THE VALLEY FALLS
MIDDLE SCHOOL (7-8) HANDBOOK
2019-2020

Mission: Pursuing Excellence with PRIDE through Education.
Vision: Engaging PRIDE to empower each student to be successful.

Positive Attitude
Respect
Integrity
Determination
Excellence

Administration
Dr. Volora Hanzlicek, Superintendent of Schools
Susan Grey, PK-12 Principal

Central Office 945-3214
Elementary Office 945-3221
High School Office 945-3229

Pending Board Approval

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Academic Eligibility Policy

All students must be eligible under the terms of Rule 13 of the Kansas State High School Activity Association. Additional requirements dictated by the Board of Education Policy 5125 concerning eligibility are listed below.

The academic eligibility status of students participating in activities shall be jointly determined by the principal, athletic/activity director, and counseling office. A head coach/sponsor may not exceed these standards for a student to participate in their sport, however, they may impose short term suspensions from practice or games for failure to complete assignments on time, failure to hand in homework, inappropriate attitude towards academics, etc.

A. All students currently enrolled in grades 7 through 12.
The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed), of unit weight or its equivalency, during the present semester.

B. Students in grades 9 through 12.
The student may not fail two or more classes of unit weight, or its equivalency, the previous semester or the last semester of attendance.

C. Students in grades 7 and 8.
The student may not fail two or more classes of unit weight, or its equivalency, the previous quarter or the last quarter of attendance. This also applies to eighth graders transitioning into high school.

Eligibility will also be determined weekly for all students on Friday by 3 p.m. Teachers will have student grades entered into the student data management system (Power School) available for the principal by 9 a.m. Friday morning. Grades will be mailed to parents for all students receiving a "D" or an "F" each week.

- Week One: If a student is failing a class, the student will have one week to raise that particular grade before the principal or student improvement team (SIT) intervenes (This is referred to as the Academic Probationary Period). The teacher will be working with the student to address the situation.

- Week Two: If the student's grade does not rise above an "F" for that class before the next weekly interval, the principal or SIT team will intervene and the student will have their academic day extended from 3:25 to 4:30 p.m. Monday through Friday until that grade has been raised **and** the teacher has signed off regardless of activity participation. The student will report to the extended learning classroom designated by the principal by 3:30 p.m.

- Week Three and Beyond: If by the third Friday or any Friday following the start of the Academic Probationary Period, the student still has not raised the letter grade, the student will be ineligible on a week by week basis for any and all activities including participation and/or observing activities beyond practice (week starts and ends Sunday to Sunday). When a student is on probation or ineligible, every effort will be made by the teacher to grade assignments in a two-day time frame. There may still be circumstances that may not allow the teacher to grade the work in a two-day time frame. While in the extended learning classroom the student will work on their assignments for the class they are failing. Until cleared from the teacher and/or the principal, the student will continue to attend the extended learning classroom. Students absent or tardy during this extended learning time will be subject to the attendance and tardy policy**.**

Students and/or their parents may, at any time during this process, request an appeal to the building principal who will look into the individual circumstances surrounding the student and their grade or progress. The principal will have the final say on eligibility and attendance to the extended learning classroom.

Activity Day Eligibility

A student must be in school by 11 AM and remain in school for the remainder of the day in order to be eligible to participate in practices, contests, or any other school-sponsored school activity. Only the principal or the athletic director in his/her absence (the superintendent in the absence of both the principal and athletic director) may rule on exceptions to this guideline. Exceptions may be made for a family crisis, medical situations, i.e., appointments that could not be made at another time, funerals, etc. It is the responsibility of the coach/sponsor to ensure participant eligibility in this regard prior to departure for any school-sponsored activity.

Students who are suspended from school are ineligible to participate in or attend any school-sponsored activity on the day of the ISS/OSS.

Activity Fee
All 7-12 students will pay a $25 activity fee. This fee will allow for free admission into district activities accepting passes.

Attendance Policy
Good attendance is a strong indicator of student success.

Parents should notify the elementary office of all student absences the day of, by 9 AM, or prior to the day of absence. The office will attempt to reach all parents of absent students that have not been reported absent by parents.

Any student with (6) or more absences in a semester, be they excused or unexcused, will have their attendance record reviewed by the building principal to determine what measures need to be taken to improve the student's attendance. Any student that has missed (10) or more days of school per semester, excused or unexcused, will be required to make up class time after school – ½ hour per class period missed (exceptions to be considered by administration.)

The state law requires schools to report any truant students over the age of 13 to the Jefferson County District Attorney, and less than 13 years of age and more than 7 years to Social Rehabilitation Services. **Truancy is defined by the state law as missing either three consecutive school days or five or more school days in any semester without a valid excuse acceptable to the school.**

A student is considered absent from school if he or she is not present all or a significant part of the school day. A "significant part of the school day" is defined as follows:

1. Absent for sixty (60) minutes to three and one/half (3 1/2) hours is considered as being absent one-half (1/2) day.
2. Absent more than four hours is considered being absent one full day.

The State of Kansas delegates to the Board of Education, the responsibility of determining excusable reasons for absences. The following **may** be considered as excusable reasons for absences:

- Personal illness.
- Illness or death in the family
- Physician and dental appointments which can be verified.
- Emergencies requiring a student's service or presence at home and which can be verified.
- Obligatory religious observances of the student's own faith.
- Family vacations and family business arranged in advance with the school administration (with class assignments arranged in advance and due upon return, or upon a date agreed upon by the teacher, whichever is later).
- Participation in a school approved student activity.

Parents are required to provide the school with proper documentation/notification for student absences to be considered excused. The Building Principal shall be responsible for monitoring compliance with the attendance policy and shall be responsible for determining the acceptability and validity of excuses offered for excess absences within the guidelines of the Board of Education Policy. The Superintendent will monitor building procedures to assure consistency throughout the school system.

Bicycle, Skates – including Heelies, and Skateboard Rules
Your child's safety is the primary concern when it comes to these rules. To prevent accidents from occurring, the following rules must be obeyed:

- Bikes must be parked in the designated bike racks.
- Once a student arrives on the school grounds they must take off their skates, or get off their bikes and skateboards and walk them to their proper storage area. Upon school dismissal, students must walk from the school grounds before beginning to ride their bikes, skateboards, or to put on their skates.
- Students may not use other students' bikes, skateboards, or skates.
- No bike riding, skating, or skateboarding is allowed during school hours.

Should a student choose to disobey these rules they will not be allowed to ride their bikes or skateboards to school or to bring their skates. The length of time that the restriction will be in place depends upon the severity of the infraction and how often the student has broken the rules.

Book Bags, Backpacks, Gym Bags, and Purses

Book bags, backpacks, gym bags, and purses will need to be kept in the student's locker during regular school hours (8:00 a.m. to 3:25 p.m.) and during attendance in any after-school tutoring sessions or while serving detention.

Bullying

The following rubric will be followed for all reported and investigated bullying incidents.

Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense
Verbal/Social Bullying: Name calling, teasing, taunting, rumors, exclusion, comments about someone's appearance, etc.	*Incident Report Written and signed by a parent/ or phone call to parent *offense recorded in Power School *lunch I.S.S. or up to 1-day I.S.S. *The student fills out Think Sheet	*Incident Report Written and signed by a parent/ or phone call to parent *offense recorded in Power School *up to two days I.S.S. *The student fills out Think Sheet	*Incident Report Written and signed by a parent/ or phone call to parent *offense recorded in Power School *conference with parents *up to 3 days I.S.S. or O.S.S. (TBD)	*Incident Report Written and signed by a parent/ or phone call to parent *offense recorded Power School *Minimum of 3 days O.S.S., possible expulsion from school
Physical Bullying Level 1 Smacking, slapping, punching, wedgies, tripping, kicking, or unwanted physical contact	*Incident Report Written and signed by a parent/ or phone call to parent *offense recorded in Power School *Up to 1-day I.S.S. *The student fills out Think Sheet	*Incident Report Written and signed by a parent/ or phone call to parent *offense recorded in Power School *Minimum of 2 days I.S.S. *The student fills out Think Sheet	*Incident Report Written and signed by a parent/ or phone call to parent *offense recorded in Power School *conference with parents *Up to 3 days O.S.S. (TBD)	*Incident Report Written and signed by a parent/ or phone call to parent *offense recorded in Power School *Minimum of 3 days O.S.S., possible expulsion from school
Physical Bullying Level 2 **A more serious level of threat/intimidation/harm Punching, sexual harassment, threatened with a weapon**	*Incident Report Written and signed by a parent/ or phone call to parent *offense recorded in Power School * Meeting with SRO Officer *Up to 10 days O.S.S	*Incident Report Written and signed by a parent/ or phone call to parent *offense recorded in Power School * Meeting with SRO Officer *Up to 10 days O.S.S.	*Incident Report Written and signed by a parent/ or phone call to parent *offense recorded in Power School * Meeting with SRO Officer *Up to 10 days O.S.S, possible expulsion	*Incident Report Written and signed by a parent/ or phone call to parent *offense recorded in Power School * Meeting with SRO Officer *Minimum of 10 days O.S.S, possible expulsion

Bus Rules and Regulations

The following rules and regulations have been adopted to ensure the safest, most enjoyable and efficient transportation for your child/children. Most of these rules and regulations have been taken from the Kansas State Regulations for School Bus Transportation.

1. The driver in conjunction with any sponsors present on any school bus or school vehicle shall be responsible for the order and conduct of the students transported.
2. The driver and/or any sponsors present have the authority to assign seats.
3. Students should obey promptly and willingly, the reasonable directive of the driver.
4. Outside of ordinary conversation, classroom conduct is to be observed. Shouting, vulgar language or gestures are not permitted.
5. Students must remain seated with feet on the floor in front of them - not in an aisle or draped over a seat back.
6. Students may not board or depart from any school vehicle at any other stop that which has not been properly authorized by the parent or school authorities.
7. Students may not extend hands, arms, head or objects from any school vehicle windows.
8. Students are not permitted to shout, or gesture to passing vehicles or pedestrians.
9. Students may not throw any object including trash or paper either within or out of any school vehicle while waiting for, riding, or after leaving the vehicle.
10. Riders must stay out of the driver's seat and may not tamper with operating equipment.
11. Eating and drinking food or beverages on any school vehicle may be permitted by individual drivers.
12. Students may not exit from the emergency bus door unless directed by the driver.
13. The use of tobacco, drugs, or alcohol in any form shall not be permitted on any school vehicle.
14. Animals, knives, matches, firearms including cap and water pistols, glass and other similar breakables, explosive weapons or any other items creating a safety hazard are not permitted on any school vehicle. Students may be suspended up to 186 school days for possession of a weapon on school property
15. Musical instruments and school authorized equipment are to be kept out of the aisle.
16. Students are to keep their hands, feet and objects to themselves.

Violations of the transportation rules and regulations may result in either a short or long term removal from the privilege of riding school transportation to and from school and/or activities.

Cell Phone and Electronic Device Policy

Electronic Devices would include Radios/Walkmans/CD Players/Pagers/Gaming Devices/ Cameras/Video Cameras/PDA/Laptop. Cellular phones, wearable devices, and electronic devices have become more and more prevalent and their use for after-school and during outside activities is invaluable; however, these devices can cause a considerable distraction in the learning process during school. Cell phones and electronic devices will be kept in lockers and must be turned off during school hours including outcomes club, homework session, and detentions. These activities will be treated as an extension to the school day. Students may take phones and electronic devices during athletic trips upon the sponsor/coach discretion but must receive permission from the coach or activity sponsor before using. Penalties for cell phone, wearable devices, and electronic devices usage during school hours including any assigned after-school tutoring or detentions without prior authorization from faculty (in their presence):

First offense (per school year):	Warning and surrendering of the device. Student may pick the device up after school.
Second to fourth offense:	Strike and surrendering the device. Parents will need to pick the device up from the principal's office. Detentions will be assigned starting with the **third** offense. Detentions will be 30 minutes in length. The building administrator has the authority to lengthen the detention time on subsequent offenses.
Fifth and beyond offense:	One day of in-school suspension will be assigned for each offense.

Personal audio-visual equipment may be used in the school only within the classroom and with the direct knowledge and approval of the consenting faculty member and principal. Any camera phone, video camera, or

camera used in an inappropriate way including, but not limited to, taking pictures in a locker room, restroom, etc.will be given a severe penalty up to and including expulsion.

Classroom rules and regulations

Each teacher will present the classroom rules to the students and their parents at the beginning of the year. Age appropriate consequences will be established to address students not following classroom rules, lack of assignments, misbehavior, and any behavior which interrupts the learning process. The student will be sent to the principal's office as warranted by the teacher. The student will write an account of his/her actions for the principal explaining the problem and a plan for fixing the situation. The first trip to the office will generally result in a warning depending on the severity of the situation, the second trip will require more severe penalty being assigned, and any further trips may result in an assignment to In-School-Suspension.

Complaints and Grievances

Students who have a concern about the application of a school rule or regulation may file a complaint through procedures established in the School Board rules and regulations. The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level.

Any student may file a complaint with the principal against the application of any school rule or regulation applied against the student. The complaint must be in writing within 20 days following the application of the rule or regulation against the student and must specify the basis of 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.

Detentions and In-School Suspension (ISS)

Students, choosing by their actions, to defy classroom and/or school behavioral expectations or by -not completing assigned homework can be assigned to Homework Session, detention, or to ISS by the Building Administrator or teaching staff. ISS students are allowed to complete all work missed during the suspension time. Students in ISS are INELIGIBLE to participate in any school-sponsored activity on the day of the ISS but may attend activity practice unless otherwise decided upon by the administration. Student Expectations while serving detention or ISS:

- Students must report promptly to the detention or ISS room scheduled for that day.
- They must work quietly, follow the directions of the teacher, and spend the entire period in the room.
- During this time students must work on specific class assignments, review classroom concepts by taking notes or outlining, or otherwise work independently and actively on their classroom learning. *Reading a book of the student's choice will* ***not*** *be an acceptable use of detention time.*
- Students who do not bring active work to the detention period or ISS room will be given outcome assignments to complete.

Dress Code

The appearance of the students is important for them as well as for the entire school. Students are expected to come to school looking clean, neat, and dressed in a manner that is accepted as being in good taste. Clothing or accessories that "over-exposed," cause disruptions, display alcoholic beverages, drugs and/or tobacco product slogans and pictures, or display indecent sayings and designs are not appropriate and shall not be allowed at school. This code applies to all activities.

The following items constitute a partial list of clothing that is **not allowed**: loose fitting tank tops with straps less than one inch, and sleeveless shirts, spaghetti straps, midriffs, half-shirts, halters, tube-tops, garments without shoulder straps, shirts (without a shirt underneath). Skirt and short lengths need to be mid-thigh length. This will also apply to holes in pants – they must be below the mid-thigh. Garments designed to be worn as underclothing are not to be visible at school. Pants must be worn in such a way that undergarments are not revealed. Students must wear proper footwear. No heelies (Shoes on Wheels) allowed. Sunglasses are not to be worn in the building unless they are prescription lenses or approved by the nurse. Hats, caps, hoods, bandanas, scarves, and other head coverings may not be worn inside the buildings and such items must remain in lockers during the school day unless special permission is granted.

Expectation of Privacy:

All property belonging to USD 338 may be subject to search at any time. These would include but not be limited to; lockers, desks, computers, iPads, etc.

Fees

Instructional Fee	$45 per student K-12
Enrollment Fee	$45 per student K-12
Planners	$3.50 Grades 6-8
Activity Fee	$25.00 Grades 7-12
Band Fee	$35.00 per semester (Rental for specialty and percussion instruments.)
Breakfast	$35.00 per month (breakfast cost $ 1.75 ea.) (adult cost $2.30)
Lunches:	$57.00 per month for each student in grades K-12 (K-12 meal cost $2.85) (Adult meal cost $3.95)
Extra Milk	$.40 a carton (Adult $.45 a carton)

Board Policy states that no family will be allowed to charge lunches of more than $20.00. Notices will be sent home and an alternative lunch option will be provided.

NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 and older) are afforded various rights with regard to education records which are kept and maintained by USD No. 338. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The rights to review and inspect all of your educational records except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
   a. we have your prior written consent for disclosure;
   b. the information is considered "directory information" and you have not objected to the release of such information; or
   c. disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This includes the right to request a hearing at which you may present evidence to show why the records should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD No. 338 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
5. The right to obtain a copy of USD No. 338's policies for complying with FERPA. A copy may be obtained from Dr. Volora Hanzlicek, Superintendent, Unified School District 338 Office, Valley Falls, KS. 66088.

For purposes of FERPA, USD No. 338 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following

information is considered directory information: Name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD No. 338 at Unified School District 338 Office, Valley Falls, Kansas 66088, on or before September 1, 2012. If a refusal is not filed, USD No. 338 assumes that there is no objection to the release of the directory information designated.

Food/Beverage

Individual classroom rules will dictate students' consumption of food and drink (including water) in the classroom. These rules must be approved by the administration.

Drinks in a clear bottle with a sealable, leak-proof lid will be allowed in the halls and in lockers. Other food and drink items should be limited in these areas.

Pop, candy and other food items will be taken from students who refuse to abide by this policy or who are irresponsible with the trash or mess of having such items and it will not be returned to them.

Grading Scale

The following grading scale is used throughout our school system:

90 -100 =	A	**Honor Roll**	**Dragon**	**4.0**
80 - 89 =	B		**Gold**	**3.6 - 3.99**
70 - 79 =	C		**Black**	**3.2 - 3.59**
60 - 69 =	D			
59 & below=	F			

Hazardous Substances

Unauthorized possession of any hazardous substance on school property is prohibited. Any person violating this regulation may be subject to disciplinary action and may be held financially and legally responsible for damages or injuries caused.

Homework/School Work

Students missing school are encouraged to make prior arrangements, if possible, in regard to school work missed. For students unable to make such prior arrangements, a daily homework sheet will be completed for them by their teachers at the request of the student or parent. The completed Homework Sheets will be in the Principal's office at the end of the day, and it will be the absent student's responsibility to make the necessary arrangements to pick up these sheets.

Homework Plan

Homework is an important part of your child's educational success. The following plan will be in place for all students to help provide the motivation and opportunity to complete all required homework. The school will provide a "homework room" each day after school. Students are welcome to utilize this room for additional help without being assigned. They must request this through one of their teachers.

1. Each required homework assignment assigned by a teacher will be given a due date. The assignment will be due at the beginning of the class period of the assigned date unless specified differently by the teacher. If assignments are not completed the student's name will be added to a homework needed list –a green slip.

2. The student will be **required** to stay after school for additional time **that day** to complete the assignment(s). Students will be allowed to call parents by 3 PM and make arrangements for a ride.

3. If the assignment is not turned in the second day by class time, the student will be required to stay after school for additional time that day to complete the assignment(s). Students will be allowed to call parents

by 3 pm and make arrangements for a ride. Late homework may be reduced by no more than 50% of the possible points earned. EXAMPLE: If the assignment was worth 10 points and the student submits a paper with 8 points correct, the student may lose up to 4 points as a result of the assignment being late.

3. If the assignment is not turned in the third day by class time and/or arrangements made with the teacher to complete, the student will receive no credit for the assignment unless different arrangements have been made by the teacher.

Immunization

On or before May 15th, the school will notify the parents or guardians of the following year's immunization requirements as mandated by the laws of the State of Kansas (K.S.A. 72-6264).
Local Health Departments may provide immunizations on a sliding fee scale for administrative charges with the exception that no child may be denied immunizations for inability to pay an administrative fee.

Medication Policy

1. All medications (prescription and over the counter) must come to the school in the original container and must not be expired, with a written permit from the parent to give to the child.

2. Prescription medications will be administered per the directions on the container. Over the counter medications will be administered per written parental directions.

3. When the school receives the medicine in the original container with a note from the parent giving consent, we contact Jefferson County Health Department, who acts as our school nurse. Jefferson County Health Department's licensed professional nurse assesses the pupil's nursing care needs and formulates a written nursing plan of care before delegating any nursing task to an unlicensed school person. The licensed nurse faxes us the written plan, which delegates us to give the medication. All school personnel has had training on this procedure.

4. The school personnel assumes no legal responsibility other than acting as duly authorized employees of the school district with the consent of the parent and Jefferson County Health Department. The liability for over the counter medication will be assumed by the parent. The liability for prescription medication will be assumed by the doctor and/or the pharmacist.

5. If in the judgment of the school administrator the medication should not be administered, he/she will notify the parent or medical personnel in advance of discontinuation.

Non-Custodial and Co-Custodial Parents

Unless prohibited by law or Court Order, the board of education shall provide information to parents, whether custodial, non-custodial, regarding school progress and activities of their child. The District recognizes that many divorced parents continue to share parenting responsibilities and that each parent should have equal access to information regarding their child's school progress and activities.
Upon written request of a parent to the child's school principal, the school will subsequently and routinely mail to that parent copies of all school information which is normally provided. Such information will include copies of report cards, class newsletters, and the school newsletter. Daily work normally sent home with the child will not be mailed. These mailings will continue for the remainder of the school year in which the request is made. Non-custodial parents and parents with shared custody who do not normally receive materials from the school may annually request this service.

Office of Civil Rights for Vocational Educational Guidelines

In compliance with Executive Order 11246, Title II of the Education Amendments of 1976, Title VI of the Civil Rights Act of 1972; Title IX Regulation Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, U.S.D. # 338 shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates. It is the intent of U. S. D. 338 to comply with both the letter and spirit of the law, making certain discrimination does not exist in its policies, regulations, and

operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by U.S.D. 338.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Dr. Volora Hanzlicek, Superintendent of Schools of USD 338
700 Oak
Valley Falls, KS 66088
(785) 945-3214

Title IX complaints can also be filed with:

Regional Office for Civil Rights
324 East 11th. Street
Kansas City, Missouri 641

All students attending U.S.D. 338 may participate in educational programs and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

Progress Reports

Progress Reports are designed to inform parents of potential problems in regard to the academic achievement or behavior concerns of their son/daughter. Progress reports can be sent by faculty members at any time during the course of the year. Progress reports must be sent at the midpoint of a nine-week grading period if a student's academic performance has put them at risk of failing to achieve desired academic outcomes (grade D or F). Required progress reports will be sent approximately three (3-5) days after the mid-point of a nine-week grading period.

Relationships

Proper relationships are expected at all times. Overt physical displays of affection are not acceptable at any time. Physical contact which exceeds hand holding will result in disciplinary action. Repeat offenders may be suspended.

SAFE SCHOOL HELPLINE

The Safe School Helpline is (877) 626-8203. This number is to be called by anyone who witnesses any illegal activity that threatens our school. This will be an anonymous telephone call, and your name is never asked. Once the Helpline receives a call, they inform school officials about the nature of the telephone call, and the investigation is done locally.

The Safe and Secure Schools Unit with the Kansas State Department of Education is excited to announce the launch of a new reporting tool for school and community safety. The Unit has been working in collaboration with the Kansas Bureau of Investigation to release the **Suspicious Activity Report (SAR)**. The SAR does not take the place of calling 911 in an immediate emergency. Rather, it is intended for students, staff, parents, and community members to report suspicious activity. The KBI receives the report and reviews, analyzes, and acts on the information accordingly. For tracking purposes, the applicant is given a receipt number but the report remains anonymous if the user wishes.

The SAR can be accessed at https://www.kbi.ks.gov/sar, or by clicking an icon either on the Safe and Secure School's website (https://www.ksde.org/Kansas-Safe-Schools) or the KBI website (http://www.kansas.gov/kbi/).

School Closing
In the event that we are forced to close school due to threatening or inclement weather conditions or other conditions that cause concern for the well-being of our students and staff, a notification will be made on radio stations 580 AM, 97.3 FM, and television Channel 13 news. Attempts will be made to make the decisions as early as possible in the morning.

School Dance Policy
Valley Falls Middle School dances are generally planned through the student council for Valley Falls Middle School students.

1. The principal must give permission to hold a school dance at least two weeks in advance of the dance date.
1. At least four faculty sponsors must be secured or two faculty and at least two parent chaperones must agree to attend the dance or event and help supervise.
2. No student may enter a dance 30 minutes after the scheduled starting time unless previous arrangements have been made with the sponsor.
3. No student will be allowed to leave without parents personally speaking with the administrator or the sponsor. This can occur via telephone.
4. No student will be allowed to return once they have left the dance.
5. A student may be removed from a dance for breaking school rules and/or any of the above guidelines. Students attending a dance are under the jurisdiction of the school and are subject to school disciplinary procedures, including suspension and expulsion. Students will only be dismissed to parents.
6. A student must meet eligibility requirements to attend any and all school dances.

School Day
The school day will start at 8:00 A.M. and dismiss at 3:25 P.M. **Students are not allowed to enter the building prior to 7:30 A.M.** and must be out of the building by 3:40 P.M. unless other arrangements have been made by the child's teacher or activity sponsor,.. No supervision is available for students prior to or after the hours as set forth in this handbook.

Valley Falls School District has a closed lunch period which means that students are not allowed to leave the school to obtain their lunch elsewhere.

SCHOOL INSURANCE
Student insurance carried by the district is for secondary coverage. The school insurance will not pay for an accident or injury until the parent's private primary insurance has been used. The school insurance has limitations on its coverage. Any cost that the parent's insurance does not cover **MAY** be covered by the school's insurance, however, it may not cover 100% of the remaining cost. Parents, coaches/sponsors, and the school must jointly fill out forms in order to determine if the school's insurance will provide coverage. Parents who have no private insurance may apply for school coverage and the insurance company will determine the amount of coverage that will be provided. **A CLAIM MUST BE FILED WITHIN 90 DAYS OF THE DATE THE INJURY OCCURRED!**

School Thefts
Students are encouraged to keep personal belongings in lockers provided by the district and locked at all times. In the case of property or money stolen from any individual on school property or at a school function, the following procedures are to be followed:

1. The student whose property was stolen should make an immediate report of the theft to a staff member.

2. A report should be made by the staff member as soon as possible to the school Administrator. If the value of the theft is greater than $20.00, contact with the building principal is to be made immediately regardless of business hours.

3. An incident report will be written for each theft with a copy provided to the local law enforcement agency, when applicable, and the Superintendent of Schools.

In order to prevent these types of situations, students should not bring items of value such as sports equipment, collectibles, collection cards, unnecessary money, etc. to school. Please encourage your child to keep personal items stored in lockers and locked at all times.

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, certified and support personnel, students, vendors, and any others having a business or other contact with the school district is prohibited.

Our school, its personnel, and students are responsible for meeting the requirements of all district policies addressing sexual harassment.

Signs/Posters

All signs/posters displayed in the school must be approved by the faculty sponsor(s) and the principal's office before being displayed. If the sign/poster is not school sponsored, it must be approved by the principal's office.

Sportsmanship

Those who are in attendance at Valley Falls Middle School/High School activities will adhere to Citizenship/Sportsmanship rule #52 of the KSHSAA. Sportsmanship is a way of thinking and behaving.

- Be courteous to all participants, coaches, officials, staff, and fans.
- Know the rules, abide by and respect the official's decisions.
- Win with character, lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise-self control and reflect positively upon yourself, team, and school.
- Permit only positive behavior to reflect upon your school and its activities.

All actions are to be **for, not against; positive,** not negative or disrespectful!

Middle school students are encouraged to sit together at sporting events in order to form a positive cheering section.

Student Activity Bus & Transportation

Due to present budgetary concerns, the district will provide limited transportation to school-sponsored activities for non-participating students. If an activity bus is planned then students will be required to sign up by 3:30 PM of the school day preceding the activity.

It is very important that coaches and students understand their responsibilities while traveling to and from out-of-town events as well as while they are a guest in the host school's facilities. Coaches should make sure students understand what is expected of them prior to the event. The following rules and guidelines will apply to all out-of-town trips:

A. In order for a student to participate in an out-of-town contest or event, they must ride the school provided transportation to the event.
    (1) Students who miss the team bus and show up at the event by other means of transportation may not suit up or play that day/night.
    (2) If special situations occur, the principal must approve any exceptions in advance.

B. Students must ride school provided transportation home from out-of-town events. An exception may be made to this rule under the following circumstances.
    (1) If special family situations or an emergency occurs or if the considerable driving distance can be saved by the student riding home with their parent or legal guardian rather than being picked up at the school.
    (2) The parent/legal guardian must personally receive permission from the coach, sponsor, or administrator in charge **at** the event. Students may only be released

to their own parent/legal guardian or grandparents after signing his/her child out through one of the above-mentioned individuals.

C. Students shall not be picked up in-route or dropped off prior to arrival back to the school without prior approval by the administration.

D. All students are to address the bus driver in a positive manner.

Student Conduct

In order to ensure that all students have an opportunity to receive a quality education, USD #338, will not allow persons with disruptive intent to endanger the safety of the students or school personnel, to damage property, or to interfere with the educational process.

Students who fail to follow acceptable standards of behavior can expect some form of consequences for their actions. Consequences may include the following;

- reprimands
- withdrawal of privileges
- parent/teacher/student conferences
- restitution agreements
- cleanup/restoration of damaged property
- detentions
- suspensions
- expulsions

The administration and teaching staff shall issue consequences as deemed appropriate. Anyone can let the school know anonymously when they know of illegal activity by calling the SAFE SCHOOL HELPLINE AT (877)626-8203.

Purpose of USD 338's Discipline Process

The discipline process is designed to teach, model, and use appropriate consequences (1) to reinforce the responsible behaviors that are necessary to ensure a safe and productive learning environment and (2) to change unacceptable behavior to acceptable behavior.

An emphasis will be placed on the demonstration of expectations as noted through

Dragon PRIDE

Positive attitude
Respect
Integrity
Determination
Excellence

Pursuing Excellence Through Education

	Hallway	Lunchroom	Restroom & Locker Room	Instructional Settings	Buses	Community & School Events
Positive Attitude	- Keep words and actions kind - Be an "Upstander" - Say "Excuse Me" - Halls clear and free of debris - Keep to the right	- Keep conversations positive - Be polite to everyone "please" and "thank you"	- Use good manners, saying please and thank you, excuse me, etc.	- Always try your best - Be open-minded to learning and challenges - Pay attention and be ready to learn	- Be polite to everyone "please" and "thank you"	- Be attentive to speakers/performers - Show good sportsmanship - Positive school spirit
Respect	- Allow everyone personal space - Use appropriate and positive language - Leave things better than you found them	- Clean up the table area - Throw trash away - Wait patiently - Use appropriate language & volume of voice - Be willing to clean up after yourself and others	- Allow everyone privacy - Keep it tidy - Absolutely NO electronic devices should be used in restroom or locker room	- Follow classroom rules and expectations - Celebrate others' success - Be polite to others - Use resources, tools, & technology as instructed by the teacher	- Use appropriate language & volume of voice - Leave things better than you found them - Follow bus rules and expectations	- Treat opposing players, officials and fans with courtesy and respect - Leave things better than you found them - Avoid conversing during performance or presentation - Be polite to all visitors
Integrity	- Be honest - Follow the school dress code - Stand up for others	- Follow school rules - Use manners and show courtesy - Show gratitude towards cafeteria staff	- Wash your hands after - Use the restroom for its intended purpose	- Be honest - Do your own work; hold others to the same standard - Accept responsibility - Admit and learn from mistakes - Accept consequences	- Follow school rules - Use manners and show courtesy - Show gratitude towards others	- Cheer positively and enthusiastically - Food and drink only when appropriate - Compete fairly and accept outcomes graciously - Celebrate others accomplishments
Determination	- Use passing time efficiently and effectively - Report directly to your destination in a timely manner	- Eat **YOUR** lunch - Use your time effectively	- GO - FLUSH - WASH!!	- Set goals, give your best effort, and do your best work - Learn from failures and be persistent	- Follow all bus rules	- Focus on the performance/presentation
Excellence	- Follow school rules - Lead by example	- Be welcoming to others at your table	- Lead by a positive example	- Have a growth mindset - Challenge yourself to a higher standard - Accept Challenges	- Lead by a positive example - Be a positive role model	- Always be a positive leader - Represent our school with PRIDE

Discipline Plan Procedures

1. Students will be given strikes for behavior concerns or indiscretions. The expectations of all students are listed above.

2. Strike totals are accumulated in a student account for each quarter. Teachers will be responsible for strike accounts. (Account totals do not start over each week or each day.)

3. A strike will be deducted from a student's cumulative total when that student attends five consecutive school days without receiving additional strikes.

4. A student may earn a total of 4 strikes per quarter without being assigned to a detention or in-school suspension.
   a) Students will be required to serve 30-minute detention for each accumulative strike number 5 – 8.
   b) The student will schedule detentions with the teacher.
   c) Once an accumulative strike total reaches 9, then the student will be **required** to attend a full day in in-school suspension.

1. If a student is assigned to ISS, then he/she is not eligible for scheduled Dragon or reward activities for that quarter.

2. Students and parents will be able to view, through power school, their child's total strike accumulation.
   - Look under the section marked "Dragon Score."
   - Click on the zero in this column in order to see a running total of strikes and the reason they were earned.

Level 1: (0 – 4) accumulative strikes:
- The principal or teacher will notify parents via a phone conference, email, or a note requiring parent signature at 4 strikes alerting parents of behavior/concerns/problems.
- Once a student receives a total of 5 accumulative strikes per quarter, he/she will move to level 2.

Level 2: (5 - 8) accumulative strikes:
- The student will be required to serve a 30-minute detention for each strike numbered 5 through 8. Each half-hour of attendance will be equal to one strike
- Parents will be notified of each strike numbered 5 through 8 via phone conference, email, note requiring parent signature, or notification by mail.
- Once the student receives a total of 9 accumulative strikes in a quarter, he/she will move to level 3.

Level 3: (9 – 12) accumulative strikes:
- A meeting will be scheduled with appropriate faculty, students, and parents (Student Intervention Team or SIT) to create a behavior plan.
- The student will be assigned to one full day of ISS for each strike numbered 9 through 12.
- At level 3 the student is not in good standing and will be ineligible for one week from the following Sunday to the next Sunday (ineligibility policy comes into effect).
- Once the student receives a total of 13 accumulative strikes in a quarter, he/she will move to level 4.

Level 4: On the 13th accumulative strike:
- A meeting will be scheduled with appropriate faculty, students, and parents (Student Intervention Team) to make adjustments to the behavior plan that was put in place in Level 3, after the 9th strike.
- The student will be assigned one full day of Out of School Suspension.
- The student continues to be not in good standing and will be ineligible for the remainder of the quarter.

Dragon Activity Eligibility Requirements
To promote positive behavior, one in school reward activity will be scheduled at the end of each quarter.

In order for a student to be eligible to participate in the Dragon Activity, they must meet the following criteria:

- Students with more than four strikes that have not been removed by the end of the quarter or by the date of the Dragon Activity (whichever comes first) will be ineligible.
- Students assigned to ISS in a quarter are not eligible for the Dragon Activity.

Student Council (Senate)

As a voice of the Student Body, the Student Senate of Valley Falls Middle School will abide by the following principles:

- the concerns of all students will be equally considered in the making of all decisions;
- each student will be given an equal opportunity to participate in student government;
- each student will have equal representation through the elected council.

By operating with these principles the Student Council hopes to serve the best interest of the Student Body as a whole.

Student Health, Welfare, & Safety

Communicable Diseases (Isolation and Incubations)

A list of common communicable diseases, including isolation and incubation periods, is listed below. If you require further information, please contact either your family physician or the health department.

Disease	Isolation	Incubation
Chicken Pox	6 days from the onset of rash.	10-21 days
Measles (Rubella)	at least 4 days after the onset of the rash.	8-13 days
Pink Eye	24 hours after treatment has been initiated unless a doctor's note states otherwise.	1-3 days
Streptococcal Sore Throat/Scarlet Fever	24 hours following antibiotic drugs.	1-3 days
Ringworm	May return to school, if receiving treatment from a physician.	4-10 days
Impetigo	May return to school if receiving treatment from a physician.	4-10 days
Head Lice	Shampooed with medicated soap/ and all nits are removed.	14 days

If a student becomes too ill to remain in class, we will attempt to reach you by phone and recommend that you come to school to pick up your child. This is why it is so important that we have current phone numbers. We have minimal temporary facilities to accommodate a sick child while he/she is waiting. If a student is sent home with a documented fever they will not be allowed to return to school until they are fever free, without medication, for 24 hours.

Should I send my child to school? As parents, we all hear many reasons for why our child should stay home. Many times, with a little encouragement, most children will be fine coming on to school. You, as parents, know your child the best. However, the following criteria may help in making those early morning decisions.

1. Check his/her temperature. If the temperature is over 99.5 degrees, then keep them home. Children will need to be fever free, without the use of fever-reducing medication, for 24 hours before being allowed to attend school.

2. Does your child have the type of severe cold symptoms that will interfere with his/her ability to complete school tasks? Sometimes one day of rest will speed up the recovery process reducing future missed days of school.

3. Is your child complaining of an upset stomach? This is where your knowledge of your child comes into play. Are they sick, hungry, or tired? Generally, if your child is fever free and hasn't vomited within the last 24 hours, sending them to school may be the best option. If you are questioning your decision, let the office know and we will keep an extra eye on your child.

4. Any suspicions of contagious disease including any undiagnosed rashes should be checked out by medical personnel and would warrant time out of school in order for this to happen.

5. Are you dealing with head lice? Sometimes this can be a lengthy process. It is important to address immediately. School personnel will conduct head checks along the way to help you monitor your efforts. The student will need to be treated and nit free in order to return to school.

6. Your child wakes up with crusty, red/discharging eyes. Some children have a history of allergies. However, pink eye is contagious and does need to be treated before returning to school. If school personnel suspect a contagious eye situation, you will be notified and your child will need a doctor's note in order to return to school.

Students Leaving School

After a student has arrived at school via bus, parent, or walking, the student is not to leave the building at any time except after reporting to the office and receiving permission or after the school day has ended.

- If a student finds it necessary to leave during the day, he/she **must** report to the office for the secretary to make the proper arrangements.
- Permission to leave the building will not be granted unless the parents grant permission with a phone call. **PLEASE NOTE--**Parental permission for the student to leave will not necessarily result in the absence being excused. The decision to excuse or not excuse rests with the principal. If the reason for leaving does not appear to the principal to be necessary, the time missed will be considered an unexcused absence. That will be communicated to the student and parent before he/she leaves. **ALSO PLEASE NOTE--**Calls by parents after a student has left the school without permission will **NOT** result in an excused situation. – **THIS IS TRUANCY!**
- Failure of the student to follow the proper procedure when leaving the building will result in disciplinary actions.

Student Lockers

Each middle school student will be assigned an individual locker and a means of securing that locker. The contents of that locker are the sole responsibility at all times of the **STUDENT** to whom the locker is assigned. The school and its personnel cannot be held responsible for unsecured contents of student lockers. Since lockers are school property the principal or a designated representative may search any locker at any time upon reasonable belief that the locker contains firearms, explosives, liquor, flammable materials, dangerous weapons, narcotics, or other matter that is prohibited by law or school regulations. Students are encouraged not to share combinations.

Student Locker Rooms
The P.E. teachers and/or coaches will attempt to keep the locker area locked whenever possible. The contents of lockers in this area are the sole responsibility of the **STUDENTS** involved. The school and its personnel cannot be held responsible for unsecured student property in this area.

Student in Good Standing
The following criteria will be used to determine a "student in good standing"…

- maintains academic expectations set forth by the school
- follows behavioral expectations set forth by the school
- current on all financial obligations to the district or participating in an agreed-upon payment plan

Students not meeting academic and/or behavioral expectations or if in violation of local, state or federal laws dealing with drugs or alcohol, or have not met all financial obligations to the school will be considered a "Student on Probation". ***A "Student on Probation" will not be allowed to participate in school sponsored activities such as school/class field trips, class meetings, school sponsored games or contests, promotion ceremonies, dances, or assemblies. If the student is involved in a school sponsored extracurricular activity, he/she will be allowed to practice. The student will not be allowed to compete in any games or contests.***

Student Organizations and Clubs
The school district encourages students to broaden their knowledge and citizenship by the formation of clubs or other groups organized to promote or pursue specialized activities outside the regular classroom environment. In order for these organizations to be sanctioned by the school, the following criteria must be followed: (a) the membership is open to all interested and eligible students; (b) the approval of the building principal and the board of education must be obtained; (c) a member of the faculty must attend the meeting or activities as an official advisor.

Tardies
Beginning of the Day Tardies:
Families are highly encouraged to make sure that their child/children arrive at school on time. A student who is tardy must have a note from a parent or guardian and report to the office upon entering the building. **Students will be allowed two tardies per quarter without penalty. All students will serve detention time for each tardy beyond this limit. Parents will be notified of continued problems. All excessive tardies will be reviewed by the administration. The administration will have the option of recording habitual tardiness as unexcused absences which will then fall under the truancy regulations.**

Wednesday Nights
The school district has a long-term understanding with local churches that Wednesday night is reserved for church activities. For that reason, all Middle School activity practices will conclude no later than 6:00 p.m. This should allow athletes to be dressed and ready for pick-up no later than 6:15. The district will make all efforts to avoid scheduling school activities on Wednesday evening. This may not always be possible due to scheduling conflicts.

Appendix A

Computer Use
VALLEY FALLS USD 338
ACCEPTABLE USE POLICY

Policy Rationale:
Valley Falls USD 338 provides access to Valley Falls USD 338 technology systems and the Internet for the purpose of facilitating the mission and goals of Valley Falls USD 338, and its use is encouraged for this purpose. The information technology infrastructure providing this access represents the commitment of Valley Falls USD 338 to these goals and as such access and utilization is to be considered as a **privilege** rather than a right. In order to preserve the integrity of the information technology systems against accidents, failures, or improper use, Valley Falls USD 338 reserves the right to limit, restrict, or terminate any user's use or access and to inspect, copy, remove, or otherwise alter any data, file, or system resources.
This Acceptable Use Policy is designed to help the user understand Valley Falls USD 338 expectations for the use of Valley Falls USD 338 technology systems and to establish guidelines governing the proper use of the technology systems by all Valley Falls USD 338 users. All users have a responsibility to use Valley Falls USD 338 technology systems and the Internet in a professional, lawful, and ethical manner. Violation of this policy shall result in due process disciplinary action, including possible termination of information technology privileges, possible termination of current role/position/status, and possible civil and criminal liability. This policy does not negate existing laws, regulations, agreements, and contracts that currently apply to users of Valley Falls USD 338 technology systems with respect to negotiated agreements. It is the policy of Valley Falls USD 338 to (a) prevent user access over its technology systems to, or transmission of, inappropriate material via Internet, email, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of confidential, privileged, or personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. Using Valley Falls USD 338information technology systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. It is the user's responsibility concerning information obtained from the Internet to be aware of intellectual property limitations and to use such material in accordance with the permissions granted by the respective owner. The district and users are responsible for full compliance with U.S. export control regulations; use of the Internet does not eliminate the need for compliance with these regulations. Each user of Valley Falls USD 338is required to acknowledge this policy and sign the **INTERNET SAFETY POLICY AND ACCEPTABLE USE POLICY AGREEMENT ACKNOWLEDGEMENT FORM** prior to receiving a Valley Falls USD 338technology systems access account and password. These documents will be updated periodically. Please review these documents occasionally to keep up to date on Valley Falls USD 338policies.

Disclaimer:
Valley Falls USD 338 assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Users are solely responsible for any material that is accessed and disseminated through the Internet. Users are hereby informed that Valley Falls USD 338utilizes a comprehensive network security protection to create an environment securing appropriate educational use of the Internet and information technologies. Internet users are cautioned that many pages on the Internet include offensive, sexually explicit, and inappropriate material. It is the effort of Valley Falls USD 338through the use of a technology protection measure to avoid contact with this material while using the Internet, keeping in mind that the internet is a constantly changing environment and therefore no such effort can be assumed to be error free. Users accessing the Internet do so at their own risk, and the Valley Falls USD 338is not responsible for material viewed or downloaded by users from the Internet.

POLICY:
PLEASE READ THIS POLICY CAREFULLY. THIS POLICY DESCRIBES THE BASIC RESPONSIBILITIES THAT USERS ARE REQUIRED TO OBSERVE IN UTILIZING VALLEY FALLS USD 338 TECHNOLOGY SYSTEMS. VALLEY FALLS USD 338 BELIEVES THAT THIS POLICY STRIKES A FAIR BALANCE BETWEEN ITS INTERESTS AND USERS NEEDS AND EXPECTATIONS. THIS POLICY EFFECTIVE AS OF THE DATE SHOWN ON THE **INTERNET SAFETY POLICY AND ACCEPTABLE USE POLICY AGREEMENT ACKNOWLEDGEMENT FORM**.

II) ACCESS AND USE

A. **Valley Falls USD 338 Mission and Goals:** Valley Falls USD 338 technology systems are a public place for educational communications, and all communications over Valley Falls USD 338 technology systems reflect Valley Falls USD 338mission and goals. All users are to take special care to maintain the clarity, consistency, and integrity of Valley Falls USD 338mission and goals. When using Valley Falls USD 338technology systems, users must apply the following principles:

1. Maintain Valley Falls USD 338mission and goals through the privilege of utilizing Valley Falls USD 338 technology systems
2. Utilize Valley Falls USD 338 technology systems as a tool for continuous improvement of achievement of Valley Falls USD 338 mission and goals
3. Ensure and maintain a high level of professionalism in keeping with Valley Falls USD 338 mission and goals
4. Internet and electronic communications usage must be able to survive public scrutiny and disclosure
5. Users should limit their communications to topics in which they have a professional/educational responsibility

B. **Access:** Valley Falls USD 338 provides the **privilege** of access to the technology systems for its users in order to enrich their respected functions within Valley Falls USD 338; Valley Falls USD 338 administration authorizes access. Users shall protect Valley Falls USD 338 technology systems from theft or damage. The access of another user's account, computer files, or email messages without prior authorization from either the user or an appropriate Valley Falls USD 338 official by another user is prohibited. Bypassing Valley Falls USD 338 TECHNOLOGY PROTECTION MEASURE is strictly prohibited.

C. **Ownership:** Valley Falls USD 338 owns the rights to all hardware, data, and files on or by way of data storage media connected any computer, network, or other information system used in relation to Valley Falls USD 338 technology systems. Valley Falls USD 338 retains the intellectual property rights to any material posted to any forum, newsgroup, chat, or web page by any employee in the course of his or her duties. Valley Falls USD 338 has licensed the use of certain commercial software application programs for educational purposes. Third parties retain the ownership and distribution rights to such software. Any software or files rightfully downloaded via the Internet or by transfer from data storage media into Valley Falls USD 338 technology systems become under the authority/ownership of Valley Falls USD 338. The installation of proprietary software is restricted to software approved and/or purchased by Valley Falls USD 338. Software licensed to the district shall not be used on computers not owned by the district; district software shall not be copied for personal use.

D. **Personal Electronic Equipment:** Users should refrain from bringing personal computers or other information technology devices capable of violating guidelines within this policy to the district or connect them to Valley Falls USD 338 technology systems unless expressly permitted to do so by Valley Falls USD 338 administration. Any user bringing a personal device of this nature onto Valley Falls USD 338 premises thereby gives permission to Valley Falls USD 338 to inspect the device at any time with personnel of the district's choosing and to analyze any files, data, or data storage media that may be within or connectable to the device in question. Users bringing personal devices of this nature grant authority to Valley Falls USD 338 administrators to install a technology protective measure client and, as determined, other required software, and to administer necessary configurations for the purpose of maintaining the integrity of Valley Falls USD 338 technology systems and policies. Users who do not wish such inspections or actions to be conducted on their personal electronic devices should not bring such items to Valley Falls USD 338 facilities.

III) UTILIZATION

A. **Appropriate Use**

1. **Username and password:** It is the responsibility of each user not to engage in any activity that would compromise the security of any Valley Falls USD 338 technology systems or circumvent any computer security measures imposed by Valley Falls USD 338 or any other organizations of the Internet. Each user of Valley Falls USD 338 technology systems shall identify himself or herself honestly, accurately, and completely (including one's district affiliation and function where appropriate). Users shall protect confidential or privileged information by maintaining adequate password control. Users are required to obtain a new password if they have reason to believe that any unauthorized person has compromised their password. Users are required to take all necessary precautions to prevent unauthorized access to network, systems, and services.
2. **Research:** Valley Falls USD 338 is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Information obtained via the Internet may not be accurate, and the user must check the accuracy, adequacy, or completeness of any such information.
3. **Acquiring, sharing, or releasing of information:** It is the responsibility of each user to recognize and respect the intellectual and personal property of others and to comply with all applicable laws and regulations and the legal protection provided by intellectual and personal property rights. Users are individually liable for any and all damages incurred as a result of violating Valley Falls USD 338 policies, intellectual property rights, and licensing agreements. No infringement of any intellectual property right protected materials through the Valley Falls USD 338 technology systems is allowed. No user shall use Valley Falls USD 338 technology systems knowingly to download or distribute pirated software or data. Due to the potential for misuse the use of file-swapping software on Valley Falls USD 338 technology systems is prohibited.
4. **Educational or professional development:** Individuals at Valley Falls USD 338 are encouraged to use the Internet to further the mission and goals of Valley Falls USD 338 in areas of participating in educational or professional development activities. Supervisors should work with users to determine the appropriateness of using Valley Falls USD 338 technology systems and the Internet for educational or professional development activities.
5. **Hospitable environment:** It is the responsibility of each user to respect and value the rights and privacy of all, to recognize and respect the diversity of the population and opinions of other Internet users, to behave ethically, and to comply with legal restrictions regarding the use of Valley Falls USD 338 technology systems. Users are to conduct actions that promote maintaining a hospitable environment to ensure Valley Falls USD 338 technology systems are a productive and stable environment, and that the transmittal, retrieval or storage of information that is discriminatory or harassing, bullying, obscene, pornographic, or otherwise contrary to Valley Falls USD 338 mission and goals is not permitted.

B. Inappropriate Use

1. **Prohibited uses**
   - **a.** Use of the Internet in a manner that is not consistent with the mission and goals of Valley Falls USD 338, misrepresents Valley Falls USD 338 or violates any Valley Falls USD 338policy is prohibited.
   - **b.** The use of Valley Falls USD 338 technology systems for any unauthorized or illegal purpose, such as, but not limited to, the destruction or alteration of data owned by Valley Falls USD 338or third parties, the interference with restricted access to the information technology systems, the disruption of the technology systems or the normal daily function and actions of Valley Falls USD 338 is prohibited.
   - **c.** The attempt to subvert the TECHNOLOGY PROTECTION MEASURE is prohibited.
   - **d.** It is prohibited to move Valley Falls USD 338 technology systems non-mobile equipment out of an area to which it was assigned without proper authorization.
   - **e.** The removal of district-owned software from the premises made available by Valley Falls USD 338 without prior and explicit approval is prohibited.
   - **f.** The use of the Valley Falls USD 338 technology systems knowingly to disable or overload any computer system or network or to circumvent any system intended to protect the privacy or security of another user is prohibited.
   - **g.** Valley Falls USD 338 technology systems shall not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any

state, city, province, or other local jurisdiction in any material way. Valley Falls USD 338 will cooperate with any legitimate law enforcement activity.

h. Users of Valley Falls USD 338 information systems are prohibited from using methods of passwords to block access, encryption protection, or any other means to prevent authorized access to files on Valley Falls USD 338 technology systems.

i. Users are prohibited from conducting private or personal commerce, or other action, intended for personal monetary gain outside of their function within Valley Falls USD 338 utilizing Valley Falls USD 338 information technology infrastructure.

j. The carrying out of actions that result in congestion, disruption, disablement, alteration, or impairment of Valley Falls USD 338 technology systems or through the use of Valley Falls USD 338 technology systems has like effect on the normal daily function of Valley Falls USD 338 is prohibited.

2. **Negligent and frivolous use:** Valley Falls USD 338 technology systems resources are limited. Network bandwidth and storage capacity have finite limits and all users connected to the network have a responsibility to conserve these resources. Personal use of the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time, does not result in expense to Valley Falls USD 338, and does not interfere with the user or associated users functions within their respected roles associated to Valley Falls USD 338. The user must not deliberately perform acts that waste Valley Falls USD 338 technology resources or unfairly monopolize Valley Falls USD 338 technology systems to the exclusion of others. These acts include, but are not limited to, playing games, engaging in online chat groups, uploading or downloading large files, excessively accessing streaming media files. Users are not to utilize Valley Falls USD 338 information technology infrastructure for becoming involved in partisan politics or promotions of a political nature.

C.

1. **Remote access:** Remote access to Valley Falls USD 338 information technology infrastructure shall be conducted with the approval of the administration and through secure practices. Valley Falls USD 338 administration must approve all hardware and configuration utilized in remote access to Valley Falls USD 338 systems. Third party connections must meet security requirements and be approved through Valley Falls USD 338 administration.
2. **Malicious code:** Users must be aware that information and programs downloaded from the Internet may contain hidden code capable of degrading or infringing on the confidentiality, integrity, and/or availability of Valley Falls USD 338 technology systems and associated data. Files obtained from sources outside the district, including removable storage media, files downloaded from the Internet, newsgroups, or other online services; and files provided by customers or vendors, may contain dangerous computer viruses that may damage the network infrastructure. Users should never download files from the Internet or use files from non-district sources, without scanning the material with district-approved virus checking software before utilization. If a user suspects that a malicious code has been introduced into the Valley Falls USD 338 technology systems, the user is to notify the administration immediately.
3. **Software:** Users shall not use, install, load, or download any unlicensed commercial or unauthorized software. All software originating outside Valley Falls USD 338 must be examined and approved before use. Non-commercial or personal commercial software must not be loaded unless approved by the administration.

III. Systems Monitoring

A. **Confidentiality and Privacy:** Valley Falls USD 338 has software and systems in place that can monitor and record Valley Falls USD 338 technology systems and Internet usage. Valley Falls USD 338 users are to know that technology protective measures used by the district have the capability of recording (for each and every user) Internet site visits, chat, newsgroup or email messages, and file creation, modification, and transfers into and out of Valley Falls USD 338 technology systems internal networks; Valley Falls USD 338 reserves the right to perform such action at Valley Falls USD 338 administration discretion. Users are to be aware that email messages sent and received using Valley

Falls USD 338 equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by authorized administration at all times.

B. **No Expectation of Privacy:** Users should have no expectation of privacy and expressly waive any right of privacy in data or transmissions of data they create, store, send, receive, or access using Valley Falls USD 338 technology systems. Users consent to allow administrative access to and review of all materials created, stored, sent, received, or accessed by users through any Valley Falls USD 338 technology systems.

C. **Approved monitoring:** As noted above, Internet activity is subject at all times to monitoring, and the release of specific information is subject to applicable federal and state laws, and Valley Falls USD 338 policies on confidentiality. It is a violation of Valley Falls USD 338 policy for any user, including system administrators and supervisors, to access email, computer systems files, or technology systems traffic reports to satisfy personal curiosity about the affairs of others.

D. **Filtering and technology protection measures:** Valley Falls USD 338 reserves the right in its sole discretion to restrict access to materials on the Internet where deemed appropriate. Valley Falls USD 338 has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the district environment. Valley Falls USD 338 utilizes a comprehensive network security platform to provide Internet filtering and monitoring as a TECHNOLOGY PROTECTION MEASURE to prevent access to obscene, pornographic, or other material harmful to minors. Different access and service levels for different types of users may be given or assigned depending on the nature of the user's functions. The district blocking of certain Internet sites does not mean the district permits or condones accessing all other sites. Valley Falls USD 338 administrators may address any users access or attempted access to material that has been blocked due to being deemed inappropriate or failed to be blocked but still deemed to be inappropriate, and carry out due process disciplinary actions accordingly.

E. **Failure to Comply:** Valley Falls USD 338 technology systems are district property provided as a privilege to be used for district purposes to increase achievement and educational effectiveness in association with Valley Falls USD 338 mission and goals. Violations of this policy will be treated like other allegations of wrongdoing at Valley Falls USD 338; allegations of misconduct will be adjudicated accordingly. If Valley Falls USD 338 discovers activities that do not comply with applicable Valley Falls USD 338 policies, records retrieved may be used to document the wrongful activity and/or content in accordance with due process disciplinary actions. Valley Falls USD 338 has the right to inspect any and all files stored within or transmitted through Valley Falls USD 338 technology systems, personal electronic equipment, or storage media in order to assure compliance with policy and state and federal laws. Sanctions for inappropriate use of the Internet include, as determined appropriate, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all Valley Falls USD 338 technology systems
2. Due process disciplinary actions according to applicable Valley Falls USD 338 policies
3. Legal action according to applicable State/Federal laws and contractual agreements

F. **Reporting of Unauthorized or Improper Usage:** All users shall report any unauthorized access, unauthorized access attempts or other improper usages of Valley Falls USD 338 technology systems and/or infrastructure. If a user observes or has reported to the user, a violation of Valley Falls USD 338 policies, the user is to notify Valley Falls USD 338 administration.

G. **Administration:** The Valley Falls USD 338 school board, Valley Falls USD 338 superintendent, administrators, and technology coordinator are responsible for the overseeing of this policy. Any exceptions to this policy require administrative approval.

IV Definitions:

TECHNOLOGY PROTECTION MEASURE: means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. **HARMFUL TO MINORS.** The term ``harmful to minors'' means any picture, image, graphic image file, or other visual depiction that:
    a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT: The terms ``sexual act'' and ``sexual contact'' have the meanings given such terms in section 2246 of title 18, United States Code.

COMPUTER: The term "computer" includes any hardware, software, or other technology attached or connected to, installed in, or otherwise used in connection with a computer.

ACCESS TO THE INTERNET: A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network that has access to the Internet.

EXCESSIVE USE: For purposes of this Agreement is defined as use that interferes with normal job functions, responsiveness, or the ability to perform daily job activities, with regards to the individual or Valley Falls USD 338.

MATERIAL: for purposes of this Agreement is defined as any visual, textual, or auditory entity.

ON THE RECORD: recorded; publicly or officially declared or known, to state one's opinions publicly or officially

CONFIDENTIAL, PRIVILEGED INFORMATION: For purposes of this Agreement, is any information, including, but not limited to:

1. The operation of Valley Falls USD 338 function, consisting, for example, and not intending to be exclusive, of its lists or other identifications of students or prospective students of Valley Falls USD 338 (and key individuals employed or engaged by such associates/partners or prospective associates/partners), the nature and type of services rendered to such persons (or proposed to be rendered to such persons), services provided, compilations of information, form and content of databases, technical or non-technical data, notes, reports, records, and procedures used in, or related to, Valley Falls USD 338 functions;
2. Valley Falls USD 338 relations with its employees including without limitation, salaries, job classifications, and skill levels;
3. Financial, academic, and personal profile data compiled by Valley Falls USD 338 as well as Valley Falls USD 338 financial, academic, and personal profile data and strategies, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain value from their disclosure or use;
4. All academic, personal profile and financial material about a client disclosed to or acquired from a patron, and all financial, accounting, statistical, personnel and educational data and plans of patrons, are and shall remain the sole and exclusive property information of Valley Falls USD 338, or respected patron; Any subjects of efforts that is reasonable under the circumstances to maintain their confidentiality, secrecy and proprietary.

Drug Free School

Our school's drug free policy is mandated by the Federal Drug Free Schools and Communities Act (PL 102-226) and is stated as follows: Substance Abuse (5700), Drug-Free School, Federal Government- Drug Free Schools- the unlawful manufacture, possession, use, distribution, or being under the influence of illicit drugs, alcohol, "look-alike" drugs, prescription and non-prescription (except when taken as directed by a physician by the person for whom they are prescribed), or any mind-altering substance by students on school premises or as a part of any school activity (including district provided transportation) is prohibited. Included in this policy are any substances represented as a controlled substance, i.e., steroids, tobacco and tobacco products, inhalants, and drug paraphernalia. Also, students charged by law enforcement for substance abuse or possession and/or students observed by the school administration, coaches, or teachers using or in possession of drugs or alcohol off school grounds even if they are not at a school activity may be held to the terms of this policy. This policy, and any curriculum used in conjunction with it shall be evaluated at least every other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted. This policy is required by the current law of the Safe and Drug-Free School and Communities Act.

Curriculum - All of the district's students shall be made aware of the legal, social, and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both illegal and harmful.

The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Any violation of the terms of this policy will be reported to the parent/guardian and the appropriate law enforcement officials and will be subject to the following sanctions: These sanctions will be accumulative with the K-6 and 7-12 levels.

I. **Drug and Alcohol**

1. First Offense- A violator shall be subject to the following sanctions:
    a. Suspension from school up to and including five (5) days.
    b. Suspension from all district activities for a period of not less than twenty (20) school days. Weekend activities are included in this suspension during this time span but are not counted towards the twenty (20) school days.
    c. The student will also attend a drug and alcohol assessment from a Valley Falls School District approved a list of verifiable treatment centers at the students and/or parents' expense (usually an assessment is free). Student and parents will follow recommendations of the assessment and will release the information of the assessment to the school district.
    d. The student will be classified as a "student on probation" for a time period determined by the administration.
    e. Local law enforcement will be notified.

2. Second Offense- A second-time violator shall be subject to the following sanctions:
    a. Suspension from school from 5-10 days;
    b. Suspension from all district activities for a period of not less than 90 school days. Weekend and vacation activities are included in this suspension during this time span but are not counted towards the 90 school days.

    c. The student will also attend a drug and alcohol assessment from a Valley Falls School District approved list of verifiable treatment centers at the students and/or parents' expense (usually an assessment is free). Student and parents will follow recommendations of the assessment and will release the information of the assessment to the school district.
    d. The student will be classified as a "student on probation" for a time period determined by the administration.
    e. Local law enforcement will be notified.

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

    a. Suspension from school for 10 days and/or expulsion from school for up to 180 school days;
    b. Suspension from participation in and attendance at all district activities for 180 school days;
    c. The student will also attend a drug and alcohol assessment from a Valley Falls School District approved list of verifiable treatment centers at the students and/or parents' expense (usually an assessment is free). Student and parents will follow recommendations of the assessment and will release the information of the assessment to the school district.
    d. The student will be classified as a "student on probation."
    e. Local Law enforcement will be notified.

ll. **Tobacco Products and Electronic Devices**

1. First Offense - A first-time violator shall be subject to the following sanctions:
   a. In-School Suspension for one (1) school day.
   b. Referral to the Counseling Program.
   c. The student will be classified as a "student on probation" for a time period determined by the administration.
   d. Local law enforcement will be notified.

2. Second Offense - A second-time violator shall be subject to the following sanctions:
   a. In-School Suspension for three (3) school days.
   b. Referral to the Counseling Program
   c. The student will be classified as a "student on probation" for a time period determined by the administration.
   d. Local law enforcement will be notified.

3. Third and Subsequent Offense - A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
   a. In-School Suspension for five (5) school days.
   b. Referral to the Counseling Program.
   c. The student will be classified as a "student on probation" for a time period determined by the administration.
   d. Local law enforcement will be notified.

Any violation of the terms of this policy regarding tobacco and tobacco products will be reported to the parent/guardian and will be subject to the following sanctions. These sanctions will be accumulative within the K-6 and 7-12 levels and in the event, a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents or legal guardians

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in the board policies and Kansas Statutes, K.S. A. 72-6114, et.seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student.

A copy of this policy and available counseling and rehabilitation programs will be provided to all students. Parents or students should contact the directors of the programs to determine the cost and length of the program.