

2022-23 Student Handbook and Assignment Book



Vermillion Middle School

A Positive Place for Students

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 2022-2023 Schedule:

Home Base **8:20-8:35**
1st Period **8:38-9:24**
2nd Period **9:28-10:14**
3rd Period **10:18-11:08**

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
Lunch 11:08-11:52	4th Period 11:08-11:54	4th Period 11:08-11:54
4th Period 11:56-12:42	Lunch 11:58-12:42	5th Period 11:58-12:44
5th Period 12:46-1:32	5th Period 12:46-1:32	Lunch 12:48-1:32
6th Period 1:36-2:22		
7th Period 2:26-3:12		

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	677-7002
Austin Elementary School	677-7010
Jolley Elementary School	677-7015
Vermillion High School	677-7035
VMS Kitchen	677-7032
Technology Coordinator	677-7035

Harlow's Bus Co. (Lynette Myers) 624-8888
District/Family Outreach Coordinator 677-7033

Web Site

www.vermillion.k12.sd.us

Office Staff

Tom O'Boyle, Principal
Trevor Mandernach, Guidance Counselor
Lisha Edelen, Administrative Assistant
Brittney Goggin, District/Family Outreach

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
1001 East Main Street
Vermillion, SD 57069
605-677-7000

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

Jason Huska, Vice Principal/ 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

Jon Frey
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/Family Outreach

The Family Outreach Program exists to improve engagement and connect families to Community resources to remove barriers that hinder academic success. These services are available to all students in the Vermillion School District. Being involved in your Students’ education is essential. Email, Brittney.Goggin@k12.sd.us

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 7:30 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 1-5** Students are warned
- Tardy 6-9** Students are assigned 30 minutes before or after school for each tardy.
- Tardy 10+** Students will be assigned lunch detention plus 30 minutes after school.

Excessive tardies may result in 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, sports headbands, 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 or violation of policy, parents will be notified, and student discipline sanctions may be imposed.

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*. 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. Harlow's Busing Co. can be contacted at 605-624-8888.

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.

Rules of Conduct

Students will observe the following rules of conduct while riding the school buses.

1. Students must be on time at the designated bus stops. The bus cannot wait beyond its regular time schedules for tardy students.
2. Designation of Pick-Up/Drop-Off Location. At the start of each school year, the parent/guardian will designate one pick-up and one drop-off location for their child(ren), on a normal school day. The bus company cannot be expected to modify their schedules daily to facilitate several locations. It is understood that there may be a change during the school year where a child is picked up or delivered due to moving, changing day cares centers, etc. These occasional changes can readily be handled and need to be discussed with the transportation supervisor as they arise.
3. No extra riders (kids or adults) will be allowed unless approved by both the school personnel and the transportation supervisor.
4. Bus riders should not move to board a bus until it is completely stopped, and the door is open.
5. Students will not open or close the windows of the bus without permission of the bus driver. Students must not, at any time, put hands, arms, or heads out of the bus windows.
6. The same courteous conduct as expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Shouting, screaming, running, fighting, vulgar talk and pushing are not permitted.
7. Students shall not possess or distribute pornographic material.
8. Students will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Students must not throw trash inside or out the windows of the bus.
9. Any damage to the bus will be paid for by the rider inflicting the damage and will be subject to suspension or expulsion from the bus or school until the restitution is made and suspension is served.
10. Students must respect and obey the driver at all times.
11. Any form of harassment, hazing, or bullying (either verbal, physical, or electronic) will not be tolerated. Harlow Bus Corporation firmly believes that these types of behaviors 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 a weapon is strictly prohibited on the bus.

14. A driver may set additional rules, subject to approval by the director of transportation and school administrator, if conditions warrant

Supervisory and Disciplinary Process

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 verbal notification to parent/guardian.

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

DETENTION

When administration or a teacher has assigned a detention to a student, due to inappropriate behavior, students must report for the scheduled detention. Refusing, forgetting, or simply missing a detention will double the detention time. 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 of students is not tolerated by the Vermillion School District. The school district is committed to providing all students 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.

Bullying is a pattern of repeated conduct that causes physical hurt or psychological distress on one or more students that may include threats, intimidation, stalking as defined in SDCL ch. 22-19A, physical violence, theft, destruction of property, any threatening use of data or computer software, written or verbal communication, or conduct directed against a student that:

- (1) Places a student in reasonable fear of harm to his or her person or damage to his or her property; and either
- (2) Substantially interferes with a student's educational performance; or
- (3) Substantially disrupts the orderly operation of a school.

For the purposes of SDCL 13-32-14 to 13-32-19, inclusive, bullying also includes retaliation against a student for asserting or alleging an act of bullying, or assisting or participating in a bullying investigation or proceeding.

This policy applies while students are on school property or at a school bus stop; while in school-owned, school-operated or school contracted vehicles including a school bus; while attending or engaged in school-sponsored activities, or while using school equipment.

Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the school district for bullying conduct defined above.

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.

An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated or filed a false complaint in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The building principal, dean of students, school counselor or principal's designee will act to investigate all complaints (formal or informal, verbal or written) alleging bullying. All documentation associated with a complaint shall be maintained by the building principal. Anonymous reports of bullying are permitted, although formal disciplinary action may not be based solely on an anonymous report.

This policy may not be interpreted to prohibit civil exchange of opinion or debate protected under the state or federal constitution if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

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 lunchroom, 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.
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 2021-22

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 2022-2023 year are as follows:

- \$1.70 per student breakfast
- \$3.15 per student meal (extra milk \$.55)
- \$4.05 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 guideline. 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

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Vermillion School District 13-1 (school), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose designated "directory information" without written consent, unless you have informed the school that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's, guardian's, or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the school to provide military recruiters, upon request, with the names, addresses and telephone listings of the students unless parents or guardians have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want the school to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing within thirty (30) days of the beginning of the school year or, if enrolling after the beginning of the school year, within thirty (30) days of enrollment. The school has designated the following information as directory information:

1. Student's name;
2. Address;
3. Telephone listing;
4. Name(s) of Parent(s)
5. Photograph;
6. Date and place of birth;
7. Dates of attendance;
8. Grade level;
9. Participation (including video) in officially recognized activities and sports;
10. Weight and height of members of athletic teams;
11. Degrees, honors, and awards received;
12. The most recent educational agency or institution attended.

From time-to-time website information may be published by the various schools in the district. Vermillion School District 13-1 proposes to designate the following personally identifiable information contained in student's education record as "website information," and it will disclose that information without prior consent:

K-12 Website Information:

1. Photographs may be used on a website;
2. No names will be used;
3. No personally identifiable information contained in a student's educational records will be permitted on a website.

Vermillion School District 13-1 is also required to provide the South Dakota Board of Regents with a list of students by name in grades 7 to 12 inclusive, together with their mailing addresses, unless directed by a parent or student 18 or older not to release said information.

Within the first three weeks of each school year, Vermillion School District 13-1 will publish this notice or a revised notice in the Plain Talk and the Broadcaster with the items of information it proposes to designate as directory information or website information. For students enrolling in Vermillion School District 13-1 after the notice is published, the list will be given to the student's parents or to the student if over 18 years old at the time and place of enrollment.

After the parents or students have been notified by publication or by personal delivery of the list of information items in this notice, they will have thirty (30) days to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information or website information about the student.

At the end of the 30-day period, each student's records will be appropriately marked by the records custodians to indicate the items the district may designate as directory or website information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the student if 18 years of age.

GRADING AND REPORTING

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 emailing Ashlie Jacobs @ Ashlie.Jacobs@k12.sd.us.** 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

In order to participate in Vermillion 7th and 8th grade activities/ athletics, a student must:

1. Have a GPA of 1.5 from the previous nine weeks to be eligible for the following nine weeks. The 1.5 must be an average of all semester length courses the student is taking.

2. A student with less than a 1.5 average for a nine-week period has ONE GRACE PERIOD, ten (10) school days per year, in which to bring up and maintain the 1.5 GPA. If the student is successful, he/she will be allowed to continue public participation in contests. Grades will be checked every two weeks. If the student has not raised the grade to 1.5 by the end of the grace period, the student will become ineligible for the remainder of the nine weeks. A student who is ineligible is still allowed to participate in practices.

3. Students considered to be participating on a high school team will fall under high school eligibility requirements. Should a middle school student considered to be on the high school team or squad become ineligible, said student will be ineligible to participate on a middle school team, activity or sport should it still be in progress.

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 KVHK, KVHT, and WNAX. You may sign up for the *School Messenger* automated calling program by emailing Ashlie.Jacobs@k12.sd.us. Local television stations, KELO, KSFY & KDLT will also report school late starts and cancellations. Information will also be posted on 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 secretary. 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 *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 5:15 and 5:30 pm and the doors will be closed at 5:45 pm 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 7:00. 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- Middle School \$25.00 Fee for the School Year

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.**

The use of technology must be in support of education and consistent with the academic goals of the district.

The student will be able to:

- Access the school's equipment.
- Use the Internet for educational purposes.
- Utilize the file server or cloud.

- Print in moderation for classroom use.
- Use external storage devices if the device has been cleared by a staff member prior to use.

The student will be prohibited from:

- Bypassing the Internet filter to gain access to blocked websites.
- Transmitting, receiving, or viewing obscene materials.
- Deleting their browsing history.
- Revealing personal information about themselves or others.
- Sharing individual passwords or utilizing another student's password to gain access to network resources or district devices.
- Communicating any financial information for online purchases on school equipment.
- Utilizing non-K-12 electronic mail during school hours unless under the direct supervision of a classroom teacher.
- Using tools or programs capable of disrupting the network.
- Vandalizing, stealing, or attempting malicious harm to school equipment or data of other users.
- Accessing non-educational games on school equipment.
- Bringing programs or games from home or other sources.
- Using P2P (Peer to Peer) services.
- Using chat or instant message services on school equipment.
- Housing MP3 files or executables on school server(s).
- Using vulgarities or other inappropriate language on the network or K-12 email.

The student's Internet use is tracked and monitored daily. Files on any of the Vermillion computers or data servers are not private and are, therefore, subject to inspection. Your right to free speech, as set forth in the disciplinary code, applies also to your communication on the Internet. The Vermillion School District computer system is considered a limited forum, and therefore the District may restrict your speech for valid educational reasons.

Misconduct:

The building and/or network administrator are responsible for applying disciplinary actions when the Vermillion School District Acceptable Use Policy has been violated.

Consequences:

First Violation: Maximum of 2 weeks (10 school days) suspension of computer privileges.

Second Violation: Maximum of 1 month (20 school days) suspension of computer privileges.

Third Violation: Termination of privileges for the remainder of the year or 6 months, whichever is greater.

** Should any student's computer usage of Vermillion Public-School computers or network result in penalties or damages for which Vermillion School District becomes liable or results in claims or litigation involving Vermillion School District, the student and the student's parents or guardian will indemnify and hold harmless Vermillion School District for all damages, penalties and costs incurred by the school district. This policy does not preclude additional disciplinary action for violations of other existing policy incidental to computer usage.

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 1.5 from the previous nine weeks to be eligible for the following nine weeks of participation. A student with less than a 1.5 average for a nine-week period has ONE grace period per year of 10 days in which to bring up and maintain the 1.5 grade point average. If unsuccessful at the end the grace period to raise the grade to a 1.5, 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.

ACTIVITIES: RULES AND REGULATIONS

- 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
 - (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 summertime. 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 their 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, Activities Director, 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 as well as their 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

Hall Way Pass

Date	Time	Destination	Teacher

Hall Way Pass

Date	Time	Destination	Teacher

Hall Way Pass

Date	Time	Destination	Teacher