

VIBORG-HURLEY
MIDDLE SCHOOL



STUDENT HANDBOOK
2019-2020

Viborg-Hurley Middle School

(605) 238-5221

www.viborg-hurley.k12.sd.us

VIBORG-HURLEY MIDDLE SCHOOL PERSONNEL

ADMINISTRATION

Brett Mellem – Superintendent/Middle School Principal
Peggy Petersen – Elementary Principal/SPED Director
Cory Jensen – High School Principal
Wanda Kost - Business Manager
Galen Schoenefeld - Network Administrator/Athletic Director
Jessica Schmit- School Counselor

FACULTY

Katie Batson	Special Education
Jena Campbell	Science, English/Language Arts
Leo Dunham	K-12 Librarian
Wendy Harms	English/Language Arts, Dean of Students
Tony Hauger	Social Studies, Physical Education
Nathan Knutson	Agriculture
Mason Madsen	5 th Grade, 5 th /6 th Technology
Cle Richards	Math, Technology
Jessica Schmit	K-12 Counselor
Sharee Van Voorst	Middle School Instrumental & Vocal Music

SUPPORT STAFF

Becky Roth- (Administrative Assistant), Tom Nelson (Custodian), Jill Dangel (Daycare), Linda DeVries (Paraprofessional), Haylee Sherard (Paraprofessional), Amber Boden (Paraprofessional)

MIDDLE SCHOOL EXTRA CURRICULAR ACTIVITIES

Athletics

Boys Basketball – Dean Jacobsen
Cross Country – Bill Hansen
Football – Cle Richards
Girls Basketball – Bill Hansen
Golf – Tony Hauger
Softball – Linda Nelson
Track & Field – John Nyhaug
Volleyball – Amber Boden
Wrestling – Camron Groenke

Activities

FFA – Nathan Knutson & Wendy Harms
Middle School Play – Jena Campbell
Oral Interp – Amy Smith
Student Council – Brett Mellem
Quiz Bowl – Tony Hauger

Viborg-Hurley Mission Statement

“Empowering Our Students to Succeed in a Changing World.”

Visions/Beliefs:

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.

Mascot: Cougars

Colors: Black and White with Red and Orange

School Song: On Wisconsin

Daily Schedule

8:10-9:00	1 st Period
9:03-9:53	2 nd Period
9:56-10:46	3 rd Period
10:49-11:39	4 th Period
11:41-12:04	5A (5 th /6 th Lunch)
12:06-12:29	5B (7 th /8 th Lunch)
12:31-1:21	6 th Period
1:24-2:14	7 th Period
2:17-3:07	8 th Period
3:10-3:30	9 th Period

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.
 1. 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:
 1. Places the student in reasonable fear of harm to the student's person or property;
 2. Has a substantially detrimental effect on the student's physical or mental health;
 3. Has the effect of substantially interfering with the student's academic performance; or
 4. 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.
 2. 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.
 3. Examples. Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:
 1. Verbal, nonverbal, physical, written communication or other activity that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 2. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 3. 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;
 4. 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
 5. Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

4. 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:
 1. 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
 2. 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:
 1. Inclusion in the student handbook
 2. Inclusion in the employee handbook
 3. Inclusion in the registration materials
 4. 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.

ATTENDANCE

Regular attendance is essential to success in school. Frequent absences disrupt the continuity of the instructional process. Therefore, it is very important that students attend on a regular basis. Failure to do so may result in disciplinary action.

1. After 5 absences from a single class per semester, students and parents will receive written notification of excessive absences.
2. Starting with the seventh absence from a single class period per semester, students and parents will receive written notification, and the student will be required to make up the class time for each absence. Absence time can be made up from 3:30-4pm or during Friday School.
3. 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 officer. At this time the Department of Social Services may also be notified.

Parent explanation is necessary for all absences or tardiness. Parents should call the office as early in the morning as possible. If the absence is unconfirmed, the office will attempt to reach parents during the day. Planned absences are excused and may be communicated by either phone or note. The student should complete a make-up slip prior to a planned absence to ensure that he/she is prepared for class upon returning to school.

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

1. **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. **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 retention.
5. **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.

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 students' teachers, and homework is to be returned by the due date.

EXCUSED ABSENCES: Students who have excused absences will have one day more than they were absent to complete their missing work, i.e., an absence of two days means three days to complete all make-up work. Tests and projects are the exception to this rule. Students that have been pre-excused or are absent due to school sponsored events are expected to have their school work done prior to the absence or completed upon return. Individual circumstances may be left to teacher discretion. 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.

UNEXCUSED ABSENCES:

Students with unexcused absences have one day to make up all missing work. Students with unexcused absences will be subject to further disciplinary action. Full academic credit will be given if all work is turned in as arranged.

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:

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

Individual activity admission prices:

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

ALCOHOL, TOBACCO, AND/OR DRUGS ON SCHOOL GROUNDS

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

1. **First Offense:** The student will be assigned an immediate two day "In School" suspension and be required to complete an online substance abuse /prevention course. This course will be paid for by the parents/guardians and not the Viborg-Hurley School District. In addition, an administrator/parent conference is required. The Superintendent and the police will be notified.
2. **Second Offense:** The student will be assigned an immediate two day "Out of School" suspension and a two day "In School Suspension", and an online substance abuse/prevention course paid for by the parents/guardians. In addition, an administrator/parent conference is required. The Superintendent and the police will be notified.

3. **Third Offense:** 8 days of OSS, which could be reduced to 4 days of OSS if the parents enroll their child with Carroll Institute or another reputable substance abuse program (at the parent/guardian expense).

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

***If a student fails to complete the required online substance abuse/prevention course in a timely manner, they may be issued a 2 day OSS.*

ANNOUNCEMENTS

Announcements concerning all students will be made as necessary. Announcements are also posted on the parent portal of Infinite Campus. Parents and students are encouraged to check the school website and Infinite Campus for important school messages.

APPEARANCE and DRESS

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 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, 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 extended at student's 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 backpacks 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. Administrators 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.

Caps and hats are to be removed upon entering the building.

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 10:00 AM 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 child/ren 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

Students are encouraged to bring backpacks to and from school. They will be kept in hall lockers during the school day.

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. All students who violate any bus rule will follow the discipline guideline that follows:

Bus Discipline Guideline

First Offense: Student loses riding privilege for 1 day.

Second Offense: Student loses riding privilege for 1 week.

Third Offense: Student loses riding privilege for 1 semester or rest of the school year.

CELL PHONE USE IN SCHOOL

Cell phones should be turned off, and are not to be used at school. This

1. First Offense: Cell phone will be confiscated and may be retrieved by the student after school. The student will serve a verbal warning.
2. Second Offense: Cell phone will be confiscated and must be retrieved by the student after school. The student will serve a one-hour detention.
3. Subsequent Offenses: Cell phone will be confiscated and must be retrieved by a parent. The student is subject to lengthier detentions.

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.

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.

CO-CURRICULAR ELIGIBILITY REQUIREMENTS GRADING: ELIGIBILITY POLICY

Please see the Viborg-Hurley Extracurricular Handbook.

DANCES

1. School dances are for individuals who are current students at Viborg-Hurley Middle School.
2. Students leaving the school dance will not be readmitted.
3. Dances will close promptly at the designated time and may be automatically terminated at any time due to misconduct.
4. Dances may not be held without permission of the principal (not on school nights).
5. School dress code will be enforced at all dances.
6. Any misbehavior or inappropriate dancing may result in students being removed from the dance and parents being called.
7. The VHMS rules of conduct will be enforced at all dances. Cell Phones/iPods/etc. are not to be used during the dance.

DETENTION REGULATIONS

1. 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.
2. 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.
3. Detentions will be served at Viborg-Hurley Middle School before school, during lunch and/or after school. Students will be expected to report to the detention area, where a teacher will meet them.

Three types of detention have been established:

1. **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.
2. **One-hour detentions:** assigned by the principal and may be held during regularly-scheduled detention times or at a time determined by administration.
3. **Three-hour detentions:** assigned by the principal and may be held on Friday or Saturday.

Detention Rules:

1. The student will be responsible for his/her own transportation from detention.
2. No music playing devices (radio, Walkman, mp3 player, iPods, etc...) are allowed.
3. Computers will be allowed for homework purposes only; no games.
4. No food or beverages are allowed.
5. Students will sit facing one direction.
6. Talking is not allowed.
7. 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.

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:

1. A playbill or other program showing your student's role in a production;
2. The annual yearbook;
3. The school website;
4. Honor roll or other recognition lists;
5. Graduation programs; and
6. 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

- | | |
|---|---|
| 1. Participation in officially recognized activities and sports | 6. Photograph |
| 2. Address | 7. Degrees, honors, and awards received |
| 3. Telephone listing | 8. Date and place of birth |
| 4. Weight and height of members of athletic teams | 9. Major field of study |
| 5. Electronic mail address | 10. Dates of attendance |
| | 11. Grade level |

12. The most recent educational agency or institution attended

ELECTRONIC DEVICES

Electronic Devices (cell phones, MP3 players, iPods, handheld games, cameras, etc.) may not be turned on or used at school. Such devices are disruptive to the learning environment, can be used for cheating, and are inappropriate for the classroom setting. Students are strongly urged to leave these and other valuables at home. Cellular phones or other electronic devices which have the capability to take photographs or record video shall not be used in the locker rooms or restrooms at any time.

Students may use these items at school only if permission is granted by a staff member for the purpose of completing a school project. If a student is using these items during the school day without permission, the item will be confiscated and turned over to administration (see student code of conduct).

Students are expected to use electronic devices appropriately at any school-sponsored event. Items used inappropriately will be confiscated and returned to the student at the end of the school day, along with disciplinary action. If the item is confiscated a second time, a parent/guardian will need to retrieve the device from the office and the student will face additional disciplinary action.

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 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.

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 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 spring 2017. These students will be required to come in every Friday School session until attaining above a “Below Basic” testing score on the NWEA or Smarter Balanced Assessment.
 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.

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.

GIFT POLICY

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

GRADING SCALE

<u>Numerical Range</u>	<u>Letter Grade</u>
93-100	A
85-92	B
77-84	C
70-76	D
Below 70	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 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 in the form of a written pass.

HIGH SCHOOL CREDIT FOR ALGEBRA I (8TH GRADE)

Students may earn high school credit for Algebra I when taking the course during their 8th grade year. Placement in Algebra I is determined by careful consideration of achievement on standardized assessments, math grades from previous years in school and teacher recommendation. Students will take an end of course exam that covers concepts learned during both semesters. The grade earned on this exam, as well as their average grade in the class will determine if credit is given. The following matrix grading will be applied.

Average Class Grade	End of Course Exam				
		100-96	95-91	90-87	86-80
	A	✓	✓	✓	✓
	B	✓	✓	✓	✗
	C	✓	✗	✗	✗

Students who fall into any of the check mark boxes will receive high school credit for their 8th grade Algebra 1 course. Students who fall into the “x” boxes will not receive high school credit for their 8th grade Algebra 1 course and will take Algebra 1 again as a freshman.

Upon passage of this end-of-course exam, a letter grade shall be recorded on the student’s transcript and the course shall be calculated as part of the student’s cumulative grade point average.

HONOR ROLL

At the end of each semester an honor roll will be published. Each student shall be responsible to check the list and to notify the office in case of an error. All courses will be included in determining the course average. Grading modifications will be determined through the multi-disciplinary teams. To be eligible for the honor roll a student must be enrolled at least as a half-time student. A single “D” or “F” disqualifies a student from recognition on the school honor roll.

1. 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.

2. Excellent Honor Roll: Grade point average of 3.20 or better with no grade below a "C".

HOURS FOR SCHOOL

Students should not arrive at school before 7:30 unless they have a class or planned meeting with an activity supervisor or teacher. Students should report to the small gymnasium upon arrival at school. Hallway passes will be issued for students who require academic assistance from a teacher.

All students must leave the building by 3:45 unless supervised. ALL students will exit the school via the main doors (East facing doors). 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.

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.

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.

Late/Missing Work

Parents, you play an integral role in the success of assigned school work. You will receive an automated e-mail message if your student has failed to turn in homework, or has completed poor quality work. We will work together to develop strategies that will aim to help your student. Please contact the school office if your contact information has changed, in order to ensure seamless communication between home and school.

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 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 middle school office (238-5221), or the technology office (766-5418).

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.

PASSES

Students must obtain teacher's permission to sign out of any classroom or study hall.

PHYSICAL EDUCATION CLOTHING

Students must have appropriate attire for physical education classes. This includes shorts or sweat pants, a t-shirt, socks and tennis shoes with non-marking soles.

PROHIBITED ITEMS

The following items are not allowed in any classroom:

5. Cell phones
6. Handheld electronic devices
7. iPods, mp3 players, or other music-playing devices
8. Video-playing devices
9. Fidget Spinners and Fidget Cubes
10. Pop, Gatorade, juice, candy or snacks; only water will be allowed in classrooms (in a clear water bottle).

PROMOTION AND RETENTION OF STUDENTS

The administration and teaching staff must strive to create plans of instruction and instructional organization that will permit students to progress through school according to their needs and abilities. To this goal, students will normally progress annually from sixth grade to eighth grade. However, exceptions to this general policy may be made when it becomes evident that a student should proceed more slowly.

Students must meet the following minimum qualifications to be promoted to the subsequent grade level to make certain that the student is prepared for the rigors of said grade level.

Using the semester score from both first and second semester, earn a 70% average score for the school year in **four** of the five classes as listed in any combination: English, Literature, Mathematics, Science, and Social Studies.

Have fewer than twenty (20) days of out-of-school suspension for the school year.

Retention will not be used until other possibilities have been exhausted, including special help, remedial work, and summer school opportunity. Successful completion of summer school for any class for which a 70% was not earned during the school year may result in promotion to the next grade level. Summer school is not guaranteed to be provided following each school year.

In all cases of retention, parents must be informed of such possibility well in advance (usually by the third reporting period) and a conference with them sought. In all instances, the advice and help of the guidance and other special school personnel will be used by staff.

Although teachers may recommend retention, all retentions (as well as promotions) will be assigned by the school principal. Teachers, in recommending retentions and the principal in assigning them, will give the reasons why they feel the student should repeat. The school system shall have final authority in the promotion or retention of a student in grades six through eight.

The administration will take particular care in assigning more than one retention during a child's elementary and middle school career. The Superintendent must approve a second retention assigned during a child's elementary and middle school career.

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 7:45-8:10 AM. Information concerning free and reduced breakfast is available in the Business Manager's office.

SCHOOL LUNCH ACCOUNT 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 middle 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 238-5221.

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. Students are encouraged to leave their cell phones, pagers, beepers, etc... at home. During the school day, cell phones must be turned off and left in the student's locker, or they will be confiscated and turned over to school administration (See Student Code of Conduct).

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.

STUDENT PARKING and DRIVING

All students driving vehicles must park in the student parking lot (North side of school building). Students who do not park in the designated area 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.

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

STUDENT RIGHTS AND EXPECTATIONS

Every student in Viborg-Hurley Middle 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.

STUDY HALL RULES

The following rules will be enforced for all study halls:

1. Bring your work or a book to read with you. If not, work may be assigned to you.
2. You will be allowed only one sign-out time during the study hall period.
3. Talking will be allowed only with permission:
 1. First Offense: verbal warning
 2. Second Offense: teacher-assigned detention (length of time to be determined by supervisor)
4. Remain in your assigned seat while working unless given permission to do otherwise.
5. Remain in your seat until the bell rings.
6. Sleeping will NOT be allowed.
7. No food or drinks other than water will be allowed.
8. 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.
9. No iPods, mp3 players or other music devices will be allowed.
10. Music and games will be restricted for students on the weekly deficiency list
11. Disruptions or disrespect of others will result in a teacher-assigned detention or referral to the principal's office.
12. Any study hall time wasted will be made up after school.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. Students are expected to be as courteous and cooperative with them as they are with any staff member.

TARDIES

Being late to class is considered being tardy. Students who are tardy 20 minutes or more to class will be marked absent rather than tardy. Individual tardy incidents will be dealt with cumulatively and will result in detention for 5 unexcused tardies school-wide. Each subsequent tardy will result in detention. Tardies are counted by semester and are reset to zero at the beginning of the semester. Twelve or more unexcused tardies per semester will result in the student being assigned extended detention time. Extenuating circumstances involving tardies may be considered by administration.

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 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.

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

STUDENT CODE OF CONDUCT

Expectations for student behavior:

1. Complete respect for all teachers and staff is expected from students at all times. Disrespect will not be tolerated.
2. School hours are from 7:45 a.m. to 3:45 p.m. unless supervised.
3. Students must acquire permission to enter faculty offices or workrooms.
4. The faculty advisor must supervise all class meetings.
5. Vulgar language will not be tolerated on school premises, on school buses, or at any school activity.
6. Snowball throwing on or near school grounds is prohibited.
7. Loitering in the halls or restrooms is not allowed.
8. Music-playing devices (mp3 players, iPods, or walkmans, etc...) are not allowed.
9. Buses will leave five minutes after school is dismissed.
10. Respect and good sportsmanship is expected 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. Booing and/or derogatory remarks to officials or to other team members are in extremely poor taste. We cannot always prevent adults from reflection in poor taste, but we can help to lead the way and, hopefully, all will follow.
11. 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.

DISCIPLINE GUIDE

Students sent to the office because of behavioral problems, etc... have violated classroom rules that are disruptive to other students' learning. The principal will determine a consequence that is appropriate to his/her offensive behavior. This may include removal of free-time privileges, before/after school detention, suspensions and expulsions, depending upon the level of the offense.

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:

1. No student shall interfere with another student's learning
2. No student shall keep the teacher from teaching
3. 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.

1. **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
 1. **First Offense:** Warning or staff-assigned detention, student/principal conference, office referral record
 2. **Second Offense:** One-hour Detention
 3. **Third Offense:** Three-hour Detention/Friday School
 4. **Habitual Offender:** determined by school administration
2. **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
 1. **First Offense:** Detention (time based on offense)
 2. **Second Offense:** Three-hour Detention/Friday School
 3. **Third Offense:** In-School Suspension (1-3 days)
 4. **Habitual Offender:** determined by school administration
3. **Level 3 Offenses:** including, but not limited to: disrespect for any staff member, extreme rudeness or vulgarity, harassment {using social media, Facebook, Twitter, Snap chat etc.. to bully or harass

another student or school employee will be considered as harassment}, defiance of school staff, physical aggression inciting others to fight, unauthorized use of school equipment.

1. **First Offense:** Three-hour Detention/Friday School
 2. **Second Offense:** In-School Suspension (1-3 days)
 3. **Third Offense:** Out-of-School Suspension (1-3 days)
 4. **Habitual Offender:** determined by school administration
4. **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 insubordination}, possession of alcohol or tobacco products, possession of pornographic materials. Note: Law Enforcement will be notified when a law is broken
1. **First Offense:** Out-of-School Suspension (3-5 days).
 2. **Second Offense:** Long-term Out-of-School Suspension (up to 10 days)
 3. **Third Offense:** Expulsion Hearing
5. **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
1. **First Offense:**
 1. Referral to the Board of Education for Disciplinary Action with possible expulsion
 2. Out-of-School Suspension pending Board hearing
 3. Referral to Law Enforcement
 4. Mandatory 12-month expulsion for possession of a firearm

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.

Student Acceptable Use Policy of School Resources

These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of school resources. If a Viborg-Hurley Middle School user violates any of these provisions, his or her current access will be terminated and future access may be denied.

Terms and Conditions

- No programs or games may be brought from home or any other source, nor downloaded from the Internet and installed on school devices.
- No work outside of menus, this includes exiting into DOS.
- No physical tampering or destruction of school equipment.
- Students are prohibited from using other student's accounts (computer, email, etc.) Students must keep their passwords private. Students are responsible for all data in their accounts.
- School authorities may periodically inspect student data unannounced and at random.
- If flash/thumb/personal drives are brought into school students must have a school authority scan device for viruses prior to use in school equipment.
- Names of students on computer suspension will be emailed to appropriate school authorities. School equipment, including but not limited to: computers, internet, network, programs, and printers, are to be used for educational purposes only.
- Failure to comply with any stated policy will result in privileges being revoked.
- **Acceptable Use** - The purpose of providing Internet access through the Dakota Digital Network (DDN) is to enable students to explore resources available around the world. The use of the Internet and email must be in support of education and research consistent with the educational objectives of the Viborg-Hurley School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, obscene or lewd material or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited.
- **Privileges** - The use of Internet is a privilege, not a right, inappropriate use will result in cancellation of those privileges. The Viborg-Hurley School Administration will deem what is inappropriate use and its decision is final. The administration, faculty, and staff of Viborg-Hurley School may request the system administrator to deny, revoke, or suspend any specific Internet user's privilege.
- **Netiquette** - Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - Be polite. Do not get abusive in your messages to others. Do not send or display offensive messages or pictures.
 - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not harass, insult, or attack others. Illegal activities are strictly forbidden.
 - Do not reveal your personal address or phone numbers of students or faculty.
 - Network storage areas will be treated like school lockers. Network and school administrators may review files and communications to maintain the system responsibly. Users should not expect that data stored in district servers or 'cloud' property will be private. Trespassing in another's data is prohibited and will result in loss of privileges. Messages relating to or in support of illegal activities will be reported to the authorities.
 - Do not use school resources to disrupt the use of the network by other users (intentionally wasting limited resources).

- All communications and information should not be assumed to be private property.
- Students are banned from utilizing Internet Chat Rooms, unless under the direct supervision of school personnel for an educational purpose.
- **No Warranties** - The Viborg-Hurley School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Viborg-Hurley School District will not be responsible for any damages students suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at a student's own risk. The Viborg-Hurley School District specifically denies any responsibilities for accuracy or quality of information obtained through its services. The Viborg-Hurley School District cannot be responsible for inappropriate or offensive material students encounter on the Internet. If offensive material would cause students personal embarrassment or other emotional or psychological damage students should not use the system.
- **Security** - Security on any computer system is a high priority, especially when the system involves many users. If students feel they can identify a security problem on the Network/Internet they must notify a school authority. Do not demonstrate the problem to other users. Attempts to log in to Network/Computer/Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Network/Internet.
- **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user, Network/Internet or any of the above listed agencies or others networks that are connected to DDN. This includes, but is not limited to, the uploading, creation, or intentional transmission of computer viruses.
- **Chromebooks/Computers** – Students in the Viborg-Hurley Middle School will have access to Chromebooks and Desktop Computers throughout the school day. Students are responsible for the device they are using and damages occurring to the device may result in loss of user privilege for the student.

Conditions as stated in this document are applicable to the Viborg-Hurley School District. These terms and conditions shall be governed and interpreted in accordance with policies of the Viborg-Hurley School Board, the laws of the State of South Dakota, and the United States of America.

Before using school computers/network, students must sign an Acceptable Use Agreement

Handbook Acknowledgement Form

(must be returned to the Middle School Front Office)

Digital Document: <http://www.viborg-hurley.k12.sd.us/>

- Click on **Documents**
- Click on **Handbooks**
- Click on pdf file : **2019-20 MS Handbook**

****Paper Copy available upon Request****

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