



**USD #498**  
**Elementary Student**  
**Handbook**



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STUDENTS, you can help prevent school violence,

Please call  
1-877-626-8203

Toll-free Hotline to Anonymously Report Potential Violence.

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 - 1-800-626-8203.

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 Elementary School Mission Statement**

The Valley Heights community will prepare students to become lifelong learners and productive citizens.

### **Valley Heights Elementary School Vision Statement**

As a Professional Learning Community, we envision a school in which staff:

- Unites with parents and community to achieve specific goals with a common purpose;
- Works together in collaborative teams;
- Monitors each student's individual progress to guide instruction;
- Improves student achievement on a continuing basis by implementing effective, research-based strategies;
- Demonstrates a personal commitment to the academic growth and general well-being of all students;
- Nurtures a caring, positive, child-centered learning environment;
- Values everyone within the school community.

### **Collective Commitments:**

In order to achieve the vision of a school that functions as a Professional Learning Community, Valley Heights Elementary staff makes the following collective commitments:

1. Actively involve parents in the educational process of their child.
2. Create a positive learning experience in collaboration with the entire Valley Heights community. (For example: Open House, Parent/Teacher Conferences, Colt Booster Club Activities)
3. Work collaboratively in developing instructional strategies and designing methods of assessment to advance the vision of the school.
4. Use varied methods of assessment to monitor the learning of students and use the results to guide individual instruction.

5. Provide a positive, child-centered classroom with clear expectations, consistent consequences, and specific, articulated academic goals where all students are valued.
6. Model life-long learning through commitment to ongoing professional development and continuous improvement.
7. Improve communication between school and home.

**Goals:**

- To improve student performance in Reading, Language Arts and Math in each grade level as measured by performance on local, state, and national assessments;
- To improve behavioral and social skills that will develop citizens of good character and teach them to be responsible for their own actions.

**Valley Heights Elementary School Motto**

We Must Believe To Achieve

**Valley Heights Elementary School Mascot**

Colts

**District Mission Statement**

USD 498 Board of Education's mission is to provide an education system that will develop the highest level of achievement for all students, educators, and patrons, by managing district policies and efficient use of resources.

**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 recipient's jurisdiction, regardless of the nature or severity of the person's handicap.

**Non-Discrimination**

USD #498 shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, 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 and may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.

**Complaints and Grievances**

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, or in the district's programs and activities is prohibited. Principal Chad Kenworthy, 2274 6th Road, Blue Rapids, KS 66411, at

785-363-2508, has been designated to coordinate. This is in compliance with nondiscrimination 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 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 who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator and the complaint shall be resolved under the district's discrimination complaint procedure.

### **Family Engagement Policy**

Valley Heights will incorporate the following standards toward family engagement to promote parent/family involvement. These standards include: 1) welcoming all families into the school community, 2) communicating effectively, 3) supporting student success, 4) speaking up for every child, 5) sharing power, 6) collaborating with the community.

To incorporate these standards, the Valley Heights Elementary Schools will take the following actions to involve parents in the joint development of its Family Engagement Policy.

\*Parent volunteers will be utilized throughout the buildings in the classroom and for school activities. Parents/family members may sign up to be volunteers at enrollment, through Community Education or by contacting an individual teacher/staff member.

Valley Heights Elementary Schools will jointly develop/revise with parents the Family Engagement Policy.

\* Parents/families of participating children will be given information regarding programs provided by the district, including Title One, Reading Recovery, preschool, Kinder-prep, etc., and the KPIRC website. A link to KPIRC is available on our website.

\* Explanations of the curriculum and academic assessment information will be given to parents at parent/teacher conferences, held twice a year. Parents are always encouraged to meet with teachers/staff when a need or concern arises. Families will be encouraged to be an active participant in making decisions relating the successful education of their children.

\*As a component of the family engagement policy, the school/parent compact will be reviewed annually. The compact will be used as a tool for discussion during parent/teacher conferences, and other occasions, as needed.

\* Staff will provide frequent (weekly, monthly, mid-quarter, quarterly) reports to parents/families on their child's progress, and provide reasonable access to staff, opportunities to volunteer and participate/observe classroom and extracurricular activities. (Examples would be Grandparent's Day, Literacy night, special event activities, etc.)

## Section A –School Success

### 1. Attendance, Absences, and Excuses

Regular attendance at school is closely related to good schoolwork. It is essential for your child's success in school to be present and on time every school day. Please call or e-mail the school office if your child will be absent or tardy. **If the office or teacher has not received word of your child's absence by 8:30 am, your child will be considered unexcused and the office will contact you.** Students who are habitually tardy may be considered truant. Three tardies equal an absence. Students who are not in their classroom by the 8:05 bell will be considered tardy. Students will be counted 1/2 day absent if they are gone during the day for more than 2 hours.

I. The following procedures shall be used in determining truancy in USD 498:

A. Whenever a child is required by law to attend school and such child is not enrolled in school, such child is truant.

B. A student is considered unexcused from school if he/she is unable to provide a bona fide parental excuse. If a student has an unexcused absence for three consecutive days, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first, parents are notified and the student shall be reported to the truancy monitor and/or Department of Children and Families (DCF).

C. Prior to reporting to either DCF (if the student is under 13) or district attorney (if the student is over 13), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

D. A valid excused absence is parental consent for absence from school for the following reasons:

1. Illness (see Section E. below)
2. Funeral.
3. Medical, eye, and dental appointments, with doctor note upon return to school.
4. Attendance at school approved and/or related subject.
5. Other reasons, which in the judgment of the principal, are reasonable and necessary.

E. A written excuse from a doctor is required for more than three (3) consecutive days absent or a total of five days in a semester. Exceptions will be determined by the principal in consultation with the school nurse.

F. A student is counted absent if he or she is in the nurse's office more than two hours.



II. Absences are excused, subject to the following stipulations:

- A. The student should make every effort to complete work prior to the absence when advance knowledge of a pending absence is known.
- B. In cases where work cannot be made up prior to the absence, a student will be given as many days as he/she was absent plus one to complete missed assignments. In cases of extenuating circumstances, arrangements may be made between the instructor and the parents. The following procedure should be followed for prearranged absences: (1) notify the office, (2) get make-up work, (3) work is due upon return.
- C. Individual cases may warrant additional time to make up work and the principal, after conferring with the student and the teacher, may grant additional time.

III. In order to participate in any school activity, the student must have attended school for at least one half of the current school day. In cases of unusual circumstances, the principal may determine whether a student will be allowed to participate. Students absent due to family vacations or trips while school is in session will be considered unexcused. In cases of unusual circumstances the principal may excuse students on a case by case basis.

**2. Arrival and Dismissal**

The elementary building will be open at 7:20 A.M. with classes beginning at 8:05 A.M. All students will be dismissed from the regular school day at 3:35 P.M. We ask that all children be picked up promptly after school. Our security system will automatically lock the front doors at the start of school and will unlock at the end of the school day. Parents/Guardians will need to notify the office or teacher about any changes in your child's regular after school plans by note or phone call prior to 3:00 pm so there is time for the message to be delivered.

**3. Personal Appearance**

The primary responsibility for appearance lies with the students and their parents. Appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. All classrooms are air conditioned and a temperature of 72 degrees is maintained. The following standards are established:

1. Examples considered inappropriate include, but are not limited to the following: halter tops, sports bra, half shirts, mesh shirts, spaghetti strap tops, muscle type shirts, shirts with ripped side seams, short shirts revealing any part of the midriff when hands are raised or at normal stance, excessively tattered jeans, extremely sagging pants, bike shorts, short shorts (standing straight, arms at sides, hem of shorts within length of fingers),
2. Shirts with a drug and/or alcohol theme and with objectionable language, innuendos, or graphics are inappropriate. Students wearing inappropriate clothing will be required to change or turn the shirt inside out.
3. Clothing associated with gangs or groups that may cause disruption will not be permitted. Sagging pants, chains, and bandannas are examples of clothing that are not acceptable.

4. Shoes must be worn at all times. Each child should have tennis shoes to wear in the gym. Flip flops are discouraged for safety reasons.
5. Hats, caps or any type of head coverings are not to be worn in a Valley Heights School building during school hours, unless otherwise approved by the principal or sponsor of an activity.

## **Section B - Instructional Program**

### **1. Pupil Progress and Reporting**

A report on your child's academic growth will be made at the end of each nine weeks. Its purpose is to inform the parents or guardians of the children's progress in their curriculum studies and their progress in citizenship.

In addition, the Blue Rapids Grade School sends progress reports to the parents at the end of the first five weeks of each grading period. The Waterville Grade School sends home weekly folders. The purpose of these reports is to help parents be aware of the quality of work being done by their child, where help is needed, and whether any late or make-up work is due before the end of the nine weeks. This gives ample time for help or make-up work to be accomplished before the end of the nine weeks.

When the five-week reports are sent home, parents are asked to sign these and return them to school. This indicates only that the report card has been seen by the parents and does not indicate approval. Should you have any questions concerning the report, you are encouraged to arrange a time to talk with your child's teacher. The grading scale is as follows:

#### Kindergarten through Second Grade

- 4=Beyond Grade Level Outcomes
- 3=Mastery
- 2=Progressing Towards Mastery
- 1=Needs More Practice
- \*=Denotes student is receiving intervention
- Blank=Not assessed

#### Third through Sixth Grade

- A+ = 98 -100
- A = 94-97
- A - = 90-93
- B+ = 88-89
- B = 84-87
- B. = 80-83
- C+ = 78-79
- C = 74-77
- C- = 70-73
- D+ = 68-69
- D = 64-67
- D- = 60-63
- F = 59 and below

**2. Plagiarism and Academic Dishonesty**

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures.

**3. Parent-Teacher Conferences**

Conferences are scheduled for all students for the first and third quarters of the school year. These conferences offer a working relationship between home and school and provide guidance for both the teacher and parent. Parent involvement with the child's conference is very important.

**4. Textbooks and Fees**

The district supplies to each pupil all textbooks and workbooks for an annual rental fee. This year's fees will be \$35.00 for all pupils in grade K-6. All fees will be paid at the school office.

**5. Human Sexuality and Aids Education**

We have a curriculum for all students concerning Human Sexuality and AIDS. Parents will receive prior notification of when the Human Sexuality and AIDS curriculum will be taught. Parents may preview the curriculum by contacting the school nurse.

A parent or guardian may use the district opt-out provision to remove their child from some portion or the entire human sexuality and AIDS curriculum. More information will be given upon request.

**6. Standardized Tests**

Students in grades 3-6 will participate in the Kansas State Assessments. Math and Reading will be scheduled for all students yearly, whereas Science, Social Studies, and Writing will be on a rotation.

**7. Field / Educational Trips**

In order to enrich the instructional program, educational trips for individual classrooms are scheduled during the school year.

Field trips will take place during the regular scheduled school day for grades Kindergarten through six. Parents are welcome to follow the bus and take part in the field trip.

**Section C - School Policies & Procedures**

**1. Age of Eligibility for Schools Attendance**

(a) Subject to the provisions of subsection (b), any child is eligible to attend the elementary grades in the school district in which the child resides or in a school district which has entered into an agreement in accordance with and under authority of >K.S. 72-8233, and

amendments thereto, with the school district in which the child resides if the child will attain the age of six years on or before August 31 of the school year.

(b) any child who has completed a kindergarten course entered and attended in this state in accordance with the provisions of subsection (d) or who was a resident in another state and who, while residing in such other state, had entered and was in attendance in first grade in such state or who had completed in such state a kindergarten course maintained by a public school district or by an accredited private, denominational or parochial school shall be eligible to attend first grade in this state, regardless of age;

(c) subject to the provisions of subsection (d), any child is eligible to attend kindergarten in the school district in which the child resides or in a school district which has entered into an agreement in accordance with and under authority of >K.S. 72-8233, and amendments thereto, with the school district in which the child resides if (1) the child will attain the age of five years on or before August 31 of the school year,

(d) any child who was a resident in another state and who, while residing in such other state, had entered and was in attendance in kindergarten in such state shall be eligible to attend kindergarten in this state, regardless of age.

## **2. Safety To and From School**

The safety of the children is always of paramount importance. The following safety rules should be reviewed regularly with your child in order to assure his/her maximum safety:

1. Cross streets only at stop signs and where crosswalks are painted.
2. When picking up or dropping off your child from your car, do so only on the curbside of the street and direct him/her to go to the crosswalk to cross the street.
3. Do not park in the bus-loading zone.
4. Do not ride bicycles on the sidewalk or school grounds. Bicycles should be walked from the street to the bicycle racks and put in the rack properly.

## **3. Playground Supervision**

Whenever the weather permits, play periods are held outside. Should your child have a health condition or other important reason, which makes it necessary to limit strenuous activity, please provide his/her teacher with a note or phone call.

Supervision is provided on the playground during physical education, recess, and the lunch period. Teachers are assigned supervisory duties for recess and lunch.

## **4. Valley Heights Bus Rules**

1. Follow the bus driver's instructions and be courteous
2. Sit on the bus (bottom in the seat, back touching the back of the seat, feet on the floor and facing front) with all body parts inside the bus and kept to yourself
3. Use school appropriate language on the bus and maintain a quiet talking voice while traveling between towns, but turn voices off when traveling in a town
4. Take your belongings with you and keep them to yourself
5. Pick up any trash and put it in a trash bag/can

6. Load the bus as directed by the adult and unload front to back while staying seated until it is your turn to exit

7. No sharp objects, weapons, animals, alcohol, drug or tobacco items are allowed on the bus

At times students may not be riding a bus home, may be riding a different bus with another student, or may have guests riding with them. In the event this happens, parents should write a note or call the school office so the school knows the status of the child and may inform the bus driver. Bus permits from the school office are required when a student is to ride a different bus, has a guest riding or when a student who usually does not ride a bus will be riding. Requests to permit children to exit the bus at a place other than their designated stop will be granted but only if it is on an already existing route.

#### **5. Picking Up Students During School Hours**

If it is necessary to pick up your child during school hours for a dental appointment, doctor appointment, etc., please call the office ahead of time or send a note and **stop by the office** to get your child.

#### **6. Fire and Severe Weather Drill Plan**

Several times a 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. Teachers will have a fire and tornado drill plan posted in their classroom.

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 Para-professional away from the remainder of the class that person (Para-professional) 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 and para 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 para will report this fact to the building principal or lead teacher.

#### **7. Telephone Usage**

Students are discouraged from using the office telephone unless it is an emergency. We would rather the phone not be used to gain permission for an activity which could have been arranged in advance. **All plans concerning after school activities should be made by the child and parents before coming to school.** Except in an emergency, children will not be called to the phone from class; however, a message will be delivered to them. Your cooperation is greatly appreciated.

#### **8. Pictures**

Individual pictures are taken two times a year. Group pictures are taken in the spring. Pictures are prepaid. There are retake or refund options if you are not pleased with the pictures.

#### **9. Official Student Names**

The student's legal name is used on student records at school. This name includes first name, middle initial and legal last name. Every attempt is made by the school staff to address students by the name they so desire.

#### **10. Written Communication**

Timely written bulletins or newsletters are sent home to parents or guardians of students in an effort to communicate information about the school to the home. Much of this information is sent home with the student. Parents and students both are encouraged to read any communication thoroughly.

#### **11. Bad Weather**

If the superintendent finds it necessary to close school before the school day begins due to severe weather, all school families will receive an automated notification of the cancellation. This announcement will also be made on local radio stations and Topeka radio and TV stations when possible. If school is closed early due to bad weather, your children should know what they are to do. Your oldest child in our school will meet their younger brothers and/or sisters and they will stay together for you to pick up. The office will try to call all parents to notify you of early dismissal due to bad weather. Parents are asked to come and wait at the office when picking up their children as teachers are organizing the children to leave. Teachers will dismiss the children to the office as parents arrive.

If a storm warning or tornado warning is in effect at school dismissal time, children will not be dismissed until there is an all clear.

#### **12. Promotions and Retention Policy**

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

#### **To help students achieve, the board implemented the following procedure:**

1. Any student that is performing at least one year below grade level on Fast Bridge Benchmark in either math or reading will be encouraged to attend summer school and the after-school program.
2. Students in 3<sup>rd</sup> through 6th grade take the State Assessments in reading and math. Any student scoring below the satisfactory level is encouraged to attend the after-school program and the summer school program. Students scoring below the satisfactory level shall also receive small group mathematics and reading instruction during the school year.
3. Students failing to participate in the above programs could face the possibility of retention. Parents will be contacted as soon as possible to let them know if their child needs to attend the after-school program or summer school program.
4. Teachers and parents of any student not meeting performance standards as noted above shall follow an individualized learning plan. When a student successfully completes the individual plan, a decision shall be made about the student's grade placement for the following school year.

**13. Care Of School Property**

Students are expected to take care of textbooks, desks, and other school property. Any textbooks, library books, or other school property, which may be assigned to a student, is their responsibility. If any school property is lost, damaged or destroyed, a replacement cost will be assessed to the student and their parents.

**14. Non-Custodial Parents**

Upon request a copy of a child's grade card will be mailed automatically to a non-custodial parent as soon as possible after each nine weeks grading period if a mailing address is available.

**15. School Breakfast, Lunch, and Milk**

Valley Heights offers a breakfast program and Type "A" lunch program in which participation is optional. Breakfast serving times are from 7:20-8:00 A.M. and lunch is served from approximately 11:10-11:50 A.M. Students who receive free and reduced meals must pay for or have a positive lunch balance if only getting milk. Milk is included in the cost of both breakfast and lunch and is available for students who bring a sack lunch. Extra milk at noon is available for those students eating school lunches. We encourage parents to eat lunch with their children, but please notify the school by 9:30 A.M.

We encourage families to pay in advance for student meals. Unpaid meal balances will be capped at \$50.00 per family. If an unpaid balance reaches \$50.00, your child will not be served a school meal.

BREAKFAST WILL NOT BE OFFERED WHEN SCHOOL STARTS LATE DUE TO BAD WEATHER, ETC.

**16. Lost and Found**

All articles found on the playground or in the school building will be turned into the lost and found area in the office. Students should check with the office for missing articles. Parents can help by clearly labeling all items of wearing apparel that will be removed at school (gloves, caps, coats, etc.) Unclaimed items are donated at semester to keep them from piling up.

Children are not to bring a lot of money or any valuable possession (i.e., electronic devices) to school. The school does not assume responsibility for such possessions. Neither does the school assume responsibility for basketballs, balls, bats or other play equipment brought from home for recreational activities.

**17. Inappropriate Items**

Students are not to bring toys, electronic devices, or similar items to school unless necessary for a classroom report or project. If a child needs to bring an electronic device it will be checked in at the office. Items, which are valuable, dangerous, or disruptive, are not appropriate at school and should have special permission granted by the principal prior to their appearance at school.

**18. Withdrawals and Transfers**

Students who transfer from our school are asked to notify the teacher and the office as soon as they know they are leaving. In this way the appropriate records may be prepared, textbooks checked in, any refunds made or bills paid.

**19. Pets**

Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. The student is not permitted to transport any animals on the school bus.

**20. Gum, Candy and Pop**

The possession and/or use of gum, candy, pop and other snack foods are not permitted at school unless at a birthday party or other special occasion.

**21. Classroom Visitation**

Parents are invited and encouraged to visit the classroom. Contact the teacher prior to your visit to get an indication of the child's school schedule so you can plan your time accordingly. If you are wanting to visit the classroom for an extended period of time (more than 1 hour) please contact the principal. **Upon arriving at the elementary school please stop by the office before proceeding to the classroom.** If you have questions or concerns, which you would like to discuss with the teacher, please make an appointment for a conference outside the regular school day.

The parents of student guests from other schools are asked to contact the classroom teacher prior to their child's visit. One hour is an adequate time for out of district guests to observe activities. Permission may or may not be granted.

**22. Physical Education**

All students will be required to attend physical education class. A statement from a parent, guardian, or physician is needed before a pupil is excused from physical education. Girls who wear dresses to PE are encouraged to also wear gym shorts. Students are encouraged to wear appropriate clothing and footwear to school so change is not required for P.E. class. Students may bring a separate pair of shoes to school to change into.

**23. Wellness**

USD #498 Valley Heights is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of USD #498 Valley Heights that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals, health professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.



- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat in settings that are clean, safe, and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs and related community services.

#### **24. Internet Use**

Access to computers and people all over the world makes material available that could be considered to be without educational value in the school setting. Therefore, use of inappropriate sites on the Internet is not acceptable at Valley Heights. The use of Internet must be for educational and research activities and must be consistent with the educational objectives of Valley Heights. It is the user's responsibility to use the Internet in an efficient, ethical and legal manner. Any faculty member, administrator, or para-professional at Valley Heights can make determination of inappropriate use. Inappropriate use will result in revoking Internet privileges and also could result in disciplinary consequences.

Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See ECH for "fair use exceptions" which may allow for limited use of copyrighted materials.

#### **25. District or School Web Site**

Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

Any original materials created by students are owned by those students. Original materials will not be posted on district or school web sites without prior written permission of the student who created the work.

#### **26. E-mail**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail 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.

## **Section D – Student Behavior and Discipline**

### **1. SCHOOLWIDE CODES OF CONDUCT**

The Valley Heights Grade Schools Code of Conduct is based on 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.

The Code of Conduct is in place to ensure a safe and orderly learning environment. The Guiding Principles are consistent in all school environment areas.

### **2. OLWEUS ANTI- BULLYING RULES**

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

**MINOR INFRACTIONS:** Minor Code of Conduct violations (see individual codes) will be dealt with by staff members. Repetition of minor offenses disrupt learning; therefore, such repetitions will be dealt with as a major offense by the principal if improvement is not demonstrated by the student.

**MAJOR INFRACTIONS:** Attending Valley Heights Elementary is a privilege which carries with it the obligation of maintaining acceptable behavior as specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statutes of the United States. Students are responsible for their actions and should find satisfaction in attaining standards which are expected. The following types of behavior cannot and will not be condoned:

- I. Disorderly Conduct:
  - A. Fighting
  - B. Disturbance

- C. Vulgar, obscene, rude, or profane language.
- II. Defying Personnel.
- III. Damage to Property.

## **2. OFFICE REFERRAL PROCESS**

Refer to Olweus Discipline/Consequence Behavior Rubric.

### **1. Detention**

Faculty members may detain a student after school when, in their professional judgment, it is necessary for academic or disciplinary reasons. When detention is necessary, the teacher will notify parents twenty-four hours in advance so the duration of the detention and transportation arrangements can be made-unless parents and school have made other arrangements.

The time begins when the student reports to the detention room. All students are expected to bring a book or school work and remain silent during this time. If a student fails to do this, another consequence will be assigned.

If a student has an “excusable” conflict with his/her detention (doctor’s appointment, illness, funeral to attend, etc.), he/she will have three school days to make up that detention. A note or call from home will be required for proof of this conflict.

Minor infractions of the Code of Conduct will be dealt with by the appropriate staff member. Repetition of minor infractions disrupt learning; therefore, they will be dealt with as a major infraction by the principal if improvement is not demonstrated by the student.

### **ALTERNATIVE LEARNING CENTER (ALC)**

A discipline technique frequently used for infractions of the school wide behavior guidelines is alternative learning center. It is based on the premise that students like to come to school to be with their classmates. ALC provides the student with an opportunity to reflect on his/her behavior while being separated from peers. ALC will be characterized by the following conditions:

1. Student will report to a supervised and isolated area where he/she spends assigned time.
2. Student will be responsible for all work completed within his/her classroom during ALC.
3. The student will be accompanied to and from the restroom.
4. Student will not be allowed to participate in extra-curricular activities (field trips, parties, etc.) during the twenty-four hour period he/she is assigned ALC.
5. Should an infraction occur during the middle of a school day the principal will assign appropriate times.
6. Should the principal be required to be out of the building, the head teacher will have the right to assign ALC.

## REGULATIONS:

1. Talking is kept at a minimum. Help may be given on school work.
2. Breaks may be taken, however: kept at a minimum. Take a break when no class is in the hall. Escort student at all times.
3. Lunch is eaten in a designated area away from his/her regular class.
4. Work is due by 3:23 p.m. each day. Place completed work in individual teacher's mailbox.
5. Sleeping is not allowed. Lunch is the only food the student may eat in the room.
6. Students assigned ALC will be visited by the counselor at her convenience.
7. Regulation violation may result in further consequences.

### **2. Suspension and Expulsion Procedures**

Except as limited by Section 504 or IDEA, 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. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or by any other hearing officer appointed by the board.

### **3. Racial Harassment: Students**

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.

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.

The district encourages all victims 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.

#### **4. Tobacco Use**

Smoking by students and/or the possession and use of any other tobacco product 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.

#### **5. Sexual Harassment**

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.

All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual 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 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 extracurricular 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. (See Complaints and Grievances)

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.

#### **6. 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 of violence; or
- \* Shall not imply gang membership or an 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.

## **7. 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. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and will be subject to any 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 short-term suspension;
- b. Suspension from all student activities for a period of not less than 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 one semester or four 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/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 into and complete a drug education or rehabilitation program, the cost of such program shall be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file with 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.

## **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, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm or other 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 under the provision of JDC (Probation). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for the possession of a weapon shall be conducted by the superintendent or superintendent's designee.

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.

It is a crime for any person to possess a firearm at school or on school property or at a school supervised activity. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

### Definition of Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive device shall include, but not be limited to:

**\*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 having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;

\*any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;

\*any bludgeon, sand club, metal knuckles or throwing stars;

\*any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward downward, or centrifugal thrust or movement.

## **Section E - Programs and Special Days**

### **1. Classroom Parties**

Programs for holidays and special occasions are planned for the school year.

- Fall Party- classroom with games & refreshments.
- Christmas Party - gift exchange with games and refreshments at school.
- Valentine Party - classroom party with games and refreshments.

Each family has the opportunity to help with a class party once during the year for each child the family has in school.

Because of the number of food allergies and medical conditions in our school population, all food items brought to school must be pre-packaged treats and factory sealed. Please do not bring homemade food items to school to be shared with your child's class.

### **2. Birthdays**

Some parents bring treats to school in celebration of their child's birthday. The school does not consider this necessary, but neither is it objectionable. If treats are being planned for a youngster's birthday, the teacher should be contacted in advance and given the opportunity to choose the time when the distribution of treats best fits into the day's activities. Summer birthdays may also be celebrated during the school year. Contact the teacher for a date that could be used to celebrate your child's birthday. Invitations to private parties will not be distributed at school. Whole class invitations can be brought to school. Gifts, balloons, and candy will be distributed during the last hour of the day.



### **3. Play Day**

Students in grades kinder-prep through six participate in a variety of activities on a selected day in May. School lunch is available. The general public is encouraged to attend and bring a sack lunch or participate in the school lunch. For safety reasons, animals are not permitted at the Play Day activities.

### **4. Instrumental Music**

Band classes will be open to all fifth and sixth grade pupils. Instrumental music is in addition to general music classes offered within the classroom day. Please consult our instrumental music teacher on questions concerning selection of instruments and band participation.

### **5. Colt Round Up (CRU) & Kansas Reading Roadmap (KRR)**

Colt Round Up as well as KRR operates Monday thru Thursday from 3:35 pm to 5:05 pm and from 2:05 pm to 5:05 pm on early dismissal Wednesdays. The program offers fun and new reading curriculum as well as healthy choices curriculum for grades K-3 and tutoring assistance as well as STEM (science, technology, engineering, math), art and physical fitness curriculum for grades 4-6.

Colts Round Up and KRR are staffed with certified teachers, para professionals and high school students.

Enrollment forms may be obtained from the elementary offices. If you have any questions, please contact Tony Yungeberg or Sammie Parker.

### **Homework Room**

Blue Rapids students can attend homework room after school at Blue Rapids Elementary until 4:30 pm. A parent or teacher can request that a child stay for homework room. Transportation is not provided.

### **6. SPECIAL SERVICES**

Marshall County Special Services provides special services for those students who are in need of the help. The following are the services provided through the Special Education Cooperative:

1. Autism
2. Developmental Delay
3. Emotional Disturbance
4. Intellectual Disability
5. Other Health Impairment
6. Orthopedic Impairment
7. Speech or Language Impairment
8. Multiple Disabilities  
Learning Disabilities
9. Gifted
10. Sensory Impairments  
Hearing Impairments  
Blindness/Visual Loss
11. Traumatic Brain Injury

All referrals are made through the building principal. If you think your child is exceptional and requires special education for an appropriate program, contact the principal for details. The Special Services office is located at 1011 Walnut, Marysville, Kansas. The telephone number is 562-2943.

Teachers who believe that a child could benefit from special education services may contact parents to gain their input about pursuing an educational evaluation for special services. Parents may also request that their child be evaluated for special services. Parents are involved at every point in the process and all placement and programming decisions are made with parents' consent. The goal of this and all Valley Heights Elementary programs is to help our students reach their greatest educational potential.

## **Section F - Health**

### **1. Illness At School**

When a child becomes ill at school, a parent will be contacted by phone and arrangements will be made to have the child picked up. Teachers are only authorized to administer first aid for minor injuries occurring at school. In cases where medical attention is needed immediately, appropriate action will be taken. In an emergency it is necessary for the school to have another person to call in case we are unable to contact the parent or guardian. If parents work, the school may need to call them at work.

### **2. Immunizations**

Kansas law with regard to immunization and health information of school children is very specific in its requirements. Valley Heights School District # 498 follows Kansas State Law with regard to immunizations and health requirements. Failure to comply may result in the student being excluded from attending school. Please inform the school when your child has received additional immunizations or boosters so records can be updated.

All students enrolling in school shall provide the school with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Students who fail to provide the documentation required by law may be excluded from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parent/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

### **3. Health Assessments**

Kansas requires a physical assessment be done on children 8 years old or younger before they start school in our state. This assessment is to have been done within the past 12 months prior to school starting.

The health assessment includes "a health history, physical examinations and such screening tests as are medically indicated to determine hearing ability, vision ability, nutrition adequacy and appropriate growth and development." The assessment is to be done by a licensed physician or nurses certified by the Kansas Department of Health and Environment.

#### **4. Vision and Hearing Screen**

The school nurse will do the following testing on a yearly basis: Hearing tests for K, 1, 2, 3, 5 and Vision tests for K, 1, 2, 3,4,6. Parents will be notified if their child passes or fails any of these tests. Parents may request their child be tested any time during the school year.

#### **5. Communicable Diseases**

Exclusion from school will take part when a child is afflicted with an infectious or contagious disease. It is the duty of the child's parents, the principal, and the teacher to exclude from school any child with a presumable communicable disease. If the doctor finds that the child is not suffering from the disease, he may give a certificate to this effect to the school principal.

Control measures of common communicable diseases:

17. Chicken Pox: Exclusion from school for approximately 1 week following.
18. Mumps: Exclusion from school until the swelling is gone, at least 9-10 days after swelling appears. An effective preventive vaccine is available.
19. Pink eye: Exclusion from school until discharge from the infected eye ceases. Responds readily to antibiotic treatment.
20. Impetigo: Weeping crusted sores, or other staph infections. Exclusion from school until receiving medical treatment.
21. Ringworm: Fungus infection of the scalp or body. Exclusion from school until receiving medical treatment.
22. Measles/Rubella: Excluded from school and isolated until at least 7 days after onset of illness as directed by physician.
- 23.

**PLEASE keep your child home if he/she is not feeling well. Children can return to school once his/her temperature has been below 100 degrees for 24 hours without the use of fever reducing medications like Tylenol/Ibuprofen.**

#### **6. Medication**

The medication policy of USD #498 is in keeping with the State Board of Education and the State Board of Nursing.

Medication (prescription or over-the-counter) may not be given to a student without a written parental permission. This means that your child may not be given plain Tylenol or aspirin, a non-prescription cough medicine, or a cold remedy without parent's written order. If oral medication is to be given by school personnel, it must be in the original or appropriately labeled container.

Permission slips for medication in school are available at the school offices. If you do not have one of these forms, a written note will be fine. You, as a parent, will still have to sign a permission slip for medication.

If a parent would like to, they may certainly come to school any time and give their child the medication they feel is in order or necessary. Children with chronic conditions and requiring oral medication can and will be accommodated

#### **Self-Administration of Medications**

The self-administration of medications used for treatment of asthma, including but not limited to an inhaled bronchodilator or auto-injectable epinephrine is allowed for eligible students in grades K-12. There are requirements which a student must meet. They are:

1. A written statement from the student's health provider stating the name and purpose of the medication.
2. The prescribed dosage.
3. The time the medication is to be regularly administered.
4. Any additional special circumstances under which the medication is to be administered.
5. The length of time for which the medication is prescribed.
6. The student shall also demonstrate to the health care provider and the school nurse the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed.

The health care provider shall prepare a written treatment plan for managing the student's asthma and for medication use by the student during school hours. The parents/guardian shall annually complete and submit to the school any written documentation required, including the treatment plan prepared by the student's health care provider.

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parents that the school district shall not be liable for damage, injury or death resulting directly or indirectly from the self-administration of medication. The parents shall sign this statement, acknowledged by their signature that they will indemnify and hold such school district harmless.

These additional requirements are also necessary:

The school district shall require that any back-up medication provided by the student's parents/guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma emergency.

The school district shall require that all necessary and pertinent information be kept on file at the school in a location easily accessible if there is an asthma emergency.

Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district.

The board may adopt policy or handbook language spelling out under what circumstances the student's authorization for self-administration may be revoked.

A "Permission for Self-Administration of Medication" form is available in each building's office.

## **7. Head Lice**

Head lice checks will be conducted by our school district when head lice is suspected. All students with live lice will be sent home upon confirmation and will not be allowed back to school until student has been treated and a proof of purchase of lice treatment was done. If the student has just nits and no live lice they may finish school until the end of the day and the parent or legal guardian will be notified and also required to treat or show proof that student has been treated. Once the treatment has been done, the student may return upon approval of school nurse. As long as student's parent or legal guardian show proof of purchase of treatment and if student still has nits, the student may stay in school. Student will then be checked once a week until there are 3 consecutive weeks of no nits or live lice.

