Vermillion, SD 57069
605-677-7035

The following respective principal of each school building serves as Section 504 coordinator/director for each building program:

Kim Johnson
Austin Elementary School
300 High Street
Vermillion, SD 57069
605-677-7010

Sam Jacobs
Jolley Elementary School
224 South University Street
Vermillion, SD 57069
605-677-7015

Tom O'Boyle
Vermillion Middle School
422 Princeton Street
Vermillion, SD 57069
605-677-7025

Curt Cameron
Vermillion High School
1001 East Main Street
Vermillion, SD 57069
605-677-7035

South Dakota Regional U.S. Office for Civil Rights:
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Ste 320
Kansas City, MO 64106
Phone: 816-268-0550
Fax: 816-268-0599
TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

This notice will appear in: School Handbooks
School Website

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DISTRICT MISSION STATEMENT:

“To empower all students to maximize their success in our global community”

VISION STATEMENT:

“Creating a successful community of engaged learners through innovative and customized education.”

EXIT OUTCOMES:

Vermillion School District is a Community of Learners. The school board, administrators, teachers, students, support staff, parents, and community members are committed to the education of the whole person, which is identified in our Exit Outcomes. The successful achievement of these exit outcomes depends upon the combined and cooperative efforts of all members of this Community of Learners. We believe that in this “Success-for-all” environment, our students will demonstrate the following qualities:

1. Self-confident, caring PERSONS who:

- pursue wellness of mind and body to develop a positive self-image
- establish and maintain positive interpersonal relationships
- determine goals, identify priorities, and evaluate progress
- assume responsibility for actions and model responsible behavior

2. Self-directed, lifelong LEARNERS who:

- discover, integrate, and communicate knowledge to benefit self and community
- utilize reading, writing, and verbal skills effectively
- demonstrate skill in the use and application of technology
- acquire, analyze and apply useful information to predict and solve real-life problems
- participate in the arts and humanities as creators, performers, and/or consumers

3. Quality WORKERS/PRODUCERS who:

- cooperate with others and function effectively in groups
- adapt to changing conditions and emerging technology
- establish criteria for identifying quality products and services
- anticipate needs and create quality products and services that reflect originality and high standards

4. Contributing CITIZENS who:

- give willingly of their time, ideas, energy, and talents to improve the quality of their lives and the lives of others
- value individuality, cultural diversity, and global interdependence
- encourage tolerance of varied opinions, values, and beliefs
- participate actively in the governing process as informed, concerned members of society
- understand societal need for laws and operate within the democratic system to initiate change
- model global stewardship by responsible use of the environment through lifestyle decisions

PARENT-SCHOOL COMMUNICATION

Communication between parents and the school is very important. This Student/Parent Handbook was prepared to give the major rules, regulations, and services of the Middle School. This is not intended to be all-inclusive and we encourage you to contact the office with specific questions. We also wish to extend a personal invitation to you to visit your child's school. Visitations should be avoided during the first and last two weeks of the school year. Parents are requested not to have preschool children accompany them during the visit. Feel free to visit with the staff regarding concerns, ideas, and desires. Please make yourself known to your child's teacher/advisor throughout the year. Your interest and support at home are very important to the students and are greatly appreciated by the teachers.

ABSENCE / ATTENDANCE

Good attendance is very important for the continued academic growth of a student. **Please contact the office at 677-7025 every time your child is absent.** Office calls for excusing your child should be made between 7:45 and 8:30 when possible. Any absence without parental notification is considered an unexcused absence. Send a note with your child on his/her return if prior contact was not made and have them bring the note to the office. Students should only miss for illness or emergency situations. Parent notification will be forthcoming on determination that a student has missed too many days of school. Lengthy vacations during school are discouraged as these cause undue hardship on students and staff. Parents are encouraged to consult the district calendar for scheduled vacation dates. In all cases of student absence, parents are asked to verify such absence by means of a written note or phone call. Parents may also request to have their child excused for personal or family reasons. Such requests are to be made to the principal. If an excuse is granted, all class work assignments are to be completed before the absence occurs. Absences should be kept to a minimum since excessive absences affect a student's performance in school.

VMS TARDY POLICY

Tardy 1-7	Students are warned
Tardy 7-9	Students are assigned 30 minutes after school for each tardy.
Tardy 10+	Students will be assigned lunch detention plus 30 minute after school.

Excessive tardies may result in a **Personal Tardy Plan** which can include in-school suspension. Tardy totals will start over each nine week period.

ASSIGNMENTS/HOMEWORK

Homework is given to students in grades 6-8. The amount of homework a child is given will vary with grade level, needs, and work habits of the student. Students will have assignment notebooks, which should be kept current, allowing parents to review assignment due dates, testing dates, and other special events. Parents are encouraged to be involved with their child's homework and study routines. Teachers may request homework prior to planned absences such as athletic events. **Please check the Parent Portal on the school website page for your child's grades and assignments.** **Students who have been absent will have the number of days missed plus one day to complete missing work.** Example: A student missing two (2) days will have three (3) days to make up the work. This is in effect for those students that have been excused for illness, emergencies or unplanned absences. Unexcused absences, absences due to athletic events, or school trip are not covered by these procedures.

ACCIDENTS

Every accident in the school building, on school grounds, in practice sessions, athletic events or other activities must be reported immediately to the person in charge. The school nurse and office are to be contacted as soon as possible so that an accident report can be completed.

ARRIVING AND LEAVING SCHOOL GROUNDS

We ask that students not arrive at school before 8:00 a.m., those who do will be unsupervised until supervision begins at 8:00 a.m. The playground is not supervised before or after school. If a student needs to leave school during school hours for any reason, he/she must sign the check-out sheet located in the office. Upon returning, the student must sign back in to the office. **Children will be released only to parents, guardians, or other authorized persons such as brothers, sisters, grandparents.** These individuals picking up students are to come to the office to pick up the student. When picking up your child, use the drive on the east or south side of the Middle School and be observant for students in these congested areas. **PLEASE DO NOT USE THE WEST DRIVE.** This area is **RESERVED** for buses both before and after school. Please do not park in handicapped zones.

PERSONAL APPEARANCE

During the school day, VMS students are expected to dress with standards that enhance the learning environment, extravagant styles are discouraged. Cleanliness, neatness, safety, and non-disruption of the learning environment are encouraged. The purpose of VMS dress code is:

- To ensure the safety, health, and well being of all students and staff.
- To further the school's mission by providing a positive learning environment.
- To ensure that clothing and personal appearance do not distract others from the pursuit of their academic goals.
- To discourage the endorsement of violence, alcohol, tobacco, drugs, sex, racism, cults, or gangs. Profane or disruptive messages are not permitted.

The following are guidelines:

- Students may not wear clothing that is revealing. Shorts and skirts must reach mid-thigh and not be shorter than the student's extended fingertips. Garments that are cut low and expose visible cleavage, midriff, undergarments or sit off the shoulder are not allowed. Tank tops, spaghetti strap tops, halter tops, strapless/tube tops, tops with exposed backs and see-through clothing are not allowed. All undergarments must be concealed.
- No jackets, coats, or outerwear may be worn during the school day and must be placed in the student's locker.
- No hats, hoods, caps, bandanas, sunglasses, or gloves may be worn while in school.
- Students may not wear bicycle chains, wallets with chains attached, jewelry or accessories with spikes.
- No pajama pants or slippers may be worn. Shoes must be worn at all times.

Violations of school dress code:

- Student will be asked to change or put away the offending item. It may be necessary to call a parent/guardian to provide alternate clothing.
- Student may be given an alternate item of clothing to wear for the day.
- Multiple violations or refusal to comply may be handled as insubordination.

The school administration reserves the right to prohibit other forms of dress which may be inappropriate or disruptive to the learning environment. Special dress days will be approved by administration.

Other Concerns:

- The use of rollerblades and skateboards are not allowed on school property. Students must carry these items upon reaching the middle school campus.
- Bicycles must be left at the bike rack on the east side of the school.

BUSING

Pupils must be on time. The bus cannot wait beyond its regular pick up schedules for those who are late. A schedule of all routes is available in the office and is published in the *Broadcaster*, *the Equalizer Extra*, and the *Plain Talk*. Students are expected to line up on the west side of the middle school when boarding buses at the end of the school day. Staff will be available to assist students. The driver is in charge of the students and the bus. Students must obey the driver promptly and respectfully. A driver shall not be required to transport a student when the student's conduct endangers the safety of others, when he/she commits acts of vandalism, uses obscene language, unacceptable signs or commits moral offenses. Notification of suspension of transportation shall be made to the parent by the bus driver and/or bus manager. ABC Bus Co. can be contacted at 605-659-0178.

STUDENT CONDUCT ON SCHOOL BUSES

Students are expected to discipline themselves and comply with the instructions of the bus operator. The driver will be in full charge of the bus and the passengers. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers. Misconduct on buses will not be tolerated and will result in forfeiture of the privileges of riding. ABC Bus Company Director Shane Ludwig can be contacted by calling 605-659-0178.

Rules of Conduct on Buses -- Students will observe the following rules of conduct while riding the school buses.

1. Students should always be at the bus stop at least five minutes before the bus is scheduled to be there. Students should remain well back from the roadway while awaiting the arrival of the bus and not move to board the bus until it is stopped and the door opens.
2. Students will be picked up or dropped off at designated stops unless prior arrangements have been made with parents.
3. No extra riders without written authorization or prior approval.
4. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the bus is in motion.
5. Students will keep their hands, arms and heads inside the bus. Bus driver approval is required for operation of windows.
6. Shouting, screaming, running, fighting, vulgar talk, pushing, and throwing objects (in or out of the bus) are not permitted.
7. Students shall not possess or distribute pornographic material.
8. All riders should help to keep the bus clean and sanitary on the inside.
9. Any damage to the bus will be paid for by the rider inflicting the damage.
10. Bus riders are expected to be courteous and obedient to bus drivers at all times.
11. Any form of harassment, hazing, or bullying (verbal, physical, or electronic) will not be tolerated.

12. Students shall not use, possess, or distribute tobacco, alcohol, drugs, or any form of mind altering substance.
13. Any form of weapon is strictly prohibited on the bus.
14. **Any additional rules may be set by the bus driver upon approval of the transportation supervisor or school administrator**

Supervisory and Disciplinary Process for Buses:

When a child is boarding, riding, or leaving the bus, the bus driver has supervisory control over the student and may exercise reasonable and necessary physical restraint to maintain that control. Students will conduct themselves in the bus in a manner consistent with established standards for classroom behavior. In cases when a child does not conduct himself/herself properly on a bus, such instances will be brought to the attention of the transportation supervisor by the bus driver. The transportation supervisor will inform the parents immediately of the misconduct and request their cooperation in modifying the child's behavior. Transportation supervisor will confer with building principal regarding student misconduct. Children who do not follow the Rules of Conduct or direction of the bus driver or other supervisory personnel on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely. Consequences for student misconduct including failure to follow policy, rules or direction of the bus driver or supervisory personnel on a school bus.

Step 1 – Conference with transportation supervisor and written warning sent to parents.

Step 2 – Suspension by transportation supervisor from riding bus up to 3 days.

Step 3 – Suspension by transportation supervisor from riding bus up to 10 days.

Step 4 – Long term suspension/expulsion from riding school bus according to procedures for student suspension or expulsion promulgated by the state. Based on the seriousness of the offense, the student can be removed from the bus at any time without following the above steps. Consequences for misconduct on school buses may also include other disciplinary action by school administration which may include suspension/expulsion from school according to procedure for student suspension or expulsion promulgated by the state. Parents and students will be informed of the Rules of Conduct at the beginning of each school year.

GENERAL SCHOOL CONDUCT EXPECTATIONS

We believe that all students have a right to learn in a safe environment conducive to learning. According to school board policy, teachers and staff have the authority to appropriately discipline students. Respect and responsibility are stressed throughout the middle school. If a student fails to respect other students' rights, staff instructions and/or school rules, an office referral may follow. The school-wide expectations include, but are not limited to:

1. **Respect** others and their property
2. Follow instructions from teachers/staff
3. Keep hands, feet and objects to self
4. Use quiet voices
5. Learn to disagree appropriately
6. Walk, don't run
7. Be **responsible**
8. Don't be a bully

HOMEWORK STUDY HALL (HSH)

Students with missing or late homework assignments will be assigned to HSH. The first time a student is sent to the office for missing work, they will be given the policy to take home to have parents sign, and the student will return it to school the next day. They will not have to stay after school. Any additional time that a student is assigned to HSH they will stay after school on that day from 3:15 pm to 3:45 pm. This time will be served with the teacher who assigned the HSH. Students who choose not to attend HSH will receive a lunch detention the following day and still be required to serve the 30 minutes for HSH with the classroom teacher.

DETENTION

When administration or a teacher has assigned a detention to a student, due to inappropriate behavior, students must report for the scheduled detention that day. Refusing, forgetting or simply missing a detention will double the detention time. Two missed detentions will result in a three-period in-school suspension. Afterward, the student must still attend the outstanding detention time. **It is the student's responsibility to notify parents of ALL detentions.** Students may lose field trip privileges and/or be kept from any school-related activity for excessive inappropriate behavior. The administration will make this determination. Detentions may be postponed due to inclement weather. The student is responsible for rescheduling with the person who assigned the detention. This will be announced during the afternoon announcements. Teachers will attempt to notify parents by telephone or email of any instance in which a student was removed from class for inappropriate conduct.

SUSPENSION AND EXPULSION

Administrators determine when students may be suspended for certain infractions of school rules such as:

1. Fighting in the school or on school property or assaulting staff.
2. Destruction or vandalism of school or personal property.
3. Oral or written, threatening or flagrantly disrespectful language.
4. Possession or use of tobacco or any illegal substance.
5. Harassment of any individual (policy JFCE and ACAA).
6. Possession of any weapon (policy JFCJ).
7. Habitual tardiness, truancy and repeated acts of misbehavior.

8. Acts deemed insubordinate by building administrators. Insubordination is defined as: failure in a single instance to comply with reasonable rules, regulations, practices, policies, orders, or instructions given by school staff or persons acting on behalf of the school board.

9. Extortion, bullying or hazing (policies JOH and JFCF).

10. Distribution of over the counter drugs.

11. Possession of lighters, fireworks or matches.

12. Extreme cases of or habitual disrespectful behavior.

Note: A student will not be penalized academically for work missed in class during in or out-of-school suspension. They will be allowed to hand in the work for a grade.

BULLYING/HARASSMENT

Bullying and harassment is not tolerated by the Vermillion School district according to **Policy JOH**. The school district is committed to providing all students with a safe and civil environment in which all members of the school community are treated with dignity and respect. Therefore the district prohibits harassment or bullying. Bullying and harassment are intentional harmful behavior initiated by one or more students and directed towards another student or students, which creates an objectively hostile school environment including, but not limited to, the following: **Physical**-harmful action or threat of harmful action against another person; **Verbal or Written or Electronic**- threatening, unkind, abusive or hurtful communication to a person or about a person; **Emotional**-taunting, or other conduct intended to upset, exclude, or embarrass; **Sexual**-conduct or communication based upon an actual or perceived trait or characteristic of a person because of gender and/or initiation of unwarranted or unwelcome sexual advances; **Racial**-rejection, exclusion, isolation or embarrassment of a person because of ethnicity. This policy applies while students are on school property; while in school-owned or school operated vehicles; while attending or engaged in school-sponsored activities, or while using school equipment. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. Retaliation against a person for filing a complaint or participating in an investigation is prohibited. False reporting or false statements shall be subject to disciplinary measures. The principal, or designee, will be responsible for investigating complaints and all documentation. The School Resource Officer may also conduct an investigation concerning bullying and harassment to determine if prosecution is warranted.

COMMONS GUIDELINES IN THE MORNING

Students should remain seated in the Commons. No breakfast will be served after 8:15 am. Students who need help on assignments, etc. should go to their teachers for help, students may also go to the library area to work with permission from the librarian or administration. Doors to the classroom area open at 8:15. Students are not permitted back to the classrooms prior to that time without direct supervision from a teacher. Students are not allowed to bring outside food or drink in the Commons before school. No food should leave the commons. Cell phones may be used until the first bell at 8:13 then they must be placed in students' lockers.

LUNCH HOUR

VMS has a closed noon hour. Students are not allowed to leave the building during lunch time. If a student must leave the school during lunch hour for any reason, he/she must sign the check-out sheet located in the office. Students will be released only to the parents, family members or guardians who must come into the office to pick up the student. Upon returning, the student must report back to the office to sign-in. Returning late from lunch will be handled the same as tardies.

Lunch Procedures in the Commons:

1. After stopping at their lockers to exchange books and get a coat (if needed), students should enter the Commons and remain seated until excused. The "weather ball" which is posted in the lunch room, will indicate: green (no jacket required), yellow (jacket required), and red (no recess due to weather).
2. Once in the Commons area, students are not allowed to go back to their lockers or restroom area unless they receive permission from lunch duty personnel.
3. Students are to remain at their tables until they are dismissed to go to the lunch line. When returning from the line, students should sit where they sat prior to getting in line.
4. After finishing lunch, students should clean the table area around them and return their trays to the kitchen. All food is to be consumed at the table and is not to leave the Commons area. Students should then return to their seats until dismissed to go outside. Students who choose to stay inside after lunch should stay seated at their table unless they receive permission from lunch duty personnel to go elsewhere. Students may visit quietly, or work on homework.
5. No electronics will be allowed in the Commons. Talking should be in a normal speaking tone.
6. The throwing of any objects is not permitted.

Playground:

1. No games of tackling such as tackle football kill the carrier, etc.
2. All equipment is to be used appropriately. Stay out of mud.
3. Students are limited to the area of the softball field, basketball courts and swing sets. Tennis courts are not to be used by students during lunch.

4. Inappropriate language is not tolerated.
5. Once students go outside, they are to remain outside until instructed to re-enter the building.
6. No pushing, shoving, or grabbing at any time. Snowballs are not permitted.
7. Injuries are to be reported immediately to a supervisor.

LUNCH PROGRAM 2018-19

Lunchtime Solutions manages our school lunch program. Please feel free to contact the director, Rachele Loutsch, at 677-7032 if you have any questions. Prices (subject to change) for the 2018-2019 year are as follows:

- \$1.55 per student breakfast
- \$2.90 per student meal (extra milk \$.40)
- \$3.60 per adult meal

These meals include one entree, vegetable, fruit, bread and milk. Ala carte items may be purchased at the time students purchase a school lunch. Students must purchase a student meal before purchasing any additional food item. No student will be allowed to have a negative balance. Students will be notified several times as their balances approach \$5.00 and below. An alternative lunch (limit of five) will be offered if a student's balance is insufficient to pay for the meal. Parents can check their children's accounts online.

GUM, PEANUTS, CANDY & JUICE

Gum and candy are not permitted without prior teacher and/or administrator approval. Peanut products are permissible at VMS. Pop is not sold in school in accordance with the school wellness guidelines. The Student Council operates a juice/water machine for student use AFTER school. Students must keep all food and drink out of lockers.

HALLWAY PASSES

When it becomes necessary to leave the classroom while classes are in session, students must fill out their agenda with the date, period, time and destination. The teacher will then sign their initials if the student is allowed to go to that assigned area. Misuses of hallway pass will result in denial of the privilege.

DIRECTORY INFORMATION

From time to time directory information or lists of students may be published. Vermillion School District 13-1 designates the following information in a student's record as "directory information" and will disclose that information without prior written consent according to district policy JOA:

1. Student's name
2. The name(s) of the student's parent(s)
3. The student's address
4. The student's date of birth
5. The student's class designation
6. The student's extracurricular participation
7. The student's achievement awards or honors
8. The student's height and weight if on an athletic team
9. The student's photograph
10. The school or school district the student attended before he/she enrolled at Vermillion

GRADING AND REPORTING

Student progress in academic and other areas will be reported to parents by means of proficiency and deficiency notices generally mailed out at the mid-term of a grading period. Report cards are not mailed out at the end of a grading period and parents are encouraged to utilize the DDN Infinite Campus Parent Portal online at www.vermillion.k12.sd.us. Parent teacher conferences are scheduled with your child's grade level teachers and are conducted in the fall and spring. Parents are encouraged to contact their child's teacher anytime about performance concerns via telephone or email. Teachers and the Administration reserve the right to determine grades based upon a student's academic performance. **The DDN Infinite Campus Parent Portal password can be obtained by calling at the Vermillion School District Technology Office at 677-7041.** Vermillion Middle School's grading scale is: 100-90 (A), 89-80 (B), 79-70 (C), 69-60 (D), 59 and below (F).

FINES

All fines must be paid in full before transcripts are released. Books fines may be assessed for broken corners, torn or marked pages, broken bindings, and lost books. Please note that students must turn in the book they were issued at the beginning of the school year. Failure to pay fines may result in legal action.

ACTIVITIES/ATHLETICS PROGRAM

The Vermillion Middle School Activities/ Athletic Program shall be operated in strict accordance with the rules and regulations set forth by the Activities/ Athletics Policy. This policy will be published in the paper and read to the students at the beginning of a season as well as handed out to participants. Interscholastic school athletics are available only for 7/8 grade students. The program encourages students to explore an activity, provides an opportunity to develop skill levels, redirects a student's time and energy in a positive way, and emphasizes goals and objectives. (**Note:** The school does not provide insurance for students participating in athletics or other activities. Parents should make certain that students have adequate coverage for any accident which might occur.)

EXTRACURRICULAR ELIGIBILITY

To participate in extracurricular activities a student must have a grade point average of **1.6** from the previous nine weeks to be eligible for the following nine weeks. The **1.6** must be an average of all semester length courses the student is taking. A student's grade point average will be averaged using the following point system: A - 4 points, B - 3 points, C - 2 points, D - 1 point, F - 0 points. A student with less than a **1.6** average for a nine-week period has ONE grace period per year of 10 days in which to bring up and maintain the **1.6** grade point average. If the student is unsuccessful in raising the grade point average to a **1.6** at the end of the grace period, she/he will become ineligible for the remainder of the nine weeks.

PHYSICAL EDUCATION

All students participate in physical education classes. This is required unless a student is excused by a doctor for health reasons. If a child has been ill or has an injury, a note must be sent to the school explaining why the student cannot participate. VMS does not require specific physical education uniforms. Shorts, shirts and tennis shoes are required. **Students will not be allowed to wear their everyday street/tennis shoes in gym class.**

SCHOOL CLOSING

If school is called off because of inclement weather, an announcement will be made over KOSZ, KUSD, KVHT, and WNAX. You may sign up for the *School Messenger* automated calling program by calling **677-7041**. Local television stations will also report school late starts and cancellations. Information will also be posted on www.cancellations.com and the school website. Please do not call the school.

CHANGE OF TELEPHONE NUMBER, ADDRESS, OR SCHEDULE

If you have a change of address or telephone number during the school year please report the change to the office immediately. The office number is 677-7025. Please list a place where an adult can be reached if you do not have access to a phone. This is very important in an emergency or illness.

TELEPHONE CALLS, MESSAGES AND CELL PHONES

The office provides a telephone for student use before and after school. If a student becomes ill and needs to call home, a phone is available during the day. Sick calls must be made from the office. Teacher's phones located in the classrooms are to be used for all other calls during school hours. Students will not be called out of class to take phone calls except in the case of extreme emergencies. Parents are requested to leave any messages for their child(ren) with the secretaries. Students will be notified during the afternoon announcements that they have a message in the office. **Cell phones must be kept in lockers between the times of 8:13 - 3:12. No electronic devices are allowed during the school day. The only exception is for electronic personal readers such as Kindles or iPads. Any cell phones or recorder device found in a student's possession during a quiz/test or state assessment may result in a zero grade for that assessment.**

LOCKERS

Lockers will be assigned the first day of school or at grade orientation meetings usually held before school begins. **Students are not permitted to change lockers nor should they give the combination to anyone.** Students are responsible for the security of the contents of their lockers. Locker shelves and magnets are permissible. Do not hang anything on the outside of lockers. Lockers and combination locks are also issued in gym class. The locker assigned to a student is school property jointly held by the student and the school. School officials have the right to search lockers for prohibited articles with reasonable suspicion (Board policy JFGA). Periodic inspections may also be made to see that lockers are kept neat and orderly. Report any locker difficulty to the office. Outside locks will not be permitted on any locker. Locker combinations will not be changed without the permission of a principal. No food or drink (except student lunch) should be stored in the lockers.

MONEY, VALUABLES, AND DISPLAY ITEMS

We discourage students from bringing large sums of money or valuable items into school. Students are responsible for making sure that both academic and physical education lockers are secure when leaving them unattended. Electronic devices should be left at

home. Extra care should be given to student cell phones which must be stored in lockers during the school day. Students are responsible for all items brought to school. Students are asked to bring all lost and found articles to the office.

NURSE

The school nurse visits the school to make routine health checks and to provide basic services. Students who become ill during the school day are to report to the nurse's office located in the main office. If it is necessary to go home, students must receive permission and parental contact must be made before leaving. **Under state law, teachers and office staff are not permitted to administer prescription or non-prescription medicine.** If a student must receive daily prescription medicine, a form must be signed by the parent or guardian in the office.

BOOKS AND SUPPLIES

The school provides all textbooks and workbooks. A supply list is available in the office upon request and may be found in the *Plaintalk*, *Equalizer Extra*, or *Broadcaster* during the month of August prior to school starting. We also suggest the student check with the teacher as to particular supplies required. Students are expected to take good care of textbooks, library books, or any other materials or equipment which they use. A charge will be made for lost or damaged books or other school property.

BAND

Students may participate in band starting in sixth grade. The band director will contact 6th grade parents and students regarding participation in band during the first few weeks of school. Take time to discuss instrument choice with the band instructor. The band grade is based on lessons and full band practices and concerts. Students are allowed to drop at the end the semester. 8th grade band students are encouraged to participate in Marching Band.

DANCE PROCEDURES

Students must arrive at school between 6:45 and 7:00 and the doors will be closed at 7:00. No students will be admitted after that time. Students will sign a list when they enter the dance so that their attendance may be verified. Students cannot leave the dance until it is over at 9:00. Students who become ill will have their parents contacted. Students' best behavior is expected at all times. If a problem arises, parents will be contacted. Food or drink will be designated to certain areas. Only 7th and 8th grade VMS students may attend dances. **(Please Note: Dances sponsored by outside groups may not be covered by these guidelines or chaperoned by school district personnel. Parents are encouraged to check for information concerning non-school sponsored dances.)**

COURSE OF STUDY

Each year all students are enrolled in the following full year core courses: reading (except for 8th), language arts, math, social studies, and science. In addition to these, students will also be taking various encore (elective) classes depending on the grade they are in at the time.. Band and chorus are also available to all grade levels.

COMPUTER, NETWORK AND INTERNET POLICY

We believe that all children can learn. We also believe the use of technology can enhance the learning experiences of each child. Using technology as a basic skill will help students become lifelong learners. All students and staff will utilize technology as a tool to learn, communicate, and create. The Internet is an electronic highway connecting thousands of computers all over the world with millions of individual subscribers. With access to computers and people all over the world comes the availability of material that may not be considered appropriate in a school setting. On a global network, it is impossible to control all the materials available to anyone. An industrious user may discover controversial information via the Internet. The Vermillion School District firmly believes that the access to valuable, educational information and student interaction should not be prevented because of a concern that students may obtain information which is not consistent with the educational goals of the district. Internet access is a privilege, not a right. **Network storage centers and hard drives are school property. Therefore, files and communications may be monitored by district personnel.**

User Responsibility:

- 1. To transmit or knowingly receive any materials in violation of United States, state, or local laws, or in violation of school policy is prohibited. This includes, but is not limited to, the following:**
 - *Copyrighted material and material protected by trade secret,
 - *Pornographic or obscene materials,
 - *Materials that threaten, harass, discriminate, or are abusive to others.
- 2. Use for commercial activities is generally not acceptable. Commercial activities include, but are not limited to, the following:**
 - *Solicited junk mail, unsolicited junk mail, and chain letters are prohibited,
 - *Extensive use for personal and/or private business is prohibited.
- 3. The right to privacy and the work of others shall be respected. This includes, but is not limited to, the following:**

*Do not reveal your name, address, or phone number, or the name, address, numbers of others.

*Do not reveal your password, or another user's password to others.

*No trespassing in another person's file.

4. The user is responsible for all activities traced to his/her account. This includes, but is not limited to, the following:

*Ordering of items through business ventures via the Internet,

*Any expenses due to contacts made on the Internet.

5. Curricular use takes precedence over personal use. Time limits may be established.

6. Vandalism is prohibited. Vandalism includes, but is not limited to, the following:

*Creating or spreading computer viruses or Trojan horses,

*Attempting to harm or destroy data, software, or hardware.

7. Compromising network security is prohibited. This includes, but is not limited to, the following:

*Do not attempt to log in as the system administrator or use administrative commands,

*If you feel you can identify a security problem, you must notify a system administrator. Do not demonstrate the problem to others,

*Do not use the network in such a way that disrupts the use of the network by others.

8. Use of language which is appropriate for a school setting is mandatory. Any use of profane, obscene, or vulgar language is prohibited.

Consequences:

Any student who abuses his/her computer privileges will be subject to the following consequences and/or consequences of other existing school policies. Suspension or termination of computer use privileges as per the following occurrences. 1st offense: The student will lose his/her computer usage for a period of two weeks. 2nd offense: The student will lose his/her privileges for a 4 week period. 3rd offense: The student will lose his/her privileges for 18 weeks. Consequences may be carried over to the following year. Loss of computer use privileges in the 4th quarter will carry over through the 1st quarter of the following year. The student will be allowed to attend computer class during their regular scheduled computer class, even with a loss of user privilege invoked. Should any student violate the law while using Vermillion Public School computers or networking, referral may be made for civil or criminal prosecution.

Should any student's computer usage while using Vermillion Public School computers or networking, result in penalties or damages for which Vermillion School District #13-1 becomes liable or results in claims or litigation involving Vermillion School #13-1, the student, and the student's parents or guardian will indemnify and hold harmless Vermillion School District #13-1 for all damages, penalties and costs incurred by the school district. Additional disciplinary action, coinciding with existing policy regarding unacceptable behavior, may be enforced at any time in the consequence.

VMS ATHLETICS/ACTIVITIES POLICY

Extra/Co-curricular activities are organized and planned educational programs within our Middle School. They provide innumerable opportunities to develop physical skills, emotional maturity, and responsible behavior in our young women/men. We encourage all students to participate in many varied activities in an attempt to develop their talents and broaden their horizons. Such programs will provide our students in an equitable manner, an opportunity to participate and/or compete at a level commensurate with their ability. The Extra/Co-curricular activities aim to provide unique opportunities for participants to: become better able to handle challenges; learn respect for reasonable rules, authority, and the rights of others; develop pride in themselves and their accomplishments; recognize their individual and team skills; and learn the value of putting forth their best mental and physical efforts toward achievement of realistic personal, group, and team goals. The basic goals of our program grades 7-8 are development with a wide range of opportunities to participate. No student would be denied an opportunity to participate during these school years.

1. There are three major components of our activities program: cooperation, participation, and, at times, competition.

a. By participation, we mean that every effort and resource should be utilized to create an environment in which all students actively engaged in an activity will have every opportunity to be involved, in an authorized program. Regardless of the developmental state we have an obligation to teach the maximum number of students and to develop skills and attitudes to the highest level possible.

b. Cooperation is a relationship between player and player, participant and coach/director, parents and coach/director; and teacher and coach/director that generate trust, confidence, and individual growth. All concerned with an activity (player, coach, director, and parent) have an obligation to be completely informed concerning the goals, regulations, and expectations.

c. Competition is both a healthy and motivating force. In an athletic event we wish to avoid the "win at all costs" approach and will not measure the success of our athletes or coaches on the points scored or win/loss records. Similarly, we desire to sustain the will to win and the effort to excel on the part of individuals.

2. We wish to continue and expand, whenever possible, intramural and interscholastic competition in athletics because we believe it has a vital educational value and is an effective, cohesive force for the school and community.

3. While every student is of high importance in our activities program, the needs and demands of the group or team may, at times, have priority over individual needs.

4. Directors/coaches fill a unique and demanding role and therefore need to be supported in their efforts to develop teams and meet program goals. Any criticism of the coaches/directors will be directed to the specific coach following the complaint policy procedures.

VMS ATHLETIC ADMINISTRATIVE RULES

Attendance

In order to participate in any extra-curricular or co-curricular activity/athletic contest or performance, the student must be in attendance at the Middle School by no later than 12:00 noon. The administration reserves the right to grant exemptions to this policy due to special medical or extenuating circumstances. The student requesting an exemption to this policy must make the request prior to the required attendance time.

Eligibility

In order to participate in Vermillion Middle School Activities / Athletics, the student must:

1. Have a current athletic physical on file in the office.
2. Maintain a minimum grade point average of 1.6 from the previous nine weeks to be eligible for the following nine weeks of participation. A student with less than a 1.6 average for a nine week period has ONE grace period per year of 10 days in which to bring up and maintain the 1.6 grade point average. If unsuccessful at the end the grace period to raise the grade to a 1.6, the student will become ineligible for the remainder of the nine weeks.
3. Attend and participate in practices according to coaches' directors' rules.
4. Have all assignments completed and turned in ahead of departure time.
5. Be in attendance at school by 12:00 noon.
6. Have no office referrals the day of the contest.
7. Have no disciplinary action from a previous out-of-town contest.
8. Not be in in-school or out-of-school suspension.

School Board Policy Item: IDGK

- A. The following rules and regulations have been established for the activities programs of the Vermillion School District.
- (1) NO DRINKING OR POSSESSION OF ALCOHOLIC BEVERAGES
 - (2) NO SMOKING, USE, OR POSSESSION OF TOBACCO SUBSTANCES
 - (3) NO USE, INGESTION, OR POSSESSION OF ILLEGAL DRUGS AND/OR DRUG PARAPHERNALIA (cont. on next page)
 - (4) NO INHALING, HUFFING, OR INGESTING ANY SUBSTANCE FOR THE PURPOSE OF INTOXICATION
 - (5) NO ACTIVITY WHICH WOULD CONSTITUTE A FELONY OR MISDEMEANOR (OTHER THAN MINOR TRAFFIC OFFENSES)
- B. Coaches/directors may require additional rules concerning curfew, practice, and other items appropriate to the particular activity.
- C. Activities rules and regulations shall be in effect year round, including summer time. All offenses will be CUMULATIVE during the student's career. Students are considered to be under the rules and regulations of this policy starting the first day of summer break after their 6th grade year.
- D. To restore eligibility, the student must continue to participate and complete the season in which the suspended activities take place. Uncompleted suspensions will carry over to the next sport/activity in which the student participates and completes.

Procedures for Informing Students of Activities Rules and Regulations

- A. The specific activity rules violations and the penalty for each will be read by the activity coach/director to his/her participants before the first practice session of each new activity.
- B. The student and parent/guardian must sign the NOTIFICATION AND VERIFICATION form which is attached to the Activities/Athletic handbook.
- C. The signed NOTIFICATION AND VERIFICATION must be turned in to the athletic director prior to a student's participation in any interschool activity.
- D. Any middle school student participating in activities will be held accountable to the policies in the Vermillion High School Athletic/Activity Handbook.

Methods of Detection of Violation of Activities Rules and Regulations

- A. Any school district employee who has reason to believe a student has violated one of the activity rules and regulations is encouraged to report the alleged violation to either the principal, Dean of Students, or coach/athletic/activity director. Members of the community are requested to report students suspected of violating the activities rules and regulations. All information reported shall remain confidential until such time as it has been determined a policy has been violated.
- B. As stated by SDCL 26-11-5.1, "a law enforcement agency may provide notice of an incident within its jurisdiction to public or nonpublic school officials and to the parent or guardian of a school student if the incident is one in which the agency has probable cause to believe the school student has violated any provision of state law involving alcohol, illegal drugs, firearms, or bomb threats, or has made any threat of violence relating to any school or its students, employees, or property."

Steps in Discipline

- A. The activity coach/director will report to the principal and vice versa that a violation has been alleged and state the circumstances surrounding the alleged violation.
- B. The principal and/or athletic director will consider facts and follow due process and determine whether there was a violation as prescribed by existing policies. Individual circumstances will be taken into consideration when determining if the policy was knowingly or willingly violated as it may relate to possession of alcoholic beverages or illegal drugs.
- C. The student or students involved in an alleged violation will be given an informal conference with the principal and/or athletic director in order to respond to the allegation of a violation.
- D. The principal and/or athletic director will then render a decision as to whether a violation has in fact been committed and as to the disciplinary action to be taken, as outlined in the policy.
- E. Findings will be reported in writing to the student and to his/her parents, by the principal.
- F. Penalties for Violations:
 - 1. Knowing that each activity has a different number of events, each advisor /coach has submitted the events this policy will cover.
 - A.)The number of events does fluctuate from year to year in some activities. The activities director and/or principal has the authority to add an event suspension if the total number of events in that activity goes to 12 or above. Likewise, the principal may eliminate an event suspension should the number of events become less than 12. **Refer to the VHS Athletic Handbook for more details on penalties.**

Activity Travel

School owned vehicles will be used for transportation to and from contests. Student participants are expected to go and return with the group. Participants may return with their parents, provided the parent makes a request prior to the group's leaving for the event. This should, however, be kept to a minimum. Students may not ride with anyone other than their own families.

VERMILLION MIDDLE SCHOOL DISCIPLINE CHART

(These are general guidelines and may be modified depending upon circumstances.)

I. Level One Offenses: tardy to class, general hallway, lunchroom or classroom misconduct, not following directions, rule infractions, bullying or harassment

Step One: warnings, teacher detentions or lunch detentions

Step Two: Administrative detention in the office

Step Three: In-School Suspension (ISS) or Out-of-School Suspension (OSS)

(Note: Level one offense requires referrals to the office. The staff may handle teacher assigned detentions without a referral to office.)

II. Level Two Offenses: Failure to report for detentions, leaving school without permission, unexcused absences, repeated level one offenses, insubordination, profanity directed at staff, pushing or shoving, threats

Step One: Double detention or ISS, parent notified

Step Two: ISS or one to three days OSS and parent conference

Step Three: OSS and parent conference, referral to superintendent

III. Level Three Offenses: Tobacco possession (policy GBK), repeated harassment, bullying or hazing (policy JFCF, JOH, ACAA), drugs, alcohol, weapons (policy JFCJ), fighting or assault, theft, vandalism, threats to staff or school safety, any illegal acts

Step One: one to three days OSS depending upon circumstances and parent notification, referral to authorities if warranted

Step Two: three to five days OSS and referral to appropriate authorities, parent conference

Step Three: five to ten days OSS, referral to authorities and referral to superintendent for possible long term suspension from school.

(Note: Bomb threats, assaulting staff, setting fires, possessing weapons, or making other threats to school-wide safety are automatically referred to the School Resource Officer for prosecution and to the Superintendent of Schools for possible long-term suspension or expulsion.)

Hall Way Pass

Date	Time	Destination	Teacher

Hall Way Pass

Date	Time	Destination	Teacher

Hall Way Pass

Date	Time	Destination	Teacher