

VERMILLION **H**IGH **S**CHOOL

STUDENT **H**ANDBOOK



2022-23

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Your student handbook has been written to assist you in becoming a productive member of Vermillion High School. In preparing for various roles at Vermillion High School, you must be conscious of your rights and be committed to your responsibilities. Protect these rights by being a respectful and accountable citizen in your school community. Your teachers, counselors, and principals are available to assist you in understanding the important things written in this handbook. Ask them questions if you do not understand the meaning of something in this handbook.

Disclaimer Notice

The VHS student handbook does not form a contract and the school reserves the right to interpret and modify the rules listed within the handbook, as necessary or appropriate. Levels of consequences listed or identified in the handbook are consistent with typical school practices; however, the administration reserves the right to assign more serious consequences based upon the frequency and/or severity of the infraction.

Staff Roster

Administration:	Principal:	Jon Frey
	Assistant Principal / Activities Director	Jason Huska
	Assistant Activities Director	Jay Drake
	School Resource Officer	Aaron Armstrong
	Administrative Assistant to the Principal	Jennifer Badke
	Attendance / Assistant to the AD	Jasmine Stewart
Student Services:	School Counselor	Luke Hayes
	School Counselor	Laura Suing
	Social Worker	Brittney Goggin
	Nurse	Amy Askew
	Nurse	Kasey Thurston
	Nurse	Mahayla Halstead
	Administrative Assistant	TBD
Instructional Staff:	Alternative School Teacher	Doug Wedel
	CTE / Graphic & Visual Art Teacher	Grant Riedel
	CTE / Business & Computers Teacher	Sara Rohde
	CTE / Family & Consumer Sciences Teacher	Sarah Armbrust
	CTE / Industrial Technology Teacher	Mark Neitzke
	English / Language Arts Teacher	Mary Begley
	English / Language Arts Teacher	Kami Dibley
	English / Language Arts Teacher	Amelia Howard
	English / Language Arts Teacher	Trina Merideth
	English / Language Arts Teacher	Gretchen Scoblic
	Library / Study Hall Aide	Michele Larson
	Mathematics Teacher	Paige Chapman
	Mathematics Teacher	Gary Culver

	Mathematics Teacher	Kayla Kappler
	Mathematics Teacher	Bill Settles
	Music / Vocal Teacher	Trisha Fisher
	Music / Instrumental	Garret Olson
	Physical Education / Health Teacher	Jon Reuvers
	Physical Education Teacher	Andy Homan
	Science Teacher	Megan O'Conner
	Science Teacher	Tanna Miiller
	Science Teacher	John Schloss
	Science Teacher	Brandy Wallin
	Social Studies Teacher	Lenni Billberg
	Social Studies Teacher	Joe Delvaux
	Social Studies Teacher	Shannon Thomas
	Special Education Teacher	Jerry Bartels
	Special Education Teacher	Todd Stephens
	Special Education Teacher / Tanager Take-Out	Kelly Stone
	Special Education Support Staff	Breannah Bertsch
	Special Education Support Staff	Marlene Gratzfeld
	Special Education Support Staff	Marissa Mockler
	Special Education Support Staff	Chris Nemece
	Special Education Support Staff	TBD
	Special Education Support Staff	Deb Pearson
	World Languages / German Teacher	Kami Dibley
	World Languages / Spanish Teacher	Brittany Sudbeck
Custodial Staff:	Head Custodian	TJ Johnson
	Day Custodian	Shannon Farmer
	Night Custodian	Christina Jensen

	Part-Time Night Custodian	Kayla Farmer
	Part-Time Night Custodian	Michael Larson
	Part-Time Night Custodian	Floyd Solomon
Food Service:	Director - Lunchtime Solutions, Vermillion	Rachelle Loutsch

School Song

“Hail to Georgia”

**We will always fight for victory,
Our team will always be the best.
For we will always be fair and
Always be square.
Let’s give a cheer for the VHS.
As the Tanagers go flying,
Along the road to victory,
We will cheer the team
And back them up,
Forever with our loyalty.
FIGHT!**

Section 1 - Attendance

VHS School Calendar

August 12	Freshman Orientation (9:00am – 12:00pm)
August 17	Orientation (Gr. 10, 11 & 12)
August 18	First Day of Classes
September 5	No School – Labor Day
September 14	Midterm – T1
September 16	No School – Teacher Inservice
September 19	Homecoming Coronation (7:00pm) Burning of the “V” to follow
September 27	Picture Day (8:30 – 11:00am)
October 6	1:30pm Dismissal - Parent Teacher Conferences (2:00 - 8:00pm)
October 7	No School – Parent-Teacher Conferences (8:00 - 1:00pm), Teacher Inservice (2:00 - 3:45pm)
October 10	No School – Native American Day
October 21	No School – Inservice
November 4	1:30pm Dismissal – Professional Learning Teams (PLT)
November 11	Veteran’s Day Assembly - VHS Main Competition Gym
November 16	Midterm – T2
November 23-25	No School – Thanksgiving Break
December 19	S1 Final Exams – Day 1
December 20	S1 Final Exams – Day 2
December 21	No School – Christmas Vacation Begins
January 4	No School – Teacher Inservice
January 5	Classes resume
January 16	No School – Martin Luther King Day
February 8	Midterm – T3
February 16	1:30pm Dismissal – Parent/Teacher Conferences (2:00 - 8:00pm)
February 17	No School – Parent-Teacher Conferences (8:00 - 1:00pm), Teacher Inservice (2:00 - 3:45pm)
February 20	No School – Presidents Day
March 15	1:30pm Dismissal – Professional Learning Teams (PLT)
March 16-17	No School (Spring Break)
April 6	1:30pm Dismissal – Professional Learning Teams (PLT)
April 7	No School – Good Friday
April 10	No School – Easter Monday
April 15	Junior/Senior Prom – Grand March (7:45pm), Dance (8:30-11:00 pm)
April 19	Midterm – T4
May 5	Last Day of Classes for Seniors
May 8	S2 Final Exams – Gr. 12, Day 1 + Check Out
May 9	S2 Final Exams – Gr. 12, Day 2 + Check Out
May 13	Graduation – Sanford Coyote Sports Center (1:30pm)
May 17	S2 Final Exams – Gr. 9, 10 & 11 – Day 1 + Check Out
May 18	S2 Final Exams – Gr. 9, 10 & 11 – Day 2 + Check Out
May 19	S2 Final Exams – Gr. 9, 10 & 11 – Day 3 + Check Out
May 19	1:30pm Dismissal – Last Day of School

Daily Bell Schedules

MONDAY • TUESDAY • WEDNESDAY

1st Period	8:30	-	9:22
2nd Period	9:27	-	10:19
3rd Period	10:24	-	11:16
4th Period (A Lunch)	(11:16 - 11:41)	,	11:46 - 12:39
4th Period (B Lunch)	11:21 - 11:46,	(11:46 - 12:11),	12:14 - 12:39
4th Period (C Lunch)	11:21 - 12:14	,	(12:14 - 12:39)
5th Period	12:44	-	1:36
6th Period	1:41	-	2:33
7th Period	2:38	-	3:30

THURSDAY • FRIDAY BLOCKS

Thursday (Evens)	•	Friday (Odds)		
Academic Assistance	•	Period 1	8:30	- 10:05
Period 2	•	Period 3	10:10	- 11:45
Period 4 (A Lunch)	•	Period 5 (A Lunch)	(11:45 - 12:10)	, 12:15 - 1:50
Period 4 (B Lunch)	•	Period 5 (B Lunch)	11:50 - 12:15 12:45 - 1:50	, (12:15 - 12:40)
Period 4 (C Lunch)	•	Period 5 (C Lunch)	11:50 - 12:45 1:15 - 1:50	(12:45 - 1:10)
Period 6	•	Period 7	1:55	- 3:30

“TANAGER TUESDAYS” bi-monthly

1st Period	8:30	-	9:17
2nd Period	9:22	-	10:09
Tanager Time	10:14	-	10:44
3rd Period	10:49	-	11:36
4th Period (A Lunch)	(11:36 - 11:59)	,	12:04 - 12:54
4th Period (B Lunch)	11:41 - 12:04	(12:04 - 12:27),	12:31 - 12:54
4th Period (C Lunch)	11:41 - 12:31	,	(12:31 - 12:54)
5th Period	12:59	-	1:46
6th Period	1:51	-	2:38
7th Period	2:43	-	3:30

VHS Attendance Policy & Practices

Vermillion School District 13-1 Policy Item: JED

The administration of each attendance center will follow the attendance policy set forth by the Vermillion School Board. The policy set forth by the Vermillion School Board is:

Each attendance center shall establish procedures to verify the attendance of each student on a daily basis and shall publish in the parent/student handbook all regulations and guidelines which pertain specifically to that attendance center. Copies of each school's attendance procedures will be on file in the Administrative Services Building.

For the purpose of clarification, the following definitions will be used districtwide: (To be in each attendance center's parent/student handbook.)

- A. Tardy – Students will be considered tardy if they are not in their designated room when the class/period is scheduled to begin.
- B. Absence – Students are absent when they are not present in the class/period at the designated attendance time. The designated attendance time is determined at each attendance center.
- C. Unexcused Absence – Absences are unexcused when the attendance center is not notified by the parent/guardian with a reason for the absence. For an unexcused absence to be given consideration as an absence, notification and administrative approval must be given in advance or immediately upon the student's return to school.

Ten or more absences in a school year are considered excessive by the Vermillion School District.

1. Absences will be classified and recorded according to the following categories:

- a. Absences within and up to the first 10 days of absence in a school year or 10 absences from any one class in a school year.

Excused

Death in family/funeral
Court summons with note
Parent verified illness of student without medical note
Illness of student with medical note*
Illness with student sent home from school* (for each specific day absent)
Religious holidays
Hazardous weather
Parent/Guardian requested absence (must be in advance)
Principal authorized absence
In-school suspension

Truant or Unexcused

Skipped Periods or Days
All Other Absences
Out-of-school suspension

*Absences verified by a healthcare provider or school official do not count toward the 10 days of absence in a school year or 10 days of absence from any one class in a school year. Documentation for students who have a chronic illness or medical condition may be covered through a health care plan that is developed with the school nurse, parent/guardian, and primary health care provider or a 504 Plan developed in accordance with the school nurse, school counselor, parent/guardian, primary health care provider and the principal.

- b. Absences after 10 days of absence in a school year or 10 absences from any one class in a school year.

Excused

Death in family/funeral
Court summons with note
Illness of student with medical note*
Illness when student sent home from school* (for each specific day absent)
Religious holidays
Hazardous weather
Principal authorized absence
In-school suspension

Truant or Unexcused

Skipped Periods or Days
All Other Absences
Out-of-school suspension

2. Interventions for poor attendance and/or truancy issues:

- a. Communications. Recognizing the importance of school attendance, staff members shall work to improve attendance by using these procedures:
- At 7 days of absence an attendance letter and/or other communication may be sent to the parents/guardians informing them of a student's attendance concerns.
 - At 10 days of absence, an attendance contract may be created between the school and the student whose attendance warrants a contract and the student's parents/guardians. Attendance contracts may carry over from one year to the next and may supersede the provisions of this policy
 - A truancy complaint/report/petition may be filed on students, or a failure to send a child to school complaint/report/petition may be filed on students' parents/guardians when there are 15 or more absences, or earlier when warranted, per state compulsory attendance law.

3. Marking attendance:

- Students are marked absent by the individual period. After 10 absences, per semester, students lose credit in that class. The high school has an appeal process to regain credit, as designated below. Classes missed because of attendance at a school sponsored trip or activity will not be considered an absence. However, the student will always be expected to make up any missed work.

4. Attendance Appeal Process:

- Upon a student exceeding 10 absences, a notice of "loss of credit" will be sent to the student and parent/guardian. The notice will outline the appeal process should the student wish to appeal the hold for earned credit in the course.
 - An appeal to the Attendance Review Committee, which meets periodically throughout the school year, will review the reasons for the absences and make a recommendation to continue course attendance with the opportunity to earn full credit or to remove the student from the class with a loss of credit in that class.

Hall Passes

Vermillion High School utilizes a digital Hall Pass system. Students are expected to be in class or study hall during the assigned time. Students in the hallway during class must have a digital Hall pass from the teacher releasing the student. Students must return to their assigned room before the end of the period.

Parking Lot Passes

Students needing to retrieve items from a vehicle in the parking lot are expected to obtain a digital pass from the Attendance Office to grant them access to the parking lot. Failure to obtain the proper pass will result in the student being stopped at the East Entrance by staff until a proper pass can be obtained. Failure to obtain the proper pass can result in an unexcused absence or other disciplinary action for insubordination.

Positive Attendance Reward - Seniors ONLY

All students will be required to take semester tests each semester. For seniors in the spring semester, the following positive attendance reward is in place:

In the spring semester, seniors who are absent in a class LESS THAN THREE times and do NOT have more than 3 tardies are exempt from the semester test in that class. School activity absences DO NOT factor into these totals.

- As an incentive for maintaining high grades, seniors who have achieved a 94% or higher will also receive this reward in the classes where they have a 94% or higher.
- Students who are enrolled in an AP course or Dual Credit course will be required to complete the semester test in those courses. If a student opts to take the AP exam, the student is not required to take the semester test.
- Any senior who has exhibited behavior throughout the school year which results in being assigned either ISS or OSS by the Principal the designee forfeits the right to earn the Semester Test Reward.
- Seniors who have earned the reward may choose to take their tests in the spring in an attempt to improve their grade. If the semester test does not improve the grade, the test will not be counted against the grade.

This is a REWARD system. No student is punished for having missed three or more days through the semester test reward for attendance. You must EARN the REWARD by being present in school. Being sick, family vacations, college visits and opportunities

and/or experiences can all be “justifiable absences” but will not be granted as exemptions.

The responsibility falls to the student to monitor his/her/their/their attendance in Infinite Campus and ensure any attendance codes that appear correspond with legitimate absences. The time to address any errors is when they appear, NOT weeks and months later, at the end of the semester.

Absences

Absence from school is counted whether the cause of the absence is considered excused or unexcused. The school reserves the right to make that determination. Absence due to school-sponsored participation does not count toward accumulated absences.

- Students having unexcused absences will be given a “0” grade for work missed during that time and may receive a Saturday School assignment. Other disciplinary action deemed necessary will be determined by the administration. Parents will be notified of the absence and action taken. Continued offenses will result in suspension(s) from school.
- Upon reaching 7 absences, the student will be contacted by the Assistant Principal. In addition, parents are contacted, and a conference/contact may be requested. This notification also indicates that the student attendance record will be subject to review by the Attendance Review Committee.
- Upon reaching the 10th absence in any class, the student will lose credit for that class unless extenuating circumstances exist. The Attendance Review Committee, which meets periodically throughout the school year, will review the reasons for the absences and make a recommendation to continue course attendance with the opportunity to earn full credit or to remove the student from the class with a loss of credit in that class.

Communications Regarding Absences

Parents/Guardians are asked to call the school (**605-677-7035**) the morning of an absence. The office is normally open from 7:45 a.m. until 4:00 p.m. each school day. If a call is not made within 24 hours of the absence, a note explaining the reason for the absence is expected to accompany the student back to school. Absences not verified by a parent/guardian will be considered unexcused, and subject to disciplinary action.

If a student needs to be absent from school for an extended length of time, the parent/guardian should contact the Assistant Principal at least a week prior to the absence. It is the student’s responsibility to make arrangements with his/her/their teachers in advance for the completion of any class work, homework, or projects.

Tardy

School begins at 8:30 a.m. Students who are late to school and arrive before 8:45 a.m. must report to the main office and sign-in. They will be sent to class and counted tardy. If a student arrives after 8:45 a.m. they will be counted absent for their first period class and placed in study hall. This policy will be for the first period only.

For periods two through seven, students that report to class five minutes after the tardy bell without a written pass, may be removed from class and counted absent. They will be sent to study hall for the remainder of the period.

Students who are continually tardy to classes throughout the school day may be assigned detention by the teacher or administration.

Passing Time

Passing time between classes is five minutes. If delayed by a teacher, students must obtain a digital pass from that instructor. The instructor of the class to which the student reports, will determine appropriate action. Tardy passes are dispensed from the office only during the first period of the day.

Permits to Leave School

Vermillion High School has a closed campus. If a student needs to leave the school building during the school day for any reason; the parent/guardian must call the office (**605-677-7035**) or send a note prior to the student leaving the building. Students must sign-out of the office before leaving and must sign-in upon returning to school. Students who leave school without prior permission or approval of the administration will be subject to disciplinary action.

Work Permits

Work permits are a privilege granted by the high school administration for high school seniors only. A senior student must obtain permission from the office for a work permit if they desire to work during 7th period. The work permit may be revoked for violation of one or more of the following:

1. Failure to report to work during 7th period
2. Receiving a failing grade at the end of each quarter
3. Violation of the 90% attendance policy
4. Excessive discipline violations

Section 2 - Classes, Grading & Planning

Credit Requirements for Graduation

The minimum academic requirements for graduation from Vermillion High School are:

<u>English/Lang. Arts</u>	-	4 credits
English I	=	1 credit
American Lit./Lang Skills	=	.5 credit + .5 credit
(or) Am. Heritage	=	(1) credit
Composition/ Speech	=	.5 credit + .5 credit
World Lit.	=	.5 credit
English elective	=	.5 credit
(or) AP Lit	=	(1) credit
<u>Mathematics</u>	-	3 credits
Algebra I	=	1 credit
Algebra II	=	1 credit
Geometry	=	1 credit
<u>Sciences</u>	-	3 credits
Physical Science	=	1 credit
Biology	=	1 credit
Chemistry or Physics	=	1 credit
<u>Social Studies</u>	-	3 credits
Geography	=	.5 credit
World History	=	.5 credit
U.S. History	=	1 credit
(or) Am. Heritage	=	(1) credit
U.S. Government	=	.5 credit
Social Studies elective	=	.5 credit
<u>Physical Education/Health</u>	-	1 credit
Healthy Lifestyles	=	.5 credit
Physical Education elective	=	.5 credit
<u>Fine Arts</u>	-	1 credit
Fine Arts electives	=	1 credit
<u>Computer Technology</u>	-	.5 credit
Computer Applications	=	.5 credit
<u>Personal Finance</u>	-	.5 credit
Personal Finance or Economics	=	.5 credit
<u>Other</u>	-	1 credit
Career Technical Ed. (CTE)	=	1 credit
(Or) World Language		
(Or) additional Math/Science elective (or)		
Capstone Experience/Service Language (beginning 2013)		
<u>TOTAL CREDITS</u>		22 CREDITS
Required Credits	=	17 credits
Elective Credits	=	5 credits

Special Note:

You must be enrolled in 22 credits by the end of the third nine weeks of your senior year to participate in the commencement exercises.

Prescribed Plan of Study at VHS

9th Grade Courses:

English 1 (or Honors English I)	English 1 (or Honors English I)
Math	Math
Physical Science	Physical Science
Healthy Lifestyles	Geography

10th Grade Courses:

Speech	Composition
Math	Math
Biology	Biology
World History	

11th Grade Courses:

Am. Lit-Lang. Skills (or Am. Heritage)	Am. Lit-Lang. Skills (or Am. Heritage)
U.S. History (or Am. Heritage)	U.S. History (or Am. Heritage)
Chemistry, Mod. Chemistry, Physics, Prin. of Tech or Applied Bio/Chemistry	Chemistry, Mod. Chemistry, Physics, Prin. of Tech or Applied Bio/Chemistry
Math	Math

12th Grade Courses:

World Lit (or AP Lit)	English Elective (or AP Lit)
Social Studies Elective	Government
Personal Finance / Economics	

Additional Coursework Required for SD Opportunity Scholarship:

Math: 1 additional year for a total of 4 credits
Science: 1 additional year for a total of 4 credits
AND
Other: Approved CTE course or World Language – 2 units any combination Additional scholarship requirements: minimum 3.0 GPA, no grade less than C, and minimum 24 ACT composite score.

Class Load

Students are required to enroll in at least five (5) classes each semester in order to be considered a full-time student. Any junior or senior student enrolled in regular **university classes** is required to be enrolled in at least five (5) high school courses each semester.

Junior or senior students who are enrolled in **dual-credit classes** are required to be enrolled in at least four (4) high school courses each semester.

Homework

Homework provides each student the opportunity to practice a particular skill or concept. As such, each classroom teacher is free to determine when to assign homework and how much homework is necessary for his/her/their class. Therefore, Vermillion High School does not have a specific policy which limits or promotes the amount of homework that a teacher may assign to the students. If a student has missing work, they are expected to report to the teacher Thursday morning and make up the work. If a student fails to show up Thursday morning, they will be assigned a Saturday School.

Honors Program

The Honors Program is designed to encourage students to take a challenging academic load in order to better prepare themselves for post-secondary education. In order to successfully complete the program students must, over a 4 year period, complete the appropriate number of designated Honors Courses, maintain a 3.0 GPA each semester except one, receive no "D" or "F" grades each semester except one, and have an overall GPA of 3.0 at graduation.

Recognition will include a certificate each year that the program is completed, a medal at Awards Day to be worn at graduation and the indication on transcripts which reflects completion of the Honors Program.

Dual Credit / Online Classes

Vermillion School District 13-1 Policy Item: IGA

Please check with Student Services prior to enrolling in any Dual-Credit Classes. All students in grades eleven (11) and twelve (12) are eligible to enroll in the Dual-Credit/Online Option.

The student may enroll only in university classes that are not currently being offered at the high school. Students may not use the Dual-Credit /Online Option to replace any high school graduation requirement or elective. Students enrolling in the Dual-Credit/Online Option are responsible for all books, tuition, materials, fees, and transportation that is associated with the university class.

Students enrolled at the university will be released from school only during the designated pass time between class periods. Students will not be permitted to leave their high school class early to attend a university class.

Independent Study

Independent study in any subject area is a curriculum modification for which a student may be qualified to receive credit. The student must meet the following criteria to be eligible for independent study:

1. The student must have completed all available course work in the subject area.
2. The student must have permission from the instructor.
3. The student must complete a proposal of study and present this proposal to a faculty committee for approval. The committee will consist of one staff member, a school counselor, an administrator, and the independent study teacher.

Library

Students are encouraged to make maximum use of the library. The library is the heart of the school and can provide materials to supplement your classroom learning in many ways. Library privileges may be revoked for disciplinary reasons.

Study Hall

All students will be assigned to study hall during the periods they do not have classes scheduled. This is considered a regular part of the school day and students are expected to attend. Students are expected to bring schoolwork to the study hall. If students wish to go to another academic area during study hall, they must secure a pass from the teacher prior to the study hall period. Students must return to the study hall before the end of the period.

University Classes

Vermillion High School students are provided the opportunity to attend university classes. Eligible students must be in grades 11 or 12; be in good standing academically; and be full-time students (enrolled in at least 5 classes at VHS). **Students should check with**

Student Services for assistance with the enrollment procedures.

The student may enroll only in university classes that are not currently being offered at the high school. Students may not use the class to replace any high school graduation requirement or elective. Students are responsible for all books, tuition, materials, fees, and transportation that is associated with the university class.

Students enrolled at the university will be released from school only during the designated pass time between class periods. Students will not be permitted to leave their high school class early to attend the university class.

Classroom Tutors

Students in the 10th, 11th or 12th grade may request to be a Tutor for one period a day for a specific teacher. Students must remain in the classroom for the entire period and be available to provide academic assistance to students during prescribed work periods in the classroom. If the instructor does not have a specific need for a tutor to provide academic assistance in a given period, the tutor is expected to have study material with him/her to work quietly in the classroom. Classroom tutors are not to be released from the classroom to study in the commons, library, or other areas of the building. Student tutors do receive an elective academic credit for this assignment. This assignment does not count toward a 6th assignment to become eligible for UPP.

Classroom Tutor forms can be picked up in the Principal's Office.

Unassigned Period Pass (UPP)

The Unassigned Period Pass is intended to provide sophomores, juniors and seniors who are achieving at a satisfactory academic level, are attending regularly and on time, and are following school rules and regulations, the opportunity to assume responsibility for one period of their daily schedule. Students will be allowed no more than one UPP per semester. Eligibility will be determined each semester. Students who qualified second semester will carry the privilege over to the next school year providing their second semester GPA is 2.5 or above.

ELIGIBILITY CRITERIA

1. Minimum GPA of 2.5 calculated each semester or no semester grade of F in any class.
2. Minimum of six assignments (no more than one study hall in the student's schedule).
3. No Saturday School or other disciplinary measures for violation of any school rule or regulation.
4. Students currently being released early for any reason are not eligible.
5. Students must have earned enough credits to be considered a 10th, 11th or 12th grade student.
6. A permission slip signed by a parent/guardian must be on file in the office.
7. NOTE: Students who have not attained a 2.5 GPA but have in the eyes of the faculty put forth a maximum effort in the classroom and who qualify in all other categories, may be nominated for inclusion by a faculty member. The VHS administration will review the nomination and determine eligibility.

PROCEDURE

1. **Freshmen are not eligible for UPP.**
2. **Sophomores may not leave the building during their assigned UPP period.** Sophomores are also **required to be in the building if their UPP is assigned the first or last period of the day.**
3. **Juniors who have UPP are not required to be in the building if the UPP falls on the first or last period of the school day.** Juniors who choose to come to school during those periods must report to the commons or the library. Hanging out by lockers, in the hallways or restrooms is not permitted.
4. **Seniors who have UPP are not required to be in the building if the UPP falls on the first or last period of the school day.** Seniors who chose to come to school during those periods must report to the commons or the library. Hanging out by lockers, in the hallways or restrooms is not permitted. **Seniors may leave the building during their UPP but must sign out in the office prior to their departure.**
5. All students/parents must read and sign the UPP form before a student is eligible to participate in the UPP privilege.

DISCIPLINARY

1. Saturday School or any other disciplinary measure for violation of school rules or regulations will be cause for immediate loss of the UPP privilege.
2. Students loitering in the hallway or interfering with the educational process in any room in any way, will immediately lose the UPP privilege for the balance of the semester. Longer loss of the privilege will be considered, if appropriate.

Grades & Grading

The instructors at Vermillion High School adhere to a universal 10-point grading scale. At the beginning of each course, each teacher is expected to provide the students with a syllabus outlining the grading scale, an overview of the course and his/her/their expectations for a student's successful completion of the class.

Grades which may be assigned on the report card are: "A", "B", "C", "D", "F", "I", "Cr", "WP", and "WF". A student may repeat a class to improve a passing grade. The new grade will replace the old grade on the transcripts. When the student repeats a failed class, the grade of "F" or "WF" will remain on the report card and transcript and the class will be listed a second time with the new grade. The original "F" or "WF" grade will be calculated into the grade point average.

Make-up Work

Students who are absent from school should expect that they will miss work and will be expected to make up that work. Under normal circumstances, students will have two days to make up course work + an additional day for each additional day missed. For example, a student who misses two days of school will have three school days to complete the work upon return. Work not made up within the appropriate period may receive a diminished grade. Students *may be required* to take quizzes and exams on time or turn in assignments on time if the absence does not (in the opinion of the teacher) impact the student's ability to successfully complete the exam.

Incompletes

A student receiving a grade of Incomplete ("I") on the report card due to medical/personal reasons may be allowed an extra two weeks' time to complete his/her/their course work. This "I" grade is excluded from the calculation of the students GPA. Work not completed within this time limit may be given a grade of "0" and averaged into the final grade which will be calculated into the GPA.

Students receiving a grade of incomplete "I" due to limited academic success will have one calendar year or until the time of graduation, whichever comes first, to remove the "I" grade. During this time the "I" is excluded from the calculation of the students GPA. To remove an "I" grade, graduating seniors must submit all work to the instructor prior to the last two weeks of classes and the instructor must submit the grade change to the Principal's Office by the Friday before final exams. If the "I" is not removed within the above time limitations, it will be changed to a grade of "F" on the student's permanent record and will be calculated in the student's GPA.

Dropping/Adding Classes

Students may drop a sixth (6th) class from their schedule anytime within one week following the issuance of the first and third quarter report cards. Students dropping a sixth (6th) class within the time limits must have a signed parental permission slip and will receive a **WP** or **WF** grade. Students wishing to drop a class after that time will receive a grade of **WF**. Students may not drop a fifth (5th) class from their schedule at any time.

Students may add a class to their schedule anytime during the *first two weeks* of each semester. Students wishing to add a class after that time must have permission from the instructor, a school counselor, and an administrator.

Proficiency & Deficiency Reports

Proficiency and deficiency reports are normally sent out to the parents during the 5th week of each nine-week period. Report cards are issued on a nine-week basis and will be handed out in school.

Grade Level Promotion

Students are not promoted or retained at the conclusion of each school year. Throughout a high school career, students earn "credits" which are applied toward the Graduation Policy. When a student has successfully completed the specific criteria as established by the Vermillion School Board, the student will be permitted to graduate from Vermillion High School.

Student Services

The philosophy of the Student Services Department emphasizes that each student should be afforded the opportunity to reach his/her/their greatest potential. To assist the students, the Student Services Department offers the following services:

ARTICULATION SERVICES - Counselors organize and implement activities in the district to ease the transition for students moving from elementary to middle school, and from middle school to high school.

ORIENTATION SERVICES - Counselors organize and implement activities to assist students in adjusting to the school environment.

FOLLOW-UP SERVICES - Counselors contact students, faculty, parents, and agencies to assess progress and to obtain information.

SPECIAL NEEDS SERVICES - Counselors assist in the identification of students requiring special school services.

COUNSELING SERVICES - Counselors provide an atmosphere within which students feel free to express ideas, feelings, concerns, and interests.

INFORMATION SERVICES - Counselors accumulate, organize, and disseminate information needed by students.

REFERRAL SERVICES - Counselors refer students and/or parents to an appropriate community or school resource when the need is beyond the range of counselor training or time limitations. Counselors serve as the school contact for agencies working with students.

STAFF CONSULTANT SERVICES - Counselors provide staff consultant services by providing information and consulting with staff regarding students.

TESTING SERVICES - Counselors assist the administrators in the coordination of the testing program within the school and interpret test results to faculty, students, and parents.

COURSE SELECTION SERVICES - Counselors assist students and parents in making decisions related to course selection and programs of study.

CAREER DEVELOPMENT SERVICES - Counselors assist students in career exploration and decision making and assist teachers in providing appropriate career education activities.

JOB PLACEMENT SERVICES - Counselors help students obtain employment and/or prepare to obtain employment.

EQUITY INFORMATION SERVICES - Counselors will promote equity information to increase the students' understanding as it relates to racism, sexism, disadvantaged, handicapped, limited-English speaking, and students with special needs.

Section 3 - Behaviors that will Bring About Administrative Consequences

Academic Dishonesty

Vermillion School District 13-1 Policy Item: JNAB

Students who are caught cheating on tests or assignments will face disciplinary action ranging from an “F” on the test or assignment to detention, suspension and even removal from the course with a grade of “F”.

Plagiarism Policy

Vermillion School District 13-1 Policy Item: JNAB

Vermillion High School adheres to the MLA guidelines for all students' writing. These same MLA guidelines that were introduced in the middle school are reviewed and applied at the high school level. MLA defines plagiarism as submitting another person's work to any degree without giving that person credit or proper acknowledgment. Plagiarism, a form of academic dishonesty, constitutes theft and fraud. Students must **acknowledge** the source of any **borrowed** material that appears in their writing, e.g., quoting material, paraphrasing, and/or using key ideas. Students who submit plagiarized work will receive a zero for that assignment with the expectation of a properly sourced rewrite eligible for 50% of the original points. Administration will be notified of all instances of academic dishonesty.

Displays of Affection

Students are not to exhibit excessive displays of affection which would be considered embarrassing or distracting to others on school grounds or at school-sponsored activities.

Consequence: Warning, Restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), and/or ISS.

Dress Code

Vermillion School District 13-1 Policy Item: JFCA, JFCAA

Vermillion High School Students represent themselves, their families, the school, and the community. During the school day, VHS students are expected to dress according to standards that enhance the learning environment. Dress styles that disrupt the learning environment will not be tolerated. In the interest of promoting cleanliness, decency and an appropriate educational environment, restrictions on students' dress and grooming are necessary. Whenever dress styles and/or grooming creates an interference with the educational process, a danger to the students' health and safety, a disruption to school or an intrusion on the rights of others, intervention becomes necessary.

In order to promote a positive and safe learning environment, all students shall abide by the following minimum dress code expectations:

- Student attire should include both a shirt with pants or skirt or the equivalent (for example, dresses, leggings or shorts) and shoes.
- When the student is standing straight, clothing should cover the chest, back, torso, stomach and lower extremities from underarm to underarm, to mid-thigh. Tops must have a minimum one-inch strap over the shoulder and at no time may any part of a student's underside be exposed.
- No underwear or otherwise undergarment should be visible at any time. Clothing may not be see-through.
- No hats, hoods, caps, bandanas, sunglasses, or gloves may be worn while in school.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, industrial tech activities, cooking and art classes, field trips and other activities where unique hazards or specialized attire or safety gear is required. Bare feet are not permitted in school, at any time.
- Attire and/or grooming depicting or advocating violence, weapons, criminal activity, gang-related activity (including clothes, accessories, or colors identified by law enforcement as gang-affiliated), use of tobacco, alcohol or drugs, pornography, inappropriate language hate speech, or clothing that could be considered dangerous or that could be used as a weapon, are prohibited.

No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress or grooming that is not specifically covered in the list above, the administration will make the final decision. Appropriate action will be taken at that time and when necessary, contact will be made seeking parental cooperation and assistance.

The administration retains the sole discretion to make the final determination whether clothing, jewelry, accessories and/or appearance meet acceptable standards. All school certificated and classified personnel shall be responsible for reporting violations of this dress code. When a dress code violation occurs, the student will be required to change into proper attire. Continued violations of the dress code will be considered insubordination and will be referred to administration for disciplinary action.

Insubordination

Vermillion School District 13-1 Policy Item: JFCAA, JNAB

Students are to comply without complaint to reasonable directions given by all school personnel. Definition: Any student who fails to comply with reasonable directions or requests of school personnel will be considered insubordinate. Other acts of insubordination include, but are not limited to, inappropriate responses or use of inappropriate language and/or disrespectful behavior toward a staff member, failure to turn over contraband or other distractions such as a phone or failure to attend assigned periods of After-School Detention.

Consequence: Restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement, and/or expulsion.

Cell Phones, Ear buds/Air Pods, etc.

Vermillion School District 13-1 Policy Item: JNAB

At Vermillion High School, we believe every student should be allowed to possess and utilize a personal cell phone. The privilege is limited, however, at the point that the device becomes a distraction or disruption to the school environment, is believed to have been used to harass other students, or the student becomes insubordinate regarding its appropriate use. Students should always ask a supervising adult (teacher, administrator) before using the phone during a restricted time period or in a restricted location. Reasonable requests will be considered by teachers and administration.

- Cell Phones, Ear buds/Air Pods may be used during a student's lunch period and between class periods.
- Cell phones, Ear buds/Air Pods will be restricted to use in hallways and the commons area.
- **Cell phones, Ear buds/Air Pods use will not be allowed in the classrooms, the library, restrooms, and locker rooms.** These devices can be invasive, distracting, harassing, contribute to cheating, and potentially dangerous in school emergencies.

Staff will confiscate cell phones when students receive or make phone calls, text message, or access the phone during the instructional period without prior staff permission. Cell phones or electronic devices must never be used to photograph or record others *with or without their knowledge and/or permission* during the school day, *at any school event or activity*. If a student is found to be in violation of this expectation, particularly if the resulting image or recording was of a verbal or physical altercation or is utilized to harass, intimidate or demean another student, would be subject to an investigation procedure that may result in discipline, up to and including suspension and expulsion. A student found to have engaged in bullying and/or harassment by law enforcement may be forced to surrender his/her/their phone as evidence to the School Resource Officer.

Because students are expected to work with their teacher regarding cell phone use/access in the classroom and because students have been granted access to their phones during passing periods and lunch, a refusal to turn over a cell phone to a staff member who requests to hold it for the period will result in a minimum, 2-hour After School Detention consequence for insubordination. A parent/guardian may be required to pick up the confiscated phone in the main office at the conclusion of the instructional day if the student is non-cooperative. Repeat offenses will result in further disciplinary consequences for insubordination and could result in specific cell phone restrictions for that particular student imposed by administration.

By bringing the cell phone to school, the student recognizes that administrators have the authority to examine the contents of the ~~electronic~~ device based on reasonable suspicion of inappropriate use and apply appropriate discipline and penalties.

Board Policy prohibits visible possession of all cell phones in any area where there is an expectation of privacy (locker rooms or restrooms). The school is not responsible for any lost or stolen devices.

Be Aware: The administration reserves the right to restrict cell phone privileges for any student or all students, at any time, should cell phone use prove to become a distraction to the educational program or interfere with the student's ability to follow reasonable requests such as to put the device away and/or cease the use of the device.

For penalties for violations of this policy, understand that teachers have every right to discipline students for cell phone, ear bud/Air Pod use in the classroom and administration can and will impose additional limitations and restrictions on specific students who abuse the privilege. Teachers have the authority to establish additional classroom rules to address cheating concerns and classroom disruptions. Teachers may allow cell phones in the classroom for academic purposes only.

Contraband

Vermillion School District 13-1 Policy Item: JNAB

Contraband is defined as any item not considered necessary to complete in-class activities and/or any item considered disruptive to the school environment during the instructional day. This would include (but is not limited to) balls or other sports equipment, any items deemed obscene or vulgar material; both electronic and non-electronic, phones or other electronic devices, personal music players, ear buds/Air Pods, and portable video games, lighters. Contraband may be confiscated from students and turned into the main office.

Items confiscated from students may be required to have a parent/guardian pick up the item from the main office. Contraband repeatedly confiscated from a student may be held until the conclusion of the school year and a parent/guardian required to claim the item from an administrator. Contraband left unclaimed until June will be discarded. Items deemed necessary to be turned over to law enforcement will have to be requested from law enforcement, by the owner.

- Tablets or Personal Music Players will be permitted in the commons area and in the hallways during passing periods or non-academic periods (lunch).
- Personal music players and similar electronic devices may be permitted in the classroom at the discretion of the teacher. Any unauthorized use of personal music players can result in disciplinary action.

Bullying and/or Harassment/Hazing

Vermillion School District 13-1 Policy Items: IGD, JFAB, JFAC, JFCC, JFCF, JOH, JOHA

Bullying and harassment of students and staff is not tolerated by the Vermillion School District. The school district is committed to providing all students and staff with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Therefore, the school district prohibits bullying and harassment. Complaint forms and procedures are outlined in the District Policy Manual.

Harassment

Vermillion School District 13-1 Policy Items: ACAA, IGD, JOH

The Vermillion School District prohibits the harassment of any student or staff member. Students or employees of the district determined to be guilty of perpetrating harassment will be subject to disciplinary actions by the administration or school board. Harassment may include, but is not limited to sexual harassment, age harassment, religious harassment, racial harassment, hazing (to persecute or harass with meaningless, difficult, or humiliating task), or other forms of intimidation. Any person who shall in any manner participate in the harassment or hazing of any student or staff member shall be subject to disciplinary action. This may include the barring of the participation from any or all forms of extra-curricular school activity.

Often, in the process of investigating a complaint of harassment, it is discovered to be a two-sided matter with both parties feeling wronged by the other. Individuals making a complaint of bullying, harassment and/or hazing will be expected to have not engaged in the types of behavior that can trigger responses that would be considered harassing in nature, in and of themselves. If both parties are found to have been participants, both parties will be directed to cease any and all contact and behaviors directed toward the other party. Failure to follow this directive will result in disciplinary action.

Consequence: Restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement, and/or expulsion.

Parking Lot Expectations

Vermillion School District 13-1 Policy Item: JHFD

The privilege that comes with driving a vehicle to school also comes with certain behavioral expectations. These expectations support the safety of all who utilize the parking lots as well as preserve the orderly environment. Any student who violates these expectations is not only inconsiderate of others but also puts his/her/their safety at risk as well as the safety of others. This behavior will not be tolerated and can result in discipline ranging from After-School Detention to the removal of the right to operate a vehicle on the school property.

The following is a list of basic parking lot expectations:

- The utilization of appropriate trash receptacles in the parking lot is expected.
 - Students caught littering in the parking lot are inconsiderate of others and may receive consequences that may include parking lot litter collection for an appropriate period of time.
- The parking lot is VHS property. To that end, vaping, smoking, etc. are prohibited behaviors that will receive appropriate

consequences when observed or reported.

- Students should demonstrate patience and consideration when entering or exiting the parking lots.
 - Accelerating past others who are waiting their turn in line is reckless endangerment and will receive administrative consequences when observed or reported. Doing so often puts the driver in the lane of oncoming traffic and puts him/her, as well as others, at risk of an accident.
 - Students should never accelerate across seemingly open areas of the parking lot.
- Utilizing the established traffic lanes makes all traffic in the lot predictable for other drivers and pedestrians, thus reducing the risk of accidents.
- Driving over, onto or through snow piles in the parking lot is not appropriate.
- Excessive torque (burnouts), "donuts," and other forms of exhibition driving should never occur in the school parking lot. This will be considered reckless endangerment and result in appropriate consequences.
- Besides the obvious dangers to bystanders, noise from loud vehicles disrupts activities taking place within the school building as well as reflects negatively on teen drivers, to our neighbors.
- Student vehicles are to occupy ONE parking stall. No student has the right to claim more than one parking stall for his/her/their vehicle. To do so is inconsiderate of others and an offense that may result in detention.
- Students should not have items visible or displayed on their vehicles that contain lewd, obscene, vulgar, or indecent material that would otherwise violate the school's policies.
- Students who violate these parking lot expectations should be reported to administration by name and/or vehicle description, parking permit number and/or license plate number. The report can be made via email and will be considered anonymous.
- If you sustain damage or suspect a break-in to your vehicle, report it immediately to the School Resource Officer (SRO). You should also notify VHS administration. VHS administration will work in cooperation with the SRO to utilize the parking lot surveillance cameras in the hope of identifying the offending party. Any information gathered will be shared directly with the investigating officer(s).

All students driving motorized vehicles to school must operate them in a safe and lawful manner. **Students observed operating a motor vehicle in an unsafe, reckless, or unlawful manner will be subject to disciplinary action and will be reported to the police.** Parking privileges at VHS may be revoked at administrative discretion.

Reckless Endangerment

Vermillion School District 13-1 Policy Item: JHFD

Students shall not engage in acts that create a substantial risk of physical injury to another person.

Consequence: After-School Detention, restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement and/or expulsion.

Fighting

Vermillion School District 13-1 Policy Item: IGD, JFCC, JG

Fighting, verbal threats, or other forms of harassment will be subject to immediate disciplinary action, including suspension from school.

Alcohol, Drugs, Tobacco & Weapons

Vermillion School District 13-1 Policy Items: IGD, JFCH, JFCJ

The possession or use of any non-prescribed drug, drug paraphernalia, alcoholic beverage, tobacco product (vape), or weapon is prohibited in the school building, on the school grounds, while riding in school vehicles, or while in attendance at any school-sponsored function. Students found violating these rules are subject to disciplinary action up to and including expulsion from school.

Improper Sharing of Content

Vermillion School District 13-1 Policy Item: JG, JOHA, KJ

Spreading rumors, text messaging or sharing of content, material or false information, either electronically or not, which results in fear and/or disruption of the school day, can be subject to legal prosecution as well as suspension, expulsion, and/or mandatory

reassignment from Vermillion High School.

Rumors, Threats, and Prohibited Items

Vermillion School District 13-1 Policy Items: IGD, JFAB, JFAC, JG, JOH, JOHA, KJ

Vermillion High School takes the possibility of a real crisis very seriously as does the Vermillion Police Department and Clay County Sheriff's Department. Working closely together, these entities strive to ensure, as much as is humanly possible, the safety of all students. School closure due to rumors, threats and/or the possession of prohibited items will result in additional school time to be made up by all students, as directed by the Superintendent of Schools and/or the Board of Education.

Bus Conduct

Vermillion School District 13-1 Item: JFCC

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

Rules of Conduct

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 always be courteous and obedient for the bus drivers.
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

When a student 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 on the bus in a manner consistent with established standards for classroom behavior.

In cases when a student 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 student's behavior. Transportation supervisor will confer with the building principal regarding student misconduct.

Students 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 student involved become responsible for seeing that their student gets 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 the transportation supervisor from riding the bus for up to 3 days.
- Step 3 – Suspension by the transportation supervisor from riding the bus for up to 10 days.
- Step 4 – Long term suspension/expulsion from riding school buses 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.

Student Disciplinary Consequences

DETENTION

- Detention is the least severe instructor/administrator consequence and will often be assigned for minor behavioral infractions within or outside the classroom.
- Detention may be assigned by any staff member for inappropriate behavior, or violation of any school or classroom regulation. The detention may be served with the individual teacher in his/her/their classroom or the office, if scheduled as such.
- Detention may be assigned for the morning before school, or in the afternoon after the normal school day ends.
- The length of the detention may range from 30 - 60 minutes each day, and students may be assigned multiple days of detention.

SATURDAY SCHOOL

Saturday School provides the student the opportunity to meet the responsibilities/consequences brought about by choosing inappropriate behavior or violating the attendance/tardy procedures without missing class. The following policies will govern Saturday School:

- a. Saturday School will meet twice a month on Saturday mornings from 8:30-11:30 AM.
- b. The student is responsible for his/her/their own transportation to and from Saturday School.
- c. Students are expected to bring enough schoolwork or reading material to occupy them for the assigned time,
- d. Sleeping is not allowed.
- e. No electronic devices, food, or beverages, etc. will be allowed.
- f. Students who are tardy, absent or who leave before their required time is complete from Saturday School will be subject to additional disciplinary actions.

SHORT TERM SUSPENSION

Suspension is the removal of a student from school for a period of not more than ten days. Suspension results from a student behavior that requires serious disciplinary action.

Students may be assigned to an in-school suspension or out-of-school suspension. In either case, the parents will be contacted to discuss the situation, and the appropriate placement for the suspension.

LONG-TERM SUSPENSION

Long-term suspension is the exclusion by the school board of a student from a class or classes for a period of more than ten school days.

This action requires a formal written report, and a hearing before the school board.

EXPULSION

Expulsion is the action of the school board to terminate a student's membership in school for a period of time not to extend beyond the end of the school year. This action requires a formal written report, and a hearing before the school board. The complete policy and procedures for **long-term suspension** and **expulsion** are on file in the district administrative offices.

Section 4 - Student Activities & Athletics

Activities Participation

Students who are involved in any of the following activities or athletic teams are governed by the rules and regulations that have been established in the **ACTIVITIES/ATHLETIC HANDBOOK**. For convenience, the activity or athletic teams are listed by the approximate season in which they occur.

<p><u>FALL SEASON:</u></p> <ul style="list-style-type: none"> ● Fall Pep Band ● All State Chorus ● Competition Marching Band ● Flag Corps ● Oral Interpretation ● All State Orchestra ● Dance Team ● Boys Golf ● Boys/Girls Cross Country ● Football ● Volleyball ● Girls Tennis 	<p><u>WINTER SEASON:</u></p> <ul style="list-style-type: none"> ● Show Choir ● Winter Pep Band ● One-Act Plays ● Jazz Band ● Dance Team ● Small Group Contest ● Gymnastics ● Boys Wrestling ● Girls Wrestling ● Boys Basketball ● Girls Basketball 	<p><u>YEAR-LONG ACTIVITIES:</u></p> <ul style="list-style-type: none"> ● Class Officers ● Student Council ● Debate ● National Honor Society ● School Clubs/Organizations <p>SPECIAL NOTE: Year-long activities will be considered active from the first day of school (or practice) until the conclusion of the school year (or final performance)</p>
<p><u>SPRING SEASON:</u></p> <ul style="list-style-type: none"> ● All State Band ● Drama/Musical ● Biannual Music Trip ● Jazz Band ● All-State Jazz Band ● Large Group Contest ● Girls Golf ● Girls/Boys Track ● Boys Tennis ● Girls Softball 	<p><u>SUMMER SEASON:</u></p> <ul style="list-style-type: none"> ● All State Honors Choir 	

SPECIAL NOTE: Since some activities can be rearranged, extended, or left out periodically, each of the above listed activities or athletic teams will be considered active from the first day of practice until the completion of the final performance

Attendance & Activity Eligibility

Vermillion School District 13-1 Policy Item: IGD, IGDA

To participate in any extra-curricular or co-curricular activity/athletic practice, contest, or performance, the student must be in attendance at the high school by 12:00 noon. The administration reserves the right to grant exceptions to this policy due to special or unusual circumstances. The student requesting the exemption to this policy must make the request prior to the required attendance time.

In order to participate in Vermillion High School co-curricular and extra-curricular programs a student must:

1. Be currently enrolled full-time or a qualifying home-school student. Full-time status is enrolled and attending five (5) courses for credit - - - **AND**
2. Pass a minimum of four (4) courses and have a total semester GPA of 1.5 from the previous semester.

Students who are academically ineligible by local standards, but academically eligible by state standards, and who have achieved the local eligibility GPA standard during the first nine-week period of the semester of ineligibility, may on their own initiative, meet with the VHS administration requesting reinstatement for probationary eligibility. Reinstatement requests will be reviewed individually and a decision rendered based on the circumstances of the situation.

Any student found to be in violation of the Co-curricular and Extracurricular Program Code of Conduct (IGD) will be disciplined appropriately, which may include suspension from participation.

Section 5 - Additional Information

Accessibility Contingency Plan

The High School Principal is the designated official responsible for the safety of students at the high school.

Automobiles

Students who drive cars to school are to park them in the lot **East of the school building**. No student cars are to be parked in the one-way drive (bus loop) north of the building or in the handicapped or fire parking lanes. The West parking lot is reserved for school employees.

Care Of School Property

Respect for school property and facilities is expected of all. Students involved in the destruction or damage of school property will be subject to disciplinary action. In addition, they will be required to pay all labor and material cost for any damages.

Chain of Command

Vermillion School District 13-1 Policy Item: KL

Constructive criticism of the schools will be welcomed by the board when it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively.

Whenever a complaint is made directly to the board as a whole or to an individual board member, the individual or group involved will be advised to take their concerns to the appropriate staff member.

The board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the board. Therefore, the proper channeling of complaints involving staff, instruction, discipline, or learning materials will be as follows:

1. Teacher (coach/advisor)
2. Principal
3. Superintendent
4. Board

If a complaint, which was presented to the board and referred through proper channels, is adjusted before it comes back to the board, a report of the disposition of the matter will be made to the board by the superintendent.

The board expects the professional staff to receive complaints courteously and to make a proper reply to the complainant. Matters referred to the superintendent and/or board are requested to be in writing and should be specific in terms of action desired. Concerns about board actions or board operations are welcome anytime.

Educational Opportunity Statement

Educational opportunities in the Vermillion School District are available to disabled and disadvantaged students on an equal basis with all students and specifically available for vocational and technical education programs.

Guests & Visitors

A student guest is usually not permitted except with prior administrative permission. Student guests who are visiting as potential students at VHS may be granted permission. **Guests are not permitted during the last week of each quarter/semester.** All guests visitors to VHS are required to check-in at the main (East) entrance and then report to the Principal's Office.

Handicap Accessibility

Vermillion High School is handicapped accessible.

Lockers

Each student is assigned a locker for books and other school related articles. Locker combinations should not be revealed to anyone. Lockers are the property of the school and students are responsible for keeping their lockers in a neat, clean, and locked state. Leaving

a locker door unlocked, while convenient, will not protect the items inside the locker from theft. *Students are advised that money and other valuables should not be kept in their lockers.* Lockers are subject to a search by the administration at any time that there is reasonable cause to search, and they will be inspected for cleanliness on a periodic basis.

School Dances

School parties and dances will be sponsored throughout the school year by classes and organizations. All parties and dances must first be cleared through the Assistant Principal's office. The following general regulations will apply to school dances and parties:

1. Only VHS students and **one invited guest who must be a high school student** are permitted to attend. No middle school students are permitted to attend VHS parties and dances. VHS students inviting guests from outside the school are required to turn in a Guest Permission Form to the Principal's Office no less than one week prior to the party or dance. All guests will be expected to abide by the regulations established for VHS students.
2. Dances will be held from 8:30 pm. until 11:00 pm. Changes to the dance times must be approved by the administration prior to the advertisement.
3. No one will be admitted one (1) hour after the dance begins.
4. All dances must be chaperoned.
5. Any person admitted to a dance or party must remain in the building during the event. No one will be allowed to re-enter the dance or party after having left.

School Nurse / Dispensing of Medication

The school nurse is available to help students with health or hygiene problems. Students who become ill or injured once they have reported to school should report to the Principal's Office immediately. If it is necessary to leave school due to illness or injury, students must have parental permission and sign out in the office.

Medications should be given only by or on the order of a physician. The giving of aspirin or any other drug in school is prohibited. Students are not allowed to have over the counter or prescription medications in their lockers. All medications ordered by a physician may be given according to the following procedure:

1. Prescribed medicine must be in a container provided by the pharmacy, with a label that includes date, student name, dosage, and the name of the doctor.
2. A written note from a parent/guardian stating instructions for administering the medication must be on file in the office.
3. The Principal will assign appropriate school personnel the responsibility for administering the medication.
4. Emergency use only medications must be accompanied by proof that the person/persons responsible for administering the medication has been properly trained.
5. *Any violation of the drug distribution will result in a 3-10-day suspension.*

Technology & Network Use

Every student and employee will abide by the rules and procedures established by the Computer, Network, and Internet Procedures. This is intended to ensure the positive, ethical use of school computers and network systems.

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:**
 - Never reveal your name, address, or phone number, or the name, address, or phone number of others.
 - Never reveal your password, or another's password, to anyone.
 - Never trespass in another person's file.

4. **The user is responsible for all activities traced to his/her/their 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:**
 - Attempting to log in as the system administrator or using administrative commands,
 - Identifying a security problem and failing to notify a system administrator or demonstrating the problems to others.
 - Using the network in such a way that would disrupt 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.**

Telephone

Students in need of access to a telephone for use are to use the student phone inside the Attendance Office window. Other office phones should be used only in cases of emergency. Students should not be excused from class to make a routine phone call.