

**VALLEY HEIGHTS JR/SR HIGH
STUDENT HANDBOOK
2021 - 2022**

**TOLL-FREE HOTLINE
TO ANONYMOUSLY REPORT POTENTIAL
VIOLENCE**

**STUDENTS, you can help prevent school violence.
Please call 1-877-626-8203**

The 1999 Kansas legislature has established a toll-free, anonymous hotline to report concerns about safety and violence. Students may have knowledge of potential school violence. The hotline gives students the opportunity to anonymously report any potential violence. Personnel at the Salina Central Dispatch of the Kansas Highway Patrol will be available 24 hours per day, 365 days per year to answer the hotline number 1-877-626-8203.

Thank You to our sponsors of the student planners:



This handbook and its contents are the responsibility of the student and parent. Please take time to review the material. Feel free to contact the school for any clarification on policy or for any concerns about your child's education. Thank you.

Valley Heights Jr/Sr High School, 2274 6th Road, Blue Rapids, Ks. 66411 – (785) 363-2508 (fax) 363-2072 School website address: www.valleyheights.org.

Valley Heights Jr./Sr. High School
Professional Learning Community

Mission Statement:

As a Professional Learning Community, the Valley Heights Jr./Sr. High School staff will provide a standards based curriculum that maintains high expectations while meeting the needs and addressing the learning styles of all learners. Learning will be measured through the classroom, building, district, and state assessments. Our staff will monitor progress and provide strategies and interventions for all students to help them reach their greatest potential.

Vision Statement:

We believe that the most promising strategy for achieving the mission of Valley Heights Jr./Sr. High School is to develop our capacity to function as a Professional Learning Community. We envision a school in which staff:

- Unite to achieve a common purpose and clear goals.
- Work together in teams.
- Seek to implement promising strategies for improving student achievement on a continuing basis.
- Monitor each student's progress and provide appropriate interventions.
- Demonstrate a personal commitment to the academic success and general well-being of all students.

Commitment Statements:

In order to achieve the vision of a school that functions as a Professional Learning Community, the Valley Heights Jr./Sr. High School staff agrees to:

- Promote a safe and positive school environment by modeling courtesy and respect for self and others. ➤
- Model life-long learning and the commitment to high quality work that we are developing in our students. ➤
- Work collaboratively to develop instructional strategies in order to teach for understanding and design assessments to measure progress.
- Teach for understanding by providing a variety of opportunities for students to demonstrate mastery while addressing their individual needs and learning styles.
- Involve parents in the education of their children by keeping them informed of student progress and offering suggestions for assisting their students.
- Monitor the results of our individual and collective efforts and use evidence of results to guide our processes of continuous improvement.

**Valley Heights Jr./Sr. High School
Instructional Belief Statements**

The teachers at Valley Heights will:

- 1. Greet their students by name every day.**
- 2. Include every student in that day's discussion or learning activity.**
- 3. Communicate and maintain classroom procedures.**
- 4. Be prepared & well planned for their students every day and model expectations.**
- 5. Provide meaningful instructional activities designed for differentiated learners.**
- 6. Communicate regularly with students and parents on academic and behavioral progress.**
- 7. Maintain a comfortable risk-free classroom environment.**
- 8. Utilize appropriate technology.**
- 9. Provide feedback on assignments in a timely manner.**
- 10. Vary activities to provide for multiple intelligences of students.**

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SECTION A GENERAL INFORMATION**A 1 - NON-DISCRIMINATION**

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, sexual orientation, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer. Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a matter deemed appropriate by the administration, up to and including suspension or expulsion from school.

A 2 – GRIEVANCE PROCEDURE

Students who have concerns about the application of any school rule or regulation may file a complaint through procedures established in the Board's rules and regulations.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment of in the district's program and activities is prohibited. The Principal, 2274 6th Rd., Blue Rapids, KS 66411(785) 363-2508 has been designated to coordinate compliance with non-discrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student may file a complaint with the principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the application of the rule or regulation to the student, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed.


Any student may file a complaint of discrimination with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

A 3 - FREE AND APPROPRIATE EDUCATION

A public elementary or secondary education program shall provide a free appropriate public education to each qualified handicapped person who is in the school district's jurisdiction, regardless of the nature or severity of the person's handicap

SECTION B - SCHOOL POLICIES AND PROCEDURES

B 1 - CODE OF CONDUCT

CHARACTER DEVELOPMENT AT VALLEY HEIGHTS SCHOOLS			
Remember that we all have a story... 	CLASSROOM	COMMONS/ HALLWAYS/ BUSES/OUTSIDE	PUBLIC EVENTS
<p>Value</p> <p>Value self and others by supporting social, emotional and physical health of yourself and others <i>"Do NO harm"</i></p>	<ul style="list-style-type: none"> -Respect, include and encourage others. -Respect property. -Be kind and courteous. -Practice self-care. -Reach out to others if necessary. 	<ul style="list-style-type: none"> -Be mindful of all people's space and emotions. -Report school-wide unsafe activities to staff promptly. -Be inclusive of students who are in need of a positive friend. 	<ul style="list-style-type: none"> - Remain in designated areas and follow school rules. -Support and be a positive representation of the Mustang community.
<p>Honor</p> <p>Uphold and demonstrate the highest standards of ethics <i>"Encourage, don't discourage"</i></p>	<ul style="list-style-type: none"> -Treat others how you want to be treated. -Take ownership of your learning by using class time wisely with words and actions. 	<ul style="list-style-type: none"> -Leave all areas clean or cleaner than you found it -Practice appropriate manners 	<ul style="list-style-type: none"> -Practice good sportsmanship as a player or spectator. - Support school's performers with appropriate behavior and honor performers with your full attention.
<p>Success</p> <p>Recognize that will and skill are equally essential to achieve academic and life goals <i>"I'm Possible not Impossible"</i></p>	<ul style="list-style-type: none"> -Come to class daily, on time and prepared to learn and do your best. -Adopt a Growth Mindset. -Practice positive participation. -Ask for assistance when needed. 	<ul style="list-style-type: none"> -Help Valley Heights maintain a clean, enjoyable and positive learning environment 	<ul style="list-style-type: none"> -Get involved with the school community and encourage others to be involved. (ex. clubs, fine arts, sports and volunteering.) -Promote positive school spirit by cheering for the Mustangs, not against the competition.

Mission

The Valley Heights Jr./Sr. High School's Code of Conduct is based upon Five Guiding Principles:

1. I am responsible for my actions.
2. I show respect and courtesy for myself and others.
3. I contribute to a positive learning environment.
4. I strive for excellence.
5. I leave it better than I found it.

B 2 – RESTORATIVE PRACTICES & DISCIPLINE

Restorative Practices Defined

Restorative Practices is a system of formal and informal processes that build and sustain a culture of kindness, respect, responsibility and justice. This is achieved through emphasizing the importance of trusting relationships as central to building community and repairing relationships when harm has occurred.

The fundamental premise of restorative practices is that people are happier, more cooperative and productive and more likely to make positive changes when those in positions of authority do things with them rather than to them or for them.

Restorative practices cultivate a culture in which everyone feels like they belong. They build a particular sense of community in which every member--students, teachers, staff, volunteers--feel they are seen, heard and respected.

Restorative practices promotes inclusiveness, relationship -building and problem-solving through such restorative methods as circles for teaching and conflict resolution to conferences that bring victims, offenders and their supporters together to address wrongdoing. Instead of punishment, students are encouraged to reflect on and take responsibility for their actions and come up with plans to repair harm.

B-3 Restorative Justice Discipline Defined

Restorative Justice brings persons harmed by misbehavior and the person who harmed them, along with affected family, school or community members together in dialogue that aims to build understanding, explore how actions have impacted those involved, including the community, and develop agreements for what will be done to make things right. The result: truly meaningful justice for all involved .

Restorative Practices in schools are based on restorative justice principles instead of punishment that causes students to miss valuable class time and reduce the chances of passing classes. They aim at first to build classroom communities that are supported by clear agreements, authentic communication and specific tools to bring issues and conflicts forward in a helpful way. They provide specific tools to bring issues and conflicts forward in a helpful way. They provide specific pathways to repair harms bringing together those who are affected by misbehavior in a dialogue to address concerns, achieve understanding and come to an agreement about setting things right. In addition to serving the cause of fairness and justice, restorative approaches make safer schools and contribute to social and emotional learning.

B-4 Principles of Restorative Practices and Discipline

The following principles reflect the values and concepts for implementing restorative practices and discipline in the school setting.

RESTORATIVE PRACTICES:

- Acknowledges that relationships are central to building community.
- Ensures equity of voice among all members of the community. All voices are valued, everyone is heard.
- Establishes a culture of high expectations with high support, emphasizing doing things “WITH” not “TO” or “FOR.”
- Builds systems that address misbehavior and harm in a way that strengthens relationships and focuses on the

harm done rather than only rule-breaking.

- Engages all involved in collaborative problem-solving.
- Enhances accountability, responsibility and empowers change and growth for all involved.

RESTORATIVE JUSTICE DISCIPLINE:

We are working towards restorative discipline in schools when we...

1. Focus primarily on relationships and secondarily on rules.
2. Give voice to the person(s) harmed.
3. Give voice to the person(s) who caused the harm.
4. Engage in collaborative problem-solving that holds people accountable to claim their behaviors and work towards solutions.
5. Enhance responsibility
6. Empower change and growth.
7. Plan for restoration
8. Provide accountability for restoration and further growth.

B 5 - OUT-OF-CLASSROOM CONSEQUENCES

Each behavioral encounter will be an opportunity to teach the kind of attitude and behavior that will be in the best interest of the individual. In many cases, correction of misbehavior will be handled by individual staff members, however, any disciplinary action beyond detentions will be handled by the principal. Through the restorative practices model, there are instances where a student must be removed from the classroom environment for a short time. The following consequences will be utilized when the classroom environment is not appropriate for an individual student.

Detention (teacher assigned)

- Detention will be at a time assigned by the teacher.
- Detention must be served within the week it was assigned. Communication with the teacher is key.
- It is the student's responsibility to arrange for transportation.
- Detentions not served within the week will be referred to the principal.

Detention (office assigned):

- Will be held from 3:30-4:00 PM in the office's Refocus Room.
- It is the student's responsibility to make arrangements for transportation.
- Students must report with work materials, utilize their time effectively by doing schoolwork, and will not be allowed to leave the detention room. No food or phones will be allowed.
- Parents will be notified if a student fails to serve a detention.

In-School Suspension:

- A student will be assigned ISS if the severity of their misbehavior requires immediate removal from the classroom or if it is apparent that other actions have not corrected the misbehavior or deemed appropriate by the administration.
- ISS may range from 1 to 3 days.
- Parents will be contacted if a student is placed in ISS.
- Students will be expected to complete all work assigned to them before returning to class.
- A student will be allowed to participate in extra-curricular activity practices while serving ISS. Competitions will not be allowed, including an evening activity when the student was in ISS during that school day.
- Failure to follow ISS procedure will result in further corrective actions.

Out-of-School Suspension:

- OSS will be issued for those deliberate and severe actions that may hinder the functioning of the school, or in cases where other types of corrective discipline have failed to bring about the desired behavior.
- Students will receive an informal hearing and parents will be contacted before being sent home. Written notice will be sent home within 24 hours of a suspension.
- Students will be allowed to make-up tests and major projects while serving OSS. Assignments allowable will be due upon their return to class. No credit may be given for late assignments.
- Students will not be allowed to be on school property or attend school activities while serving OSS.
- A meeting with the student's parents (guardians) and principal will be held outlining expected student behavior before the student can be readmitted to school.
- Failure to follow OSS procedure will result in further disciplinary action as deemed necessary by administration.

Alternative Academic Placement

- Students that continue to fail to conform to rules, policies, or expectations may be subject to a change in their academic program and placement.
- An informal hearing involving administration, teachers, the parent or guardian and the student will be held prior to a change in academic placement.
- These changes will generally result in a learning environment that is highly structured with few student freedoms.

Long-term Suspension, Expulsion or Homebound Placement

- Any student who displays persistent behavior problems and/or substantially disrupts the educational process makes himself/herself eligible for long-term suspension or expulsion and homebound placement.

B 6 - SUSPENSION AND EXPULSION PROCEDURES

A student may be suspended or expelled for reasons set forth in Kansas Law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. The superintendent shall conduct expulsion hearings or another certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the Board.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property, or at a school sponsored event.

Short-Term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Any person designated in policy as having the authority to suspend may conduct short-term suspension hearings.

At the informal suspension hearing, the student shall have the right to be present and notified of:

- The charges

- The basis for the accusation; and
- The right to make statements in his/her defense after receiving notice of the charges.

Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the Board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, appropriate board policies, regulations, and handbooks.
- Either a certified employee may conduct the hearing or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which employee is enrolled, or by an officer appointed by the Board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- The person or committee conducting the hearing shall prepare findings required by law. ● A record of the hearing shall be available to students and parents or guardians according to Kansas Law. ● Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Rules Which Apply in all Cases when a Student May Be suspended or expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 5 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
 - If the expulsion is related to a weapons violation, the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
 - During the time a student is suspended or expelled from school, the student may not: 1) Be on school property or in any school building without the permission of the principal. 2) Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school, may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain in the administration's office until the regular dismissal time.

Students Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- To counsel of his/her own choice;
- To have a parent or guardian present;
- To hear or read a full report of testimony of witnesses;

- To confront and cross-examine witnesses who appear in person at the hearing;
- To present his or her own witnesses;
- To testify in his or her own behalf and to give reasons for his or her conduct;
- To an orderly hearing; and
- To a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days after receiving notice of the decision.
- The Board shall schedule an appeal with the Board or a hearing officer appointed by the Board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The Board shall record the hearing.
- The Board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

B 7 – GANG ACTIVITY

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student:

- Shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or education objectives;
- Shall not present a physical safety hazard to self, students, staff, and other employees;
- Shall not create an atmosphere in which a student, staff or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

B 8 - WEAPONS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon (including a starter gun), any item being used as a weapon or destructive device, or any facsimile of a weapon. **Definition of**

Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive device means:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket, mine or similar device; 12

- Any bludgeon, sand club, metal knuckles or throwing stars;
- Any knife or knifelike item;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. The Superintendent or superintendent's designee shall conduct expulsion hearings for the possession of a weapon.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

B 9 - TRANSPORTATION

Bus transportation will be provided to students to and from school for those students who qualify. The district for all school activities will provide transportation. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the Board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation. When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

School Bus Guidelines

1. No swearing or inappropriate language.
 2. Bus driver is in charge at all times.
 3. Students shall not extend any part of their body out of the school bus windows.
 4. No standing or walking about while school bus is moving.
 5. Keep feet and hands to yourself.
 6. No smoking or chewing tobacco will be permitted on the bus.
 7. No sharp objects of any kind or weapons will be allowed on the bus.
 8. No animals are allowed on the bus.
 9. No beverages or food will be brought onto the bus without prior approval of the teacher, sponsor, or building principal.
 10. No illegal drugs or intoxicating liquor or alcohol will be allowed or tolerated on the bus.
- Each driver will apply these rules to the best of their discretion.

B 10 - MOTORIZED VEHICLES

Students must gain permission from the office or teacher before going to their vehicle to retrieve items during the school day.

B 11 - USE OF TELEPHONE

Students will not be called from class to use the telephone unless there is an emergency. Students will not be allowed to use the phone in the office or classroom unless there is a definite need and permission is obtained from the principal, office secretary, or classroom teacher.

B 12 – ELECTRONIC DEVICES

Electronic devices (including tech watches) found to be in use and/or distracting to the educational process during the school day will be confiscated, turned into the office and the student/parents/guardians will need to have a discussion with the principal to determine how to use electronics appropriately or come up with an alternative plan.

Students caught using their phone during the school day for any reason other than teacher discretion will have them confiscated, taken to the office/administration and returned at the end of the day.

Second offense or any other offenses during a school year will result in confiscation and cell phone must be picked up by the parents from the principal's office. If parents are not available to pick up the phone, they must call the office to have the cell phone released.

At the discretion of each instructor, as well as Student Improvement Plan Strategies, portable media players (audio only) may or may not be allowed to be used by individuals within their classrooms at times the instructor designates as appropriate.

Electronic devices may be out and/or in use outside the classroom or in the cafeteria/gym during lunchtime or during passing periods as long as they are not deemed disruptive to others. Students must continue to arrive to class promptly or this privilege may be revoked.

B 13 - FOOD SERVICE

Soda and energy drink products are not permitted in the lunchroom except by special permission from administration. Bottled water is encouraged for students in the classroom except in technology labs and the library. All water must be in a clear container with a lid. No other beverages are allowed on carpeted areas.

Carpeted areas should be well kept at all times and no food or drink may be eaten/ consumed in these areas. Classroom teachers may allow snacks on special occasions designated by the teacher. Tables must be left as clean as possible when the meal is completed as others will also use the tables. We have a closed lunch hour, that is, no student may leave the school premises to eat lunch. Students may bring their lunches if they wish and may eat in the lunchroom. Those who wish to bring lunches and purchase milk in the lunch line are welcome to do so. The ordering and delivering of fast food is not permitted. Students will not be excused from school by a parent or guardian to leave school for lunch. Breakfast will not be served on days when the start of school is delayed due to weather.

B 14 - ARRIVAL AND DEPARTURE

The building will be open for student use at 7:00 A.M. Students should not arrive before that time unless arrangements have been made with a teacher requiring their presence before 7:30, students shall remain in the designated areas (commons or weights). Students are not allowed on carpeted areas prior to 7:40. The building should be cleared immediately after school unless arrangements have been made with a teacher to sponsor student activities after the close of school. Students will not be allowed in the building during the time that school is not in session unless sponsored by a member of the faculty. Busses will leave five minutes after school is out.

If students stay after school for extracurricular activities, they should remain in the commons area until activity starts.

B 15 - DRESS CODE

It is our belief that a student's dress reflects directly upon a student's attitude and behavior. Therefore, certain standards of dress are expected to be upheld by students. Students are expected to dress modestly and in good taste. Each student shall be responsible for maintaining appropriate school dress and personal grooming standards, which result in a neat, clean personal appearance. Extreme or sloppy styles that are distracting and disruptive to the learning environment will not be allowed.

Cooperation by parents/guardians in keeping with the standards of dress is appreciated.

Administration, faculty and staff will work together to ensure that appropriate dress is maintained. If it does not appear that students have given their dress and appearance the needed attention it deserves, they may be asked to

improve upon it. Students may also be removed from the classroom until they can improve their dress and appearance. Students who participate in interscholastic activities will be expected to adhere to the personal appearance standards developed by the coaches, sponsors, and administration.

The following standards are in place at Valley Heights Jr./Sr. High School:

- ~Clothing must be sufficient to conceal undergarments at all times. (Bras, Bra Straps, Underwear, etc.)
- ~Clothing that becomes revealing when sitting or moving is not appropriate for school.
- ~Shirts: students may not wear see through shirts, shirts with cut off or torn sleeves, halter tops, low-cut shirts, shirts with spaghetti or narrow straps less than 1 inch wide, off-shoulder shirts, shirts with large, gaping arm holes, shirts which expose any part of the midsection (even when arms are raised), shirts promoting alcohol, tobacco, drugs, sexually suggestive messages, and shirts which have wording that indicates violence or profanity.
- ~Cleavage or otherwise bareness of the chest or back due to a dress or top's cut is not permissible.
- ~Saggy pants that expose boxers or briefs cannot be worn. Pants and jeans with excessive holes or holes which expose undergarments are not allowed.
- ~Shorts, Skirts, and Dresses: Students are not compliant with this code unless their garments are extended and cover the entire length of their fingertips when standing at normal posture.
- ~ Accessories: Students are not to wear sunglasses, hats, caps, or any other type of head covering inside the school building during school hours, unless otherwise approved by administration.
- ~Wallet chains, collars or bracelets with spikes, and thick chains around the neck or other parts of the body are not allowed for safety reasons.
- ~Undergarments and Pajamas: Pajamas or boxer shorts worn as outerwear are not allowed unless otherwise approved by administration.
- ~Undergarments (bra straps, underwear, etc.) should not be visible at any time. Approval of all attire, even if not specifically mentioned, is subject to the discretion of the administration.

B 16 - TOBACCO USE

Smoking by students and/or the possession and use of any other tobacco product (including e-cigarettes and/or vapor pens) is prohibited in any attendance center, at school-sponsored events or on school property. Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

B 17 - DRUG FREE SCHOOLS POLICY

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property or at any school activity. The consumption and/or possession of any alcoholic beverage by students is prohibited in any attendance center, on school grounds or at any school-sponsored activity. Any student who consumes any alcoholic beverage before entering school grounds or an attendance center, at any school-sponsored activity off school grounds or traveling to and from any school-sponsored activity, shall be refused entrance and admission and may be suspended or expelled in accordance with the provisions of state law. An alcoholic beverage is defined as a substance prohibited under present Kansas Laws relating to driving under the influence. "Before" is defined as a noticeable sign of alcohol on their breath or in other ways appear to be under the influence of alcohol. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to any one or more of the following sanctions:

1. First Offense: A first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension;
 - b. Suspension from all student activities for a period of up to one month.
2. Second Offense: A second time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension;

- b. Suspension from all student activities for a period of not less than two weeks and no more than two months;
- c. A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

(Name(s) of acceptable programs are on file with the Board clerk.)

3 Third and Subsequent Offense: A student who violates the terms of this policy for the third time, and any subsequent violation, shall be subject to the following sanctions:

- a. A punishment up to and including expulsion from school for the remainder of the school year; b. Suspension from participation and attendance at all school activities for the year;
- c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas Statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If the student agrees to enter and complete a drug education or rehabilitation program, the cost of such program shall be borne by the student and his or her parents/guardian.

A list of available programs, along with names and addresses of contact persons for the program, is on file with the Board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

B 18 - PRESCRIPTION/NON-PRESCRIPTION DRUGS

All prescription and non-prescription drugs are to be checked into the office. Students are not allowed to carry these items on them or keep them in their locker. Parents must fill out a "Permission for Medication" form in the office for prescription medication to be dispensed. Office personnel will be in charge of distributing the proper medication to students.

B 19 - USE AND CARE OF GYM

1. Students will not play on the gym floor with shoes on. Tennis shoes are not acceptable unless you are in a Physical Education class.
2. Students may not be on the gym floor unless they have permission and supervision from school personnel.
3. Students will not use the same pair of tennis shoes for street wear and for Physical Education classes.
4. Students shall stay off the gym floor with shoes on, unless going to chorus, band, or the locker room.

B 20 – PUBLIC DISPLAY OF AFFECTION

Public displays of affection between any students such as hand holding, hugging, kissing, are not permitted at school, on school property, or at a school sponsored event.

B 21 – BULLYING

Bullying in any form is prohibited, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event.

Students who have bullied others in violation of this policy may be subject to disciplinary action up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

USD 498 will utilize the restorative justice strategies to deal with any incidences of suspected bullying of any

kind.

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of this policy for an employee to sexually harass a student, for a student to sexually harass another student, or for an employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

1. Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

B 23 - RACIAL HARASSMENT

The Board of Education is committed to providing a positive and productive learning and working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile

academic environment; or

3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victim(s) of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment. Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated. An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to the appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

B 24 - ILLNESS AND INJURY AT SCHOOL

Students shall report to the office if they are ill. Generally, the student will be sent home after parents have been contacted. No student is permitted to remain out of class in a restroom or other unsupervised area because of illness without notifying the office.

Report to the office for emergency first aid in case of injury. Be sure that the office has a phone number where parents can be reached in an emergency.

B 25 - LOCKERS

You have been assigned a locker to use during the school year. You must keep this locker and stay out of all others in the building. Students are encouraged to keep their lockers locked at all times. The school is not responsible for any loss of money or valuables. STUDENTS ARE LIABLE FOR ANY DAMAGE TO THEIR LOCKER WHEN

NOT REPORTED IMMEDIATELY TO THE OFFICE. If your locker needs repair, notify the office.

Do not put stickers in/on your lockers or post any inappropriate material. Food and drink should not be stored for extended time in your locker. It is acceptable however to have appropriate snacks and healthy drinks as defined by food service, handbook section B 12, so long as they are consumed in the defined space and the building is well maintained.

Only school owned padlocks shall be used in the dressing rooms and on students' personal lockers. All other padlocks will be removed. Students are to go to lockers only at the following times: before school, between classes and after school unless they have permission from their teacher.

B 26 - BOOK BAGS

Grades 9-12 Book bags or backpacks may be used with teacher approval. Book bags that are allowed in the hallways and classrooms should not distract from the learning environment, including proper placement of bags and materials in bags. Teachers also have discretion to limit access of bags in classrooms dependent upon the activities in the classroom for that day.

Grades 7-8 Bookbags, backpacks and purses will not be allowed in classrooms and are expected to be kept in the lockers.

B 27 - SCHOOL TRANSPORTATION

All activity trips sponsored by the school will be made in a mode of transportation provided for or arranged by school authorities. There will be no case where transportation will be left to student drivers unless an adult is present in the car. Students who ride activity busses are expected to return on the bus. The only exception will be students released to their parents in person. Notes on release will not be honored. Students are not to ride in private automobiles while on school trips without the sponsor's permission.

Students who avail themselves of school transportation are expected to conduct themselves as ladies and gentlemen at all times. Failure to do so will forfeit the student the right to use school transportation.

B 28 - DAILY ANNOUNCEMENTS

Daily announcements will be announced each morning. The principal or other appropriate staff must approve all student announcements prior to printing.

B 29 - FIRE AND SEVERE WEATHER DRILL PLAN

Several times during the year fire and severe weather drills will be conducted in accordance with state law. When the fire alarm sounds, clear the building as quickly and orderly as possible. Each teacher will have a fire drill plan posted. Check the bulletin board in each room for proper directions as to the door through which you will exit. When the severe weather alarm sounds proceed to the proper area designated. Each teacher will have a tornado plan posted. Check the bulletin board in each room for proper directions.

It is the policy of USD #498 that all handicapped students will be assisted in every emergency drill by: 1. The classroom teacher, or when under the supervision of a paraprofessional away from the remainder of the class that person (paraprofessional) will assume responsibility for compliance with this mandate.

2. Exit will be as designated in the plan posted in each classroom and according to the first choice, second choice as marked.
3. Student and teacher or paraprofessional will meet at the side of each building as directed by the exit plan.

When all students and staff are safely out of the building, the teacher or paraprofessional will report this fact to the building principal, assistant principal or lead teacher.

B 30 - ENROLLMENT INFORMATION

Students enrolling in grades 7-12 shall provide a certified transcript or similar pupil records. The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth

certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentary evidence the Board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child. Immunizations must be up-to-date according to the current KDHE guidelines. If immunizations are not up-to-date by the 1st day of the 2nd nine weeks, a student will be excluded from attending school until up-to-date or attempted to be up-to-date.

B 31 - WITHDRAWAL PROCEDURE

Notify the office and pick up a withdrawal form. Present the withdrawal form to each teacher for their signature. Be sure all textbooks, equipment, etc. are returned to the proper teacher. Rental fees will be charged for the entire nine week period during which a child withdraws from school. The following scale will be used to determine the amount of fees to be paid at the time of enrollment, and the amount to be refunded at the time of withdrawal.

Period Fees paid at enrollment Fees refunded at withdrawal

2nd 9 wks. 3/4 of total fee 1/2 of total fee

3rd 9 wks. 1/2 of total fee 1/4 of total fee

4th 9 wks. 1/4 of total fee No refund

SECTION C - ATTENDANCE

C 1 - ATTENDANCE POLICY

Please see the Valley Heights school website for the full policy on school attendance. A copy of the attendance policy can also be picked up from the Jr/Sr High School office.

C 2 - SENIOR ATTENDANCE POLICY

Seniors attend school approximately one week less than the rest of the student body. Early senior dismissal will be contingent upon compliance with the "Hooky" absence rule. If the administration determines that an organized "Senior Skip Day" of any type has occurred then early senior dismissal may be adjusted.

C 3 - TARDY POLICY

Students who arrive at school late or leave and then return to school must report to the office to receive a pass. The teacher will handle tardiness in all other periods. The office staff and administration will cumulatively keep track of tardies throughout each quarter. After three (3) tardies, students will be given a warning. Subsequent tardies during the quarter may result in a detention. Administration, based on the lack of willingness by the student to improve tardies, may assign in-school suspension (ISS) also. Tardy will include any amount of time late to class less than half of the entire period.

C 4 - MAKE-UP WORK POLICY

Students will have two days for each day absent to make up their work; except for ISS or OSS circumstances which would be due upon return.

C 5 - TRUANCY POLICY

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first.

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the Board to address truancy issues. If a law enforcement official returns a truant child to school, the principal shall notify the parent or guardian.

The building principal or designated representative is authorized to report students who are inexcusably absent from school to the appropriate authority. Prior to reporting to either D.C.F. (Department of Children and Families) or the county or district attorney, a letter shall be sent to the student's parent or guardian notifying them that the failure of that student to attend school without a valid excuse shall result in the student being reported truant.

SECTION D - INSTRUCTION AND ACADEMIC PROGRAM

D 1 - HUMAN SEXUALITY AND AIDS POLICY

Parents or guardians (or students eighteen years of age or older) may complete the opt-out request by obtaining a copy of the opt-out form from the Human Sexuality advisor. The signed form will be kept on file in the front office and by the Human Sexuality advisor.

A signed Human Sexuality opt-out form, will dismiss the student(s) from the Human Sexuality portion of the course. The remainder of the course will require regular attendance. The Human Sexuality advisor will provide alternative assignments/activities for a student that is opted out.

No parent or guardian (or student eighteen years of age) shall be allowed to make a written opt-out request prior to the opening day of class of the year the opt-out request applies. Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

D 2 - GRADUATION REQUIREMENTS

USD 498 requires **23** units of credit to graduate. The following are specific requirements:

- 4 units of language arts. This must include English 1, English 2, English 3, English 4
- 3 units of Social Studies, which shall include one unit of U.S. History, one unit of American Government, including the Constitution of the United States, one unit of World Geography
- 3 units of Science, including one unit as a laboratory course
- 3 units of Mathematics
- 1 unit of Physical Education
- 1 unit of Computer Applications Required
- .5 unit of Speech
- .5 unit of Consumer Education
- 1 unit of Fine Arts
- 6 units of elective courses.

D 4 - GRADING SCALE

The following grading scale will be utilized in determining grades at Valley Heights Jr/Sr High School.

98-100 A+
94-97 A

90-93 A-
 88-89 B+
 84-87 B
 80-83 B-
 78-79 C+
 74-77 C
 70-73 C-
 68-69 D+
 64-67 D
 60-63 D-
 0-59 F

D 5 – GUIDELINES FOR INCOMPLETES

The following guidelines are to be used as part of the Valley Heights Jr/Sr High grading procedure for managing incomplete grades:

1. Students are expected to take advantage of expanded opportunities made available by teachers. 2. If a student has given a reasonable effort as determined by the teacher and an incomplete still exists at the end of a grading period, a two week period to complete all work may be granted.
3. After the deadline, the incomplete quarter or semester grade will then be changed to the appropriate grade and the student's GPA will be adjusted accordingly. If the student completes the outcomes during summer school, the F will remain, but the student will earn a P (and credit) for the course.
4. Incompletes should only be given if the work to be made up is achievable in a reasonable amount of time. A student who has not made a concerted effort throughout the grading period will need to repeat the course in order to receive credit.
5. One exception to the two-week extension would exist at the end of the fourth quarter/second semester. Students will need to have all work completed by the end of the fourth quarter so teachers will be able to award final grades. For those students receiving Incompletes for the second semester, summer school may be an option. Again, only those students showing reasonable effort throughout the grading period will be allowed to enroll in summer school.

D 6 – LIBRARY- MEDIA CENTER PROCEDURES

The mission of the library media center is to develop effective information skills for the students of Valley Heights through the professionally instructed usage of print, electronic, and other non-print materials. In order to fulfill this mission, the newest of available sources are available in different formats. The card catalog has been computerized utilizing keyword as well as author, title, and subject access. Information sources include the Internet, online reference service, interlibrary loan, and a print collection of reference and information books. Magazines are available in both print and electronic format. Videos and computer assisted instruction materials are available to students and faculty.

The Library home page (valleyheights.org) on the Valley Heights Web Site includes, reference, encyclopedic dictionary, newspaper, magazine, Kansas, and search engine links. Students are encouraged to use the library both for curriculum related work, for personal improvement, and for recreational reading. A summer loan is provided for students wishing to pursue college bound reading or earn Accelerated Reader points for the next year.

D 7 - INTERNET

The goal in providing this service is to promote educational excellence through resource sharing, innovation, and communication. Access to the Internet is available in all classrooms, the library, and computer lab. Students are issued their own e-mail accounts. Students shall have no expectation of privacy when using district e-mail or computer systems. Email messages shall be used only for approved educational purposes. Students must use appropriate

language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

However, access to computers and people all over the world makes material available that could be considered to be without educational value in a school setting. Therefore, each student and his/her parent must sign an Acceptable Use Policy (AUP) Agreement in order to use the Internet. The use of the Internet must be within the educational objectives of Valley Heights. Chat rooms or blogs are not allowed. News Groups are to be used only with the permission and supervision of a teacher. It is the user's responsibility to use the Internet in an efficient, ethical and legal manner.

The web address for USD 498, Valley Heights, is valleyheights.org. All home pages with connections to the Valley Heights home page must reside on the district Internet server and must be approved and installed by a faculty member, administrator, or paraprofessional at Valley Heights. Please visit our homepage to learn more about our school and its activities.

D 8- iPad POLICY AND PROCEDURES – see policy manual

Students who misuse their iPads during class time with messaging, social media, snapchat, games, face-time, or other such apps that are not academic and without teacher approval will have the following actions taken. Dependent upon the content of messages, bullying, harassment or other school safety rules may be applied in addition to the behavior consequences.

- 1st offense: Staff member takes the iPad and the student may retrieve from the administration office after school or to the parent depending on the offense.
- 2nd offense: Staff member takes the iPad and the student may not have access to it for a period of up to one week after a conference with the principal. The principal will talk with parents/guardians about the seriousness of further infractions.
- 3rd offense: Principal takes the iPad for a minimum of one month and could extend to the remainder of the semester. Parent and student meeting is also suggested. Arrangements may be made for only in class use of iPads under teacher requests/needs.

D 9 – ACADEMIC SKILLS ENHANCEMENT

The A.S.E. course is designed as an academic remediation and study skills class focused upon improving student achievement. A student will be placed in a A.S.E. class if:

- They are an unidentified student who has scored in the Academic Warning or Approaching Standard category on any Kansas State Assessment.
 - A student who scores below Standard in math on the state assessment may become exempt from taking the A.S.E. class if they are enrolled in an upper level math class. (College Algebra/Calculus)
 - A student who scores below Standard in science on the state assessment may become exempt from taking the A.S.E. class if they are enrolled in an upper level science class (Physics/Chemistry) the next school year.
- They failed a class and/or are recommended by an administrator, counselor and/or teacher.

D 10 - CHANGING CLASS SCHEDULE

Students may make changes in their class schedules during the first week of school. After that time class changes will not be made except in hardship cases. No credit may be given in any class until that class is complete. Grades are recorded in our permanent records for semesters or quarters only. Students may make adjustments in class schedules at the end of the first semester if it is possible and advisable to do so.

D 11 - REPORT CARDS

At the end of a nine weeks period, grade cards will be issued to the students or mailed to the parent. Students who have deficiencies due to absences or other reasons, and consequently are given incompletes at the end of a nine-week period, will need to remove such incompletes within the following two weeks. Failure to do so will cause the incomplete assignment to become a zero, which could result in failure. Progress reports may be mailed out by the teacher at any time, but normally parents will receive progress reports at the end of the fifth week in all classes.

The parents and students should examine report cards and any mistakes made on the report cards should be reported to the teacher and principal. The report cards sent to the parents need not be returned to the school. PowerSchool is accessible to parents and students 24/7. Students and parents are encouraged to use this reporting tool regularly to check grades, attendance, announcements and other valuable information for success at USD 498.

D 12 - HONOR ROLL REQUIREMENTS

- All subjects/classes will be included when determining honor roll recognition.
- "Plus" and "Minus" are treated the same when determining the honor roll.
- Three levels of honor roll recognition are possible to attain:
 - Principal's Honor Roll 4.00
 - Honor Roll 3.99 - 3.50
 - Honorable Mention 3.49 - 3.00
- A student may not have more than one C and no D's or F's in order to qualify for any level of honor roll.

D 13 - HONOR ROLL AWARDS

Pin type medals will be awarded to junior-senior high students who make the honor roll during each of the first three nine week periods.

D 14 - ACADEMIC RECOGNITION

The top 10% of the graduating class will be formally recognized with High Honors. High Honors will be determined utilizing the 11-point system. In addition, any student with a 4.0 GPA not included above will also be recognized with High Honors. A student must have received all high school credit from an accredited institution to qualify for high honors. Valedictorian and salutatorian will be determined using the 11 point system where A+/A =11, A- =10, B+ = 9, B =8, B- =7, C+ =6, C =5, C- =4, D+ = 3, D =2, D- =1. To be eligible for valedictorian or salutatorian a student must complete the Regents required curriculum AND must be enrolled in at least one additional requirement for the State Scholar program their senior year. This would include a fourth advanced math class, fourth advanced science class or foreign language class. Possible classes could include Anatomy and Physiology, Chemistry, Physics, Spanish, College Algebra, Trigonometry, Statistics, Pre-Calculus and Calculus.

D 15 - ACADEMIC LETTER

1. Students must be on the honor roll all four nine weeks and have a 3.33 G.P.A. to receive a VH script letter. 2. Each year, after a student meets these requirements, they will receive a gold bar.
3. Students who are on the honor roll all four nine weeks and have a 3.75 G.P.A. or above each nine weeks will be given the gold star in addition to the letter and the gold bar.
4. These will be awarded at the beginning of the year at an assembly.
5. Senior academic letters will be given at Awards Night, using the first three nine weeks and accumulative grades of the fourth nine weeks as of the date of Awards Night.

D 16 - ACADEMIC DISHONESTY

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework
- Working with others on projects that are meant to be done individually

- Looking at or copying another student's test or quiz answers
- Allowing another student to look at or copy answers from your test or quiz
- Using any other method to get/give test or quiz answers
- Taking a test or quiz in part or in whole to use or to give others
- Copying information from a source without proper attribution
- Taking papers from other students, publications, or the internet

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, or a detention, suspension, or expulsion.

D 17 - VISITS BY EDUCATIONAL AND MILITARY REPRESENTATIVES

Persons offering post-secondary information and opportunities are welcome at Valley Heights Jr/Sr High under the following conditions:

1. All visits must be coordinated through the counseling office.
2. Representatives will be allowed to visit during the high school seminar (11:45-12:25) Monday through Thursday. Appointments made at least one week in advance are appreciated.
3. Students will not be taken from class to speak with a representative.
4. Student participation in group or individual meetings with representatives is strictly voluntary.

D 18 - ACADEMICS FIRST

Student-Teacher Conference

Teachers may detain any student who could benefit from a student-teacher conference after regular school dismissal. Some signs of necessity for a student-teacher conference include: incomplete class work, failing grades, poor citizenship.

The student-teacher conference may be before school from 7:45-8:00 AM, during Seminar, or after school from 3:35-4:00 pm. One day's notice will be given to all students scheduled for conference periods before and after school in order that transportation home can be arranged. Students will remain under teacher supervision until dismissed. Student-Teacher Conference falls under mandatory attendance law.

Extended Time

If a student has missing work or needs extra interventions to master the content, they may be referred to Extended Time. Extended Time will run for one hour from the conclusion of school. Days for Extended Time will be arranged with the At-Risk Coordinator and parent contact will be attempted. Transportation can be offered when necessary. Qualifications for extended time are: More than 2 missing assignments and student has any D's or F's. Extended Time will supersede any after school activities.

D 19- SEMINAR

The goal of the "Seminar" is to **strengthen the** school curriculum so that we facilitate learning and the learning environment by promoting positive student contacts and guided learning experiences.

Objectives

- To provide positive interaction with each student on a daily basis.
- To mentor each Seminar student by:
 - Providing encouragement
 - Discussing academic progress
 - Setting goals and reviewing them periodically
 - Informally looking at plans and educational future
- To introduce and/or reinforce study skills.

- To provide a time of supervised study for each student.
- To re-teach and tutor students who are experiencing difficulty in the regular classroom.
- To provide enrichment opportunities.
- To allow time for clubs, organizations, pep rallies, post-high school representatives and lyceums to meet without interrupting the regular class day.
- To design activities to meet the academic and emotional needs of students, as they arise.

D 20 – Virtual School Options

USD 498 participates in a virtual school option through our Greenbush Educational Service Center. Students who have missed the opportunity to graduate with their cohort group, and live within USD 498 school district are eligible to explore this option. It is a tuition based program that the learner is responsible for, and may be reimbursed upon course completion. It is a non-discriminatory program where all educational plans are applied. Students with disabilities are accepted but may only be placed by IEP team decision as it becomes the least restrictive environment for services and modifications to be applied. All services will be provided virtually, as reasonably as possible. Those services that cannot be provided virtually will be made available within the district as determined by the team. Interested parties should contact the Valley Heights High School Counseling Office.

D 21 - Senior Work Release Program

Seniors who meet the criteria for an approved work release program may apply with administration. Please check with administration on the details of the senior work release program.

SECTION E - ACTIVITIES AND ATHLETICS

E 1 - PHILOSOPHY STATEMENT FOR HIGH SCHOOL ACTIVITIES

The Valley Heights High School extracurricular and activities program exists to provide opportunities to expand and enhance the academic curriculum of the school. The Valley Heights extracurricular activities program will contribute to the education of Valley Heights students by encouraging the growth of good citizenship, enhancing the concept of good sportsmanship and providing a laboratory setting for cooperative learning. Although the program will enhance school pride, the program's purpose and reason for existing will be for the benefit of students who qualify and choose to participate in the program. This statement of philosophy is based on the following beliefs:

- **Belief #1** - Activities Support the Academic Mission of Schools. They are not a diversion but rather an extension of a good educational program. Students who participate in activities programs tend to have higher grade point averages, better attendance records, lower dropout rates and fewer discipline problems than students generally.
- **Belief #2** - Activities are Inherently Educational. Activity programs provide valuable lessons on many practical situations, teamwork, sportsmanship, winning and losing, and hard work. Through participation in activity programs, students learn self-discipline, build self-confidence, and develop skills to handle competitive situations.
- **Belief #3** - Activities Foster Success in Later Life. Participation in high school activities is often a predictor of later success - in college, a career and becoming a contributing member of society.

E 2 - GENERAL RULES FOR ATHLETICS

- 1) SUBSTANCE ABUSE - See Alcohol, Drug and Tobacco Policy
- 2) BUS TRIPS
 - A. Student athletes will ride the team bus to and from athletic contests unless otherwise approved by the coach.
 - B. Student athletes may ride home with their parent only when the parent has made a verbal request to the coach and picks them up from the game/activity.
- 3) ATHLETIC PRACTICE ON SUNDAYS

Athletic practice on Sunday is prohibited unless special permission is given by the superintendent. Sunday practices will only be permitted under the unique circumstances such as a team whose first game falls on Monday.

4) BUFFER WEEK, SUMMER MORATORIUM & CHRISTMAS MORATORIUM

During Christmas vacation or the summer moratorium the KSHSAA moratorium can be exceeded to meet students needs and best interests. During moratoriums and buffer weeks, no outside use of school gyms will be scheduled.

5) SAFETY

Student safety shall be given prime consideration in all athletic activities involving students in our schools. Protective gear (such as mouthpieces for football) must be provided and used when possible. It is the responsibility of the coach or teacher in charge to see that the proper safety practices and standards are being followed.

6) INFRACTIONS OF TRAINING RULES

For infractions of training rules or other matters in which the coach feels more than a one week team suspension is necessary, disciplinary action shall be determined in consultation with the athletic director, high school principal and any other coaches involved. Items requiring a one week team suspension or less are left to the discretion of the individual team coach.

7) ATHLETIC BANQUET

Each year the Athletic Banquet is held to recognize all student athletes. Generally it is set on the school calendar as the first Wednesday in May.

Valley Heights High School Activities ALCOHOL, DRUG AND TOBACCO POLICY

Policy statement: During any season of practice &/or competitive play or during the off-season, regardless of the quantity, a student shall not:

- 1: Use, or be in the possession of, a beverage containing alcohol.
- 2: Use, consume, have in possession, buy, sell, or give away any illegal drugs or controlled substance.
- 3: Use tobacco in any form.

If any student involved in activities violates this policy, and the violation is substantiated **verbally, on social media or in writing** by a law enforcement official, faculty member, school administrator, or any school employee, or self-admittance, the following will occur:

If a source other than those listed above reports and signs a written statement about a student's violation of the substance policy, validity of the allegation will be substantiated. If the information proves to be accurately reported, the appropriate action as per policy will be taken.

Violation 1:

The student will lose contest eligibility for the next interscholastic week (7 days) of competition but must continue to practice to remain a participant in the activity. This violation would include all activities from the time the violation is substantiated and ***it will start with the next week of competition.***

Violation 2:

If a second violation occurs in the same season, the student will lose eligibility to participate in all interscholastic activities/performances for that season from the date of occurrence. To regain eligibility for Valley Heights High School activities following the inactivity, the student must complete a legitimate chemical dependency program at student/parent expense. Upon the completion of the above requirements, the student will be allowed to return to all activities if they are in good standing as determined by the principal.

Further Violations:

If an athlete would like to compete in another season during the same academic year and has another violation, they will lose eligibility for the rest of that season for any infraction. This will continue for the remainder of the school year.

Out Of Season (During School Year or Summer) USE or POSSESSION:

The student, parents, head coach/director, activity director and principal will have a disciplinary conference. The activities director will record the violation with penalties addressed at the conference. The minimum penalty will be loss of the ability to compete in the first competition of the season that the athlete competes in. Repeated offenses can result in loss of eligibility for an entire season.

Needing Help:

Students who feel they may have a problem with alcohol, drugs, or tobacco usage are urged, prior to their first offense without penalty under policy, to contact one of the following school officials: Building Administrators
High School or Junior High Counselor
Activities Director
Any staff member working in a KSHSAA activity.

Repeated Offenses:

Repeated offenses indicate a student-at-risk. Recordkeeping begins at the time the student signs his/her first activities contract.

Medical Reason:

It is not a violation of this policy for a student to be in possession of a controlled substance prescribed for that student's own use by his/her physician.

School Policy:

If the substance violation occurs on school property or at a school sponsored event elsewhere, school rules will be in effect in addition to the activities policy.

Due Process:

A student who has been accused of violating the Drug, Alcohol, and Tobacco Policy has the opportunity for due process. This may be afforded to the student at the conference with said student, parents, principal, activity director, counselor, and head coach/director.

Procedure of Enforcement:

- Observation document filed with the activities director or building administrators
- Notification to parents and student by the school concerning the violation
- Conference with student, parents, head coach/director, counselor & administrator(s)
- Explain consequences of action
- Opportunity for due process by student and/or parents
- Recommend appropriate plan of action

- Explain consequences of subsequent violations
- Record of conference and violation consequence filed in activity director's office

Activities Covered Under this Policy

All athletic and non-athletic activities and clubs sponsored by K.S.H.S.A.A. and/or Valley Heights.

E 3 - Random Drug Testing Policy - As outlined by Board Policy

Students that participate in KSHSAA or Valley Heights extra-curricular activities, must participate in the Random Drug Testing Policy outlined by the Valley Heights Board of Education. Copies of the Board Policy will be available upon request.

E 4 - ELIGIBILITY REQUIREMENTS FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES AT VALLEY HEIGHTS HIGH SCHOOL

It shall be the policy of the Board to require students passing six classes to become eligible for high school extracurricular activities.

1. All ninth graders are automatically eligible for extra-curricular activities when the high school is entered for the first time at the beginning of the school year.
2. After a student is eligible as a ninth grader in his or her initial year of high school, he or she may not change high schools without forfeiting 18 weeks of eligibility. An exception to this is when a bona fide move is made on the part of the student's parents to a permanent residence in the vicinity of the new school to which the student transfers.
3. The student shall have passed at least six subjects of unit weight (or its equivalency) the previous semester or the last semester of attendance.
4. The student making a transfer from another school could have the 6 credit rule waived in favor of the KSHSAA rule (5 units passing) until they conclude a full semester at Valley Heights High School.
5. A student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible (i.e. summer school, correspondence work, etc.).
6. A student may meet the credit requirements through classes at Valley Heights High School, or, in the case of a transfer student, from his or her previous attendance center.
7. A student shall be enrolled in and attending a minimum of 7 subjects during the present semester.
 - a. Exception for seniors enrolled in an approved work release program.
8. High school students enrolled in college classes may count the college classes to meet this eligibility requirement.

E 5 - PHILOSOPHY STATEMENT FOR JR. HIGH ACTIVITIES

The USD #498 Board of Education shall offer a comprehensive Activities Program for Valley Heights Jr. High students. This program exists to promote student participation in activities.

E 6 - JUNIOR HIGH ACTIVITIES PROGRAM GUIDELINES

1. Program emphasis will be on the teaching and learning of fundamental skills.
2. Students must be in good standing with the school including grades, attendance and conduct, and with the coach through application and attitude in order to represent the school in activities.
3. Good sportsmanship will be taught by sponsors and displayed by students at all times.
4. The physical, mental, and emotional well being of the student will be considered before participation will be allowed.

E 7 - ELIGIBILITY REQUIREMENTS FOR PARTICIPANTS IN EXTRA-CURRICULAR ACTIVITIES AT VALLEY HEIGHTS JUNIOR HIGH SCHOOL/HIGH SCHOOL

For participation in activities sponsored by the Kansas State High School Activities Association, including athletics, a student must be academically eligible. Academic eligibility will be computed on a weekly basis. Any student with quarter grades that include three (3) "D's" or one (1) "F" at the beginning of each week will be ineligible, following a one week probationary period. (Hence, if ineligible for two consecutive weeks, the student will not be allowed to participate beginning the second week.) The eligibility week consists of Monday to Sunday.

Along with KSHSAA sponsored events, field trips and other activities that do not consist of a specific grade in a class, will also fall under the eligibility requirements.

Students will be allowed practice time, but not participation in competitive activities. Ineligible students will not be allowed on the bus to an "away" activity or "dress out" for a home activity. Parents may call school on Monday afternoon if they wish information about their child's eligibility. Progress reports will be sent to the parents in the middle of each quarter giving specific input in regard to student progress.

PROCEDURE: Grades for the weekly eligibility requirements will be pulled off of Powerschool during the morning of each Monday. Students that are found to be ineligible will be notified prior to the end of the day Monday. Eligibility grades will begin the third Monday of each quarter. ALONG WITH THE ELIGIBILITY REQUIREMENTS, TEACHERS WILL PLACE ZERO'S IN THE GRADEBOOK FOR OVERDUE/LATE ASSIGNMENTS. ASSIGNMENTS THAT ARE OVERDUE BECAUSE OF ABSENCES WILL FOLLOW THE MAKE UP GUIDELINES. (2 DAYS/ABSENCE).

E 8 - PHYSICAL EXAM

All students, boys or girls, who participate in interscholastic sports are required to have a physical examination and a KSHSAA physical form signed by the physician certifying that the student is physically able to participate. Students must get a physical every year and it must be done after May 1st. The physical and concussion form must be filed in the principal's office before a student may participate athletically in any practice or in any sport.

E 9 - ACTIVITIES PROVIDED

The following activities will be part of the school curriculum:

- Athletics:
 - Football, Basketball, Track, Cross Country and Golf for boys
 - Volleyball, Basketball, Track, Cross Country and Golf for girls
- KAY: A service for girls and boys(Kansas Association for Youth)
- F.C.C.L.A: For students in Home Economics
- F.F.A.: For students in Vocational Agriculture
- VH Club: For athletes earning the school letter
- National Honor Society: For students who display excellence in scholarship, leadership service and character
- Student Council: For students who are elected to positions of leadership
- Drill Team: Tryouts conducted annually
- Scholars Bowl: Tryouts conducted annually
- Cheerleading: Tryouts conducted annually
- Forensics: Competition held in the spring semester
- Music
- Art Club

E 10 - HOLDING AN OFFICE

In order that no student be overloaded with leadership responsibilities, a student may hold only one major office at a time. The presidency of each club or class is considered to be a major office.

E 11 – NATIONAL HONOR SOCIETY REQUIREMENTS

National Honor Society selection is conducted by a faculty council. Candidates for membership are selected in the spring after the 3rd nine week period of the student's sophomore year. A candidate must have a 3.50 accumulative GPA in all of her/his high school academic work.

Upon academic qualification, the student will be asked to complete a self evaluation in the areas of leadership, service, and character. Additionally the student must obtain a letter of recommendation on their behalf. Students may also be evaluated by the school faculty in the areas of academics, leadership, character, and service to the community. The faculty council reviews these materials and decides whether or not the student should be invited as a member of NHS. It is necessary to maintain a 3.50 GPA and high standards in the other areas or dismissal could result. One semester probation is allowed for bringing up these standards before dismissal. Additionally, students must complete 10 hours per semester for community service. Failure to complete the community service hours will result in the member being placed on probation. For further probation and specific dismissal rules, see the Valley Heights NHS Chapter bylaws.

E 12 - ATHLETIC AWARDS

The standard letter for all athletic awards shall be a 6" chenille "VH" for the high school, 4" for the Junior High. Decorations on the letter shall be an insignia proper for each sport. Service stripes and additional emblems are to be added each year thereafter. Any first year letter person may receive his/her letter at the close of the season. All letters are to be awarded upon the recommendation of coaches and principal. Players must finish the season in order to letter.

FOOTBALL

- Participation in at least one-half of the total quarters in varsity team competition.
- The coach may give a letter if they feel as if the athlete was a major contributor at the varsity level regardless of meeting the quarters requirement.
- Being a member of a state football team that qualified for the championship game may entitle a player to a letter regardless of meeting the quarter requirements.

BASKETBALL

- Participation in at least one-fourth of the total quarters in varsity team competition.
- The coach may give a letter if they feel as if the athlete was a major contributor at the varsity level regardless of meeting the quarters requirement.
- Participation in state basketball tournaments may entitle a player to a letter regardless of meeting the quarter assignment.

TRACK

- One must earn 16 points at varsity meets during the season.
- The coach may give a letter if they feel as if the athlete was a major contributor at the varsity level regardless of meeting the points requirement.
- Points earned in relay teams shall not be divided. Each member may count all points as if they were individual events.
- Participation in the state track meet may entitle a player to letter regardless of meeting the point requirements.

GOLF

- Participate in at least 1/2 of the varsity meets.
- The coach may give a letter if they feel as if the athlete was a major contributor at the varsity level regardless of meeting the meet requirement.
- Participation in the state golf meet may entitle a player to letter regardless of meeting the meet requirements.

VOLLEYBALL

- Participation in at least one-half of the total games played on varsity team competition.
- The coach may give a letter if they feel as if the athlete was a major contributor at the varsity level regardless of meeting the games played requirement.
- Being a member of a state volleyball tournament team may entitle a player to letter regardless of meeting the game requirements

CROSS COUNTRY

- To qualify as a varsity letter winner, a student must successfully complete the season; as determined by the coach. * This may be different for different individuals. In addition to completing the season, a participant must do one of the following:
 - Compete in 5 or more of the scheduled meets, at the varsity level.
 - Qualify for state.
 - *The coach reserves the right to waive any of the above requirements for any unusual circumstance which may occur.

PROVISIONAL LETTER

A letter may be awarded for the above activities at the discretion of the coach. An athlete must participate in that sport the next year in order to keep the letter.

MANAGERS

Athletic team managers may qualify for letters which carry the proper insignia to indicate a manager. The same scholarship requirements must be met as for players. The coach's recommendations will be the sole basis for awarding or not awarding.

CHEERLEADING

Participants must be in good standing.

DRILL TEAM

Participants must be in good standing.

SCHOLARS BOWL

- Participation in the state tournament may entitle a player to a letter regardless of meeting the two year requirement.
- Student must be in good standing with the school and coach.

E 13 - MUSIC AWARDS

1. Student must be in good standing with the school and instructor.
2. Student must attend the TVL and Regional contests.
3. Student should maintain an A average in music class.
4. Participation at the State contest may entitle a student to a letter.

E 14 - DRAMA AND FORENSICS AWARD

1. Student must qualify for State Champs or Festival
2. Student must attend 7 meets if they are enrolled in class or 6 meets if not enrolled in class.
3. Student must perform 2 pieces if they are enrolled in class or 1 piece if not enrolled in class.
4. Student must work at the VHHS tournament that we host.

5. Student must get 4 judges for tournament if enrolled in class or 2 judges if not enrolled in class.
6. Student must work and participate in Forensics Night.
7. Student must communicate with the coach and pick up tournament travel plans, respond to morning announcements and let the coach know one week in advance of your participation in the following week's tournament.

Requirements to Letter in All School Play

Effort and Participation:

1. Mandatory 25 contribution hours (prior to performance) to include rehearsals, set construction, publicity, line work, costume construction, props, setting lights and set strike, etc.
2. Actors – Attend 75% of required rehearsals
3. Technical – Attend 95% of required rehearsals
4. Learn lines by deadlines
5. Be prompt and stay for duration of rehearsal time
6. Mandatory attendance on Saturday of Tech Weekend
7. EVERYONE will contribute 2 hours of set construction
8. Help during entire strike of set

Attitude:

1. Must be a student in good standing
2. Exhibit a positive and respectful attitude towards director and peers
3. Exhibit a team attitude by: veteran actors/techs mentoring new students, helping others learn lines, lead by example, etc
4. Accept direction and critiquing as a means to improve and not as a personal criticism, by arguing or refusing to comply with director's direction.
5. Be respectful of property – building, sets, costumes and props.

E 15 - FCCLA AWARDS

FCCLA members are eligible to letter in FCCLA by earning 100 points over the course of the school year. The members must participate in the activities that are planned throughout the school year in order to earn these points. Point values and activities are chosen at the beginning of the school year and a list will be provided by the FCCLA Advisor.

E 16 - JUNIOR/SENIOR HIGH LETTERS

- I. Letters from activities will be furnished by the district. Letters to students will be given for recognized activities in grades 9-12 provided they have met the lettering standards listed in the student handbook. A. One chenille letter per student from 9-11 purple on white.

II. Recognized activities will consist of the following:

Athletics: Music: Activities:

Football	Instrumental	Drama
Volleyball	Vocal	Speech
Basketball		Scholar's Bowl
Golf		FCCLA
Cross Country		
Track		

Cheer		
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III. Each activity will furnish pins.

A. Pins will be provided by the activity in which a student letters.

IV. Junior High School

A Certificate will be awarded to all JH athletes who earn a letter.

E 17 - LEAGUE AFFILIATION

Valley Heights High School is a member of the Twin Valley League. During the school year the league sponsors many activities in which we will be engaged. Most of our athletic competition is with other league schools. Members of the Twin Valley League are: Axtell, Blue Valley-Randolph, Centralia, Clifton -Clyde, Doniphan- West, Frankfort, Hanover, Linn, Onaga, Valley Heights, Troy, Wetmore, and Washington County. The following guidelines shall govern school behavior at all Twin Valley League activities:

- o All students of Twin Valley League shall recognize and respect the property and rights of all other league schools.
- o All students of the Twin Valley League shall follow the principles of good sportsmanship in all activities.
- o All students of the Twin Valley League shall observe the rules of safety for themselves as well as all other schools.
- o All students of the Twin Valley League shall refuse to participate in any form of vandalism in other schools and shall strive to discourage such behavior.
- o All Twin Valley League member schools shall strive to encourage conduct which will be a credit not only to the league but to each member school, individual student, and to the community.

E 18 - STUDENT ABSENT DAY OF ACTIVITY

Students who do not attend school the day of an activity may not participate in activities that night. Students must be present no less than half of the school day prior to an activity that afternoon or evening. The Principal may waive this due to special circumstances, i.e.funeral.

Special permission may be given to students who have dentist or doctor's appointments and to students who are absent in the morning and come to school in the afternoon. This special permission will be with the approval of the teacher or coach involved and principal.

E 19 - SCHOOL TRIPS

During the year many students will miss school due to participation in judging trips, track meets or other school activities. The student is not counted absent when participating in such activities, however, he/she is responsible for work he/she misses. Participation in a school trip or activity during the school day is at the discretion of the sponsor. Students missing class for such activities are encouraged to check on work missed in class prior to the absence. This does not include activities held after the regularly scheduled school day.

E 20 – STUDENT ACTIVITY FINANCES AND RECORDS

All organization funds are deposited in the office. All organizations receiving money are to issue a receipt each time any money is received. In turn, the office will issue a receipt when money is turned in for deposit. In order to make a purchase, a purchase order form must first be approved and signed by the office. The form is then submitted to the firm from which the material is to be purchased. The firm will charge the material listed on the purchase order. The form will then be returned to the office by the vendor along with his/her invoice for payment.

E 21 - SCHOOL DANCES

During the school year there will be several dances sponsored by various school organizations. Dances involving the majority of the students are to be planned through and approved by the principal. Once a student leaves a school sponsored party or dance, he/she may not return to the dance or party. Any student, escort or escortee who has been drinking shall not attend a school function. Students will not smoke at a school function. Violators are subject to dismissal from school. To attend school dances, students must meet weekly eligibility requirements. **ALL DANCES – Minimum age: must be in high school or a high school graduate up to the age of 20**

E 22 - ASSEMBLIES

During the year we will have a number of assemblies. Some of them will be for the purpose of lyceum numbers or entertainment. Students should remember that when we have guests they should be treated as guests. Whistling, cat calls, etc. are in bad taste. When we are pleased with a performance of a guest, or even if we are not, we should reward our guests with polite applause.

SECTION F - COUNSELING SERVICES

The counselor is available to help students in the selection of courses, making post-high school plans, learning about and applying to college and other advanced schools, locating and applying for scholarships, securing job information, learning more about themselves through testing and counseling and helping to solve personal and school problems. Students wishing to talk to the Counselor should make an appointment and the Counselor will make arrangements if it is necessary for a student to be out of class.

The school encourages seniors to make plans for post-high school education. Where it is possible to do so, students are encouraged to visit the school of their choice while school is in session. Students wishing to visit a school or college should meet with the Counselor who will advise them as to the person(s) they should contact the school. In some instances, the Counselor may make appointments with the proper authorities to make the visit more valuable and profitable. Seniors are allowed two post-secondary visits per semester. Juniors are allowed one post-secondary visit during the second semester. All school visits must be pre-approved by the counselor.

SECTION G- Textbook Rental

The book rental program was established to provide textbooks for students at a reasonable cost. Students must pay full cost of all consumable materials. The cost of text rental at Valley Heights High School for 7-12 students is **\$50** per student in each school year. iPads are also rented equipment at VHHS at the cost of **\$35** per student, per school year. iPad rental is **REQUIRED** to be paid in full prior to the iPad being available for full usage.