

Royal Valley High School

Student Handbook

2018 - 19

2018-2019 RVHS STUDENT HANDBOOK

Table of Contents

2018-2019 STAFF MEMBERS	5
ACADEMIC AWARDS AND LETTERS	8
ACADEMIC DISHONESTY	8
ACCEPTABLE USE POLICY	14
ACTIVITY PARTICIPATION ATTENDANCE POLICY	13

ACTIVITY REGULATIONS ON/OFF SCHOOL PREMISE	27
ANTI-BULLYING POLICY	31
CAFETERIA	22
CELL PHONE POLICY/ELECTRONIC DEVICES.....	21
CHILD ABUSE	31
CLASSIFICATION OF STUDENTS	6
COOPERATION BETWEEN SCHOOL AND AGENCIES.....	32
DETENTION PROCEDURE	19
DISCIPLINE CODE	17
DRIVING PRIVILEGES.....	23
EARLY GRADUATION	7
ELIGIBILITY RULES.....	26
EMERGENCY SAFETY INTERVENTIONS.....	33
EXTRA HELP POLICY	8
GENERAL INFORMATION.....	4
GPA CALCULATION	7
GRADUATION REQUIREMENTS	6
HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING.....	31
HOMECOMING/KING & QUEEN OF COURTS CANDIDATES	26
ILLNESS AND ACCIDENT POLICY	25
IN-SCHOOL SUSPENSION (ISS)	20
ITEMS INAPPROPRIATE FOR SCHOOL	21
KANSAS SCHOOL SAFETY & SECURITY ACT.....	21
LATE START WEDNESDAY BELL SCHEDULE	34
LEAVING THE BUILDING.....	24
LIBRARY.....	26
LICE INFESTATION PROCEDURE.....	32
LOCKERS	22
LUNCH PERIOD	22
MAIN OFFICE BUSINESS	6
MAKE-UP WORK.....	10
MEDICATION AT SCHOOL.....	25
MISSION STATEMENT.....	3
NATIONAL TESTING DATES.....	25
NHS MEMBERSHIP CRITERIA.....	14
NONDISCRIMINATION POLICY.....	32
NUTRITION BREAK.....	21
OFFICE, ELEMENTARY & SECONDARY TEACHER AIDE.....	9
PART-TIME STUDENT PROGRAM	7
PERSONAL APPEARANCE	24
PERSONAL PROPERTY.....	24
PERSONAL RELATIONSHIPS	22
PHYSICAL EXAMINATIONS AND IMMUNIZATIONS	25
PROVIDENCE WORKING CANINES.....	23
PURPLE & WHITE SCHEDULES	6
RACIAL HARASSMENT	30
REGULAR BELL SCHEDULE	34
REPORTING ABSENCES	10
RVHS FINALS SCHEDULE.....	33
RVHS SUSPENSION POLICIES AND PRODECURES:.....	18
SCHOOL ATTENDANCE - A STUDENT/PARENT RESPONSIBILITY.....	10
SCHOOL DANCES.....	29
SCHOOL FIGHT SONG	4
SCHOOL ISSUED CHROMEBOOKS.....	17
SCHOOL PROPERTY.....	14

SEARCH AND SEIZURE - SCHOOL FACILITIES.....	22
SEMINAR	12
SEXUAL HARRASSMENT.....	30
STAFF AUTHORITY.....	17
STATE OF KANSAS ATTENDANCE POLICY	9
STUDENT DEBT/GRADUATION.....	7
STUDENT GUEST POLICY.....	22
SUSPENSION AND EXPULSION POLICY.....	18
TARDY POLICY.....	12
TELEPHONE USAGE	25
TEXTBOOKS.....	24
TITLE VII COMPLIANCE.....	29
TRANSPORTATION.....	27
TRANSPORTATION TO & FROM WASHBURN TECH.....	9
TRUANCY	9
VISION STATEMENTS.....	3
WEAPONS POLICY.....	20

Royal Valley Public School Mission Statements

The mission of the Royal Valley Public Schools is to ensure that each student is actively engaged in the learning process and in developing the citizenship skills necessary to become a responsible, productive member of the global workforce

Royal Valley Public Schools Vision Statements

- Each staff member will make a commitment to each student’s educational success
- Each staff member will actively participate in professional collaboration focused on student learning
- Each staff member will set high expectations for both instruction and learning
- Each staff member will use research based effective schools instructional practices
- Each staff member will engage in periodic, ongoing evaluation of student learning
- Each staff member will implement a rigorous, viable and defined curriculum
- Each staff member will be provided quality staff development time and support

Royal Valley Public Schools Academic Achievement Goal

Students are expected to master all defined essential outcomes and accept responsibility for their learning decisions, academic achievement and personal conduct. Individual student progress will be measured and reviewed using district assessments:

- Kansas Assessments – meet or exceed statewide average.
- MAP – each student meets or exceeds their expected growth target.
- ACT – meet or exceed state average.

GENERAL INFORMATION

ADDRESS: 101 E. First Street, Hoyt, KS 66440

TELEPHONE NUMBER: (785) 986-6251
TOLL FREE NUMBER: (877) 434-2741

FAX: (785) 986-6479

BUILDING HOURS: 7:30 AM - 3:30 PM

ACT SCHOOL CODE: 171 - 400
USD #337 WEB SITE: www.rv337.com
SAFE SCHOOL HELPLINE: (800) 4-1-VOICE EXT. 359
(800) 418-6423

SCHOOL FIGHT SONG

Royal Valley, Royal Valley
Watch those Panther's fight.
Put the ball right through the goal
And we will win tonight.
Royal Valley, Royal Valley
Lead us on to fame.
Fight, Panthers Fight.
Fight! Fight! Fight!
Win this game!
Hey!

2018 - 2019 STAFF MEMBERS

Shannon Akins	Music Accompanist
Allen, Stephanie	English/Speech
Pamela Appelhans	IRC Aide
David Boucher	Social Studies
Thomas Broxterman	Math
Adam Bryan	Maintenance
Kellie Bryan	IRC Aide
John Calvert	School Resource Officer
Penny Carey	Secretary
Kim Clark	Plant Sciences
Janet Cyphers	Secondary IRC
Jay Diamond	Custodian
Lana Dillner	IRC Aide
Jennifer Gilbert	Instrumental Music
Erin Gillespie	English
April Gordon	IRC Aide
Teri Griffiths	AV Communications

Chris Gustin
 Jeff Gustin
 Mark Haefke
 Elaine Hageman
 Jim Holloman
 Emily Jennings
 Carrie Kahle
 Corey Katzer
 Kern, Rick
 Melissa Kimble
 Brenda Lambrecht
 Addie Larson
 Monique Litherland
 Jake Lott
 W.D. Montgomery
 Scott Moore
 Amy Mosier
 Russel Nielson
 Keith Pelton
 Kyle Porter
 Dawn Rottinghaus
 David Schooler
 Doreen Seeley-Francis
 Nathan Smith
 Stephanie Switzky
 Taryn Temple
 Samantha White
 Ashley Wick
 Barb Williamson
 Lori Winter

Business
 JAG-K
 Technology Director
 IRC Aide
 Principal
 English
 Vocal Music
 Science
 Math
 Drum Line/Assistant Band Director
 Library & Band Aide
 School Psychologist
 Family & Consumer Sciences
 Physical Education
 Custodian
 Secondary IRC
 School Nurse
 Groundskeeper
 Physical Education
 Social Studies
 Science
 Assistant Principal/Athletic Director
 Art
 Math
 English/Publications
 Spanish
 Science
 Counselor
 Librarian
 Secretary

MAIN OFFICE BUSINESS

- The office personnel cannot cash personal checks.
- The office personnel cannot make change for denominations larger than \$10.00.
- Students may not get change during class periods. The office personnel will make change before and after school and during lunches and breaks.
- Students may deposit money in their lunch accounts before and after school and during lunch periods and breaks.

PURPLE & WHITE SCHEDULES

Purple (A) days will meet on the following:

August 16, 20, 22, 24, 28, 30
 September 4, 6, 10, 12, 14, 18, 20, 24, 26, 28
 October 2, 4, 9, 11, 15, 17, 19, 23, 29, 31
 November 2, 7, 9, 13, 15, 19, 26, 28, 30
 December 4, 6, 10, 12, 14, 18
 January 3, 7, 9, 11, 15, 17, 22, 24, 28, 30
 February 1, 5, 7, 11, 13, 15, 19, 21, 26, 28
 March 4, 6, 8, 19, 21, 25, 27, 29
 April 2, 4, 8, 10, 12, 16, 18, 23, 25, 29
 May 1, 3, 7, 9, 13, 15

White (B) days will meet on the following:

August 17, 21, 23, 27, 29, 31
 September 5, 7, 11, 13, 17, 19, 21, 25, 27
 October 1, 3, 5, 10, 12, 16, 18, 22, 24, 30
 November 1, 6, 8, 12, 14, 16, 20, 27, 29
 December 3, 5, 7, 11, 13, 17, 19
 January 4, 8, 10, 14, 16, 18, 23, 25, 29, 31
 February 4, 6, 8, 12, 14, 18, 20, 25, 27
 March 1, 5, 7, 18, 20, 22, 26, 28
 April 1, 3, 5, 9, 11, 15, 17, 22, 24, 26, 30

May 2, 6, 8, 10, 14

CLASSIFICATION OF STUDENTS

Students shall be classified at the beginning of the school year according to the number of credits they have earned.

SENIOR.....	21 or more credits
JUNIOR.....	14 to 20.75 credits
SOPHOMORE.....	7 to 13.75 credits
FRESHMAN.....	0 to 6.75 credits

GRADUATION REQUIREMENTS

Seniors are required to have a total of twenty (26) credits in order to graduate. No senior will be allowed to participate in graduation exercises unless he/she has fulfilled all graduation requirements. The general department requirements are as follows:

- 4 credits of English
- 3 credits of Social Science
- 3 credits of Science
- 3 credits of Mathematics
- 1 credit of Fine Arts
- 0.5 credit of Health
- 0.5 credit of PE
- 0.5 credit of Personal Finance
- 2 credits from CaTE Pathway courses
- 8.5 Elective Credits
- 26 TOTAL REQUIRED

STUDENT DEBT/GRADUATION

Graduation exercises will be under the control and direction of the building principal. Students who are found to be in good standing will be allowed to participate in graduation activities. Good standing is defined to be no disciplinary action pending and all district debts paid.

PART-TIME STUDENT PROGRAM

The Part-Time Student Program applies only to seniors who are on schedule to graduate in eight semesters and who, at the completion of their seventh semester, are one and one-half credits away from meeting USD #337 graduation requirements. No special course(s) will be scheduled or arranged to enable students to participate in the Part-Time Student Program.

The following criteria and activity limitations govern those who participate:

- The student must be in a position to graduate without complications.
- The student must file an application with the high school principal.
- Seniors who need less than full time enrollment to complete credit requirements will be allowed to enroll in only those classes necessary to fulfill USD #337 graduation requirements.
- To participate in athletics/activities, a student must be enrolled in a minimum of five classes.
- The Part-Time Enrollment Contract must be signed by the student and his/her parent/guardian and approved by the principal before the first day of the second semester of the student's senior year.
- The student's academic status shall be reviewed by the counselor at the end of the first semester. At that time the district can void the contract if the counselor and/or administration deem full time attendance necessary.

EARLY GRADUATION

Early graduation of students from Royal Valley shall be considered on a case by case basis and be at the discretion of the Board of Education.

In the event the Board approves early graduation in a "special case" circumstance, the student may participate in the graduation ceremony if all requirements for graduation have been met. However, the student will not be eligible for end-of-year senior activities except as an invited guest or for valedictorian or salutatorian recognition because such recognition is based on eight semesters of attendance.

GPA CALCULATION

The grade point average shall be computed by dividing the total grade points earned by the number of subjects taken. Points shall be computed on the following basis: A = 4, B = 3, C = 2, D = 1, F = 0 and Incomplete = 0. When an incomplete grade is changed, the grade point average shall be recalculated. "Incomplete" is not a passing grade. Plus and minus marks shall be ignored while computing the grade point average.

HONOR ROLL

Any student, grades 9 - 12, who is enrolled FULL TIME may qualify for a nine weeks or semester honor roll. The honor roll will have three categories. These categories are as follows:

PRINCIPAL'S HONOR ROLL	4.0
STAFF HONOR ROLL	3.70 - 3.99 GPA
PANTHER HONOR ROLL	3.30 - 3.69 GPA

ACADEMIC AWARDS AND LETTERS

Academic letters will be awarded after the completion of the first, third, fifth and seventh semesters. These letters will be presented at the Spring Awards Program. Cumulative grade point average will be used to determine who letters. First time recipients will receive a chenille letter plus a bar or a star. Second, third, and fourth time recipients will receive only a bar or a star. Freshmen will be awarded "provisional letters" during their first year of high school. The provisional letter will be replaced with a permanent letter for the second year if the required GPA is maintained. A certificate will be awarded for the provisional letter. In order to encourage students to take classes seriously and to do their best as well as to assist students who become academically "at risk," the following program will be used.

HIGH HONORS	3.75 - 4.0 GPA (Gold Star)
HONORS	3.50 - 3.74 GPA (Gold Bar)

All graduates who have maintained a 3.50 GPA or higher through eight semesters will be recognized at graduation with HONORS or HIGH HONORS medallions.

The students in the graduating class with the highest and second highest GPA for eight semesters shall be designated valedictorian and salutatorian, respectively.

EXTRA HELP POLICY

In order to encourage students to take classes seriously and to do their best as well as to assist students who become academic "at risk," the following program will be used.

If a student is failing or in danger of failing any class (as determined by teacher referral) he/she will be required to attend before/after school or Seminar help sessions with that teacher once a week for 30 minutes. Students may also take advantage of our after school tutoring sessions to fulfill their extra help obligation with teacher permission. Students placed on extra help status will be obligated to receive extra help **until they reach a grade of 70% in that class**. Students can only be removed from extra help status by **teacher permission**.

If a student chooses not to fulfill their extra help obligations, he/she will not be able to attend extracurricular activities as a spectator or participant (including practices and competitions). This includes all sport and non-sport activities including dances. They may become eligible to attend once they make up all the time they have missed. The students who choose not to fulfill their extra help obligations may be mandated to stay for after school tutoring to make up missed time.

ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as 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 as other disciplinary measures.

Cheating

Cheating is the unauthorized use of information or study guides in any academic exercise. The methods of cheating are varied and well known. Cheating includes:

- Copying from others during a test.
- Sharing answers for a take-home examination.
- Using illegal notes during an examination.
- Taking an examination for another student.
- Tampering with an examination after it has been corrected, then returning it for more credit than deserved.
- Submitting substantial portions of the same academic work for credit in more than one course without consulting the second teacher (and the first teacher if the courses are concurrent).
- Allowing others to do the research and writing of an assigned paper (for example, using the services of a commercial term paper company).

Plagiarism

Plagiarism is academic theft. It refers to the use of another's ideas or words without proper attribution or credit. An author's work is his/her property and should be respected by documentation. Credit must be given:

- For every direct quotation.
- When a work is paraphrased or summarized in whole or in part in your own words.
- For information that is not common knowledge. (It appears in several sources about the subject.)

OFFICE, ELEMENTARY & SECONDARY TEACHER AIDE

Elementary, Secondary and Office Aides must be approved by the high school administration.

TRANSPORTATION TO & FROM WASHBURN TECH

A student wanting to ride with another student or drive to Washburn Tech must have a permission form signed by the parents of the student driving the vehicle and the parents of the student wanting to ride in the vehicle. If a student does not have the signed permission forms, he/she must use school provided transportation. In order to drive to Washburn Tech, the student must possess a legal Kansas driver's license. A student with a learner's permit is not legally authorized to drive to Washburn Tech.

STATE OF KANSAS ATTENDANCE POLICY

Under the state's compulsory attendance law, students age 18 and under are required to attend school. Under Kansas law, if a student who is 16 or 17 decides to stop attending school, the student and his/her parent (or person acting as parent) must attend a final counseling session at the school. At that time, a disclaimer designed to encourage the student to remain in school or to pursue other educational alternatives will be presented to and signed by both the student and parent. The disclaimer will include information regarding the academic skills the student has not achieved, the difference in future earning power between a high school graduate and a dropout, and listing of available educational alternatives. If a student has more than three unexcused absences in a semester, the school district is required to notify the Department of Social and Rehabilitation Services (if the student is age 14 or under) or the district court (if the student is over 14).

Kansas law requires a child to attend school until he/she has attained the age of eighteen (18) years. After age eighteen, there is no law that requires his/her attendance in high school. At that time, high school attendance becomes a matter of choice; student may attend school as long as he/she is willing to conform to and obey the rules and regulations of the school.

TRUANCY

A student under eighteen years of age or in Special Education is truant when he/she is inexcusably absent from three (3) consecutive school days, a total of five (5) school days during one semester, or seven days in a school year,

whichever comes first. Students who are under the compulsory school attendance law can expect legal truancy notices to be delivered to their parents by the County Attorney's office and subsequent court action taken if the truancy problem is not resolved.

SCHOOL ATTENDANCE - A STUDENT/PARENT RESPONSIBILITY

The primary responsibility of attendance rests with the student, although parents are also responsible for instilling and promoting good attendance. The administration and faculty at Royal Valley High School believe there is a high correlation between regular attendance and success in school. The school program cannot reach students who are not present. The contact of students with one another in the classroom and their participation in well planned instructional activities, including the contributions of teachers, are all vital elements in the student's academic progress.

If a student is absent from class, the learning experience is disrupted and continuity in the educational process is impaired for that student. The benefits of regular classroom instruction include class discussions, teacher presentations, and student participation. Many of these benefits are lost during extended absences and cannot be entirely regained even by receiving extra after-school instruction or by completing the make-up work. Students who miss school frequently are usually unable to pass their courses, or if they pass at all, become marginal students.

REPORTING ABSENCES

The following procedures will be used in checking and recording attendance. Students and parents are asked to familiarize themselves with these procedures and follow them during the year.

1. Regular attendance is expected of all students. Parents/guardians are responsible for contacting the school by 10:00 AM on the day of the absence. When calling, parents/guardians should state the following:
 - WHO THEY ARE
 - WHO WAS ABSENT
 - REASON FOR THE ABSENCE

If the office has not received a phone call by 10:00 AM validating a student's absence, the high school secretary will contact the parent/guardian.

2. All students must sign IN at the office when coming late to school. They must also sign OUT at the office if leaving before 3:20 PM. A TELEPHONE CALL OR PERSONAL CONTACT is needed from a parent/guardian before a student will be permitted to leave early.
3. The student is responsible for getting all missed assignments from his/her teachers.

MAKE-UP WORK

It is the responsibility of students to obtain the necessary information from their teachers with respect to making up schoolwork not completed during absences. Students are encouraged to see their teachers during Seminar to find out what they missed. Make-up work must be completed immediately after the student returns to school. Advanced assignments, such as papers, projects, and presentations, but not including tests, will be due on the day assigned unless other arrangements are made prior to the due date. RVHS make-up policy is as follows:

If a student misses one class period, he/she has one class period after returning to the missed class to complete the make-up work.

If a student misses two consecutive class periods, he/she must meet with his/her teacher (on his/her first day back to the class(es) missed) to determine when make-up work must be completed.

EXCUSED ABSENCES

An excused absence shall include any absence because of personal illness, serious illness or death in a student's immediate family, medical or dental appointments, or family emergencies. The administration reserves the right to judge the legitimacy of any claimed emergency.

Medical and/or dental appointments should be made outside of the school day whenever possible. If appointments must occur during the day, it is necessary to notify the school office in advance. All other absences including family vacations, working for parents, and non-school related activities shall have prior approval of the administration to be considered as an excused absence.

Excused absences will be approved for the following reasons:

- A. Student illness**
- B. Medical or dental appointments**
- C. Death or serious illness in the immediate family**
- D. School sponsored activities**
- E. Emergencies**
- F. Out of school suspensions**
- G. College Visits-two (2) for seniors and one (1) for juniors. For these absences to be excused, the student must:**
 - 1. Make arrangements with the counselor one week prior to the visit.**
 - 2. Must have a 90% attendance rate.**
 - 3. Must have schoolwork completed and signed off by teachers prior to the visit.**
 - 4. May go on college visits from October 1 through December 1, first semester and February 1 through April 30, second semester. Juniors must go on visits during second semester only.**
 - 5. Must present validation of the visit (documented by the college) to the counselor upon return to school.**

Students who do not follow this procedure will be assessed an unexcused absence for the day.

Verification of these absences must be made within five days following the student's return to school or the absence becomes unexcused.

USD #337 BOE policy allows the administration to determine the acceptability and validity of excuses presented by parent(s) and/or the student.

UNEXCUSED ABSENCES

An unexcused absence is any absence not considered an excused absence. When a student feels exceptional or unique circumstances exist and an absence has been judged unexcused, an appeal may be made to the high school administration. **If a student has excessive unexcused absences in a class, he/she may lose credit in that particular class.**

Royal Valley High School does not recognize skip days. Skip days (senior or otherwise) are considered unexcused absences and school work from those days cannot be made up.

TARDY POLICY

Excused Tardies Excused tardies are those excused by school personnel (yellow pass or phone call to student's teacher). Excused tardies will be given to students who are detained by school personnel for school related business or are late to class due to breakdowns in the daily operation of the school day.

Unexcused Tardies Tardies are given when a student is not in his/her seat when the tardy bell rings. Unexcused tardies will be documented by the classroom teacher and be integrated as a component of an individual student's attendance and behavior grade. If a student accumulates excessive tardies for the semester, the following penalties will result:

1, 2 tardies	Student notified by teacher.
3, 4, 5 tardies	Discipline referral sent home, assigned 1-2 hour detention.
6 or more tardies	Parent contact, behavior intervention plan and assigned ISS or OSS.

Late to School Any student who habitually reports to school late without a valid excuse will have their parents notified and will be subject to disciplinary action from the administration. Students late (marked "L") to first period more than once per quarter are not eligible for a Panther Perk at the end of the quarter.

SEMINAR

Welcome to Seminar. This is a great opportunity for all of you to have time to receive help from teachers during the school day, to make up tests and labs or to organize your daily assignments. It is your responsibility to make sure that you use this time wisely.

Policies and Procedures of Seminar:

- Remember that Seminar meets every day. The attendance/tardy policy applies to Seminar.
- Bring homework to work on or bring a book to read. Come to Seminar prepared to work.
- Teachers will not release students from Seminar until 10:00 AM each day.
- To leave Seminar, you must have an appointment pass from the teacher/counselor/sponsor you are going to see during Seminar. **Appointment passes must be obtained from the appropriate staff member prior to Seminar period that day.**
- All students that have commitments (meetings, extra help, or tutorial help) with staff during Seminar will remain in that classroom for the duration of the Seminar period.
- If there is a scheduled assembly during Seminar, it is expected that you attend.
- If there is a scheduled class/club meeting during Seminar that you are affiliated with, it is expected that you attend. **(unless a student has a scheduled Extra Help obligation)**
- Failure to be in your assigned room during Seminar, or misuse of the pass privilege will result in a suspension of those privileges.

Appropriate Activities for Seminar:

- Working on homework quietly
- Peer tutoring or working on an assignment collaboratively
- Test and quiz make-ups
- Reading literary works
- Using chromebooks to aid in homework or updating IPS

Inappropriate Activities for Seminar:

- Sitting on the desks and tables
- Eating snacks or drinking beverages
- Card playing, board or computer/electronic game playing
- Loud, obnoxious, or disruptive behavior of any kind
- Sleeping
- Listening to personal musical devices

Grades:

Students can earn academic credit for Seminar. Seminar will be graded on a pass-fail grading scale. Credit will be based on a student's appropriate use of Seminar time and adherence to Seminar rules. The credit will appear on each student's grade card, however, the grade will not be figured into the student's GPA. One-quarter credit may be earned each semester by receiving a passing grade. The grading scale for Seminar is as follows:

70% or above - P (Pass)

69% or below - F (Fail)

Daily credit for each Seminar period will be kept in the Seminar teacher's grade book. General criteria used in determining Seminar grades will be based on the following:

- Attendance
- Bringing study materials
- Following hall pass rules
- Using time productively
- Exhibiting appropriate behavior
- Following the standard operating procedures of your Seminar teacher's rules and expectations

If a student has excessive absences in Seminar, he/she will lose credit.

Individual Seminar teachers may require additional requirements.

ACTIVITY PARTICIPATION ATTENDANCE POLICY

- If a student is absent from school on the day of a school activity, he/she will not be allowed to participate in after school activities that day.
- If a student checks out of school during the day of a school activity, he/she will not be allowed to participate in after school activities that day.
- If a student is absent from school but returns before 11:00 AM and remains in school for the rest of the day, he/she will be allowed to participate in activities that day. Part-time seniors must be in attendance for the majority of their scheduled day, as determined by the administration.
- Documented doctor appointments, funerals, college visits, court appearances, and school sponsored activities are not part of this policy.
- This policy is not just for athletes but covers participation in all school activities.

NHS MEMBERSHIP CRITERIA

To be eligible for membership in the Royal Valley High School National Honor Society, students must meet the following criteria:

- Students must have a 3.5 cumulative grade point average.
- Students must be juniors or seniors.
- Interested, eligible students must complete and submit to the Faculty Council an informational form applying for membership in the National Honor Society.
- Foreign exchange students are not eligible for membership in the National Honor Society.

Students eligible for induction into National Honor Society must have 85% of the total points possible from the faculty ballots.

SCHOOL PROPERTY

A student is responsible for the full replacement cost of lost or damaged school property assigned to the student. School property lost or damaged by a student will be paid under the following categories:

- Vandalism - payment of all charges including labor, plus suspension.
- Damage or destruction unintentional but due to a student violation of a rule, regulation, policy or direction of one in authority - payment of all charges including labor. Other disciplinary measures may be considered.

ACCEPTABLE USE POLICY USD #337

DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

The Royal Valley School District provides access for students and staff to state-of-the-art computer technology, electronic mail and the World Wide Web via the Internet – a worldwide network of networks. All users share responsibility for using the District’s computer facilities and network access in an effective, efficient, and ethical manner consistent with the objectives of K-12 education. Access is a privilege, not a right, and it entails responsibility and accountability by users; therefore, all users must agree that they will comply with these guidelines in accordance with **Kansas Statute 21-3755 and Board Policies IIBG and IIBGA.**

DISTRICT INTERNET AND E-MAIL RULES

Individual users of District computer networks are responsible for their behavior and communications over these networks. It is presumed that users will comply with District standards and will honor the agreements they have signed to this effect. In addition, the District has taken steps to restrict individual access to controversial materials. These steps include the development of acceptable use guidelines and teacher supervision of students. However, even with these safeguards in place, there is no guarantee that individuals will not be able to access materials which may be objectionable. Beyond the clarification of such standards and implementation of reasonable safeguards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Communications over the networks should not be considered private or confidential. Network supervision and maintenance may require review and inspection of directories or messages to maintain system integrity. Messages may be diverted accidentally to a destination other than the one intended or may be intercepted by third parties. Privacy in these communications is not guaranteed. The District also reserves the right to access stored records or messages in cases where there is reasonable suspicion of wrongdoing or network misuse.

SOCIAL MEDIA GUIDELINES

Royal Valley School District recognizes that many of our staff, students, parents and community members are active social media users. As a school district, we are also incorporating social media as part of our communications strategy.

The purpose of these guidelines is to help you to participate online in a respectful, relevant way that protects your reputation, the reputation of Royal Valley School District, and respects the relationship between teachers and students.

For the purposes of this document, social media includes, but is not necessarily limited to, social networking and -media sharing sites such as Facebook, Twitter, LinkedIn, Google+, Flickr, Tumblr, and YouTube. It also includes blogs, comments on web sites, discussion forums, and any other activity online where you are connecting or communicating with other users.

These guidelines complement, but do not replace, any existing policies regarding the use of technology, computers, e-mail and the Internet in place at Royal Valley School District.

PARENTAL RESPONSIBILITY

Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Royal Valley School District makes the District’s complete Internet policies and procedures available on request for review by all parents, guardians, and other members of the community and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use. Outside of school, parents and guardians of students are encouraged to exercise the same guidance of Internet use as they exercise with information sources, such as television, telephones, radio, movies, and other possible offensive media.

PROHIBITED CONDUCT

The following uses of external storage devices and/or District-provided Internet, network, and email access are not permitted:

1. to access, upload, download, transport, or distribute pornographic, obscene or sexually explicit material;
2. to transmit obscene, abusive, insulting, harassing, sexually explicit, or threatening language;
3. to use another’s password or allow someone else to use your password;

4. to intentionally introduce malicious codes or viruses into any computer resource;
5. to intentionally use a software program or HTML code to bypass the district Internet filter;
6. to use the network for commercial purposes, including, but not limited to, Internet gambling, solicitation or advertising without prior authorization;
7. to knowingly violate any local, state or federal statute;
8. to disseminate personally identifiable student records or information when such records are protected by law, including K.S.A. 72-6214, the Family and Education Rights Act and the Individuals with Disabilities Education Act;
9. to vandalize, damage, or disable the property of another individual or organization;
10. to install, copy or remove software on District-owned computers without prior authorization;
11. to access another individual's or organization's materials, information or files without permission;
12. to violate copyright or otherwise use the intellectual property of another without permission; and
13. to use personal technology devices such as personal laptops, cell phones, music players, Kindles, iPads, etc. to connect to district networks.

SANCTIONS

Any violation of this policy may result in loss of District-provided access to the Internet and/or email. Additional disciplinary action may be determined at the building (as defined in individual building handbooks) or District level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

DISCLAIMER

The District makes no warranties of any kind, either expressed or implied, for the network access it is providing. The District will not be responsible for:

1. any damages users suffer, including, but not limited to, loss of data resulting from delays, interruptions in service or computer viruses;
2. the accuracy, nature, or quality of information stored on District hard drives or servers;
3. the accuracy, nature, or quality of information gathered through District-provided Internet access;
4. property used to access District computers or networks for District-provided Internet access; or
5. any unauthorized financial obligations resulting from District-provided access to the Internet.

E-MAIL AND COMPUTER USAGE - USD #337 POLICY

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

STUDENT PRIVACY RIGHTS

Identifiable student images may be posted on district or school web sites without prior written permission from the student and, if under 18, the student's parents 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. A parent or eligible student may request that the District not disclose directory information. Any such request shall be submitted, in writing, to the District office at: Box 219, Mayetta, KS 66509, on or before September 15.

COPYRIGHTED MATERIAL POSTED ON WEBSITES (see KBA)

Any original materials created by students are owned by those students. Original materials will not be posted on district or school websites without prior written permission of the student who created the work. The District Webmaster shall be in charge of monitoring permission to post copyrighted materials.

SOFTWARE COPYRIGHT (see ECH)

Software acquired by staff using district or school websites, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

DOWNLOADING COPYRIGHTED MATERIALS (see ECH)

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.

SCHOOL ISSUED CHROMEBOOKS

Care and Maintenance of Chromebook

- The student is ultimately responsible for the care and maintenance of the Chromebook that they receive. The device should always be maintained in good working condition.
- Chromebooks that are broken or fail to work properly must be turned in to the student’s building technology department as soon as possible.
- Do not place any stickers, marks, etchings, etc on the Chromebook or protective cover/sleeve.
- USD 337 will provide a case for the device that must remain on the device at all times that will protect it, but the student needs to take special care of the device while transporting, using it, and storing.
- Keep food and drink away from the device at all times.
- Do not transport the device with the screen open.
- Devices must never be left in a car or unsupervised area, not only to protect against theft but also damage from freezing or extreme heat.

School Expectations

- Chromebooks will be used for educational purposes each day.
- In addition to classroom expectations for Chromebook use, school messages announcements, calendars and schedules may be accessed using the Chromebook.
- Each student, grades 9-12, will be responsible for bringing the Chromebook in working order, fully charged, to school each day.
- Chromebooks are to remain in the classroom for all assemblies and pep rallies.
- Each student will still be responsible for completing their assigned work if he/she fails to bring the device to class.
- Students are not to use earbuds/headphones without being directed to by a teacher.
- If a device is being repaired, a loaner may be available for a student to use.
- Any apps, programs, music graphics, etc. that are not deemed school appropriate will be removed from the device.
- All Internet access provided by USD 337, Royal Valley, will be filtered for objectionable content. The device will be able to connect to the Internet off campus. The parent/guardian will be responsible for monitoring student Internet use while off campus.
- The Chromebooks are the property of Royal Valley. Therefore, the school has the right to determine appropriate use. Royal Valley reserves the right to search computers at any time.

STAFF AUTHORITY

Students are under the authority of any staff member (teachers, secretaries, substitute teachers, bus drivers, custodians, cooks and paras) at any Royal Valley High School sponsored activity. Students who are insubordinate

to a staff member or who create any disturbance, which restricts or affects their own learning process or that of other members of the class or any activity are subject to immediate disciplinary measures.

DISCIPLINE CODE

The following section applies to all students. Students who violate the rules and regulations are subject to the penalties described, including detention, suspension, expulsion and any other forms of make-up, punishment or restitution assigned by the administration. Conduct of students away from school grounds is subject to school discipline if it directly affects the good order, efficiency, management, or welfare of the school. The penalties given

are guidelines by which the students may familiarize themselves with possible consequences. Although most violations have a specific penalty assigned to them, a student may be subject to a more severe penalty if the act is severe or excessive in nature or if the student has received previous warnings.

The following act(s) will result in administrative disciplinary action as noted for first, second, and third offenses.

- A. Warning
- B. 1 hour detention
- C. 2 hour detention
- D. 1-3 day (s) in or out of school suspension
- E. 3-5 days in or out of school suspension
- F. Will be asked to change attire or sent home to change

OFFENSE	1 st	2 nd	3 rd
• Possession or use of tobacco products in any form	B	C	D
• Public display of affection	A	B	C
• Disruption of class or school	B	C	D/E
• Obscene or profane language or gestures, pictures	B	C	D
• Missed detention	B	C	D
• Leaving school without permission	B	C	D/E
• Leaving class without permission	B	C	D/E
• In the halls or parking lot without a pass	A	B	C
• Violation of dress code	A/F	B/F	C/F
• Bullying Behavior	B	C	D/E
• Cell Phone Violation	C	D	D/E

If acts exceed a third violation during a semester, the student may refer to Suspension and Expulsion Policy, No. 7 under "repeated violations of school rules".

SUSPENSION AND EXPULSION POLICY

The Kansas law authorizes suspension or expulsion for the following reasons:

- Willful violation of a published regulation for student conduct adopted or approved by the board of education
- conduct which substantially disrupts, impedes, or interferes with the operation of the school.
- conduct which endangers the safety of others at school, on school property, or at a school-supervised activity
- conduct which substantially impinges upon or invades the rights of others at school, on school property, or at a school-supervised activity
- conduct which would constitute a commission of a felony by an adult under state law
- conduct which would constitute the commission of a misdemeanor by an adult under state law, but only if such conduct occurs at school, on school property, or at a school-supervised activity
- disobedience of an order of a teacher, peace officer, school security officers, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of the school
- disobedience of an order of a teacher, peace officer, school security officer, or other school authority when such disobedience can reasonably be anticipated to result in substantial and material impingement upon or invasion of the rights of others

RVHS Suspension Policies and Procedures:

1. The Principal and Assistant Principal have authority from the Board of Education of USD #337 to suspend or expel any student guilty of gross misconduct or persistent disobedience when such suspension or expulsion is in the best interest of the school.
2. A short-term suspension is not to exceed ten (10) school days.
3. Long term suspensions are not to extend past the end of the current semester.
4. Parents will be notified that a student has been suspended by written notification specifying reasons for suspension in accordance with the policy as set forth in the Board of Education Policy Handbook. Hearings will be set up for the student, parents and school personnel as set forth in Board policy.
5. Any student suspended from school has to make up the work missed during his/her absence.
6. Students are not allowed to attend any school activities (home or away) or be on school property during the suspension.
7. The following violations may result in a one (1) to ten (10) day suspension (in school or out of school). A parental conference may be required for readmission. Conditions for reinstatement may include, but are not limited to, probationary status (e.g. a student may be required to report for weekly conferences with administrators or staff), time limits for restitution, or special projects.
 - Engaging in disorderly conduct by word or overt act which is likely to, or in fact does, disrupt normal school activities or damage or destroy school property and/or student property.
 - Fighting.
 - Any act of vandalism.
 - Temper tantrums which disrupt class.
 - Any student who engages in discriminatory insults, intimidation, bullying, hazing or harassment shall be reprimanded. In appropriate cases, other or further action may be taken.
 - Open defiance involving refusal to conform to the rules and regulations and loud and boisterous conduct which disturbs orderly, efficient and disciplined continuity of class.
 - Willful and deliberate disobedience.
 - Forging names to documentation for attendance validation.
 - Theft of student, staff or school property.
 - Discharge or possession of fireworks or bottle rockets on school property.
 - Misbehavior such as extortion or intimidation.
 - Possession or use of alcohol.
 - Repeated violations of school rules.
8. The following violations may result in a short-term suspension of up to ten (10) days:
 - Infractions involving weapons.
 - Infractions involving drug possession, use or sale.
 - Behavior which results in or is substantially likely to result in injury to the student or others.
9. Rules of conduct will be maintained and enforced at all home and away sanctioned activities.

DETENTION PROCEDURE

- Detention will consist of 60 - 120 minutes of supervised study.
- Detentions assigned by the office will begin promptly at 3:25 PM.
- Any student reporting to detention after 3:35 PM is considered to be a no show and will not be allowed to serve his/her detention time that day.
- Students should work on class assignments or bring something to read.
- Students will not be allowed to sleep.
- Students will not be allowed to talk to each other.
- Students will be assigned seats.
- No food or drink is allowed.
- Failure to comply with the rules will result in increased detentions or a suspension.
- Students will be responsible for their own transportation home.
- Students assigned detentions will not be allowed to attend practice or activities unless they occur after detention is over.
- Detention will be served on Wednesday of each week.

A teacher may assign a detention to be served with that teacher. Such a detention is not a part of the office records for detentions. If a student fails to appear or cooperate with the teacher, the detention will be transferred to the office.

IN-SCHOOL SUSPENSION (ISS)

It is the school's responsibility to insure each student has the opportunity to learn in the proper environment. At times, the administration may find it necessary to issue In-School Suspensions for serious or repeated violations of the rules of conduct. In-School Suspension is one way of trying to impress on the student that poor behavior is not the accepted standard of this school district. If a student is placed in In-School Suspension, the following procedures will apply:

- The parents of the student will be notified.
- The student will report to the main office at 8:13 AM.
- The student will eat lunch in the ISS room.
- Communication will be monitored and restricted to specific educational goals for that day.
- Teachers will provide verbal/written assignments for the student.
- The student will be responsible for all material covered in class during the time the student is in ISS. The student will not be allowed any "make-up" time for work assigned during ISS.
- Time in ISS will range from 1/2 day to five (5) days.
- Students not fully cooperating will face Out-of-School Suspension.

WEAPONS POLICY

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of Board Policy JDC (probation). When possession of a firearm involved a special education student, the guidelines set forth in Part B of the Individual with Disabilities Education Act (IDEA) shall be followed.

Students violating this weapons policy shall be referred to the appropriate law enforcement agencies and, if a juvenile, SRS.

Senate Bill 38 provides for supervision or revocation of driving privileges of students aged 13 or older who have been given long-term suspension or expelled for

- possession of a weapon
- use, sale or distribution of a drug or controlled substance
- behavior resulting in or substantially likely to have resulted in serious bodily harm

School administrators are required to give written notice to the local law enforcement agency within three days of the suspension or expulsion. Upon receipt of the notice, the local law enforcement agency will report to the Division of Motor Vehicles.

As used in this policy, the term "destructive device" means 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 one-quarter ounce, mine, or other device similar to any of these devices.

KANSAS SCHOOL SAFETY & SECURITY ACT

According to the Kansas School Safety & Security Act (H.B. No. 2821), any school employee who knows or has reason to believe that a student has committed an act which constitutes the commission of a felony or misdemeanor must report that act to the appropriate state or local law enforcement agency.

ITEMS INAPPROPRIATE FOR SCHOOL

Students may not have any personal music players, personal digital cameras, electronic games, laser lights, pocket knives, pliers, etc. out during the school day. All of these items will remain in the student lockers from the time first bell rings until 3:20 PM. The unauthorized use/possession of this equipment will result in the following disciplinary action:

- 1st Offense: Students will be required to leave this type of equipment in the main office until school is dismissed for the day. Parents will be notified and the equipment returned to the student.
- 2nd Offense: Students will be assigned a detention and may not pick up the device from the office until the detention time has been served.
- 3rd Offense: The student will receive an out of school suspension and the parent will be asked to come to the school to retrieve the device.

Cigarette lighters, pocketknives, and skateboards should not be brought to school. Cigarette lighters will be confiscated and not returned to the student; pocketknives and skateboards will be confiscated and returned to the student's parent.

CELL PHONE POLICY/ELECTRONIC DEVICES

Each teacher in his or her classroom determines electronic device usage. Teachers may confiscate MP3 players, iPods, and other electronic devices. Cameras and any other device capable of making pictures are banned from bathrooms and locker rooms. Students shall not capture/record/video (via school or personal devices) another student, teacher, staff, or classroom without specific authorization.

Cellular devices shall not disrupt the educational process. Cell phone use is allowed during passing periods and lunch. They are NOT allowed during the time classes are in session.

NUTRITION BREAK

All students must remain in the commons or on the sidewalk directly in front of the high school building during nutrition break. The parking lots, RV Gymnasium, Royal Valley Elementary, the old gym, the stadium and the patio area between the main building and the tech./music building are all "off limits" during the 7-minute nutrition break. The serving window will close at 9:45 AM.

CAFETERIA

The cafeteria, in addition to being a lunch room, is also a place where good human relations can be developed, and here each student is expected to practice the general rules of good manners which one would expect to find in the home or displayed in a public eating establishment. Juniors and seniors will be allowed to go first in the lunch line.

When signing up for the hamburger or pizza bar, students should sign up in the kitchen by 8:13 AM and indicate on the sheet which LUNCH HOUR they have.

LUNCH PERIOD

All students must remain in the commons or on the front sidewalk during the lunch period. The parking lots, RV Gymnasium, Royal Valley Elementary, the old gym, the stadium and the patio area between the main building and the tech./music building are all "off limits" during the 20-minute lunch periods.

PERSONAL RELATIONSHIPS

Public displays of affection are not appropriate behavior for school. The holding of hands will be permitted, but other forms of affection (**such as kissing and hugging**) will not be tolerated.

STUDENT GUEST POLICY

Parents are always welcome at Royal Valley High School. All visitors must come to the office for a visitor's pass. Former students and graduates of RVHS are requested not to visit teachers while classes are in session. The school is of the opinion that guests disrupt the learning process and we discourage our students from bringing outside guests to school. Students desiring guests to visit school must obtain approval from the office. Visitation, if approved, is allowed only during the host student's lunch period.

TRESPASSERS: The school campus is for RVHS students, staff, and parents. Visitors must be authorized through the principal's office. In order to insure the safety of all of our students, trespassers will not be allowed on campus. The police will be called and charges will be filed.

LOCKERS

Students will be assigned a locker with a lock on it at enrollment. Only school locks are permitted on the lockers. Students are expected to use the school lock on their lockers. No charge is made for the lock, but if a lock is lost or not returned, a replacement fee of \$8.00 will be assessed. Replacement fees for PE lockers will be \$8.00. A school official will remove any lock not issued by the school. Lockers are to be kept neat and clean. At the end of the school year, each locker will be inspected, and the student will pay for any damage done to a locker. There will be a \$5.00 replacement fee if a locker plate is damaged or removed.

SEARCH AND SEIZURE - SCHOOL FACILITIES

Students have limited control over their lockers, desks and other assigned areas for the storage of property. Lockers, desks and such other assigned areas are the property of the Royal Valley Public Schools.

Lockers, desks and such other storage areas and the contents thereof shall be subject to inspection and search by school officials at any time without prior notice if there is reasonable suspicion that such will produce evidence of violations of law or of school rules, or that lockers may contain property which school officials reasonably believe may be intended for use in a manner disruptive to the orderly operation of the school. If feasible and if an investigation will not be jeopardized, a reasonable effort will be made by school officials to have affected students present when their lockers, desks and other assigned areas and contents are searched.

DRIVING PRIVILEGES/CAMPUS VEHICLE PROCEDURES

DISPLAY OF PARKING PERMIT

Place the Parking Permit sticker at the bottom of the rear window on the passenger side

RVHS Parking Rules and Regulations

1. All RVHS students who drive and park vehicles at RVHS during school hours must register and receive a parking permit for the vehicle from the office. Student motor vehicles parked on school grounds **MUST DISPLAY A CURRENT PERMIT ON THE REAR WINDOW AT ALL TIMES** or **parking privileges can be revoked**. Students who drive to school will be issued a parking permit for each car that they drive to school. The first permit per car will be free. Lost or stolen permits will cost \$1.00.
2. Registration forms must be properly prepared with the required information. It is the student's responsibility to keep his/her registration information up-to-date.
3. In the event that the vehicle registered is sold or another vehicle is to be used, a new registration card must be filled out and filed in the office. There is no charge for this.
4. There are reserved parking spaces in front of the high school for the faculty. Students are not permitted to park in these spaces.
5. There will be no selling, borrowing, using, or lending of vehicle permits by one student to another. The number assigned to the permit must match the name on the registration card and that person is responsible for any violations committed by the vehicle displaying the permit unless it is reported stolen or lost in the office.
6. Students are responsible for the safety and cleanliness of the parking lot. Littering, speeding and/or reckless driving will be grounds for revocation of the parking permit. Students who have their permits revoked are not allowed to park on school property.

7. School officials may search student vehicles in accordance to Kansas State Law when there is reasonable cause to believe that tobacco, drugs, weapons, stolen property or any other illegal items that could interfere with school purposes may be present. Failure to cooperate with authorities during such searches will result in consequences applicable to the greatest suspected offense.

Students are expected to park their cars according to state, city and RVHS regulations. Violations of these regulations will incur consequences. Consequences include, but are not limited to:

- A. Revocation of parking privileges for a specific period of time
- B. Automatic towing at the owner's expense if an unauthorized car is parked in a handicapped space.

PROVIDENCE WORKING CANINES

USD #337 has contracted with a company that provides detection canines to perform random sweeps of the building, parking lots, and grounds for the purpose of providing a safe and secure environment for learning. If suspicion results from a search, the student's locker and vehicle may be searched by administration.

SEARCH OF THE PERSON OR OF PROPERTY IN POSSESSION OF STUDENTS

School officials may search students or personal property in their possession or under their control, including motor vehicles on school grounds, if there are reasonable grounds to suspect that the search will produce evidence of violations of law or school rules. The school administration may contact local law enforcement agencies to assist in these searches. General exploratory searches without individualized reasonable suspicion will not be conducted. Such searches shall not be excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

PERSONAL PROPERTY

Each student must assume the responsibility of taking care of his/her own possessions. Since each student is provided a locker, there should be a minimum of lost and misplaced articles. The following suggestions are made to help prevent losses and to aid in the recovery of lost items:

- Place name in all books, notebooks, purses, billfolds and wearing apparel, etc., so that such articles may be returned when found.
- Do not bring unnecessary items to school such as electronic games and/or equipment.
- Take care of possessions and books. Do not leave them in the classrooms, the hallways, or in the locker rooms.
- Bring no more money than is necessary to school. If it is necessary to bring a large sum of money to school, check it into the office for the day.
- Keep locker combination a secret. If others know your locker combination, then your locker will not be a safe place to keep valuables.
- If the lock is broken or will not work properly, please report it to the office immediately.
- Students in physical education classes should lock all possessions in their PE lockers during class time.
- If items such as billfolds, purses, glasses, rings, textbooks, etc., are found, please take them to the office right away.
- For lost items, check in daily at the office where the lost and found is located. If a valuable item is lost, report it to the office or to a teacher immediately.
- Unclaimed items may be disposed of at the end of each semester.

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students should write their name and grade on the book label. If a book is lost, stolen, or damaged, the student will be required to pay a replacement fee.

PERSONAL APPEARANCE

It shall be the responsibility of parents/guardians to determine the suitability of their child's appearance while attending school and/or school related activities. The school reserves the right to restrict the activity of the student around shop machinery or in any other situations where the student's health or safety is directly related to the manner of dress. Clothing and appearance shall be neat and clean. Shorts of an appropriate length are acceptable and shoes must be worn. All shirts, tops, and clothing must cover the student's torso, midriff and chest. Shirts and tops that do not cover the full stomach and back of the student should not be worn to school. Hats and hoods on sweatshirts are not to be worn inside the school. **GIRLS:** Halter tops, thin strap tank tops, or any shirt or top that shows any portion of your bra should not be worn. **BOYS:** Sleeveless shirts should not be worn. Students are not allowed to wear clothing judged by the school to be nightwear (pajamas, sleep pants, slippers, etc.). Clothing judged by the school to be indecent, suggestive, having any reference by word or influence to illegal drugs, alcohol, gang activity and/or symbols (swastika, iron cross or stars and bars) will not be allowed at school or at any school activity.

LEAVING THE BUILDING

If it becomes necessary during the school day for a student to leave the school grounds, he/she must obtain permission from the office and he/she **MUST SIGN OUT**. The office requires that the parent/guardian telephone or make personal contact with the office personnel before a student may sign out.

Permission to go to the parking lot must be obtained from the office who will issue a special **TO PARKING LOT** pass.

A student may not leave the school grounds with anyone else after school begins unless permission is obtained from the office. Once a student arrives on school grounds they are to stay on school grounds unless they are given permission to leave, check out at the office, or the final bell rings to dismiss them. (This applies even before the first bell rings)

ILLNESS AND ACCIDENT POLICY

- When students become ill at school, they must report to the office. Parents/Guardians will be notified by school personnel if the student is too ill to remain at school.
- All accidents are to be reported to the office immediately so that an accident report may be completed. Following any serious accident, parents/guardians will be notified immediately.
- Parents are requested to report to the school office when their students have been diagnosed with a contagious illness such as chicken pox, strep infection, or mononucleosis.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

- Each student must have the required immunizations before entering Royal Valley High School.
- Before a student athlete is permitted to report for practice in a sport, he/she must have a physical examination or health review documented by a completed, current physical examination form furnished by the school. The form requires the signatures of both student and parent or guardian.

MEDICATION AT SCHOOL

When students are required to take medication at school, those people who observe or store the medication must observe the following rules:

- Prescription medicine must be in the original container and be prescribed by a doctor. Information concerning the amount and frequency of the dosage must accompany the medicine. Because schools do not administer medication, the school personnel will only observe and record that the medication was taken.
- For non-prescription or "over-the-counter" medications, the medicine should be in the original container and must be accompanied by a permission note from the parent. Because schools do not administer medication, the school personnel will only observe and record that the medication was taken. If school personnel observe misuse, a doctor's permission may be required. The person observing the dosage of medication will also record non-prescription medicines.
- Parents/guardians may come to the school to administer the medications if they choose.

TELEPHONE USAGE

In the event of an emergency, a student may only use the phone in the main office. Students will not be allowed to use the phone in a teacher's classroom. Non-emergency calls cost \$0.25.

NATIONAL TESTING DATES

ACT TEST DATES

September 8th
October 27th
December 8th
February 9th
April 13th
June 8th

REGISTRATION DEADLINE

August 10th
September 28th
November 2nd
January 11th
March 8th
May 3rd

LIBRARY

Any student wanting to go to the library during Seminar must first obtain a pass from the librarian. This pass must be obtained in advance and outside of class time. A student wanting to use the library during class time should obtain a pass from his/her teacher and present the pass to the librarian upon leaving.

The library will loan books to any Royal Valley student for a two-week period. They may be renewed for an additional two weeks unless they have been placed on reserve. Students will be notified in writing if they have overdue books.

General Library Rules

- Absolutely no food or drinks are allowed in the library at any time.
- Books are not to be taken from the library without checking them out.
- Reference books may be checked out overnight during the last period of the day.
- Library hours will be from 8:00 AM to 3:30 PM. If a student needs to work in the library after 3:30 PM, he/she must make arrangements with the librarian ahead of time.
- During class time, each student entering the library must have a pass and must return to his/her class before the hour is over. Arrival and return time will be noted on the pass.

HOMECOMING/KING & QUEEN OF COURTS CANDIDATES

All senior boys enrolled at Royal Valley High School will be eligible for King candidacy if they have met the following criteria:

All senior girls enrolled at Royal Valley High School will be eligible for Queen candidacy if they have met the following criteria:

- The student must have a 2.0 cumulative GPA through six semesters.
- The student must be a participating member of a sport, club or organization at Royal Valley.
(Homecoming-Fall, King & Queen of Courts-Winter)
- The student must be enrolled in a minimum of 5 classes.
- The student must have at least 21 credits.
- The student must be a member in good standing with the team, club, organization and school.
- The student must have attended Royal Valley for both semesters his/her junior year.

ELIGIBILITY FOR ACTIVITIES

Any student may participate in the activities program provided he/she meets the requirements of the Kansas State High School Activities Association and the requirements of Royal Valley High School. Student participation in the activities program is a privilege earned by behaving in an appropriate manner and acceptable academic performance. When students fail in any of these areas, the privilege of participation is jeopardized.

LEAGUE AFFILIATION

Royal Valley High School is a member of the Big Seven League. Other league members are Hiawatha, Holton, Jeff West, Nemaha Central, Perry-Lecompton, Riverside, and Sabetha.

ELIGIBILITY RULES

To be eligible to compete in a high school interscholastic activity, a student must be currently enrolled in five subjects at Royal Valley High School, have passing grades in at least five subjects for the preceding semester and have a current physical form & concussion form on file.

Any athlete who quits or is dismissed from a team prior to the end of the season will not be allowed to use school facilities to work out after school for the next sport season. All equipment issued to athletes must be returned to the head coach prior to participating in the next sport season.

Athletic/Activity eligibility

Full time students

To participate in school sponsored activities at Royal Valley High School, students must be passing a minimum of 7 classes at all times.

Beginning Monday after the first varsity football game first semester and every Monday beginning at least ten days after the start of second semester, the administration will compile a weekly progress report. If a student is failing two or more classes, he/she may not participate in any school-sponsored activities, including sporting events, dances, club meetings, plays, etc. Students failing two or more classes will be considered "not in good standing."

The administration will e-mail the student and coach/sponsor on Wednesday of the grade check week and notify them of their eligibility status.

Students can return to "Good Standing" by the teacher notifying the administration. The administration will review the student's grades and notify the student that they have been cleared to resume their activities.

Restriction of participation will begin on the Wednesday of the probationary week the student was identified as a student not in good standing.

Part time students

To participate in KSHSAA sponsored activities, part time students must be enrolled in a minimum of (5) classes. Part time means any student who is taking less than a full schedule of 8 classes. Any part time student must be passing all of their classes to be able to participate, practice, and/or compete in school sponsored activities.

TRANSPORTATION

The school usually plans for and provides transportation to school-sponsored activities. Students are expected to ride to and from the activity as a group. A personal contact with the coach/sponsor is required of the parent/guardian in order for a student not to travel in school vehicles.

TRANSPORTATION TO AND FROM PRACTICES NOT LOCATED AT THE PRIMARY ATTENDANCE SITE

A student wanting to ride with another student or drive to practices must have a permission form signed by the parents of the student driving the vehicle and the parents of the student wanting to ride in the vehicle. If a student does not have the signed permission forms, he/she must use school provided transportation. In order to drive to practices, the student must possess a legal Kansas driver's license. A student with a learner's permit is not legally authorized to drive to practices.

ACTIVITY REGULATIONS ON SCHOOL PREMISES

Student Conduct - USD #337 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 will be reported to the appropriate law enforcement officials and will be subject to the following sanctions:

- First Offense A first time violator shall be subject to the following sanctions:
- A punishment up to and including short-term suspension
 - Suspension from all student activities for a period of not less than one month
- Second Offense A second time violator shall be subject to the following sanctions:
- A punishment up to and including long-term suspension
 - Suspension from all student activities for a period of not less than one semester or four months
 - 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. Names of acceptable programs are on file with the BOE clerk.
- Third & Subsequent Offenses A student who violates the terms of this policy for the third and any subsequent violations shall be subject to the following sanctions:
- A punishment up to and including expulsion from school for the remainder of the school year
 - Suspension from participation and attendance at all school activities for the year
 - 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. In the event a student agrees to enter into and complete a drug or rehabilitation program, the cost of such program will be borne by the student and his/her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

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

ACTIVITY REGULATIONS OFF SCHOOL PREMISES

Students who participate in interscholastic athletics or school sponsored activities are prohibited from using alcoholic beverages of any kind, including beer or any drug or a controlled substance other than those prescribed by a physician. This applies to an athlete or any other student involved in a school-sponsored activity while off school premises. Possession of alcoholic beverages of any kind or any drug or controlled substance other than those prescribed by a physician shall constitute use. Violations observed by a faculty member/administrator or any other reasonable proof of the act would be sufficient cause for disciplinary action.

Violations of the training rules will result in disciplinary action as follows:

- First Offense: Suspension from all school/student activities for a period of 30 days. This would include no practicing with the team. Club or program membership after the consequence is served is at the discretion of the coach or sponsor.
- Second Offense: Suspension from all school/student activities for a period of 90 days. This would include no practicing with the team. The student will be eligible for the next sport season provided he/she receives an evaluation and if necessary, treatment from an approved drug and chemical dependency agency. Club or program membership after the consequence is served is at the discretion of the coach or sponsor.
- Third Offense: Suspension from all school/student activities for a period of 180 days. This would include no practicing with a team. If applicable, the student will be eligible for the next sport season provided he/she receives an evaluation and if necessary, treatment from an

approved drug and chemical dependency agency. Club or program membership after the consequence is served is at the discretion of the coach or sponsor.

Parents or guardians are fully responsible for the costs of an evaluation and treatment costs should their child require this service.

SCHOOL DANCES

DANCES: Dances are provided throughout the school year as social activities for RVHS students. Class organizations and clubs may sponsor these activities. All high school dances following school activities must end by 11:30 PM. Attendance at dances is limited to Royal Valley High School students and their approved guests. Students leaving the dance may not return. To enter the dance late, a student must have made prior arrangements with the dance sponsor or administration.

GUESTS: A "guest" is defined as one's date to a school-sponsored dance that does not attend Royal Valley High School. All dates must be signed up in advance in the office prior to the activity and must complete and submit the guest approval form to the administration at least one day before the dance. All guests are subject to approval by the administration. The date must be accompanied by the RVHS student at the time admission to the activity is sought; some form of identification may be requested of the guest. No middle school students are allowed at high school dances.

NOTICE OF COMPLIANCE - TITLE VII

It is the intent of the Board of Education of Unified School District No. 337 to comply with Title VII of the Education Amendment of 1972 (P.L. 92-318), as amended. Unified School District No. 337 is an Equal Opportunity Employer and does not discriminate on the basis of sex in employment, educational programs, or other activities in which it operated and is required by Title VII not to discriminate. The Title VII Coordinator for Unified School District No. 337 is John Rundle, Superintendent, Box 219, Mayetta, KS 66509; telephone (785) 966-2246.

TITLE VII GRIEVANCE PROCEDURE

STEP 1: The complainant will contact the principal of the school involved and try to resolve the complaint at that level on an informal basis. On matters involving adopted district policies or practices, the complainant will contact the Superintendent of Schools.

STEP 2: If the complaint is not resolved at Step 1, then the complainant may file a written complaint with the Title VII coordinator. A hearing will be scheduled which will be held within fourteen (14) calendar days after receipt of the written complaint. The findings of this hearing will be filed in writing with a copy being made available to the complainant.

STEP 3: If the complaint is not resolved in Step 2, then the complainant may appeal in writing to the Board of Education. A hearing will be scheduled within thirty (30) calendar days with the Board of Education. The findings of this hearing will be filed in writing with a copy being made available to the complainant. The findings of this hearing will be considered final.

SEXUAL HARASSMENT - USD #337 POLICY

Sexual harassment is not tolerated in the school district. Sexual harassment of employees or students of the district, by board members, administrators, certified and support personnel, students, vendors, or any others having business or other contact with the school, is strictly prohibited.

Definitions of Sexual Harassment: Sexual harassment may include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Persistent unwelcome attempts to change a professional relationship into a personal, social sexual relationship.

Creating a hostile environment, including the use of:

- Innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by an implies or overt promise of preferential treatment with regard to a student's grades or status in any activity;
- Sexual assault or battery as defined by current law.

Any student who believes he/she has been subjected to sexual harassment should discuss the problem with his/her principal or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Confidentiality shall be maintained throughout the complaint procedure.

RACIAL HARASSMENT

Racial harassment is not tolerated in the school district. Racial harassment of employees or students of the district, by board members, administrators, certified and support personnel, students, vendors, or any others having business or other contact with the school, is strictly prohibited.

Definitions of Racial Harassment: Racial harassment is racially motivated conduct which:

- 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;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment;
- 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, graphic material.

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, or another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment shall report the complaint to the building administrator. If the building administrator is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Confidentiality shall be maintained throughout the complaint process.

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

ANTI-BULLYING POLICY

Bullying on USD #337 property, in a USD #337 vehicle or at any USD #337-sponsored activity or event is prohibited.

As used in the district policy, the following definitions apply:

- "Bullying" means: Any intentional gesture or ay intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have an effect of:
 - a. harming a student or staff member, whether physically or mentally
 - b. damaging a student's or staff member's property
 - c. placing a student or staff member in reasonable fear of harm to the student or staff member
 - d. placing a student or staff member in reasonable fear of damage to the student's or staff member's property
- "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

CHILD ABUSE - USD #337 POLICY

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

If the student suspected of being abused is Native American, the employee should report this to Prairie Band Potawatomi Social Services (PBPSS). The PBPSS number is (785) 966-2932. If PBPSS cannot be reached, the local DCF office should be contacted. If the local DCF cannot be reached, then local law enforcement should be contacted.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

DCF ACCESS TO STUDENTS ON SCHOOL PREMISES

The building principal is authorized to act in loco parentis to protect the interests of the student when allowing a student to be interviewed by DCF representatives on school premises.

COOPERATION BETWEEN SCHOOL AND AGENCIES

Schools, DCF, and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect. To the extent that safety and practical consideration allow for law enforcement officers on school premises for the purposes of investigating a report of suspected child abuse or neglect, the officer shall not be in uniform.

LICE INFESTATION PROCEDURE

The Kansas Department of Health and Environment and the Jackson County Health Department emphasize that a student be excluded from the classroom if he/she is infested with head lice. The school complies with this requirement by the following procedure:

- If there is suspicion of infestation of a student, he/she is examined by an office staff member or the school's health nurse
- If the child has head lice, the students will be removed from the classroom. It is also common practice to check other students in the classroom if there is suspicion of more infestation.
- The parent of the infested student is immediately notified and requested to pick up the child.
- The child must be treated with an adequate insecticide and/or medicated shampoo.
- All nits must be removed from the hair with a fine-tooth comb. Lice and nits must also be eliminated from the home environment and clothing

Infestation

- After the student has been effectively treated, he/she may return to school. The student

and parent must first report to the school office before the student is readmitted to school.

School personnel may do follow-up checks on students who have previously had head lice. The purpose of the follow-up checks is to make certain the student is not re-infested.

NONDISCRIMINATION - USD #337 POLICY

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, 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 manner deemed appropriate by the administration, up to and including suspension or expulsion from school.

EMERGENCY SAFETY INTERVENTIONS (GAAF)

The board of education is committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavior management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

The policy shall be made available on the district website with links to the policy available on any individual school Pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

The entire board policy, Emergency Safety Interventions (GAAF) can be found in the back of the student handbook.

RVHS FINALS SCHEDULE

Semester 1	Monday December 18 ^a	1A, 2A, 4A – Finals 3A—Regular class
	Tuesday December 19 ^a	1B, 2B, 4B—Finals 3B—Regular Class
	Wednesday December 20 ^a	3A, 3B Finals

RVHS classes will be dismissed at 11:00 on Wednesday, December 20^a

Semester 2	Tuesday May 14 ^a	1B, 2B, 4B – Finals 3B – Regular class
	Wednesday May 15 ^a	1A, 2A, 4A – Finals 3A – Regular class
	Thursday May 16 ^a	3A, 3B– Finals

RVHS classes will be dismissed at 11:00 on Thursday, May 16^a

**ROYAL VALLEY HIGH SCHOOL
REGULAR BELL SCHEDULE**

1 st HOUR 1A/1B	8:13 – 9:38
BREAK	9:38 – 9:45
SEMINAR	9:49 – 10:33
2 nd HOUR 2A/2B	10:37 – 12:02
LUNCH (1)	12:02 – 12:22
3 rd HOUR 3A/3B	12:06 – 1:51
LUNCH (2)	12:26 – 12:46
4 th HOUR 4A/4B	1:55 - 3:20

LATE START WEDNESDAY BELL SCHEDULE

1 st HOUR 1A/1B	9:30 – 10:44
NO BREAK – NO SEMINAR	
2 nd HOUR 2A/2B	10:48 – 12:02