

**MISSION VALLEY USD 330  
ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
2019 - 2020**



**12913 Mission Valley Road  
Eskridge. KS 66423  
1-866-557-6686  
[www.mv330.org](http://www.mv330.org)**

# TABLE OF CONTENTS

Purpose of the Handbook.....	4	
Nondiscrimination Notice.....	4	
Welcome Letter.....	5	
School Closing Notification.....	5	
Mission Statement.....	5	
District Office Staff.....	6	
Board of Education Members .....	6	
Certified Staff .....	6	
School Address and Telephone Numbers.....	7	
Crimson and Gold Alma Mater Lyrics.....	7	
Mission Valley Fight Song Lyrics.....	7	
<b><u>STUDENT SAFETY AND SECURITY</u></b> .....	8	
Kansas School Hotline.....	8	
Security Cameras - Video Monitoring.....	8	
Fire Drill.....	8	
Tornado Drill.....	8	
Building Evacuation Drill.....	8	
School Lockdown.....	8	
Bus Evacuation Drill.....	8	
Visitors .....	8-9	
Police Questioning/Apprehension.....	9	
Homeless Student Regulations.....	9	
Emergency Safety Intervention.....	9	
<b><u>ACADEMICS</u></b> .....	10	
Grading System.....	10	
Honor Rolls.....	10	
Grade Cards.....	10	
Parent Teacher Conference.....	10	
Access to Student Assessment Scores.....	10	
Building Report Cards.....	10	
Plagiarism.....	10	
<b><u>ATTENDANCE POLICIES</u></b> .....	11	
Attendance.....	11	
Attendance Rules and Procedures.....	11	
Excessive Absences Policy.....	11	
Unexcused Absence.....	11	
Excused Absence.....	11	
Prearranged Excuses.....	11	
Excessive Tardy Policy.....	11-12	
Unexcused Tardy Policy.....	12	
Truancy.....	12	

Make-up Work.....	12
Non-Resident Students.....	12
<b><u>FEES AND FINANCIAL RESPONSIBILITIES</u></b> .....	12
Enrollment Fees.....	12
Library Materials.....	12
Textbooks.....	13
Outstanding Fees.....	13
Unreturned Or Damaged Property.....	13
Returned Checks.....	13
Lunch And Breakfast Meal Accounts.....	13-14
<b><u>PROCEDURES FOR THE SCHOOL DAY</u></b> .....	14
School Day.....	14
Arriving To School - Not On Time.....	14
Breakfast and Lunch Conduct.....	14
Food and Candy Machines.....	14
<b><u>STUDENT CONDUCT</u></b> .....	14-15
General Building Conduct.....	15
Classroom Procedures.....	15
Classroom Interruptions.....	15
Parties.....	15
School Property.....	15
Telephone Usage.....	15-16
Dress Code and Personal Appearance.....	16
Book Bag Policy.....	16
Cell Phone and Electronic Devices.....	17
Respect for School Authority.....	17
<b><u>DISCIPLINARY ACTIONS FOR MISCONDUCT</u></b> .....	17
Conferences.....	17-18
Probation / Behavior Plan.....	18
Detention.....	18
In-School Suspension (ISS).....	18
Short Term Out-Of-School Suspensions (OSS).....	18
Long Term Out-Of-School Suspensions and Expulsions.....	18
Reasons For Suspension or Expulsion.....	18
Drug Free Schools.....	19
Controlled Substance Policy.....	19
Alcohol Policy.....	19-20
Tobacco Or Simulated Tobacco Policy.....	20
Search Of Students And Property.....	20-21
Weapons And Destructive Devices.....	21-22
Bus Transportation Regulations.....	22
<b><u>HARASSMENT POLICIES</u></b> .....	22-23
Bullying.....	23

Sexual Harassment.....	23
Racial and Disability Harassment.....	23-24
Reporting Harassment.....	24-25
<b><u>STUDENT HEALTH POLICY</u></b> .....	25
Returning After 24 Hours.....	25
Immunizations.....	25
Contagious Diseases.....	25
Head Lice.....	26
Medications.....	26
Peanut/Tree Nut Aware School.....	26
Insurance.....	26
<b><u>COMPUTER USE POLICIES</u></b> .....	26-27
Responsibility Of Use.....	27
Content Filtering.....	27
<b><u>NETWORK AND INTERNET POLICY</u></b> .....	27
Acceptable Use.....	27
Prohibitions.....	28
Monitoring.....	28
Internet Safety (CIPA).....	28
Penalties For Improper Use.....	28
Use Of District Computers and Devices - Privacy Rights.....	28
E-Mail Privacy Rights.....	29
Lost or Damaged Computer/Equipment.....	29
<b><u>SCHOOL PERSONNEL</u></b> .....	29
Responsibility of School Personnel.....	29
Counseling Services.....	29

## **PURPOSE OF HANDBOOK**

This handbook contains general information of interest to the student body a of Mission Valley Elementary. It has been prepared as a service to students, parents, and school personnel in the hope that it may answer some questions pertaining to the school program.

Students are expected to read the handbook carefully. The handbook should help them become real citizens of the school. Parents are asked to read the handbook to promote a better understanding between school and home. As a result of this information, there should be fewer misunderstandings and a better school year will be possible.

**It is understood that the school principals, or their designee, shall have the discretion to modify the provisions contained in the student handbook in a manner that they deem to be appropriate to the circumstances to which they are applying said provisions. Neither administration nor their designee have the authority to change or modify those provisions stated in the student handbook that are established by state or federal laws or regulations.**

## **NONDISCRIMINATION NOTICE**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Mr. Bill Clark, Superintendent of School, 2nd and Oak, PO Box 158, Eskridge, KS 66423, 785-449-2282, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

## **WELCOME**

Dear Students and Parents,

Welcome back to school! We are excited to get another year underway at USD 330 Mission Valley School District and look forward to seeing everyone for the 2018-2019 school year.

As a district we take pride in the continued progress of our students and staff. Our staff is dedicated and committed to working countless hours to provide the educational experiences our students deserve and need on a daily basis. Our Mission Valley families play a vital role in helping make those experiences successful. Working together, school and families, we create a culture of involvement and support to help our students grow academically, socially, and emotionally. With this partnership we create the best environment for our students to learn as well as advance their education futures.

I look forward to meeting many of you as we work together to help our students reach new levels of success this year. Enclosed you will find more information for the 2019-2020 academic year.

Amy Johnston  
Elementary Principal

### **SCHOOL CLOSING NOTIFICATION**

Parents will be notified of school closings, early release or delays through the district's automated phone service. This information will also be provided to the radio and television stations, WIBW, KTKA, KSNT and WIBW Radio 580 by 6:30 a.m. and through the district's automated school messaging system.

### **MISSION STATEMENT**

Mission Valley School District is dedicated to providing a safe, orderly learning environment in which to direct and assist students as they prepare for a fulfilling and productive life.

## District Office

785-449-2282 or 785-449-2297

<b>SUPERINTENDENT</b> - Mr. William Clark	
<b>TREASURER</b> - Anita Walker	<b>BOARD CLERK</b> - Tasha Raine
<b>BUS SUPERVISOR</b> - Bill Logan	<b>TRANSPORTATION, PAYROLL</b> - Mary Hewes

## Board of Education Members

*Clinton Lambotte - President & Debbi Childers Vice-President*

<b>MEMBER:</b> Clinton Lambotte Position #4 (785) 285-2244	<b>MEMBER:</b> Jon Deters - Position #6 (785) 449-2297
<b>MEMBER:</b> Clipper Goodrich - Position #1 (785) 845-8290	<b>MEMBER:</b> Tuff Stephenson - Position #3 (785) 806-0222
<b>MEMBER:</b> Thomas Phillips - Position #2 (785) 256-5247	<b>MEMBER:</b> Jim Rudeen - Position #5 (785) 608-3610
<b>MEMBER:</b> Debbi Childers Position #7 (At Large): (785) 230-4325	

## Building Certified Staff

Johnston, Amy	Elementary Principal	Haya, Shelly	6th Grade
Beam, Darby	1st Grade	Jacquinet, Brandi	Kindergarten
Brown, Melissa	2nd Grade	Johnston, Dillon	Physical Education
Browning, Jeannie	Media Specialist	Kemp, Kristi	5th Grade
Burnett, Katie	School Psychologist	Masilionis, Mary	Social Worker/Counselor
Bryan, Luke	6th Grade	McDanel, Mary	4th Grade
Campbell, Jessie	5th Grade	Meek, Paige	Special Education
Carrier, Sara	Pre-K	Rudeen, Margo	Special Education
Christiansen, Alicia	2nd Grade	Schlesener, Kori	3rd Grade
Cooper, Carley	4th Grade	Sperry, Katie	Music
Elliott, Alicia	1st Grade	Thomas, Annie	Special Education
Everett, Lisa	Kindergarten	Urkens, Drew	Art
Hancock, Amelia	Music	West, Blake	3rd Grade

## **School Address and Telephone Numbers**

Mission Valley K-6	(Phone)	866-557-6686
12913 Mission Valley Road Ste. B	(Fax)	785-409-6218
Eskridge, KS 66423		

Mission Valley 7-12	(Phone)	866-557-6686
12913 Mission Valley Road Ste. A	(Fax)	785-409-6219
Eskridge, KS 66423		

Special Services Office	(Phone)	866-557-6686
12913 Mission Valley Road Ste. C	(Fax)	785-409-6433
Eskridge, KS 66423		

USD 330 District Office	(Phone)	785-449-2282
P.O. Box 158	(Fax)	785-409-6216
Eskridge, KS 66423		

### **Crimson and The Gold**

#### *The Mission Valley School's Alma Mater*

How Golden are the memories we hold forever dear  
Crimson is the honor we achieved while we were here  
Our Viking with his zealous pride rides highest in the sky;  
Mission Valley we shall raise our voice, and hold thee ever high

### **Mission Valley Fight Song**

Onward Vikings, onward Vikings, show those guys your speed;  
With our colors flying high, we'll always take the lead.  
Rah! Rah! Rah!  
Onward Vikings, onward Vikings, fight for future fame.  
Fight Vikings, fight, fight, fight and win this game.



## **STUDENT SAFETY AND SECURITY**

### **KANSAS SCHOOL HOTLINE**

The Kansas Highway Patrol provides a school hotline for anyone to call authorities about threats made toward a school, school employees, or students. Callers will remain anonymous, but are reminded that calling in false information is a crime. This hotline number is: 1-877-626-8203

### **SECURITY CAMERAS - VIDEO MONITORING**

The building and grounds are monitored by closed circuit TV. Video recordings of student activity may be used for disciplinary actions and/or criminal prosecution.

### **FIRE DRILL**

Procedure for fire drill evacuation of the building will be as follows: All teachers will be responsible for instructing their classes as to which exits are available for emergency evacuation. Once the signal is sounded all staff/students will evacuate the entire building as rapidly as possible (no running).

### **TORNADO DRILL**

Procedure for tornado drill evacuation from classrooms will be as follows: All teachers will be responsible for instructing their classes toward emergency shelters and how to take cover. Once the signal is sounded all students/staff will move immediately to their emergency shelter area and take cover. Students and staff will return to classes when the all-clear bell is given.

### **BUILDING EVACUATION DRILL**

Periodic Building Evacuation Drills will be held. Students will exit the building by the nearest exit or as directed and proceed to the designated areas. Drills may involve actual transportation of the students off the building grounds to areas in the local communities by the district buses.

### **SCHOOL LOCKDOWN**

Procedure for the school lockdown will be as follows: The signal is an announcement via the P.A. system that "we are going to implement a Phase of a Lock-Down." All teachers will be responsible for locking the classroom doors, accounting for all students, and instructing students where to relocate in the room away from doors and windows, if necessary. No one is to leave a locked area unless directed to do so by the school administrator or law enforcement officers.

### **BUS EVACUATION DRILL**

As required by Kansas law, students that ride the school bus as transportation to-and-from school will be required to participate appropriately in this drill. School staff and the bus driver will provide the required instruction and practice of the bus evacuation procedures. Students that cannot comply with this drill's expectations may be assigned school and/or transportation consequences.

### **VISITORS**

All visitors, including parents, must check-in to the main office immediately upon their entrance into the school during the school day. Visitors are to only enter the school through a main entrance next to the main parking lot. Visitors will be acknowledged through the entrance doors' security system and requested

to state their identity and purpose. Non compliance to these procedures may result in immediate security actions.

Individuals that are disruptive to the school setting will be asked to leave the school property.

**POLICE QUESTIONING/APPREHENSION:**

District policy states that law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If a principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal. Unless officers have an arrest warrant, they should deal with students outside the school day and off school property.

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or DCF (Kansas Department Of Children and Families). Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities. If a student is taken into custody by a campus police officer, school administrators shall make a good-faith effort to contact parents. Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by DCF (Kansas Department Of Children and Families). and/or law enforcement as a result of allegations of abuse or neglect.

**HOMELESS STUDENT REGULATION:**

As required by federal and state laws, a copy of the Homeless Student Regulations is available in the school office. A homeless student shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth may have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

**EMERGENCY SAFETY INTERVENTIONS:**

**Emergency Safety Interventions include the use of seclusion or physical restraint when the student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an Emergency Safety Intervention. School personnel who use Emergency Safety Interventions are trained in their use, including positive behavior supports, physical and non-physical de-escalation techniques, and provisions to maintain the safety of both students and staff members. School personnel keep documentation and provide written parental notification within 24 hours when an Emergency Safety Intervention is used.**

## ACADEMICS

### 3-6 Grading System:

A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	0- 59	Failing
WF	Withdrawn/failed	
IN	Incomplete	
NC	No Credit	
P	Passing	

### 1-2 Grading System:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

### KINDERGARTEN:

- ( ) Indicates skill has not been introduced
- (/) Indicates skill has been introduced and is being practiced.
- (X) Indicates skill has been accomplished
- ( ) Indicates improvement
- (+) Satisfactory progress
- (-) Unsatisfactory

### HONOR ROLLS:

A student must have received a 4.0 G.P.A. and be enrolled in at least five subjects in order to be eligible for the Superintendent's Honor Roll. To be eligible for the Principal's Honor Roll, a student must have a minimum of a 3.5 G.P.A. and enrolled in at least five subjects. Students with a 3.0 to 3.49 GPA are placed on the Honor Roll.

Fifth and Sixth Honor Roll: Nine weeks grades will determine the honor rolls. Any student who does not want to have his/her name placed on the Honor Roll must notify the office prior to the end of each nine weeks.

### GRADE CARDS:

Elementary grade cards will be distributed at the end of each nine weeks.

### PARENT TEACHER CONFERENCE:

Parent-Teacher Conferences will be held one time each semester. Parents are encouraged to contact the teachers during the school year to discuss progress and/or concerns of their children. If needed, conferences may be requested by the school or parents during the school year.

### ACCESS TO STUDENT ASSESSMENT SCORES:

Parents are given the right to request student scores on all state assessments. Requests can be made through the office.

### BUILDING REPORT CARDS:

The State of Kansas Building Report Card can be accessed on the Mission Valley website at [www.mv330.org](http://www.mv330.org).

### PLAGIARISM:

Plagiarism and cheating are serious offenses and may result in failure on exams, papers or projects. It may result in failure of the course and/or suspension from school.

## **ATTENDANCE POLICIES**

### **ATTENDANCE:**

Leaving the building during the school day is prohibited without permission from the office. Students leaving the building will use the sign-out sheet in the office after they have received permission to leave. Students leaving the building without permission and/or without signing out will be subject to disciplinary action.

### **ATTENDANCE RULES AND PROCEDURES:**

Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her parents. When a student is absent, it is the responsibility of the parents to call the office on the day of the absence. The call should be made before 9:00 a.m. Absences not excused within 24 hours will no longer be eligible to be excused. The office is open at 7:45 a.m. Any student who checks into school after 8:00 a.m. must first report to the office and receive an admit slip. Any student who is counted absent for first hour will be presumed absent for the entire day if they do not sign in at the office and get an admit slip. Students must have parent/guardian permission to leave school early, either by a phone call or note. Students must check out through the office.

If the absence is excused, daily work can be made up for credit. It is the responsibility of the student to initiate the make up work immediately upon return to each class. The classroom teacher will determine the make up work. Students who miss school because of an unexcused absence will not be given credit.

The school will determine whether the absence is excused or unexcused. Kansas Law and USD #330 will accept only the following as valid reasons for excusing an absence:

1. Illness (For a long term illness [verified in writing by a doctor] upon the student's return to school. A long term illness is any time a student misses 5 consecutive days )
2. Appointment for medical treatment (An appointment card must accompany the student upon return and be given to the office.)
3. A family crisis.
4. Extended absences of the student when expressly requested by the parents or guardian and prior arrangements have been made in preparation of the absence.

### **EXCESSIVE ABSENCES POLICY:**

When a student has been absent five or more times in a semester (excused or unexcused) the parents will be notified in writing notifying them of the absences. School administration may request a meeting with the parents to discuss concerns about absenteeism and may request a note from a licensed physician when absences are due to illnesses.

### **UNEXCUSED ABSENCE:**

All work is to be made up, the deadline may be set at whatever time the teacher feels appropriate. Time will be made up hour per hour either in detention or in Saturday School.

### **EXCUSED ABSENCE:**

It is the responsibility of the student to check with each teacher and arrange for making up missed assignments. A student will have two days after the first day of absence and an additional day for each subsequent day of absence to hand in the make-up work.

### **PREARRANGED EXCUSES:**

When students know they will be absent for doctor's appointment or other matters, all effort should be made to get assignments prior to the absence.

### **EXCESSIVE TARDY POLICY:**

Students who report to school after 8:00 a.m. must check into the office. When a student has been tardy

three or more times in a nine week period (excused or unexcused) the parents will be notified in writing. If necessary, school administration may request a meeting with the parents to discuss concerns about not arriving to school on-time.

**UNEXCUSED TARDY:**

Any willful failure to be present in the classroom at the location designated by the teacher when the bell rings.

**TRUANCY:**

Any student not satisfying the requirements of the Compulsory Attendance Law by being inexcusably absent from school three consecutive days or five or more days in any semester is considered to be truant.

**MAKE-UP WORK:**

Work missed because of absence can be made up on the student's return to school. Make-up provisions vary depending upon the type of absence.

**NON-RESIDENT STUDENTS:**

**Procedure for Approving Out-of-District Students Enrollment**

**New Students (first time) Requesting Admission:**

Formal parent letter requesting their children to enroll as a first time out-of-district student. Student's name, addresses, and grade levels will need to be included. Submitted to the superintendent of schools prior to September 20<sup>th</sup>.

Superintendent of schools will inform the building principal of the request and a background check will be completed by the principal. After corresponding with the superintendent a decision will be made.

Superintendent will send letter to parents informing them of the decision.

**Returning (have been attending current year) Students:**

Principal's intent to reject (discussed with superintendent/decision made prior to May 1<sup>st</sup>).

Principal's rejection letter stating reasons mailed to parents by May 1<sup>st</sup>. Copy submitted to superintendent same date.

Parents wishing to continue their children's attendance at Mission Valley Schools will need to submit a letter (annually) requesting the same, to the superintendent of schools by July 1<sup>st</sup>.

Superintendent will send an approval letter to parents.

**FEES AND FINANCIAL RESPONSIBILITIES**

**ENROLLMENT FEES**

All enrollment fees are due at the time of enrollment. Fees are approved by the school board.

**LIBRARY MATERIALS**

When students check out library materials, it is the responsibility of the student to return them in the same condition as they received them. Library materials not returned or returned damaged will result in the student being assessed a charge for the lost or damaged materials.

## **TEXTBOOKS**

Textbooks are checked-in on a yearly or semester basis depending on the class. A unique identification number is recorded for each textbook. It is the responsibility of the student to check-in a textbook that has the exact same identification number as that was checked out to them. Textbooks not returned or returned damaged since check-out will result in the student being assessed a charge for the lost or damaged materials.

## **OUTSTANDING FEES**

A notice of outstanding fees will be mailed to your home at the end of the school year. This notice will be in addition to any other notices parents have received during the school year. If these debts to the school are not taken care of by the parent or student, the district will turn these over to a collection agency.

## **UNRETURNED OR DAMAGED PROPERTY**

Any school property not returned or returned damaged will result in the replacement cost of the item being charged. Any amount not paid will be turned over to a collection agency for collection proceedings.

## **RETURNED CHECKS**

Checks returned for any reason are sent directly to a collection agency for collection. The collection agency does add a service fee to the amount of the check. The total amount of the check and service fee may be electronically debited from your checking account by the collection agency

## **LUNCH AND BREAKFAST MEAL ACCOUNTS**

Any student failing to keep his/her meal account solvent will be allowed to purchase a meal if the student pays for the meal when it is received. Students with a negative balance are not allowed to receive al-cart or extra food items without payment. Students are always informed if they have a negative balance. Students that take extra food items in violation of this policy will receive lunch-line restrictions and/or consequences.

At least one written warning shall be provided to a student and their parent/guardian before denying meals for students having spent all funds in their account. If payment of the negative balance is not received within 5 working days, the debt will be turned over to the superintendent's office for collection in accordance with board policy DP. Payments for school meals can be made at the school or district office, or online at [mv330.org](http://mv330.org).

No cash refund for unused food account monies will be issued prior to the end of the school year or enrollment withdrawal from school.

- Meals or milk may not be changed.
- Students that have a negative balance may not purchase extra food items.
- No food is to be delivered to the school by students.
- Parents may eat with students during lunch with prior administrative approval.
- Students must take at least 3 of the 4 components of the school meal. The price of the meal remains the regular price regardless of the food components chosen by the student.

Special dietary needs: If a student has a special dietary need, the parent/guardian should contact the school office and complete the required forms.

Meal payments: Payment reminders are distributed Elementary students by the office. Daily meals may be purchased with cash. Students may be denied service if their meal account is not current with the necessary funds. Extra milk can be purchased.

## PROCEDURES FOR THE SCHOOL DAY

### **SCHOOL DAY:**

School starts at 8:00 a.m.; students are not to arrive at school before 7:40 a.m. Students are to report to designated areas upon arrival and will be subject to classroom conduct expectations. Breakfast is served from 7:40 -7:55 a.m. School is scheduled to dismiss at 3:30 p.m. each afternoon unless previously announced. Each student is expected to leave school grounds after school has been dismissed unless he/she is involved in a supervised after school activity or has special permission. Any student who experiences transportation difficulties must report to the office.

Building principals will not release a student during the school day except upon a written or verbal request from the lawful parent or person acting as a parent.

### **ARRIVING TO SCHOOL - NOT ON TIME:**

School begins at 8:00 a.m. Students are required to be in their class by 8:00 a.m. Students that arrive to school anytime after 8:00 a.m. are required to be signed in by their parent/guardian in the office.

### **BREAKFAST AND LUNCH CONDUCT:**

Students are required to stand appropriately in line for the serving of their meal. This includes reasonable voice level and hands-to-themselves. Cutting in line is not appropriate. Students are to sit at the tables in the Elementary commons area to eat their meals. Students are expected to return their trays, uneaten food, trash, and other related items to the appropriate location when they are dismissed to class. Students are expected to clean-up their messes. Students that do not comply with these expectations will be required to remedy their actions and may be assigned consequences or meal-time restrictions.

### **FOOD AND CANDY MACHINES:**

Elementary students are not permitted to use the food and candy machines during the school day. No pop or candy is to be open in the hallway or classroom. Any student caught with pop or candy will have it confiscated and it will be taken to the office and they may pick it up at the end of the day.

## STUDENT CONDUCT

The admittance to and the continued attendance in public school is a privilege dependent upon compliance with the laws of the State of Kansas and the rules and regulations of USD 330. Students shall assume their share of responsibility in maintaining a positive school climate in all classes and activities. It follows that when a student does not comply with the law and the rules, the privilege of attending school may be revoked. The failure of students to continue to be responsible usually constitutes misconduct and such a student is liable to probation, detention, suspension or expulsion. The expectations of the students are as follows:

1. Comply with the policies of the board and the rules and regulations of the school attended.

2. Be diligent in study. To be diligent in study, a student will (a) complete all assigned work on time; (b) pay attention to the teacher; (c) exhibit good citizenship at all times; (d) do that caliber of work consistent with the student's individual ability and grade level; (e) cooperate with teachers and other students; and (f) be regular and punctual in attendance.

### **GENERAL BUILDING CONDUCT:**

The following policies will apply to students and visitors:

1. For the safety and welfare of others, no running or horseplay will be allowed.
2. During the lunch period, students will remain in the cafeteria-commons area unless they have permission from staff to leave the area. Restroom use is allowed.
3. Lost articles should be turned in to the main office. MVE is not responsible for lost or stolen items.
4. Students should not bring large sums of money or personal valuables to school. The school is not responsible for lost or stolen personal property.
5. Students and visitors are required to enter the building through the doors nearest the Elementary Office.

### **CLASSROOM PROCEDURES**

Classroom policies and procedures are formulated by the teacher and approved by the administration. Students are required to comply with these behavioral expectations so that the educational learning environment is appropriate for all students to engage academically and staff to maintain the proper and expected learning environment.

### **CLASSROOM INTERRUPTIONS:**

All visitors will first report to the office. Classes will not be interrupted unless it is an emergency. All communication will be directed to the teacher or principal.

### **PARTIES:**

Please check with elementary office and/or classroom teacher about food allergy precautions before bringing outside treats. **Nutritious treats are recommended and highly encouraged.**

All parties and activities must be cleared with the office before they are planned. Parties will be limited to three or four stated holidays during the year and approximately a half of an hour in length on any occasion during the school day. Treats given in the grade school by the teachers or pupils on birthdays or special occasions are not objectionable.

Outside food and beverages brought to the school for parties and activities are not to be consumed during the designated breakfast/lunch times. Items are to be provided to all students in the classroom.

### **SCHOOL PROPERTY**

A student is responsible for the full replacement cost of lost or damaged school property assigned to the student, including athletic uniforms and athletic equipment.

School property, lost or damaged by a student, will be assessed under the following categories:

- A. Vandalism – payment of all charges, including labor, plus possible suspension.
- B. Damage or destruction unintentional, but due to a student's violation of a rule, regulation, policy or direction of one in authority, is responsible for the payment of all charges, including labor.

### **TELEPHONE USAGE:**

Students who need to contact parents or relatives during the school day are to use the phone located in the elementary office. Elementary students are not to use personal electronic devices during the school day to



communicate with other people. Except in cases of emergencies, students will not be called to the office to accept a phone call. Non-emergency messages may be left with the office staff. The office staff will pass the message onto the student.

### **DRESS CODE AND PERSONAL APPEARANCE**

The general atmosphere of a school must be conducive to learning. If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the educational process, a staff member will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the student may be subject to further disciplinary action.

Students will be expected to remove and replace the inappropriate dress item. Those students that do not comply may be asked for parental assistance in getting proper attire. The student will not be allowed into the classroom setting until the dress code violation is resolved.

The following list is not all-inclusive:

1. No clothing or body adornments with offensive, sexually suggestive, vulgar, profane, ethnically derogatory messages, pictures, or symbols, illegal substances, drug paraphernalia, tobacco, alcohol, or depicts violence.
2. No articles of jewelry or articles of clothing, which are potentially hazardous, such as chains or studded bands, or have sharp points, etc.
3. No clothing or styles identified to be associated with gangs or gang activities.
4. No outdoor clothing, such as headgear (hats, hoods, bandanas, doo rags, head scarfs, etc.), sunglasses, jackets or coats that make it difficult for staff to quickly identify students or which may pose a danger, distraction, disturbance to the school environment are allowed.
5. All tops and shirts must have a full front and back, full sides and over the shoulder straps (i.e. no halter tops, tube tops, bare midriffs, tank tops without sides or any other revealing clothing).
6. Clothing is inappropriate if any flesh can be seen starting at underarms down to mid-thigh.
7. Clothing is inappropriate if any undergarments can be seen.
8. Short skirts and shorts must be at a length that is conservative and school appropriate in all body positions, which include; sitting, standing, and bending. Students must also consider their individual body characteristics so that fit and length are appropriate for the school setting. The administration determines appropriateness of shortness / length. A "safe" guideline is for the garment choice to have an inseam length that reaches the mid-thigh area.
9. Students are expected to have reasonable and appropriate body and clothing cleanliness. Students and their parents with this issue will be consulted by the school counselor and/or administration for assistance and support.
10. Students are not to wear "sagging" shorts, pants, or skirts to school. The waistband of shorts, pants, and skirts needs to be above the hip bones.

*The final determination as to whether clothing is acceptable or not will be made by the administration.*

### **BOOK BAG POLICY:**

Unless given permission by school personnel, students are to leave their book bags and personal belongings in their classroom during the school day.

## **CELL PHONE AND ELECTRONIC DEVICES**

While not all electronic devices pose the same risk of disruption to the learning environment, it has become necessary to develop a policy that governs their use.

***NO STUDENT SHALL USE AN ELECTRONIC SIGNALING DEVICE WITH CAMERA, VIDEO OR VOICE RECORDING FUNCTIONS IN A WAY OR UNDER CIRCUMSTANCES WHICH INFRINGE UPON THE PRIVACY RIGHTS OF OTHER MEMBERS OF THE SCHOOL COMMUNITY.***

***STUDENTS MAY BE HELD PERSONALLY LIABLE FOR THE DISSEMINATION OF ELECTRONIC MATERIALS THAT INFRINGE UPON OTHER INDIVIDUALS' PRIVACY RIGHTS.***

- Students may possess or use personal electronic signaling devices (cell phones, iPods, Blackberrys, etc.) on school campus provided that the student's present or past use does/did not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests, bullying or accessing pornographic materials.
- Electronic signaling devices shall be turned off and kept out of sight during class time or at any other time as directed by a school district employee, except when otherwise permitted, for educational purposes, by the teacher, administration or in school policy.
- Violations of this policy shall be subject to progressive discipline. If a student's use of an electronic signaling device causes a disruption as determined by a staff member, the student will be directed to turn off the device. On subsequent offenses, the device may be confiscated, discipline consequences assigned and the device returned to the student at the end of the class period, school day or activity. A student's right to carry such devices may be revoked, by administration, for subsequent offenses. Other consequences outlined in the school discipline policy may be applied when appropriate for any misuse of said electronics.

## **STUDENT RESPECT FOR AUTHORITY**

When students are engaging with staff, being redirected, given a direct instruction, or in general school-day communications they are required to demonstrate respect for school staff authority. This can be demonstrated verbally, non-verbally, via electronic communication, physical actions, and through third-parties (or other means). Students are advised that when they are unhappy, disagreeing, or any negative feelings to respond appropriately via communication that; is positively productive, seeks communication at another time, or seeks administrator or counselor support. Students are required to comply with staff requests through their communication and actions in a school appropriate manner. Non-compliance is not acceptable and will be assigned consequences per school policy / procedures.

## **DISCIPLINARY ACTIONS FOR MISCONDUCT**

The board views the expulsion of students as an act of last resort to be taken when other means of correction have failed and when retention of the student in school would not materially benefit the student and/or would be detrimental to the general welfare of the school. End of semester student discipline may carry over into the next semester or school year.

### **Conference:**

The board recognizes that each student is an individual and that control and correction of student misconduct can successfully address behavior corrections. Should the acts of misconduct continue parents will be asked to confer with teacher and/or other school personnel who may be involved, depending upon the severity and the continuance of the acts of misconduct. The desired goal will be too

solve problems and forestall serious disciplinary action through the mutual attention of parents and school personnel.

**Probation / Behavior Plan:**

A student may be placed on probation with a Behavior Plan by the principal for any act of misconduct. A written list of the terms and conditions of the Behavior Plan will be signed by the student and/or parent. Failure to abide by these terms may result in the original consequences and/or additional consequences.

**Detention:**

A student may be assigned detention(s) by a teacher or administrator for an act of misconduct. Detentions can be assigned before school, after school, or during lunch. The nature of the misconduct and building policy will dictate the amount or length of the detention period. Students must turn in their cell phone or similar device that are in the student's possession for the duration of the detention. Computers will only be used for required school work and if approved by the staff supervising the detention.

**In-School Suspensions (ISS):**

A student who is assigned ISS continues to attend school and is required to use their time and energies working on their school work in the ISS location. Students are required to demonstrate appropriate behavior to earn their assigned periods in ISS. Periods that are not earned through proper behavior will have to be served again. Procedural due process as required by the state statutes will be followed. Students must turn in their cell phone or similar device if they are in the student's possession for the duration of the detention. Computers will only be used for required school work and if approved by the staff supervising the detention.

**Short Term Out-Of-School Suspensions (OSS):**

A student may be suspended from school by the principal for a period not to exceed 10-school days. Reasonable effort will be made to provide verbal notification to parents. Written notification will follow and a copy of such notification will be filed with the superintendent. Procedural due process as required by the state statutes will be followed.

**Long Term Out-Of School Suspensions and Expulsion Procedures:**

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10- school days or expelled shall receive a copy of the suspension and expulsion law and this policy. Long-term suspension and/or expulsion hearings shall be conducted by the superintendent or designee(s) of the school in which the pupil is enrolled or by any other hearing officer appointed by the Board.

**Reasons for Suspension or Expulsions:**

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

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

## **DRUG-FREE SCHOOLS**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs, drug paraphernalia and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

## **CONTROLLED SUBSTANCES POLICY (DRUGS)**

USD 330 is committed to the education of every student in drug/abuse awareness and zero substance abuse. USD 330 will enforce the following policy:

1. The possession, use, consumption, distribution or sale of drugs, or intent to distribute or sell drugs or possession of drug paraphernalia (controlled substances as defined by the Uniform Controlled Substances Act, K.S.A. 65-4101 et seq.), the distribution or consumption of non-prescription medicines or drugs that exceeds the recommended dosage on public school property or at public school activities is prohibited.
2. In the event any student violates the controlled substances section of this regulation, such student will be suspended from school immediately for a short term and may be:
  - a. recommended for an extended-term suspension from school and all related school activities for possession, use, or consumption of drugs, or
  - b. recommended for expulsion from school and all related school activities for distribution and/or sale of drugs, or intent to distribute or sell drugs.
3. Any student who comes onto school property or attends public school activities, having used or consumed substances, as defined in paragraph 1 above, will be suspended from school immediately for a short term and may be recommended for an extended-term suspension from school and all related school activities.
4. Any punishment, suspension, or expulsion may be deferred by the appropriate Administrative Hearing Officer or Board of Education or their designee. The student involved, after the appropriate hearings, as set forth by Kansas Statutes and found to be placed either on suspension or expulsion may, at the option of the appropriate Administrative Hearing Officer or Board of Education, be offered an opportunity for probation for a set period of time. The balance of the punishment, suspension or expulsion shall remain deferred as long as the student meets the conditions of the probation agreement. If a student agrees to a probationary period, a written agreement shall be signed by the student and the student's parents or guardians outlining the appropriate conditions of said probation and the duration thereof. Any probationary student accused of being in violation of the conditions of probation shall be afforded a limited hearing by the appropriate Administrative Hearing Officer or the Board of Education who agreed to the probationary conditions. Conditions of probation may include, but are not limited to: drug counseling of student's choice with expenses to be borne by the student; random drug testing with expenses to be borne by the student; restriction from school activities and any other conditions that the appropriate Hearing Agency or Board of Education agree would aid and assist the student and continue to provide a drug-free school environment.

## **ALCOHOL / CEREAL MALT BEVERAGES POLICY**

USD 330 is committed to the education of every student in alcohol / abuse awareness. USD 330 will enforce the following policy:

1. The possession, use, consumption, or sale of alcoholic liquor (as defined by K.S.A. 41-102 or cereal malt beverages (as defined by K.S.A. 41-2701) on public school property or at public school activities is strictly prohibited and any such possession, use, consumption, or sale shall result in immediate suspension from school according to 1a and 1b below. Any student, who comes onto public school property or attends public school activities, having used alcoholic liquor or cereal malt beverages as defined herein, shall be suspended from school immediately according to 1a and 1b listed below.
  - a. 1st violation: five-day suspension from school and all school-related activities.
  - b. 2nd violation: five-day suspension from school and all school-related activities and will be recommended for long-term suspension or expulsion.
2. If a student is long-term suspended for violation of this regulation, said student shall have the opportunity, of the Hearing Examiner's and/or Board of Education's discretion, to attend a counseling session with a qualified professional counselor, skilled in substance abuse counseling and comply with said counselor's recommendations, thereby being allowed an opportunity for a probationary period for the balance of said suspension. A student may use a counselor of their choice, or may use the service provided free from a local Human Service Agency designated by the School District, and said expense and costs are to be borne by the parents and/or guardians of the student. Subsequent violation of the agreed probationary period will result in the balance of the suspension being enforced.

### **TOBACCO OR SIMULATED TOBACCO POLICY**

In order to facilitate a healthy educational environment, at no time are students permitted to possess or use tobacco or simulated products on school grounds or in the building regardless of their chronological age. The use or possession of tobacco or tobacco simulated products (vapor pens, electronic cigarettes, etc.) is also prohibited while in attendance at any school-sponsored activities regardless of the location of the activity. Use of these products as a method of vandalism may result in suspension from school.

It is illegal for any person under the age of 18 to possess and/or use any tobacco products. It is a class B person misdemeanor punishable by a fine for any person, directly or indirectly, to (A) sell, give or furnish any cigarettes or tobacco products to any person under 18 years of age; or (B) buy any cigarettes or tobacco products for any person under 18 years of age. Acts classified as cigarette or tobacco infractions (possession or use for persons under the age of 18) per K.S.A. 79-3321 and amendments thereto shall be classified as ordinances prohibiting such acts. The fine for an ordinance cigarette or tobacco infraction (possession or use) shall be imposed by the court (K.S.A. 79-3322).

All infractions of the USD 330 Tobacco policy will be subject to implementation of the school district policy and will be reported to the Wabaunsee County Sheriff's Department.

- |                |                                                          |
|----------------|----------------------------------------------------------|
| 1st Offense:   | One-day of OSS and One-day of ISS                        |
| 2nd Offense:   | Two-day OSS                                              |
| 3rd Offense:   | Three-day OSS                                            |
| 4th Offense:   | Five-day OSS                                             |
| 5th, and more: | Five-day OSS and recommendation for Long-Term Suspension |

### **SEARCH OF STUDENTS AND PROPERTY**

1. School officials have the right to search student's person and property on school premises, with reasonable suspicion.
2. School officials have the right to search student lockers at any time.

3. USD 330 supports and encourages law enforcement agencies, to conduct random canine searches of lockers and possibly book bags, purses and other personal items, as well as the parking lots, for illegal drugs and/or weapons.
4. The administration may contact law enforcement to assist in the search of student's person and property with probable cause.
5. Metal detectors may be used to assist searches.

### **WEAPONS AND DESTRUCTIVE DEVICES**

USD 330 will not tolerate any possession or use of any weapons and/or dangerous materials on school property at any time or at school activities without specific permission from the building principal and superintendent. "Any time" means 365 days a year, whether school is in session or not. A student shall not possess, handle or transmit any object that can reasonably be considered a weapon or dangerous materials at school, on school property or at a school-sponsored event without specific permission from the building principal and superintendent. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

#### A. Definition of weapons and/or destructive devices means:

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

1. Any weapon which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any weapon described in the preceding example.
3. Any firearm muffler or firearm silencer.
4. Any explosive, incendiary or poison gas, (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than a quarter ounce, (E) mine or (F) similar device.
5. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than a ½ inch in diameter
6. Any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
7. Any bludgeon, sandclub, metal knuckles or throwing star type item.
8. Any knife that has an automatic, assisted, or spring-loaded opening or of unlawful length. (See BOE Policy JCDBB for specifics.)
9. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

B. A facsimile weapon, a replica of a firearm which is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm; including, but not limited to pellet guns, (including airsoft pellet guns), regardless of how the pellet or projectile is expelled, starter pistols, air rifles and pistols and any other object which is designed to replicate any weapon or firearm, regardless of the presence of any color coding which may be placed on the replica by the manufacturer or another to indicate the weapon is a facsimile.

C. Penalties for possession of a firearm or other weapon as defined in K.S.A. 72-89a02 or any infraction of military guidelines shall result in disciplinary action up to and including suspension or expulsion from school for a period of one calendar year, except the Superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a weapon or dangerous

materials shall be conducted by the Superintendent or the Superintendent's designee. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to KDCF or the Commissioner of Juvenile Justice.

### **BUS REGULATIONS**

The school's major concern while transporting students to and from school is safety. To ensure safety, good behavior on the bus is required. The bus is an extension of the classroom, and the driver in charge has the same authority as a teacher. The driver may assign seats to students, contact parents and discipline students. Student behavior will be in accordance with handbook mandates. The bus driver will enforce rules and contact the principal when a violation occurs. The principal will administer consequences when notified by the bus driver.

The following rules are in effect:

1. Students will be on time, show respect for others and conduct themselves in a safe and orderly manner.
2. Students will sit in assigned seats and remain seated at all times while bus is in motion.
3. Students will keep hands and feet to themselves while on the bus, stay out of the aisle unless entering or exiting, and refrain from throwing things on the bus.
4. Students will talk in a normal conversation voice, refrain from back talk to the driver or others, and quiet at all railroad crossings.
5. Students will not extend hands, arms, or any part of their body outside the window of the bus. Windows will only be opened with driver approval.
6. Students should face the front while on the bus.
7. The school alcohol and tobacco policy applies while being transported by a school vehicle.
8. Students must wear seat belts when buses are equipped with seatbelts.

Students must ride the activity bus to all school activities. If a parent or guardian is present at the activity and request their son or daughter to ride home with them they must talk to the teacher/sponsor in person and present a note with the request. No exceptions will be made.

## **Harassment Policies**

### **BULLYING and HARASSMENT**

The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination. The Superintendent or Superintendent Designee, has been designated to coordinate compliance with nondiscrimination requirements. Harassment may address race, religion, sex, national origin, physical attributes or disabilities, scholastic aptitude, sexual orientation, or age. Harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

All forms of harassment will not be tolerated and are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

The Board of Education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

### Bullying

Bullying may include, but not be limited to, the following:

- verbal, physical, written or electronic intimidation or abuse
- derogatory name calling
- insults
- practical jokes which may result in awkwardness or embarrassment
- unwelcome remarks or innuendos
- taunting or ridicule of any individual
- derogatory or offensive pictures, drawings, and materials
- use of derisive slang terms concerning another individual

### Sexual Harassment

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendment of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. The Superintendent or Superintendent Designee, has been designated to coordinate compliance with nondiscrimination requirements.

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

1. submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to the following:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implication
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

### Racial and Disability Harassment

Racial and Disability harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964 and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment



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

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Prohibited conduct under this policy includes racially or disability - motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color or national origin, or disability 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 or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

#### Reporting Bullying or Harassment

Any student who believes he or she has been subject to bullying, or general, sexual, racial or disability harassment, or has witnessed an act of alleged general, sexual, racial or disability harassment shall discuss the alleged harassment with the building principal, another administrator, guidance counselor or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint will be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definitions outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors, which are unacceptable but do not constitute harassment, may provide grounds for discipline under the code of student conduct.

The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is generally sexually, racially or disability motivated. An employee who witnesses an act of general, sexual, racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of general, sexual, racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building or district coordinator shall report such conduct to the appropriate law enforcement or KDCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide a process to the accused.

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

## **STUDENT HEALTH POLICY**

Student health is a factor regarding students being academically successful. While students do get ill, it is important for parents/guardians to have their students attend school when deemed appropriate. The following are health policies.

### Returning after 24-Hours

We are asking parents of children who have been ill to keep them at home until at least 24 hours after the student's temperature has returned to normal or vomiting has stopped.

### Immunizations

All students attending school in USD 330 must be immunized as prescribed by Kansas Law. Students not meeting these requirements may be denied the privilege of attending school per Kansas Law Statutes until they have met the requirements. Complete details of this policy are available at the district office.

### Contagious Diseases

No pupil known to be infected with a contagious disease or coming from a home where such disease prevails will be received or continued in school. Upon returning to school after absences for such cause, a Certificate of Health from an attending physician or health office will be required. State health guidelines will be followed.

### Head Lice

USD 330 will follow the prescribed procedures by the Kansas State Department of Health. When students are detected with head lice parents will be notified. Students will not be required to leave school early but will be discouraged from sharing items that may allow for possible transmission of lice. Students will not be allowed to return to school until an antiparasitic drug treatment has been initiated. If the problem persists, the matter will be referred to the county health department and/or the matter will be turned over to Kansas Department of Children and Families (KDCF), as a “Child In Need Of Care”.

### Medications

If it becomes necessary for a student to take any form of medication (non-prescription or prescription) at school, the following procedures will be followed.

1. Prescription: Written order from a physician detailing the name of the drug, dosage and time interval that the medication is to be taken.
2. Non-Prescription: Students need to submit to the office a signed note from their parent/guardian stating the date and dosage to be given.
3. Written permission from the parent or guardian of the student requesting that the school district comply with the physician’s order.
4. Medication (Prescription) must be brought to school in a container appropriately labeled by the pharmacy or physician and given to the office.
5. At least one dosage should be given at home before sending the medication to school.

### **PEANUT/TREE NUT AWARE SCHOOL:**

We have several students in our school with **SEVERE ALLERGIES** to **PEANUTS** and **TREE NUTS**. The staff at Mission Valley is dedicated to the prevention of a **LIFE THREATENING ALLERGIC REACTION** while at school.

We are asking that your child **NOT** bring any **food** to school that contains **PEANUTS** or **TREE NUTS** or any product made in a factory that produces peanut oil. This pertains to school lunches and snacks in the classroom.

If we all work together we can keep our students safe. Thank you for your cooperation in this matter.

### **STUDENT INSURANCE:**

USD 330, Mission Valley schools and the KSHSAA do not have health insurance for student / athletes. However, the KSHSAA does cover catastrophic medical and legal liability insurance for students injured while participating in activities under the jurisdiction of the KSHSAA. This KSHSAA coverage is not provided until the \$25,000 deductible has been met. USD 330 can provide information to patrons to purchase to cover medical expenses below the \$25,000 deductible while participating in athletics. An application and information about the plan can be picked up in the school’s main office.

## **COMPUTER USE POLICIES**

Students shall have no expectation of privacy when using the district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language

in all message. Students are expected to use the system following guidelines approved by teachers or the administration.

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

### **RESPONSIBILITY OF USE**

Students and their parent/guardians are responsible for the proper care and use of their assigned Chromebook. This includes damages to the device under any circumstance. Students are expected to manage their assigned Chromebook and charger under their immediate supervision or placed in their locked locker. Students that lose, misplace, or allow others to use their Chromebook and charger are still responsible for its use and any damages. Therefore, students should not loan their Chromebook and charger to others.

### **CONTENT FILTERING**

The school provides a content filter through the network on school property. This content filter does not take place outside the school network. In the home setting, parents and guardians are encouraged to use their own means and methods to filter content and to supervise their students' use at all times.

## **NETWORK AND INTERNET POLICY**

### **Acceptable Use [BOE Policy IIBF]**

The district provides computer network and internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following Acceptable Use Policy to govern the conduct of those who elect to access the computer network and district Internet.

Users shall adhere to the following guidelines of acceptable use;

- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, or forge other users' emails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking", internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- Users shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.
- Students shall not disable or attempt to disable Internet filtering software.

## **Prohibitions**

Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.

Use the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.

Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.

Utilization of the network to disseminate non-work-related material.

Utilization of the network as a means for advertising or solicitation.

## **Monitoring**

The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, email transmissions, and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district, and no user shall have any expectation of privacy regarding his/her use of the computer network or the district Internet.

## **Internet Safety (CIPA)**

In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network or Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior including cyberbullying.

## **Penalties for Improper Use**

Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The district has the right to make the determination of what constitutes inappropriate use and use as an educational tool. Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.

## **Use of District Computers and Devices - Privacy Rights**

District issued computer systems and electronic devices (including, but not limited to, Smart Boards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. Unauthorized access to and/or unauthorized use of the district server or security system (included, but not limited to, surveillance footage) is also prohibited. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

### **E-mail Privacy Rights**

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

### **Lost, Stolen, or Damage Computers / Equipment**

Students and staff members shall be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff member's' possession or responsibility.

## **SCHOOL PERSONNEL**

### **Responsibility of School Personnel:**

1. The board holds all school personnel, through the superintendent, responsible for the proper conduct and control of students while under the legal supervision of the school and supports all personnel acting within the framework of the policies of the school district. Full support and mutual cooperation shall be expected of all school personnel and the administration.
2. The superintendent will establish procedures to carry out board policy and shall hold all school personnel, students, and parents responsible for the conduct of students in school and shall support all school personnel in performing their duties.
3. Each school principal will be responsible to the superintendent for the conduct of students attending his/her school. The principal will be given the responsibility and authority and may include his faculty in the process, to formulate such procedures as necessary to enforce this policy. The principal will confer with parents of children who are conducting themselves improperly. The principal will exercise professional judgment in the disposition of behavior problems.
4. Teachers will be responsible for proper and adequate control of students. Teachers will enforce the rules and regulations of the schools and shall give support to their principal in maintaining proper conduct. Teachers shall promptly inform the principal's office of acts of misconduct.
5. All professional employees are expected to exercise sound judgment in administering discipline and in employing preventive and corrective measures.
6. Classified personnel shall promptly report student misbehavior to the appropriate principal.
7. Parents are expected to cooperate with school authorities and to participate in conferences regarding the behavior of their children.

### **Counseling Services:**

Mission Valley has one full time counselor and one Licensed Social Worker on staff. The services provided consist of academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing program, career exploration and post graduate planning.