

VIBORG-HURLEY HIGH SCHOOL

**STUDENT HANDBOOK
2023-2024**

Viborg-Hurley High School



203 West Park Avenue
PO Box 397
Viborg, SD 57070
(605) 766-5418

<https://viborg-hurley.k12.sd.us>

WELCOME TO VIBORG-HURLEY HIGH SCHOOL

We encourage students to participate in the various activities of the school, to develop and accept responsibilities of good citizenship, and develop their talents and abilities to their fullest. Becoming actively involved in the learning process and programs available during a student's educational journey will provide lifelong benefits.

This handbook has been prepared to explain some of the general procedures and regulations of Viborg-Hurley High School and student activity programs. Please read the contents of this handbook to become familiar with the information. This handbook does not include all school board approved policies. All district policies are available at the school office, and can be viewed on the school website.

The last page of this document requires signatures of both students and parents, acknowledging that you have read and understand the expectations and guidelines for all students in Viborg-Hurley High School. This form must be returned to the high school principal's office.

With cooperation from students and parents, we can provide a positive educational environment for all students. We encourage you to contact the school with any questions or concerns. Parents are welcome to visit the school at any time. Please stop first in the office to register as a visitor.

OUR MISSION STATEMENT

Empowering our students to succeed in an ever-changing world

VISION/BELIEF STATEMENTS:

1. We believe that the changing world has an impact on education.
2. We believe that technology has changed the way we live, work and learn, and therefore, must be a part of the way we educate and prepare students for the changing world.
3. We believe that cooperation is a key to surviving in all aspects of life and should be a staple of education.
4. We believe that globalization is shrinking our world, making knowledge of other cultures, governments, and modes of communication necessary.
5. We believe that family structure plays a significant role in the learning process of our students.
6. We believe that the "melting pot" of our country is growing, creating the necessity for acceptance and understanding of other cultures and nationalities.
7. We believe that district financial support is necessary to insure the highest quality learning environment.

NON DISCRIMINATION POLICY

It is the policy of the Viborg-Hurley School District 60-6 that no person be subjected to discrimination on the basis of race, sex, national origin, religion, age, physical and mental disabilities, or marital status in any program, service, or activity for which the School District is responsible as required by Title IX, PL 93-122, section 504 and other state and federal laws.

2022-2023 Viborg-Hurley High School Staff

Superintendent/MS Principal: Brett Mellem

High school Principal: Cory Jensen

Galen Schoenefeld: Technology/Athletic Director

504 Coordinator: Johnita Van Hull

Title 9 Coordinator: Cory Jensen

Guidance Counselor: Nan Bell

9-12 / Cameron Colony Principal: Cory Jensen

SPED Director: Tara Jensen

Business Manager: Matt Jensen

Custodian: Anita Beck

Vocal Music & Band: Connor Brown

HS Math: Megan Heirigs

Business & Computers: Bill Hansen

Special Education: Maureen Hybertson

Physical Education, Health/PE: Dean Jacobsen

Social Sciences: Rob Kessler

Agriculture/FFA: Nathan Knutson

Science: Cory Jacobsen

11-12 English/Librarian: Amy Smith

9-10 English/Speech: Marlys Jensen

HS Social Studies & Sciences: Riley Johnson

Viborg Admin. Assistant: Donna Slack

Hurley Admin. Assistant: Becky Roth

Paraprofessionals: Annie Dangel & Michelle Johnson

Viborg/Hurley High School Graduation Requirements

22 credits

English (4.0 credits)- must include:

- English I _____S1 _____S2
- English II _____S1 _____S2
- English III _____S1 _____S2
- English IV _____S1 _____S2

Social Studies (3.0 credits)- must include:

- World Geography (.5) _____
- World History (.5) _____
- US History (1.0) _____S1 _____S2
- Government (.5) (VH students required to take 1.0 credit unless taking dual credit Government) _____
- SS Elective (.5) (this can be met by the other .5 credit of government) _____

Math (3.0 credits) – must include:

- Algebra I (1.0) _____S1 _____S2
- Geometry (1.0) _____S1 _____S2
- Math Elective _____S1 _____S2

Science (3.0 credits) – must include:

- Physical Science (1.0) _____S1 _____S2
- Biology (1.0) _____S1 _____S2
- Chemistry, Anatomy, Physics or
- Forensic Science/Applied Biology/Chemistry/Earth Science & STEM (1.0)**
_____S1 _____S2

Capstone Experience (1.0 credit) *required for VH*- _____S1 _____S2

1.0 credit of any combination of the following:

- Approved Career and Technical Education
 - World Language
- _____ (.5 credit) _____ (.5 credit)

Fine Arts (1.0 credit): _____ (.5 credit) _____ (.5 credit)

PE (.5 credit): _____

Health (.5 credit): _____

Personal Finance or Economics (.5 credit) (VH students required to take 1.0 credit unless taking dual credit Econ): _____ -

Computer Science (.5 credit): _____

Electives:

***For graduation endorsement diplomas refer to**

https://www.sf.k12.sd.us/images/docs/school_specific_documents/Graduation_Requirements_2018.pdf

2023-2024 VHHS High School Daily Schedule

1st Hour - 8:15 - 9:07

2nd Hour - 9:10 - 10:03

3rd Hour – 10:06 - 10:58

4th Hour – 11:01 - 11:53

5A Hour – 11:55-12:25

5B Hour – 12:28-1:03

****Choir is 11:55-12:25***

6th Hour – 1:06 – 1:58

7th Hour – 2:01 – 2:52

8th Hour – 2:55 – 3:45

STUDENT RIGHTS AND EXPECTATIONS

Every student in Viborg-Hurley High School has the right to:

1. Feel safe at school and during school activities.
2. Expect equal treatment by students, teachers, and administrators.
3. Ask for help without being denied.
4. Benefit from and provide positive peer pressure.
5. Be listened to and taken seriously.
6. Have the best possible education free from negative student behavior.
7. Have personal and school property respected.

It is important for everyone to have a clear understanding about expected student behavior guidelines. If our guidelines are followed, then our school can and should be a very pleasant and inviting place for us all. Failure to follow school guidelines potentially violates the rights of other students and will result in school consequences. Every student is expected to:

1. Be in school on time and prepared for all classes every day.
2. Remain in the building and/or on school grounds during school hours.
3. Be respectful of other students', staff, and school property.
4. Help us keep the school safe, clean and neat.
5. Respect the rights of other students; accept each student's unique qualities.
6. Be cooperative and respectful of authority by being on task and not disruptive.
7. Follow all local, state, and federal laws.

ATTENDANCE

- A student's contribution to and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school.
- Attendance will be taken during all classes and study halls and sent to the office. Student absence and tardiness will be monitored with the school's administrative computer program and accessed by school administration.
- If it is necessary for a student to be absent, the parent/guardian is asked to phone the office (766-5418) by 8:45 AM on that day. When such a call is not made, office personnel will call the parents to make sure the parents are aware of the absence. If an absence is anticipated or known in advance, the parent is asked to phone the office or send a signed note explaining the reason for the absence, including the date(s) and time(s) that the student will be gone.
- A note will be required, signed and dated by the parents or guardians, explaining the reason for the absence. If a student does not notify the school within 24 hours, the absence will be classified as "unexcused", and an automatic detention will be assigned to the student. The length of detention time will increase with future unexcused absences. It is the responsibility of students and parents to contact the school.
- Students leaving during the school day must first obtain permission from the principal or other designated school official and sign out of the office. Students arriving after the first bell must sign in and obtain a pass from the office before going to their classroom.

Types of Absences: Absences are defined as one of the following:

- EXEMPT: an absence in which the student is a participant in a school-sponsored activity or trip. These absences will not count toward total absences:
 1. Participation in school sponsored activities ***(students must complete activity slip prior to leaving for school sponsored activity)***

2. Educational field trips such as 4-H, church sponsored trips, etc
 3. Seniors will be granted two educational trips (i.e. college visits). Juniors will be granted one educational trip. Any student applying for such an experience must do so following the guidelines determined by school administration.
- **EXCUSED:** an absence with parental excuse. This type of absence indicates that the students' parent(s) is aware of the absences; however the student is still counted absent, and the absence will count toward potential loss of credit.
 1. Family trips – including hunting trips, fishing trips, skiing trips, etc... - will count as 1 day absent for every 2 days missed.
 2. Students suspended from school will count one absence for each day suspended.
 3. Extended illnesses or family emergencies will count as one absence for each illness or emergency (at the discretion of administration).
 4. When the student must miss school for a medical appointment, he/she should provide the school with verification of the appointment. This will be important for consideration in the event that excessive absences could result in loss of credit.
 - **UNEXCUSED:** an absence without confirmed parental notification approved by the principal. It will be left to the teacher's discretion and established class expectations how much or if any credit will be granted for work missed.

Group Absences: Group absences (unauthorized skip day) will be handled as an unexcused absence with additional penalties as determined by the administration.

Loss of Credit Due to Absences:

This is a general policy on attendance, and the school administration is empowered to use its discretion in the enforcement and the application of the policy. Any exception to this policy must be discussed and approved before a crisis occurs.

With the foregoing in mind, together with the provisions of the state law, specifically SDCL 13-27-1, the official attendance policy of the Viborg-Hurley School shall be as follows:

- After **four unexcused** absences from a single class per semester, the student's parent or guardian will be notified of the excessive absences & the student will complete a mandatory Friday School ISS.
- Starting with the **seventh** absence from a single class period per semester, the student will be required to make up the class time for each absence in detention or Friday School/
 - Absence make up time can be before school or after school.
 - If a student has not made up his or her time by the end of the semester, the following will happen:
 - No credit will be granted for any class for that semester
 - The student's GPA will not be calculated
 - The student will not be on any honor roll
- Following the **tenth** absence from a single class per semester, the principal will determine if the student shall lose credit. The student is to remain in class until the results of an appeal, if made, are known. The following procedure for loss of credit will be followed:
 - The principal shall notify the student and parent/guardian of the fact that the student may lose credit. The principal will also notify the superintendent.
 - The parent shall make arrangements for a conference with the principal to provide evidence of any extenuating circumstances.
 - If it is determined by the principal that the credit is to be withheld, the parents/guardian may appeal the decision to the superintendent.

- The decision of the superintendent may be appealed to the school board for their consideration at their next regular meeting.

MAKE UP WORK FOR ABSENCES

- When a student returns to school after an absence, he/she should get a make-up slip from the office. Make-up slips should be signed by all of the student's teachers and returned to the office by the due date. A student will have **two days** to make up his/her homework for the first day they miss and **one day** for each day missed thereafter. Any work, tests, or projects assigned prior to the absence must be turned in or completed on the scheduled due date.
- Students who know they will be absent from school are strongly encouraged to get their make-up slips completed and returned prior to the absence.

INCOMPLETE GRADES

Incomplete work must be turned in within 2 weeks (10 school days) following the completion of the grading period unless special arrangements have been made. Failure to do so may result in failing the class.

Late work policy:

Day 1 - 10% deduction (This includes only in-session school days Ex: Monday-Friday)

Day 2 - 20 % deduction ** Cougar Fridays count as an in-session day**

Day 3 – 30% deduction

Day 4 – NOT ACCEPTED

TARDINESS

A tardy is defined as being 10 minutes or less late for first period, and 5 minutes or less late for any period thereafter. Tardiness is a very undesirable trait and is habit forming. When a student is late for school for any reason, he/she must get an admit slip from the office prior to entering class. Being delayed by a teacher or the office will be excused; however, tardiness due to slowness, oversleeping, unscheduled out-of-school activities, car trouble, etc. are not excusable; regardless if a note is sent from home.

An accumulation of **three** tardies per nine weeks will result in the assignment of a half day ISS. The **fourth** tardy will result in the assignment of a 1 day ISS. The accumulation of more than **four** tardies per nine weeks will result in a Friday school detention for each subsequent tardy. Should a trend of tardiness be detected, the principal will assign a more stringent consequence.

GENERAL INFORMATION

ACTIVITY TICKETS

Our activity ticket plan gives each student an opportunity to enjoy most high school events at a minimal expense. Activity ticket prices are as follows:

- Students (K-12): \$15.00
- Adults: \$30.00
- Adult Couple: \$50.00
- Family: \$70.00
- Golden Age (age 60 and older): Free

Individual activity admission prices:

- Students (K-12): \$3.00; \$4.00 for double header games
- Adults: \$5.00; \$6.00 for double header games

ANNOUNCEMENTS

Important information concerning all students will be posted from time to time on the bulletin board and/or whiteboard, on Infinite Campus, as well through students' e-mail. Students are expected to check their e-mail and these notification boards on a regular basis. The bulletin board and whiteboard are located in the hall of the high school wing. Any items posted in the school should be approved by school administration.

APPEARANCE

Students' standard of dress should conform to the standards generally accepted by the community. During the school day, students are expected to dress with standards that enhance the learning environment and not distract from it. Cleanliness, neatness, safety, and non-disruption of the learning process are our primary concerns. Suggestive themes, such as alcohol, tobacco, drugs, sex, violence, or relate to gangs will not be permitted.

Students are encouraged to "dress for success" as mature young adults and to make clothing choices that are consistent with a positive and safe learning environment and do not excessively disrupt the learning process for themselves and others.

The following restrictions will be observed:

1. Shoes must be worn at all times. Slippers are not acceptable footwear.
2. Students may not wear anything on their heads in the building or classroom unless required by a faculty member for safety or health reasons.
3. All students must wear shirts, blouses, or sweaters that cover the chest, stomach, shoulders, and back. Apparel worn for sensationalism or clothing that exposes bare skin or undergarments will not be permitted. Bare midriffs, muscle shirts (with the sides cut open), tank tops, tattered clothing, and spaghetti straps are considered inappropriate.
4. Sunglasses may not be worn in the building unless required for medical reasons and a note has been issued from a doctor.
5. Shorts and skirts of reasonable length are permitted. Dresses, skirts, and shorts, as well as slits in any of these garments, are not to be shorter than fingertip length when arms are completely extended at side. Shorts are **not permitted** October 1st through April 1st (unless administration authorizes prior approval).
6. Pants are not to be worn so that they expose the posterior part of the body or any underclothing.
7. Clothing bearing inappropriate images or messages is not permitted. Inappropriate is identified as related to drugs, alcohol, cigarettes, sexual content, racism, discrimination, gang referenced or affiliated, or any other subject, image, or message deemed inappropriate by the administration.
8. Immodest dressing is not permitted. Skin-tight or spandex styled clothing, cut-offs, swimsuits, see-through tops and/or pants, or clothing with immodestly located holes are not to be worn during school hours. Holes in garments must not be located above fingertip length.
9. Clothing that is excessively torn, haggard, or baggy in appearance will not be permitted.
10. Lounging and/or sleep wear, pajamas, or bed garments are not permitted. Undergarments shall not be exposed or worn as outer garments.
11. Spikes, chokers, dog collars, and chains are not permitted.
12. All bags and purses of excessive size must be left in the students' lockers.
13. Coats are not to be worn during school hours. Sweatshirts and light jackets are acceptable under this policy.

Parents/guardians should see that children are dressed appropriately for the weather conditions.

Administration shall have the discretion to determine appropriate dress based on current weather

conditions. Unless otherwise stated, this policy applies to all school activities, practices, and trips. Inappropriate dress will result in detention, suspension, and/or the student may be required to relinquish the item in violation of school policy. Acceptability of attire will be determined by the building administration. Students failing to meet stated standards of dress will be sent to the office where they will change, be sent home, or request a change of clothes from a parent/guardian. Students will not be allowed back into the classroom until they have changed.

Students must wear non-marking shoes for physical education classes.

ASSIGNMENTS/HOMEWORK

Students are responsible for completing their assignments on the date requested. Requests for assignments for students who are absent for more than one day must be called into the office by 10:00 AM, and can be picked up in the office between 3:00 and 4:00 PM.

ATTENDING EXTRA-CURRICULAR FUNCTIONS

Students must be in attendance at school by 10:06 AM (start of 3rd Period) in order to practice, participate in, or attend any school-sponsored activity that is conducted on that day. The principal may grant exception to this limitation.

Behavior at extra-curricular functions should be the same as in-school behavior. Parents are responsible for their children and should see that they behave. All students should confine their trips to the lobby, bathroom, etc. during game breaks. No supervision is provided outside the auditorium. The school will have consequences for any student that has shown inappropriate behavior at a school-related event.

BACKPACKS/BAGS

High school students will be issued a school computer. It is the student's responsibility to protect this equipment with a proper backpack/bag or computer sleeve. In accordance with South Dakota Board Policy 502.6, lockers, book bags, handbags and purses are subject to searches at any time by the administration.

BUS REGULATIONS

The major responsibility for the safe transportation by school bus of children to and from school rests with the school bus driver. However, it is generally recognized that a safe, well ordered transportation system results from a cooperative effort on the part of drivers, pupils, parents, teachers, administrators and school board. To have a quality school bus program, certain rules and regulations must be instituted and followed to the letter. The driver has the full authority to maintain order on the bus. Any child who does not abide by the rules will be subject to disciplinary action and may lose the privilege of riding the bus. Students, who do not typically ride the bus, must have a signed note from the student's parents prior to riding the bus. This student is expected to follow the same rules and guidelines as the other students.

CLASS INTERRUPTIONS

Neither students nor teachers should be interrupted from class. Students should not be excused from class for the telephone, etc. unless it is an emergency. Teachers should try to arrange calls and callbacks during free time if possible.

CREDIT CHECK

Every effort is made to ensure that students are assigned to the classes that meet the graduation requirements as well as their academic goals. It is the student's responsibility to periodically review his/her credits to be sure he has completed the required subjects to earn the credits necessary to meet the graduation requirements.

Homecoming Royalty

Only students who are in their 4th year of high school will be eligible for Homecoming Royalty selection. Students that have not attained 17 credit hours are still eligible for selection if they are in their 4th year.

DANCES

Prom:

Students who are in their third or fourth year of school will be eligible to invite a date to the Prom. No one over the age of 21 will be permitted to attend Prom. A student must be at least in their first year of high school to be invited to attend Prom by an upper classman.

School dances must be approved by school administration at least one month in advance of the proposed event.

Rules for Dances:

1. Doors will be closed one-half hour after the start of the dance. No students will be admitted after this time.
2. Once a student leaves the dance (school building) they will not be permitted back in the building.
3. Out of high school dates must be signed up in the principal's office by the determined deadline.
4. Students must be in grades 9 or higher to attend high school dances. The junior/senior prom is reserved for juniors, seniors and their dates.
5. All other regulations on behavior are the same as any school event.

GIFT POLICY

Viborg-Hurley Public Schools will not accept delivery of gifts intended for individual students.

DISASTER DRILLS (tornado, fire, and other emergencies)

When the school bell rings intermittently, leave your classroom immediately and go directly to assigned area. Leave all books, pencils, etc. on desk. **DO NOT RUN** but move quickly to assigned area. A special information sheet with detailed instructions regarding disaster drills is posted in each room. Please follow these rules!

DISCLOSURE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Viborg-Hurley School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Viborg-Hurley School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Viborg-Hurley School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill or other program showing your student's role in a production;
- The annual yearbook;
- The school web site
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, showing weight and height of team members.

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 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 local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Viborg-Hurley School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 14 days of the start of the school year.

The Viborg-Hurley School District has designated the following information as directory information:
Student's name

- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

DROPPING/ADDING CLASSES

Students may drop or add classes within the first week of the semester. Students will be responsible for all work missed in the class that is being added. Students may drop or add new classes only upon review and consent of the principal, along with the advice of teachers involved, and the student's parents.

Cases of students who need to be removed from a class due to hardship will be reviewed by the principal, along with the advice of teachers, the student, and the student's parents. These cases of hardship are of extreme in nature and would be decided in the best interest of the student and the school.

EVACUATION PROCEDURES

In the event of an emergency which requires evacuation from the building, all students are to exit in an orderly fashion and proceed immediately to their designated area on the field. Students and staff may then be directed to proceed to an alternate school site.

If the building evacuation occurs before school, during lunch, or when students are not in class, students should report to their designated area on the football field immediately. Teachers will take attendance. In all instances, students are to remain at their designated area with their teacher until further directions are given.

FOOD AND BEVERAGES

Pop, food and snacks in the school are a privilege based on merit and will be allowed for designated purposes only as determined by school staff. Detention will be assessed to students who have pop in their lockers, classrooms, or computer labs. **Students will be limited to clear liquid beverages only in clear containers in all classrooms.** The consumption of candy, gum, etc... should be discouraged as much as possible. Sunflower seeds are not allowed in the school. Toothpicks, straws, etc... are not allowed in classrooms.

GRADE LEVEL CLASSIFICATION

High school students will be classified as a sophomore if they have attained at least six (6) credit hours. To be classified as a junior, the student must have at least twelve (12) credit hours. To be classified as a senior, the student must have at least seventeen (17) credit hours. The student will be notified at the beginning of each school year of their classification. The student will remain at that classification for the remainder of the school year.

GRADING, GRADE POINT AVERAGE, and HONOR ROLL

<u>Numerical Range</u>	<u>Letter Grade</u>	<u>Grade Point Average</u>	<u>Weighted</u>
93-100	A	4.00	4.50
85-92	B	3.00	3.50
77-84	C	2.00	2.50
70-76	D	1.00	1.50
Below 70	F	0.00	0.00

Honor Roll:

- Superior Honor Roll: Grade point average of **3.60** or better with no grade below a “B”. Students with straight A’s will be indicated.
- Excellent Honor Roll: Grade point average of **3.20** or better with no grade below a “C”.

DISTANCE LEARNING CLASSES

Distance learning includes virtual and online courses. A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided that the course is offered by an institution approved by the South Dakota Department of Education AND the Viborg-Hurley School District. Students may also earn dual credit for some virtual or online courses. Students interested in earning dual credit must consult the “Dual Credit Enrollment” policy for qualifications, enrollment information and additional policies.

The following provisions apply to any student requesting enrollment in a distance learning course:

Eligible Students

- Students in grades ten through twelve (sophomore through senior) may be eligible to enroll in a distance course.
- Students must have the required prerequisites for the coursework.
- Students must meet with the high school counselor or principal to determine if the student has the motivation, background skills, and knowledge to be successful in the online learning environment.
- Students must have no grade lower than a C during the previous school year (inclusive of both semesters).
- Students who **fail** a distance course, or are removed or expelled from a previous distance course will not be allowed to take another for the remainder of their high school career.

Eligible Courses

- Students may only enroll in courses which are not currently offered at Viborg-Hurley High School or which do not fit into the student’s schedule due to unavoidable conflicts. The only exceptions may be those outlined in the “Dual Credit Enrollment” policy.

- Students must register in the preceding semester for any courses. (Students requesting a fall distance course must register for the course during the spring semester of the preceding school year.)
- Students will be limited to a maximum number of distance courses per semester as follows: Sophomore – two (2), Junior – three (3), Senior – four (4).
- Students may drop the distance course **within one week** after the start of the Viborg-Hurley school year regardless of the start date of the distance course.
- The course start and end dates may not match up with the Viborg-Hurley calendar. Students are required to follow the class start and end dates as deemed by the distance provider.

Student Cost

- In the case of dual credit where a student is earning post-secondary credit for the course, the student shall be responsible for all fees, tuition, materials and other costs associated with the course. (See “Dual Credit Enrollment” policy.)
- In the case of AP classes, students must pay for the AP exam if they choose to take it (students are not required to take the AP exam – unless required by the class instructor).

Grading Scale

- **Dual credit classes will be weighted on a 4.5 scale**
- The grading scale of the organization providing the instruction will be used for the course.
- Grades earned will be recorded on the students’ official transcript and will be calculated into the students’ grade point average and class rank.
- Semester long courses will receive ½ unit of high school credit.
- Grades earned will be used to determine eligibility for extracurricular and co-curricular activities as in accordance with the district’s “Academic Ineligibility Policy”.

Daily Work

- Student will be required to participate in the distance course in a manner conducive to completing work when assigned by the coordinating instructor. Students who do not complete this work in a timely manner may be issued detention or other consequence to aid them in completing the work in question (senior privileges).

Interactions with Students/Staff

- Students will be required to interact with other distance or online students and staff on a respectful basis. All correspondence, interaction, and/or exchange will be of a respectful nature. Any student violating this requirement will be subject to disciplinary action inclusive of suspension, expulsion, and/or removal from the course.
- Students must adhere to the “Acceptable Use Policy”. Students who do not will be subject to disciplinary action as outlined in the “Acceptable Use Policy”.

Attendance

- Students in distance learning courses must report to their scheduled study hall. Open campus is not available for class periods designated for distance learning or dual credit courses.
- Students will adhere to all attendance and tardy regulations when enrolled in a distance learning class.

Guidelines for Success

Online and distance classes are very different from classroom learning. Follow these tips to help you through the course.

- Be prepared for technical difficulties, initially they are frustrating but do work themselves out within a week or so.
- Check your D2L, or course homepage, **daily** for updates to assignments and emails that may clarify your questions.
- While you are on the homepage, check your grades at least once a week. Check to see what, if anything, is missing and the comments that your instructor has given.
- Also check the drop box, or message center, and use it as a checklist to make sure everything that you submitted was received. All items sent electronically are date and time stamped. Keep a close eye on due dates and times.
- Communication is KEY in distance and online classes. If you have a question or don't understand something – email your instructor or ask your e-mentor immediately. Always use respectful and courteous language when communicating with your instructor regardless of your frustration.
- Carbon Copy your e-mentor with email conversations to your instructor about questions you have so they are aware of any situations, questions or concerns.

DUAL CREDIT ENROLLMENT

Dual credit enrollment is an opportunity for students to apply coursework to both high school graduation requirements and post-secondary degree completion. Students must meet certain eligibility requirements to be considered for enrollment. Dual credit courses could include virtual, online or on-site courses at the post-secondary institution.

The following provisions apply to any student requesting enrollment in a dual credit course.

Eligible Students

- Students in grades eleven (juniors) and twelve (seniors) are eligible for dual credit enrollment.
- Students must meet all requirements of the providing institution.
- Students must have no grade lower than a C during the previous school year (inclusive of both semesters) in any class or by discretion of administration.
- Students must have the required prerequisites for the coursework.
- Students who withdraw or drop a dual credit class will need to enroll in another class to fill their class schedule.

South Dakota High School Dual Credit Program

High school juniors and seniors attending a public high school within South Dakota may be eligible to receive both high school and college credit at a reduced rate. Students must meet the following requirements:

- Meet undergraduate admissions requirements (ACT or coursework)
- If high school senior, rank in upper one-half of class or score at or above 50th percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT; or
- If high school junior, rank in upper one-third of class or score at or above 70th percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT.
- Registration in select courses may require placement via ACT/SAT and/or Accuplacer.

- Application must be renewed for each semester of participation.

Eligible Courses

- The student must obtain the school district's approval of any dual credit course or courses prior to enrolling.
- The student must obtain approval from the principal to substitute a dual credit class for any specific high school graduation requirement. The principal will verify with the providing institution that course content meets the requirements necessary for high school graduation.

Class Load

- Each student is required to be enrolled in at least six (7) academic courses each semester inclusive of both quarters. Each dual credit course which a student takes through or at a post-secondary institution will count to one (1) of the six (7) courses.
- Students will be limited to a maximum number of dual credit courses per semester as follows: Junior – two (2), Senior - three (3). Administration discretion can be applied.

Credit Earned

- Viborg-Hurley High School will award .5 credit (1/2 Carnegie Unit) upon completion of the dual credit class of three (3), four (4) or five (5) semester hours of credit. Courses with fewer semester hours must be approved by administration, and may earn less than .5 credit.
- Dual credit courses for which the student pays a fee for tuition will not be “weighted”, with the exception of courses that carry the same course name and content as a weighted Viborg-Hurley High School course that has been approved by the administration to substitute for a high school course. **Choir will be a .250 credit per semester due to the number of class minutes.**

Cost to the Student

- The student shall be responsible for all fees, tuition, materials books and other costs associated with the course.

Curricular Eligibility (Extra-curricular and Co-curricular Activities)

- Students who are enrolled in a dual credit course are required to meet all extra- and co-curricular eligibility requirements as set forth in the extra- and co-curricular handbooks to be eligible for any curricular activities.

Grading, Class Rank and GPA

- The grades of all dual credit courses will be recorded on the student's official transcript and will be calculated into the student's grade point average and class rank. The grading scale and letter grade system of the cooperating provider will be used in the determination of letter grades and grade point average calculation.
- Beginning in the Fall of 2017, Dual credit college courses and AP courses will be weighted on a **4.5** scale

Transportation

- Transportation to and from any post-secondary institution shall be the sole responsibility of the parent or student and shall not be the responsibility of the school district or its employees.

Transferring Post-secondary Credit

- It is the student's responsibility to insure that the cooperating provider or post-secondary institution send an official grade report or transcript to Viborg-Hurley High School.
- High school credit will not be issued until this documentation is received.

Attendance

- Students in an internet/on-line dual credit course will be assigned to a study hall (one per class). No open campus privileges apply for class periods designated for dual credit courses.
- Students must adhere to attendance & report grade progress once a week for monitoring.

GRADUATION EXERCISES

Graduation (commencement exercises) is held as a public proclamation that identifies those students who have attained the number of credits required by the State Board of Education and/or the Viborg-Hurley School District to graduate from high school. Students who have attained the required number of credits in an approved program are candidates for graduation and are eligible to participate in graduation exercises. Those students who do not attain the required number of credits in an approved program are not eligible to participate in the graduation exercises.

At the start of the student's senior year, each student will be advised by the principal or his/her designee as to the student's academic status. Students who are at risk of not having the required credits to graduate will be advised as to what steps must be taken, if possible, to remedy that situation. At risk students will be notified in writing and the remedy will be given in writing. Students will again be advised at the start of the final semester as to the student's academic status, and once again will be informed, in writing, as to what remedial steps are necessary to attain the required credits if that is possible.

If a student has not satisfied all requirements for graduation as set forth by the State Board of Education and/or the local School Board by the day previous to the day that district graduation exercises are scheduled to be held, then that student is not eligible for graduation and will not be allowed to participate in graduation exercises.

GRADUATION HONORS

With Highest Honors: Students with a combined GPA of 3.75 or above

With Honors: Students with a combined GPA of 3.4 or above

*Senior Class President will speak on behalf of the class at graduation. (*Starting with the Class of 2019*)

GRADUATION REQUIREMENTS

The South Dakota Board of Education will be adopting new graduation requirements for students entering Grade 9 in the fall of 2018 and thereafter. Information about the South Dakota graduation requirements is available at the following website: <http://doe.sd.gov/octe/gradrequirements.aspx> Students and parents are strongly encouraged to become familiar with these requirements and frequently check with the guidance counselor and/or principal to ensure that sufficient progress is being made toward meeting them.

Students who fail a required course will repeat the same course until they earn a passing grade. Course substitutions for a required class will not be allowed. **Students must have met all requirements to participate in commencement activities.**

College Credits: College courses taken during the school year will be given dual credit with the approval of the guidance counselor and high school principal.

Early Graduation

Students may be eligible for early graduation after six semesters if all South Dakota Department of Education and Viborg-Hurley graduation requires are attained. Students who plan to graduate early must provide a written letter of intent to administration by November 1st. All students must have completed a minimum of seven semesters to be considered for Valedictorian or Salutatorian.

GUIDANCE SERVICES

The guidance counselor is available to all students unless written notification from the parent/guardian states otherwise. The counselor can help with educational planning, personal problems, informing the student and parents of overall progress, testing results, etc. The counselor can assist in arranging conferences with teachers and can refer a parent to private agencies for additional help if the need arises.

HALLWAYS

Students are required to WALK AT ALL TIMES while moving from class to class. Noise should be kept to a minimum because other classes are often in session. Teachers are expected to help monitor hallways, lunchroom, restrooms, etc. Any time students leave class or study hall, they must have permission from their teacher.

HOURS FOR SCHOOL

Students should not arrive at school before 7:45 unless they have a class or planned meeting with an activity supervisor or teacher. All students must leave the building by 4:00 unless supervised. Teachers will not give keys to students for any reason. Likewise, teachers will not give keys to the school to any other adult to act as a supervisor. There are no exceptions to these rules.

INCLEMENT WEATHER PROCEDURES

In the event of weather causing school cancellation, early dismissal or late start,

1. Parents will receive notice through the School Messenger System. Please be sure that your contact information is updated.
2. Please be aware of weather conditions, and have your children dress accordingly. Wind chill factors should be considered as well as temperature. Students should be dressed appropriately with proper winter gear.
3. As parents, you make the final decision regarding your child going to school. If you feel a dangerous weather condition exists, by all means, keep them safely at home regardless if school is being held or not. Please, call the school with your intentions. They will not be counted absent if weather causes their absence!
4. If conditions exist where it would be too dangerous to send children home, students will be kept at school as long as is necessary and until such time that each of them could be safely returned.

IMMUNIZATION

South Dakota State Law (SDCL 13-28-7.1) requires immunization for each student entering school in grades Pre-K-12. In compliance with the law, students will be excluded from attending if they do not meet minimum requirements or if they are not in the process of being immunized. Contact the school or your family doctor about immunization requirements. South Dakota State laws require a certified birth certificate for all students new to the district.

LEAVING SCHOOL

If it is necessary to send a student from school on an errand, the student must have a signed permission slip from the principal or designated school official. The student must sign out in the secretary's office when leaving school for any reason.

No student is to leave the school grounds during the school day (without consulting with Administration). No student may drive or be in or on a motor vehicle during the school day except by permission of the principal or superintendent.

MEDICATION

If parents wish their student to have any medication, they must provide it and complete a form indicating frequency, dosage, and type of medication. This form must be completed before any medication will be provided to the student. All medication (prescription and non-prescription) must be in the original bottle with the student's name on it. If your student uses an inhaler and keeps it with him/her, please come to the office and complete the medical form.

All other medication must be kept at the office! Students are forbidden to have any medication (prescription or non-prescription) in their possession while at school or school activities. Food supplements, vitamins, herbal and homeopathic preparations will not be administered at school, as they are not FDA approved or regulated, and do not contain FDA warnings on the packaging. After the school year, medications not picked up by parents will be disposed of.

PARENT PORTAL

Parents may join the Parent Portal Program to gain access to school information about any of your children who attend the Viborg-Hurley School District. Specifically, you will have online access to your child's attendance, tardy, and academic data. You will also have access to grading information for each class your child is enrolled in with assignments updated on a regular basis. For more information, or to obtain a username and password, please contact the high school office (766-5418).

NATIONAL HONOR SOCIETY

The Viborg-Hurley Chapter of the National Honor Society is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each April or May.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.4 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required. To evaluate a candidate's character, the Faculty Council reviews school disciplinary records and members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. This information along with the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings during the school year, participation in the chapter service projects(s) and participation in individual service project(s). Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser

PARENT-TEACHER CONFERENCES

Conferences are held two times per year. Parents are encouraged to meet with each of their child's teachers during this time to discuss progress toward academic goals.

PROHIBITED ITEMS

The following items are not allowed in any classroom:

- Handheld electronic devices
- iPods, mp3 players, or other music-playing devices
- Video-playing devices
- Fidget Spinners and cubes
- Any items used for gambling purposes
- Pop, Gatorade, juice, candy or snacks; only water will be allowed in classrooms

SCHOOL LUNCH and BREAKFAST PROGRAM

We encourage all students to participate in the hot lunch program. We will be using a software lunch program. Each family will have a meal account to include breakfast and lunch. We encourage each family to deposit enough money to at least cover 20 meals per child.

Application forms for free and reduced lunches are available from the Business Manager. Please fill out the necessary information on these forms and return them to the Business Manager's office as soon as possible. Your eligibility for these programs not only helps your family, but also helps the school's eligibility for other federal program funds and grants. Based upon incomes and our country's economic situation such federal programs are established to help families and schools. Please help your children, yourselves, and the school by taking advantage of this federal program.

BREAKFAST: The breakfast program is available to all students. Breakfast is served in the lunchroom from 7:45-8:15 AM. Information concerning free and reduced breakfast is available in the Business Manager's office.

LUNCH ACCOUNT BALANCE POLICY

Lunch accounts are set-up as student accounts only. Each student has an individual account number. Lunch money must be turned into the office by 11:00 a.m. To insure proper credit to the account, the student's name should accompany payments.

***Students will not be able to purchase a regular meal or a la carte items if the student's family account is at or below a negative \$25.00 balance.** They will be offered a sandwich and milk at no charge. It is expected that all high school students be responsible for their own lunch account balance. Parents and/or students can check their account balance by calling the school office at 766-5418.

SCHOOL PROPERTY

Teachers and students are accountable for all school property in their charge.

School Telephone: Students may use the school phone to call parents in emergency situations only. Students are not to use the school telephone without permission from the teacher, secretary, or administration before making a call. No student will be called from class except in emergencies. No long distance calls are to be made by students except in emergencies.

Textbooks: All basic texts are loaned to students for their use during the school year. The student pays for other supplies. Textbooks are to be kept clean and handled carefully. Students will be required to pay for lost or damaged books.

Copy Machines: All copy machines are off limits to students.

Student Lockers: Students have no reasonable expectation of privacy in regards to their lockers or the contents thereof. School administration has the authority to make searches of lockers, desks, and the contents thereof at any time. Each student is responsible for keeping his or her assigned locker clean both inside and outside. Damages caused by misuse will be charged to the student(s) responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Students may request a school issued lock. Only school issued locks may be used; others will be removed and destroyed.

SEMESTER TESTS

Nine-week tests or unit tests can be given to all students. Semester examinations for grades 9-12 are given at the end of each semester. Everyone will be required to take semester tests. Students with 0-1 days excused absences each semester will receive one letter grade or no more than 10% credit on their semester tests. Students who have two days absent will receive 5% credit on the semester test. No student can earn more than 100% on his/her semester test. The semester grade is determined as follows:

- The two nine-weeks grades are worth 42.5% (85% together)
- The semester test is worth 15%

The final examination does not have to be one large test; other factors may be considered such as reports, papers, portfolios, projects, etc... The classroom teacher will determine this. A student must pass at least one nine-week period to receive a passing grade for the semester.

STUDENT PARKING & DRIVING

All students driving vehicles must park in spots designated for students – on the west side of the school and north of the fire hydrant, or across the street near the bus barns. Students who do not park in the designated areas or are parked in a way that will cause difficulty for others to enter or leave the parking lot will be required to move their vehicles and will be assigned a tardy to class. **NO parking on the West of Washington Street especially in front of property owners or private mailboxes.**

Students are expected to drive safely, and may not drive during school hours. Only the administration may grant exceptions to this rule.

STUDY HALL RULES

The following rules will be enforced for all study halls:

- Bring your work or a book to read with you. If not, work may be assigned to you.
- You will be allowed only one sign-out time during the study hall period (**only in the last 15 minutes of class**).
- Talking will be allowed only with permission:

- First Offense: verbal warning
- Second Offense: teacher-assigned detention (length of time to be determined by supervisor)
- Referred to administration
- Remain in your assigned seat while working unless given permission to do otherwise.
- Remain in your seat until the bell rings.
- Sleeping will NOT be allowed.
- No food or drinks other than water will be allowed.
- No passes will be given by the study hall supervisor. Passes to the library, computer lab, or another classroom must be signed by a classroom teacher and presented to the supervisor at the beginning of the class period. Students will not be permitted to leave study hall to get a pass from the teacher.
- No cell phones, I pads (other than school issued), iPods, mp3 players, fidget spinners, cubes or other music devices will be allowed.
- Disruptions or disrespect of others will result in a teacher-assigned detention or referral to the principal's office.
- Any study hall time wasted will be made up after school or on Friday's.

VISITING SCHOOL

Parents are encouraged to visit the school. Please contact the principal prior to visiting to make arrangements. Any student who plans to bring a visitor, friend or relative to school with him/her must have administrative approval one day prior to the visit. A visitor permission slip must be completed and signed by both the student and the visitor. **All visitors must check in at the school office.**

STUDENT BEHAVIOR AND DISCIPLINE

School Board Policy JFCL

NOTE: All students must register as a sex offender if they have been convicted in a court of law of a sex related offense.

STUDENT CODE OF CONDUCT

The following section is condensed from the complete school board policy guiding student conduct and misconduct.

The following obligations should be assumed by all students:

1. To obey the rules of the school.
2. To apply himself/herself to the established course of study.
 - a. Be prompt and regular in attendance.
 - b. Complete school assignments on time.
 - c. Pay attention to teachers.
 - d. Be willing to work at self-improvement.
 - e. Learn to criticize fairly and accept criticism.
3. To respect the authority of his/her teacher and other school personnel.
4. To respect school property.

5. To conduct himself/herself properly in school, on school grounds, on buses, and at school functions.
6. To refrain from disruption, demonstrations, violence and other forms of incitement.
7. To leave the school grounds in a timely manner upon being dismissed unless engaged in some school sponsored activity directed by a faculty member.
8. To exercise respect and good sportsmanship at all athletic contests. The community, school, and students are judged by their conduct during an athletic contest. Stand quietly at attention during the presentation and retiring of colors, our National Anthem and/or tribal anthem, with hats removed. Booming and/or derogatory remarks to officials or to other team members are in extremely poor taste.

Rules and regulations governing regular school sessions apply to all school activities.

The teacher is in complete control of his or her classroom. Each teacher will explain his/her classroom management procedures with the students. In the event that a student must be removed from the classroom for any reason, the student will not return to that class period. Parents will be contacted after the student has been removed from class and further disciplinary action will be issued through the principal's office.

Cell Phone Use in School: Cell phones must be turned off during all class periods, including study halls. **Students may check messages or use their phones only during lunch.** They will NOT be allowed to use their phones during class periods (unless approved by classroom teacher for learning purposes).

- First Offense: Cell phone will be confiscated and may be retrieved by the student after school. The student will serve a one-hour detention.
- Second Offense: Cell phone will be confiscated and must be retrieved by a parent. The student will a half day ISS.
- Third Offense: Cell phone will be confiscated and must be retrieved by a parent. Student will receive a Friday day school 3 hour detention.
- Fourth Offense: 1 day OSS
- Teachers should collect cell phones and put them in hanging pouches designed for safe storage

Cheating/Plagiarism: Whenever a student is guilty of cheating, the teacher shall collect the student's paper, make a zero for the work, and inform the principal as to the action taken. Teachers will record the date, and details of any cheating and notify parents. Plagiarism is taking the writings and ideas of others and passing them as your own and is considered cheating which will result in a zero. The second time a student is caught cheating in the same class will result in an "F" for the nine weeks. Should a student get caught cheating in the same class three times, the student may lose credit for the semester. Classroom teachers may have additional guidelines for their individual classes.

ALCOHOL, TOBACCO, AND/OR DRUGS ON SCHOOL GROUNDS

Students possessing or using alcohol, tobacco, drugs, or related substances on school grounds/trips are subject to the following:

- **First Offense:** The student will be assigned an immediate three day "out of school" suspension. In addition, an administrator/parent conference is required. The superintendent and the police will be notified. Students who are involved in extra-curricular activities are subject to additional punishment specified in the Extra-curricular Handbook.
- **Second Offense:** The student will be assigned an immediate ten day "out of school" suspension. In addition, an administrator/parent conference is required. The Superintendent and the police will

be notified. Students who are involved in extra-curricular activities are subject to additional punishment as specified in the Extra-curricular Handbook.

- **Third Offense:** The student will be removed from school pending a hearing with the Superintendent, his/her parents and/or the School Board. Students who are involved in extra-curricular activities are subject to additional punishment as specified in the Extra-Curricular Handbook.

DISCIPLINE GUIDE

The following chart outlines the procedures that will serve as a guideline for determining appropriate consequences for certain disciplinary situation. It is based upon three assumptions:

- No student shall interfere with another student's learning
- No student shall keep the teacher from teaching
- No student will be allowed to act against his/her best interests or the interests of others.

The circumstances of each situation will be considered in determining the best appropriate course of action. Serious violations will be reported to parents. Because it is not possible to list every misbehavior that may occur, the administration and staff reserve the right to respond to all misbehaviors that are not outlined in this guide. ****Note: All Out of School Suspensions (OSS) will result in zero credit given based on approval by building level principal or administration.**

- **Level 1 Offenses:** including, but not limited to: general conduct violations, minor classroom disruptions, refusal to follow classroom rules/procedures, dress code violations, possession of prohibited items (minor), use of profanity or foul language, unsportsmanlike behavior
 - **First Offense:** One Hour Detention
 - **Second Offense:** Three-Hour ISS
 - **Third Offense:** 1 Day OSS
 - **Habitual Offender:** determined by school administration
- **Level 2 Offenses:** including but not limited to: classroom disruptions, inappropriate materials/items in school (minor), leaving school grounds without permission, violation of driving rules, truancy (including skipping detentions), skipping class periods, teasing, harassing
 - **First Offense:** Half day ISS
 - **Second Offense:** 1 Day OSS
 - **Third Offense:** 2-3 Day OSS
 - **Habitual Offender:** 5 Day OSS or 4 day OSS with a parent shadow day
- **Level 3 Offenses:** including, but not limited to: disrespect for any staff member, extreme rudeness or vulgarity, harassment, defiance of school staff, physical aggression inciting others to fight, unauthorized use of school equipment {using social media, Facebook, Twitter, Snap chat etc.. to bully or harass another student or school employee will be considered as harassment}.
 - **First Offense:** 1 Day OSS
 - **Second Offense:** 3 day OSS with a parent shadow or a 2 day OSS without a parent shadow
 - **Third Offense:** Out-of-School Suspension (3-5 days) or 4 days with a parent shadow.
 - **Habitual Offender:** Referral for long term suspension or expulsion
- **Level 4 Offenses:** including, but not limited to: physical fight or assault, intentional destruction of property, verbal abuse of teacher, staff or another student {using social media, Facebook, Twitter, Snap chat etc.. to bully or harass another student or school employee will be considered as or

insubordination}, possession of alcohol or tobacco products, possession of pornographic materials.

Note: Law Enforcement will be notified when a law is broken.

- **First Offense:** Out-of-School Suspension 3-5 days or 4 days OSS if a parent shadows for 1 day
- **Second Offense:** Long-term Out-of-School Suspension (up to 10 days) or 9 days OSS if a parent shadows for 1 day
- **Third Offense:** Expulsion Hearing
- **Level 5 Offenses:** including, but not limited to: theft, extortion, possession of a weapon, bomb threat, intent to distribute a controlled substance on school property, endangering the life of others, habitual major infractions
 - **First Offense:**
 - Referral to the Board of Education for Disciplinary Action with possible expulsion
 - Out-of-School Suspension pending Board hearing
 - Referral to Law Enforcement
 - Mandatory 12-month expulsion for possession of a firearm

DETENTION REGULATIONS

Students sent to the office because of behavioral problems, etc... may be assigned a detention, which means student will report to the teacher or detention room for a minimum of 30 minutes outside of school time. Any teacher can assign detention for infractions both in class and anywhere else in the building or on school grounds. This also includes behavior at all school-related activities.

Detention provides the students the opportunity to meet the responsibilities and consequences brought about by violating school procedures or for other inappropriate behaviors without missing class. Reporting for detention is the responsibility of the student. Skipping detention will double the time to be served and may lead to suspension.

Three types of detention have been established:

- **Teacher-assigned Detention:** the teacher will schedule and determine the length of time to be served for him/her. Students will report on the day of or the next day following the assignment of detention.
- **One-hour Detentions:** assigned by the principal with date and time to be determined by administration.
- **Three-hour Detentions/Friday School:** assigned by the principal.

Detention Rules:

- The student will be responsible for his/her own transportation from detention.
- No music playing devices (cell phones, fidgets, Smart watches, cubes radios, walkmans, mp3 players, iPods, etc...) are allowed.
- Computers will be allowed for homework purposes only; no games.
- No food or beverages are allowed.
- Students will sit facing one direction.
- Talking is not allowed.
- Students must be working or reading.

Students who are late will be assigned additional detention time. Students who are asked to leave detention for disciplinary reasons will be subject to an immediate out-of-school suspension.

FRIDAY SCHOOL

The Viborg-Hurley School District utilizes a modified 4-day school week calendar. Many Fridays have been selected as extra instruction days for our students in the mornings, 8:00 am to 11:00 am, and professional development for our staff in the afternoons. This extra instruction will be beneficial for the students to take advantage of the opportunity to get more time with their teachers in individual specific academic areas. The Viborg-Hurley School District and its staff will continually strive to help students achieve and become college and career ready.

The Viborg-Hurley School District will require all of our students to come in on Friday to receive extra instruction if the teacher or principal sees a need not listed below, that would help the student achieve more and/or if said student:

1. Is ineligible and needs more time with their teachers to improve their grades.
2. If a student has a “D” in a class for two consecutive weeks.
3. Has missed multiple days of class sessions or has excessive tardies and needs more time for concepts.
4. Is not understanding the coursework and is in need of more direct instruction.
5. Has not followed class expectations and needs more time to adhere to these procedures. (Detention)
6. Students scoring at a “Below Basic” level on the Smarter Balanced Assessment from the spring

NWEA

1. The Viborg-Hurley School may utilize the NWEA Assessment during the 1st quarter, at the beginning of the 3rd quarter and the end of the school year. The Smarter Balanced Assessment will be completed during the spring of every school year.
2. Students will work on enrichment activities during Friday School to enhance academic proficiency. Extra help time must be served, following notification, at the next scheduled session. Students who cannot attend a scheduled session must make arrangements beforehand with the principal.
3. The Viborg-Hurley School District will apply the student handbook discipline guide consequences to a student that has been required to participate in Friday School and fail to attend on Friday.
4. Students who did not take Smarter Balanced Test in the spring of 2021, but scored in the “Red” or Below Basic on the NWEA may be required to attend Friday School to maximize student proficiency.

The following rules will apply to FRIDAY DETENTION:

1. A student receiving Friday detention will serve the detention on the upcoming Friday.
2. Detention will be held from 8:00 am to 11:00 am in the principal’s office.
3. Food, beverages, candy, or snacks will not be allowed during the detention period.
4. Students will be allowed to work only on school assignments or assignments given by the supervising teacher during the detention period. Newspapers, magazines, comics, pleasure reading, recreational computer use, or sleeping will not be allowed.
5. Failure to follow the directions of the supervising teacher will result in dismissal of the detention that day and the assignment of two (2) Friday detentions to be served on the following consecutive Fridays.
6. Failure to report to an assigned Friday detention will be dealt with in the following manner:
First time: Student will be given two (2) Friday detentions to be served on the following consecutive Fridays.
Second time: Student will be given a three (3) day out of school suspension.

Third time: Recommendation will be made to Viborg-Hurley Board of Education for long term suspension or expulsion.

Friday School Detention Rules

- The student will be responsible for his/her own transportation from detention.
- No music playing devices (radios, wireless ear buds, mp3 players, iPods, etc...) are allowed.
- NO cell phones
- Computers will be allowed for homework purposes only; no games.
- No food or beverages are allowed.
- Students will sit facing one direction.
- Talking is not allowed.
- Students must be working or reading
- Students will be allowed one five-minute locker/restroom visit per session.

ANTI-BULLYING/HARRASSMENT

The Viborg-Hurley 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. To that end, the District has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

- 1) Who this policy affects. This policy applies to all students, faculty, staff, administration, and volunteers of the District. "Volunteer" means an individual who has regular, significant contact with students.
- 2) What is prohibited: The District prohibits harassment, bullying, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics of the student including: race, color, creed, sex, national origin, religion, age, disability or sexual orientation.
 - a) Harassment and Hazing Defined. Harassment and bullying includes any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - i) Places the student in reasonable fear of harm to the student's person or property;
 - ii) Has a substantially detrimental effect on the student's physical or mental health;
 - iii) Has the effect of substantially interfering with the student's academic performance; or
 - iv) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - b) Cyber Bullying Prohibited. The term electronic as used in section 1 means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.
 - c) Examples. Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:
 - i) Verbal, nonverbal, physical, written communication or other activity that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- ii) Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - iii) Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - iv) Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
 - v) Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.
- d) Victimization by school officials, staff, and volunteers. In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:
- i) Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
 - ii) Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.
- 3) Scope. This policy is in effect while students or employees are on property within the jurisdiction of the District; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.
- 4) Investigation. The District will promptly and reasonably investigate all allegations of bullying or harassment consistent with procedures developed by the superintendent. Depending upon the circumstances, the building principal, assistant principal or school counselor will be responsible for handling all complaints by students or employees alleging bullying or harassment.
- 5) Violation by Student. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures including suspension and expulsion.
- 6) Violation by Employee. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures including termination.
- 7) Violation by Volunteer. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures including exclusion from school grounds.
- 8) Retaliation, False Reporting, Prohibited. Retaliation against a person because the person has filed a bullying or harassment complaint or participated in a harassment investigation or proceeding is prohibited. 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 in violation of this policy shall be subject to measures including suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures including termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures including exclusion from school grounds. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action including suspension or expulsion.
- 9) Publication. This policy shall be published annually. The policy may be publicized by the following means:
- a) Inclusion in the student handbook
 - b) Inclusion in the employee handbook
 - c) Inclusion in the registration materials

- d) Inclusion on the school or school district's website and a copy shall be made to any person at the school district administrative office.
- 10) Documentation. All documentation associated with a complaint shall be maintained by the building principal for a period of three years.

2023-2024 Handbook Acknowledgement Form
(Must be returned to Mr. Jensen the High School Principal)

The student handbook is available on the High School page of the school website: <https://viborg-hurley.k12.sd.us> . If you do not have access to the Internet, please request a paper copy from the school secretary.

My child and I have read and discussed the expectations, guidelines, and policies for Viborg-Hurley High School students as outlined in this 2023-2024 handbook. I understand the procedures and guidelines stated within. I understand that additional policies can be accessed by contacting Viborg-Hurley High School.

Student's Signature _____ Date: _____

Parent/Guardian's Signature _____ Date: _____

THIS PAGE WILL BE KEPT ON FILE DURING THE SCHOOL YEAR TO INDICATE THAT YOU UNDERSTAND THE POLICIES AND PROCEDURES OF THE VIBORG-HURLEY SCHOOL DISTRICT.

LET'S HAVE A GREAT 2023-2024 SCHOOL YEAR!!

Mr. Jensen