

2023-2024

Viborg-Hurley Elementary Handbook



“Empowering our students to succeed in an ever
changing world”

Viborg-Hurley Elementary School
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2023-2024 Viborg-Hurley Elementary Staff

Administration:

Brett Mellem	Superintendent/Middle School Principal
Cory Jensen	High School/Colony Principal
Tara Jensen	Elementary Principal/SPED Director
Matt Jensen	Business Manager
Galen Schoenefeld	Network Administrator/Athletic Director
Nan Bell	School Counselor

Faculty:

Payton Anderson	3 rd Grade
Connor Brown	Music
Amy Smith	K-12 Librarian/HS English
Dean Jacobsen	Physical Education
Amanda Knutson	Reading/Math Interventions
Kayla Larsen	2 nd Grade
Laura Nettifee	Kindergarten
Tyler Novak	4 th Grade
Rosalyn Rasmussen	Kindergarten
Sara Rice	1 st Grade
Michelle Sorensen	Title 1 & ELL
Jill Mansfield	Special Education
Johnitta Van Hull	Pre-K & 504 Coordinator

Support Staff:

Mary Fitzgerald	Paraprofessional
Stephanie Fox	Paraprofessional
Michelle Johnson	Paraprofessional
Sheila Jorgensen	Paraprofessional
Donna Slack	Administrative Assistant
Landi Tenkley	Paraprofessional

Welcome to Students and Parents

Viborg-Hurley Elementary School welcomes you as a member of its student body. We are proud of the past accomplishments of our students, and we know we will be equally proud of you. Our philosophy is to recognize and provide for the individual needs, interests, and abilities of all students. We are concerned not only with the accumulation of knowledge, development of skills, and the improvement of understanding but also with the development of interests, tastes, appreciations, ideals and attitudes, and the functioning of all these in our local community, state, and nation.

We believe that with the cooperation of parents and students that we can provide a positive educational environment for all students. We encourage parents to contact the school with any questions or concerns that you may have. Please remember that parents are always welcome to visit the school at any time. However, because of the safety of all of our students, we do ask that all visitors stop by the school office when they enter the buildings so that we can register them as a visitor.

Student Handbook

The Viborg-Hurley Elementary School Student Handbook contains information that students and parents are likely to need during the school year. This handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters, the school website and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy. Please note that all district policies are available at the school office, and can be viewed on the school website.

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered in the handbook should arise, the superintendent will make every effort to act fairly and quickly. The best interests of each student, school and community member will be considered. Each situation is different and will be handled on an individual basis. It is sincerely hoped that each one of you will have a successful and enjoyable school year. Take the time to know the rules you are expected to follow and many of the small problems can be avoided. If you have any questions or concerns, please feel free to come in and visit with the superintendent.

The information in this handbook has been prepared and presented to every Elementary School student so that it will be of value in helping you adjust to our school, and to become an integral part of it. Please take some time to become familiar with its contents because, contained in it, are the rules and regulations by which you will be asked to abide while you attend this school. Following the rules will help all students have a successful and pleasant career at school. Remember your success in school is directly proportional to your efforts so we encourage you to take advantage of the various academic and extra-curricular opportunities that are available to you while you attend.

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.

The following District staff members have been designated to coordinate compliance with these requirements:

Superintendent
Brett Mellem
Viborg, SD 57070
Phone: (work) 238-5221

Elementary/SPED Director
Tara Jensen
Viborg, SD 57070
Phone: (work) 766-5418

Mission Statement

“Empowering Our Students to Succeed in a 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.

Activity Tickets

Activity ticket prices are set as follows:

\$15.00 for students \$30.00 for adults \$50.00 for adult couple \$70.00 for family

Individual game admission

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

- Golden Age Pass for anyone 60 years old and older – free

Admission

In order to enter the Viborg-Hurley Public School System, kindergarten students must be five (5) years of age before September 1 of the current school year. Pre-Kindergarten students must turn four (4) by September 1st of the current school year.

Anti-Bullying/Harassment

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, of 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 recognition 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 a 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:
 - i. Inclusion in the student handbook
 - ii. Inclusion in the employee handbook
 - iii. Inclusion in the registration materials
 - iv. Inclusion on the school or school district's website and a copy shall be made to any person at the school district administration office.
10. Documentation. All documentation associated with a complaint shall be maintained by the building principal for a period of three years.

Attendance

The South Dakota laws require regular attendance for all children of school age during the academic year.

- A. The school day will be divided into four (4) quarters: 8:15-10:00, 10:00-12:00, 12:00-2:00, 2:00-3:40. A student will be counted absent for a fourth day, half-day, three quarters day or whole day according to the time of day he/she arrives or leaves. Parents should call between 8:00 and 9:00 AM if their child will be absent that day.
- B. In the morning, students will be counted tardy if he/she arrives after 8:20 AM and before 9:00 AM. If the student arrives after 9:00 AM or leaves before 3:00 PM, he/she will be counted as $\frac{1}{4}$ day absent unless there are extenuating circumstances. If a child has been tardy, he/she will not receive a perfect attendance award. Missing for school activities will not count as absent. If a child is absent six (6) times per semester, a letter will be sent home from the building principal or his/her designee reminding parents of the attendance policy and their responsibility. If the child is absent or tardy for unexcused reasons 10 times per semester, a second letter will be sent. Additional letters will be sent home for every four (4) additional absences. After a child is absent 15 times the parents will receive a letter and a truancy notice will be filed with the district's truancy office, at this time the Department of Social Services may also be notified.

If the teacher and principal determine that a student needs additional time to complete work being made up due to absences, that student may be required to forfeit portions of his/her recess time.

- C. All PreK-4th grade students are expected to arrive at school between 8:00 and 8:15 AM. Parents are requested to not send their children to school before the proper time. PreK-4th grade students are not to be in classrooms before 8:10 AM.
- D. The school day begins at 8:15 AM and ends at 3:40 PM for grades K-4. The Pre-Kindergarten day begins at 8:15-11:30 AM for the morning session and 12:30-3:40 for the afternoon session. All students are to leave the school grounds after they are dismissed unless they are involved in scheduled activities. Students are to go directly home, to the buses, or to their rides as soon as school is dismissed. If you must wait for a ride, please wait (not play) in the lobby.

- E. Students are not permitted to leave school except at regular dismissal times unless the parent/guardian sends a written request or comes for the child after school.
- F. If there is a change in whether or not a student will be riding the bus, please send a note so the bus drivers will be aware of the change. Examples would be if a student normally rides, but will not be that day or if a student whom normally does not ride will be riding.

Bus Rules and Regulations

The major responsibility for the safe transportation by the 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.

Complaint Policy for Federal Programs

The Viborg-Hurley School District complaint policy addresses complaints about the implementation of federal programs. As related to federal programs, the policy states the following:

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent. Individuals filing a complaint must include the following written information.

- The name of the school system or school system employee alleged to have violated a specific federal requirement of the Elementary and Secondary Act of 1965 as amended by the No Child Left Behind Act of 2001;
- The specific requirement alleged to be violated;
- The facts of which the complaint is based and what you expect the resolution of the alleged violation to be.

The superintendent will investigate within one week, the circumstances of the complaint and render a decision, within two weeks after the complaint.

The superintendent will notify the complainant of the decision.

The complainant will be allowed one week to react to the decision before it becomes final.

The complainant will either accept or disagree with the decision and will provide such acknowledgement in writing addressed to the district's superintendent.

If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review.

Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review.

Disaster Drills

When the fire alarm or tornado warning is heard, 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.

Discipline

In an attempt to establish general discipline guidelines for students, staff and parent, five violations will be considered to be major school offenses. Those offenses are as follows:

- Hitting, fighting, and/or physical abuse of a student
- Defiance of authority
- Disrespectful or offensive language
- Destruction of property
- Continual disruptive behavior

Discipline will be handled on an individual basis and will take into consideration the options and variables involved. The school discipline policy will be followed where applicable.

Extra-Curricular Functions

All children should be accompanied by an adult when attending an extra-curricular activity. All children should confine their trips to the lobby, bathroom, etc. during game breaks. No supervision is provided outside the auditorium. STUDENTS MUST BE IN ATTENDANCE AT SCHOOL IN ORDER TO 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 CHILD AND SHOULD SEE THAT HE/SHE BEHAVES.

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.

Gift Policy

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

Grading Scales

Kindergarten, 1st, and 2nd grade

Standards based grades used

- 4 – Exceeds Expectations/Advanced
- 3 – Meets Expectations/Proficient
- 2 – Approaching Expectations/Basic
- 1 – Needs Additional Support and Practice/Below Basic

Effort Grades

- E – Excellent
- S – Satisfactory
- N – Needs Practice

3rd and 4th grading scale

- 100%-93% A
- 92%-85% B
- 84%-77% C
- 76%-70% D
- 69% and below F

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 students 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.

Gum/Sunflower Seeds

Gum and sunflower seeds are not allowed at school

Illness/Accidents

When children become ill or injured at school, parent/guardian or person designated will be contacted so arrangements can be made to take the child home. It is important that we have someone to contact if we are unable to contact the parent/guardian. If your child needs to take medication, a note needs to be sent with the medication indicating times and dosage. A form must be filled out and signed by the child's parent or guardian. Forms can be obtained in either Viborg or Hurley buildings. No medications will be dispensed without a signed form.

Immunization

South Dakota State Law (SDCL 13-28-7.1) requires immunization for each student entering school in grades PreK-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. THIS INCLUDES ALL PRE-KINDERGARTEN STUDENTS AND NEW STUDENTS WHO HAVE TRANSFERRED INTO THIS DISTRICT.

Inclement Weather Procedures

In the event of weather causing: A.) School Cancellations, B.) Early Dismissal, C.) Late School Start.

A voice messaging system will be used to contact families. The message will also be placed on Keloland Closeline, KSFY, KDLT, and on the school website and facebook pages.

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. 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 so that we know that they are not on the road.

They will not be counted absent if weather causes their absence. If conditions exist where it would be too dangerous to send children home, students will be kept at school as long as necessary and until such time that each of them could be safely returned.

Invitations

For birthdays, slumber parties, please mail or talk to parents. Handing out invitations at school can result in hurt feelings for those not invited.

Lost and Found

Please be sure to put your child's name on his/her boots, gym shoes, caps, scarves, mittens, coats, etc., so we can return them if they are lost. Each year we have a large collection of wearing apparel, which has not been identified. Remind your child to check in the "lost and found" box when something has disappeared at school. If you have misplaced something after an event at the school, please call the office to ask if it has been found. Do not bring valuables or large amounts of cash to school.

Makeup Work/Extra Help

When a child is absent for an extended period of time, parents should pick up homework. Parents are asked to notify the school in advance that they will be getting the assignments. A child who has not finished his/her work on time may be kept after school or from recess at the discretion of the teacher. If the child is to remain after school, parent/guardian will be notified so that transportation can be arranged if necessary. Teachers can arrange to provide extra help for students before or after school.

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 school.

Parent Teacher Conferences

Conferences will be held two times a year. Conferences for grades PreK-4 will be scheduled and held in the classrooms.

Parents Right to Know

Included in the District Profile handout is our Parent's Right to Know notice. It includes the following:

- Whether the teacher has met requirements for grade levels and subjects in which they teach.
- Whether the teacher is teaching under emergency or other provisional status through which state criteria have been waived.
- The college major and any other graduate certification or degree held by the teacher.
- Qualifications of paraprofessionals working with their children.

Each parent will receive a letter by mail if their child is or has been taught by a teacher who is not highly qualified for four or more consecutive weeks.

PE/Music/Art

Grades K-4 have a regularly scheduled period for PE. Students are required to wear non-marking soled shoes. Students without proper footwear cannot participate. A student may be excused from PE because of a physical problem or illness. A note from a parent/guardian is required. A physician must verify long-term excuses. Grades K-4 have a scheduled music period. Students are expected to attend the musical programs and must be in attendance at school that day in order to participate in or attend this extra-curricular activity. The principal may grant exception to this limitation. The music teacher schedules these programs. If for some reason a student is unable to attend these performances, parental excuse is required before the event takes place.

The classroom teacher provides art instruction. Students are expected to provide necessary supplies as requested by each individual teacher.

Playtime Rules

1. Use equipment correctly.
2. One person to a swing.
3. Go down the slide properly – one person at a time.
4. Throw only toys meant to be thrown (not snowballs or other people's clothing). Hard baseballs will not be permitted.
5. Play only tag or touch games. No tackling for any reason.
6. Stay away from any school window and the parking lot areas.

Recess Temperature Policy

Before going out for recess:

- Above 60 degrees, no coats are needed.
- 35-59 degrees, students must wear coats, and pants.
- Anything below 32 degrees, students must have a stocking cap, pants and gloves or mittens in addition to their coat.

Inside or outside for recess:

- Temperature is at or below zero – students will stay inside.
- Wind chill is at or below zero – students will stay inside.
- Anytime the temperature and/or wind chill are above zero – students will be outside for recess.

Please check keloland.com or go to the school's home page, where you will find a weather box with temperature and when it is cold they will also have the wind chill.

School Lunch Program

The school lunch program is available to all students. Hot lunches are available for students in grades K-4 for \$3.35. Milk is \$0.55 per carton for those bringing their own lunches. Kindergarten students are offered milk during their afternoon break and Pre-K students are offered milk during the AM and PM sessions. Their accounts are charged \$.55. Each family will have a meal account that can include breakfast and lunch. We encourage each family to deposit enough money to at least cover 20 meals per child. Information concerning free and reduced lunches is available in the Business Manager's office. If students bring sack lunches, they will not be allowed to have pop.

Breakfast Program

The breakfast program is available to all students. Meals may be purchased for \$2.40 per meal. Breakfast is served in the lunchroom from 7:45-8:10 AM. Information concerning free and reduced breakfast is available in the Business Manager's office.

Viborg-Hurley School District Lunch Account Policy

The Viborg-Hurley School District's policy regarding lunch accounts is as follows:

- Lunch accounts are set up as per family account only.
 - Each Student has an individual account number.
 - To insure proper credit to the account, the family name should accompany payments.
- The policy will be enforced as follows:
 - 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.

The lunch room computer will give the cashier a "low balance" warning whenever a student's individual account is at a negative balance.

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. Parents and/or students can check their account balance by calling the school office. Statements for all students with a negative balance will be sent home weekly. Parents should check student's backpacks for lunch account statements.

On the last day of school, students will not be allowed to participate in "Fun Day" if they have a lunch balance.

School Property

Any destruction or misuse of school property cannot be tolerated. Students are issued textbooks at the beginning of the school year. The condition of the textbook is recorded. Students will be assessed fines for damages beyond normal wear. Do not mark desks, walls, textbooks, library books, etc. Students will be charged for damage done.

Separated/Divorced Parents Policy

1. **School Neutrality/Parent Responsibility:** The Viborg-Hurley School District shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced), as it is the intent of the District to promote the best interests of each student enrolled in its schools in partnership with both parents, unless otherwise directed by Court Order. Should there be an event (i.e., parent's night, senior night, graduation, etc.) when parents are recognized, the district shall recognize both natural parents unless parental rights have been terminated by a court or the noncustodial parent in writing has waived his/her right to be recognized. It is the responsibility of the parent wishing to restrict a parental right to notify the District of any Court Order affecting student contact/student visitation and/or student records by submitting a certified copy of the Court Order to the Superintendent of Schools and a copy to the child's school building principal.
2. **Student Contact/Student Visitation during School Hours:** Unless a parent gives notification pursuant to paragraph 1, the District will assume that both parents have the right to contact and visit his or her child at school. For purposes of this provision, the Court Order restricting any right of contact and/or visitation needs to specifically restrict the right and a general Order granting physical custody to one parent will not be deemed as sufficiently specific as to prohibit the noncustodial parent's right to contact and/or visit the child while the child is at school.
3. **Release of Student to Noncustodial Parent:** The District will not authorize a student enrolled in the District to leave the school premises with a noncustodial parent during school hours without the permission of the parent having primary physical custody of the child. For purposes of this provision, it is the responsibility of the custodial parent to provide the District with a copy of the Court Order granting custody pursuant to paragraph 1.
4. **Release of Student Records:** Pursuant to federal law (Family Education Rights and Privacy Act) both parents regardless of marital status, have the right to access and have copies of student records and discuss the same with appropriate school employees, unless there is a Court Order specifically restricting this right of access. Any Court Order restricting the release of confidential student records to a parent is to be submitted to the District pursuant to paragraph 1

Smoking, Drinking, and Use of Drugs/Weapons

These are prohibited by students while on the school grounds, in the buses, and at school activities, home and away. Any student guilty of being under the influence or using drugs, alcohol, or cigarettes or in possession of a weapon may be suspended from school activities. If the student is on medication, parents/guardians should notify the teacher and/or principal so that no problems may arise.

Special Services

Psychological and other services are available for any student upon parental and/or school request. The parents must approve a school request. Children may be referred for any problem that is interfering with his/her school performance. School personnel or parents may initiate the request.

Student Appearance

Students are expected to dress in a clean, neat, modest and safe manner at all times. Hair should be clean and well groomed. Clothing with questionable emblems will not be allowed. Dress that tends to disrupt the class will result in a telephone call to parents asking that they bring a change of clothing for their child. Shorts and flip-flops are **not permitted** October 1st through April 1st (depending on weather and administrator approval). Shorts should be modest in length. No caps or hats will be allowed to be worn in the school building.

Student Rights and Expectations

Every student in Viborg-Hurley Elementary 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.

Telephone Use

Students should have afternoon plans arranged prior to leaving home in the morning. No student is to use the telephone without the permission of the teacher. Cell phones are to be turned off and in the child's school bag. Cell phones used by students on school property will be confiscated by school staff. For a first offense the child will have to pick their phone up after school from the principal. A second offense will require a parent to pick up the phone with the child.

School Parent Involvement Policy – Viborg-Hurley Elementary

Title I regulations require that each school served under Title I jointly develop with and distribute to parents of participating children a written parental involvement policy agreed on by the parents.

Policy Involvement

- Convene an annual meeting, at a convenient time, to which all Title I parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;
 - This meeting is held during fall parent-teacher conferences. All Title I parents are invited to attend.
- Offer a flexible number of meetings that are convenient for parents and staff.
 - A time will be determined as needed via email, phone or school calendar.
- Involve parents, in an organized, ongoing, and timely way of any changes. Parental input is always encouraged.
 - All Title I parents are invited to the Back to School night in August.
 - Title I parents are invited to participate in the annual fall meeting at parent-teacher conferences.
 - Title I parents are encouraged to review all documents pertaining to Title I
 - Title I parents are encouraged to contact Cory Jensen, Elementary Principal, or Michelle Sorensen Title I teacher at 766-5418 with any questions or concerns that arise.
- Provide parents of participating children –
 - Timely information is provided to parents at parent teacher conferences in the fall and spring. Progress reports are disseminated at this time.
 - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practically possible.
 - Information is provided to parents in a variety of ways. Ex. Notes sent home with students, phone calls, email, newsletters, website.
 - The Viborg-Hurley School Title I program uses the DIBELS assessment three times per year to assess and monitor student progress.

Shared Responsibilities for High Student Academic Achievement

As a component of the school level parental involvement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local education agency assisted under this part.

Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and the State student academic achievement standards, state and local academic assessments the requirements of this part and how to monitor a child's progress and work with educators to improve the achievement of their children.

- The State's academic content standards
- The State's student academic achievement standards,
- The State and local academic assessments including alternate assessments, the requirements of Part A,
- How to monitor their child's progress, and
- How to work with educators:
 - The Title I coordinator provides information regarding the State content standards by providing brochures from PIRC

Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance for parents, in the value and utility of contributions of parents and how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parent and the school;

- The school district will hold a Back to School night in August to ensure parental involvement.
- The Parent-Teacher Organization hosts several meetings and activities for the parents and students to participate in throughout the school year.

Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs. The Viborg-Hurley School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Southeastern Education Cooperative, Viborg-Hurley Pre-Kindergarten program, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- The Viborg-Hurley School District offers a free Pre-Kindergarten program for all children in the school district.
- A pre-school screening is offered in the spring.
 - It is provided by Head Start, The Southeastern Educational Cooperative and the Viborg-Hurley Pre-Kindergarten programs. The programs encourage parent involvement at all times.

Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and to the extent practicable, in a language parents can understand.

- Information is provided to parents in an understandable language and in a variety of ways. Ex. Notes sent home with students, phone calls, email, newsletters, and website.

May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training:

May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.

May pay reasonable and necessary expenses associated with local parental involvement activities including transportation and child costs to enable parents to participate in school related meetings and training sessions.

May train parents to enhance the involvement of other parents.

May arrange school meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.

May adopt and implement model approaches to improving parental involvement.

May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.

May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and

Shall provide such other reasonable support for parental involvement activities under this part as parents may request.

The Viborg-Hurley School District shall provide parental involvement activities to be determined, as needed.

Accessibility

In carrying out the parental involvement requirements of this part districts and schools to the extent practicable shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

- The Viborg-Hurley School District will provide applicable information in a language that all parents can understand.
- Provide parents of children with disabilities equitable access for all needs.
- Provide tools necessary for migratory children and parents.

Part I General Expectations

The Viborg-Hurley School District agrees to implement the following statutory requirements:

- We will put into operation programs, activities and procedures that involve parents of Title I children.

- The school district will hold a Back to School night in August to ensure parental involvement.
- The Parent-Teacher Organization hosts several meetings and activities for the parents and students to participate in throughout the school year.
- Parent Teacher Conferences are held in the fall and spring
- Parents are encouraged to meet with Title I staff at any time by contacting Dr. Tara Jensen or Mrs. Michelle Sorensen at 766-5418.
- We will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
 - The Viborg-Hurley School District will provide applicable information in a language that all parents can understand.
 - Provide parents of children with disabilities equitable access for all needs.
 - Provide the tools necessary for migratory children and parents.
- Parental involvement means the participation of parents in a regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - That parents play an integral role in assisting their child’s learning.
 - That parents are encouraged to be actively involved in their child’s education at school.
 - That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

Part II Description of How District Will Implement Required District-Wide Parental Involvement Policy Components

1. The Viborg-Hurley School District will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under section 1112 of the ESEA:
 - a. The development of this policy is discussed during the informational parent meeting that is held during fall parent-teachers conferences.
 - b. Parents are encouraged to participate, observe, and provide input at any time throughout the school year.
2. The Viborg-Hurley School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - a. Should the need arise we will encourage parents to participate, observe and provide input during the fall annual meeting.
3. The Viborg-Hurley School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student achievement and school performance:
 - a. Parents are encouraged to attend the Back to School Night that is held prior to the start of the school year.
 - b. Parents are encouraged to attend the Informational Meeting that is held during fall parent-teacher conferences.
 - c. Parent-Teacher conferences are held in the fall and spring of the school year.

4. The Viborg-Hurley School District will coordinate and integrate parental involvement strategies of Part A with parent involvement strategies under the following other programs: Southeastern Educational Cooperative, Head Start, Viborg-Hurley Pre-Kindergarten program, by:
 - a. Utilize the Southeastern Educational Cooperative program 2 days a week at the school for 3-year old children, if needed. Birth to 3 is performed in the home setting.
 - b. Viborg-Hurley School District Pre-Kindergarten program has 2 sections (morning and afternoon) 4 days a week for 4-year old children.
 - c. Head Start is available as needed and helps with the screening process in the spring.
5. The Viborg-Hurley School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise if necessary (and with the involvement of parents) its parental involvement policies.
 - a. The evaluation will be conducted during the fall Title I Informational meeting by the Title I coordinator and Title I teacher.
 - b. Parents will provide input, regarding the parent involvement policy.
6. The Viborg-Hurley School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - a. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –
 - A. The State's academic content standards,
 - B. The State's student achievement standards,
 - C. The State and local academic assessments including alternative assessments,
 - D. The requirements of Part A
 - E. How to work with educators (The Title I coordinator provides information regarding the State content standards by providing brochures from PIRC).
 - b. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - A. The school district provides technology-based literacy intervention programs. The results are discussed at both parent-teacher conferences.

- c. The Viborg-Hurley School District will with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
 - A. The school district will hold a Back to School Night in August to ensure parental involvement.
 - B. The Parent-Teacher Organization hosts several meetings and activities for the parents and students to participate in throughout the school year.
- d. The Viborg-Hurley School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Southeastern Education Cooperative, Viborg-Hurley Pre-Kindergarten program, and conduct other activities, such as parent resource centers that encourage and support parents in more fully participating in the education of their children by:
 - A. The Viborg- Hurley School District offers a free Pre-Kindergarten program for all children in the school district.
 - B. A pre-school screening is offered in the spring. It is provided by Head Start, Southeastern Education Cooperative, and the Viborg-Hurley Pre-Kindergarten programs.
 - C. The programs encourage parent involvement at all times.
- e. The Viborg-Hurley School District will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand:
 - A. All information to parents is provided through a newsletter, school website, email, newspaper, and phone call when necessary.

Part III Discretionary District-Wide Parental Involvement Policy Components

The District-wide Parental Involvement Policy chooses to build parents' capacity for involvement in school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, who work directly with participating children
- Adopting and implementing model approaches to improving parental involvement;
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

Part IV Adoption

This District-wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A.

This policy was adopted by the Viborg-Hurley School District and will be in effect for the 2023-2024 academic year. The school district will distribute this policy to all parents of participating Title I, Part A children.