



Valley Heights

NEWS & NOTES

August 2013

From the Desk of John Bergkamp **Superintendent of Schools**

Here we go again. Another school year has arrived and we can all look forward to a clean slate with new goals and expectations. That is the beauty of our American Public Schools. Public schools are designed to allow new beginnings and fresh starts.

Valley Heights will have many new faces to welcome to our team, some who are getting their first fresh start in the teaching profession and others who are beginning a new chapter in their professional careers. We welcome each and every one of our new staff members and look forward to their contributions to helping our students achieve. We are also blessed to have so many experienced staff to help mentor and make the transition for new staff as smooth as possible.

Along with new staff we want to also welcome new students and families to the Valley Heights community. We look forward to providing you with a positive and productive learning environment.

Over the summer we have taken steps to improve our facilities with a new parking lot in Blue Rapids, new curb and guttering in Waterville, and many freshly painted walls in all the buildings. Our maintenance crew has been diligent in preparing our school buildings for the fresh start we all look forward to.

Our number one priority is providing a safe and orderly learning environment for everyone. We believe we have taken the steps this summer to improve the learning environment so that fresh starts and new goals can be achieved in the best possible way.

Have a great start to the new school year.

District Information

**121 E. Commercial Street
PO Box 89
Waterville, KS 66548**

(785) 363-2398

www.valleyheights.org

Shelly Swayne

JR/SR High School Principal

Welcome back to yet another August! I am excited to welcome you to Valley Heights High School in my first year as your principal. We will have much to learn about each other and I look forward to working with the entire Valley Heights community as we blaze new trails to great things in our classrooms and activities.

Enrollment is Monday, August 12, and Tuesday, August 13 at your Valley Heights Schools. We will be happy to see you from 8:00 AM–1:00 PM; and again from 4:00 PM–7:00 PM. Please come see us at VHHS as we welcome all students to our halls, and hope for so many of our community to enjoy our days as well.

Everyone around USD #498 has adjusted very well to the iPad initiative that was implemented just one short year ago. Teachers and administration are very happy to have all 7-12 grade students with iPads in their hands for classroom use this year as we expand that initiative. Here are few things to know about this school year and how the iPads will expand:

- All students are required to pay a \$25 usage fee for the 2013-2014 school year at enrollment. This fee **MUST BE PAID** prior to checkout of any device!
- 7-8 grade students will utilize their iPads while at school only, they will be unavailable to use at home.
- 9-12 grade students will receive a device for their use on and off campus. Upon receipt of the usage fee, the checkout of these units are as follows:
 - » 10-12 grade students will check their device out in the VHHS Commons on Tuesday, August 20, from 5:30–6:30 PM. Students may simply show up, sign in, and receive their device.
 - » 9th grade students and parents are required to attend an iPad checkout session on Tuesday, August 20 at 7:00 PM in the VHHS Commons. Parents and students will get some crucial introductory information and “how to” guides from their teachers and administrators.
- It is the responsibility of the student to care for the iPad, the district provides a case to help maintain the device. If damages occur, students/ parents are responsible for a \$100 repair fee.
- If intentional damage is done to the technology, USD #498 may require the student to pay for 100% of the repairs needed beyond the \$100 deductible.
- USD #498 maintains and restricts the content that may be downloaded or created on the device.

It is an honor to be a part of our school community and I am very proud to be a Mustang! You can find great information about all that is happening here at my wiki site: <http://vhmustangs.pbworks.com>; and I'd encourage you to always check our calendar and district news at www.valleyheights.org.

Valley Heights JR/SR High

2274 6th Road
Blue Rapids, KS 66411

(785) 363-2508

Robert Green

Elementary Principal

Another school year is rapidly approaching. It is that time of year in which school administrators set goals and priorities for the upcoming school year. To start this process I often revisit last year's goals and priorities. Were these priorities and goals met or abandoned or even put on hold? Was there a multi-year goal or a goal that needs expanding upon?

A major goal last year at Valley Heights, as well as nearly every school in the nation, was to increase student learning. All across the nation schools have embraced the challenge of giving our students the tools to be competitive and successful in a global economy. Raising standards to better prepare our students has been a theme across the nation in recent years. Nearly every state in the union has chosen to adopt the Common Core Academic Standards as a means to better prepare students for their future careers. Valley Heights Elementary chose to implement the Common Core last school and all JR/SR high curriculum will be based on the Common Core this year.

The transition to the Common Core will not always be smooth. Problems will occur ranging from the development of a new assessment to implementation and finally measuring performance. We plan on keeping everyone informed of progress that is made this year with the transition to the Common Core.

One priority that will be undertaken this year at Valley Heights that is part of the Common Core directive is the implementation of a new teacher and principal evaluation system. Schools were mandated to adopt an evaluation system that tied student performance to principal and teacher accountability. Valley Heights will be in the first year of using the McRel Evaluation instrument. Administrators and teachers will receive training prior to the start of school so that everyone will be familiar with the process. The new evaluation process will be in depth and time consuming. The end result however, will be the development of better administrators and teachers so that students receive a high quality education.

Please feel free to contact the school if you have any questions or concerns about the upcoming school year. I am confident that we will have a successful year at Valley Heights.

Valley Heights Elementary (K-2)

**307 E. Lincoln Street
Waverille, KS 66548**

(785) 363-2530

Valley Heights Elementary (3-6)

**508 Chestnut Street
Blue Rapids, KS 66411**

(785) 363-7693

Community Education Corner Summer 2013

Tony Yungeberg, Director



As the sun sets behind a mountain, it casts a shadow; however that mountain is outlined with a bright light. As we begin a new school year we can look back on the shadow of the year that has passed and reflect upon the success of our community and schools. We can also look at the light that shines around the year ahead and embrace the opportunities that lie ahead.



As a community we have been given the means to better ourselves as a whole. With the awarding of a Physical Education grant (P.E.P.) our students and patrons have access to a state of the art exercise facility, and a healthier community is a happier community. As we enter our second year of the grant, the students will continue to wear pedometers and complete fitness exams to mark their success.



Throughout the year, patrons of our district have participated in and enjoyed many different programs—Punt, Pass & Kick, Kansas State Fair, Pilates, Hunter Safety, Plays & Concerts, Colts Round-Up, Santa's Gift Shop, Pitch, Hit & Run, After-Prom, Camp Exploration, Sporting events, and many more. All of these things and many more are in the plans for another successful year for Community Education.

As we go forward into the new school year, continue to check in and see what new things are available to you, and if you have any suggestions for activities that you'd like to see, please contact me:



Tony Yungeberg, Director

Valley Heights Community Education

tyungeberg@valleyheights.org

(785) 363-2211

School Immunization Requirements 2013-2014

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school. There are changes in requirements for immunizations for the upcoming school year. Please carefully review the requirements below:

Vaccine:

Requirement:

- **DTap** (*Diphtheria, Tetanus, Pertussis*) **Five** doses required. (*Four doses acceptable if dose 4 given on or after the 4th birthday*)
- **IPV/OPV** (*Poliomyelitis*) **Four** doses required
- **MMR** (*Measles, Mumps, Rubella*) **Two** doses required
- **Hepatitis B** **Three** doses required through grade 12
- **Varicella** (*chickenpox*) **Two** doses required for grades K-3
- **Hib** (*Haemophilus influenzae type b*) **Three** doses required for children less than 5 years of age in early childhood programs
- **Hepatitis A** **Two** doses required for children less than 5 years of age
- **PCV** (*Pneumococcal conjugate*) **Four** doses required for children less than 5 years of age in early childhood programs

Detailed school immunization requirements by age group are listed on the 2/01/13 version of the Kansas Certificate of Immunization (KCI). Follow the link listed below to obtain or contact your local county health department or your school nurse.

http://www.kdheks.gov/immunize/download/2013-14_School_Requirement_Memo.pdf



Classroom Supply Lists

Preschool/Kinder-Prep

1 full-size book bag	3 Elmer's liquid white glue
1 box Crayola Classic Markers	1 container of antibacterial wipes
1 box sandwich zipper bags (<i>girls</i>)	2 boxes Crayola Crayons (<i>24 pack</i>)
1 box quart zipper bags (<i>boys</i>)	6 large glue sticks

Kindergarten

2 boxes Crayola Crayons (<i>24 pack</i>)	Backpack (<i>no wheels</i>)	4 large Elmer's glue sticks
4 chubby pencils	2 large boxes Kleenex	1 spiral notebook (<i>wide rule</i>)
2 2-pocket folders	Prang watercolors	1 box snack size zipper bags (<i>boys</i>)
1 box gallon size zipper bags (<i>girls</i>)	Pink pearl chunk eraser	1 1/2" 3-ring binder
Supply box	Child-size scissors	Hand sanitizer (<i>optional</i>)
Washable markers	Baby wipes	

First Grade

2 boxes Crayola Crayons (<i>24 pack</i>)	4 large glue sticks	Highlighters
Kid-size scissors	12 yellow pencils	2 large erasers
Wide-rule spiral notebook	2 dry-erase markers	Box of baggies
1 pocket folder	Backpack (<i>no wheels</i>)	1 pkg. baby wipes (<i>girls</i>)
1 pkg. disinfecting wipes (<i>boys</i>)		

Second Grade

4 large glue sticks	2 large erasers	2 dry-erase markers
2 boxes Crayola Crayons (<i>24 pack</i>)	12 yellow #2 pencils	Yellow highlighter
1 pkg. washable markers (<i>8 ct</i>)	2 pocket folders	Wide-rule spiral notebook
Kid scissors	Backpack (<i>no wheels</i>)	

Boys: 1 pkg. baby wipes and 1 box gallon Ziplock bags **Girls:** Clorox wipes and 1 box quart Ziplock bags

Third Grade

Scissors	Hand sanitizer (<i>optional</i>)	2 highlighters
2 boxes Crayola Crayons (<i>24 pack</i>)	Big pink eraser	2 boxes Kleenex
18 #2 yellow pencils (<i>no decorative</i>)	Colored pencils	Elmer's glue bottle
Markers	2 large glue sticks	Looseleaf wide-ruled paper
2 pocket folders	2 dry erase markers	Quart size Ziploc bags (<i>girls</i>)
Gallon size Ziploc bags (<i>boys</i>)	Baby wipes/Antibacterial Wipes	

Fourth Grade

School scissors	2 glue sticks	Color Pencils	Markers
Erasers	Spiral notebook	Wide-line looseleaf paper	1" 3-ring binder
2 boxes Kleenex	Pencil box/case	Hand sanitizer (<i>optional</i>)	Box of crayons
Baby/antibacterial wipes	Homework folder	Highlighters	Elmer's glue bottle
12 #2 pencils (<i>no mechanical</i>)	Quart size Ziploc bags (<i>girls</i>)	Gallon size Ziploc bags (<i>boys</i>)	

Fifth-Sixth Grades

School scissors	1" 3-ring binder	Color Pencils*	1 spiral notebook
Crayola markers	Box of 24 crayons*	2 boxes Kleenex*	Eraser
2 composition notebooks	12 #2 pencils	1 glue stick*	12 #2 pencils
Pencil bag (w/ 3 holes)	1 pkg. wide-lined paper*	Lysol wipes (<i>girls</i>)*	
Large bottle hand sanitizer (<i>boys</i>)			

***All starred consumable supplies will be shared with other students**

Note to Parents:

Consumable supplies will be replenished throughout the year.
The teacher will notify you if your student needs to replace supplies.

ANNOUNCEMENTS

In-House Training Class Looking for Projects

The In-House Training class at Valley Heights High School, taught by Susan Winters, is available for projects which might involve creating documents, brochures and pamphlets; set up spreadsheets; design basic web pages; and do PowerPoint presentations of all types.

If you are not sure that your project fits this scope, please contact Mrs. Winters to find out more:

363-2508

swinters@valleyheights.org

All types of projects are welcome and most are done with minimal or no charge.

Senior Citizen Passes

Lifetime Senior Citizen passes are available at the USD 498 Central Office. These passes are for patrons who reside in the Valley Heights school district and who are 65 years of age or older. The pass will permit free attendance to all home school events including sports, music, drama, etc., with the exception of tournaments or Kansas State High School Activities Association (KSHSAA) sponsored events and events that are held for money-making purposes.

Stop by the Superintendent's office in Waterville to pick up your pass. Passes need not be renewed unless they are lost or destroyed.

Reminder to USD 498 Patrons

It is USD 498 Board policy that the use of all tobacco products, electronic cigarettes, and alcohol in any school buildings, school-owned vehicles, and on any school property is prohibited. Smoking or the use of any tobacco product is not allowed in or around the athletic complex at Valley Heights JR/SR High or in or around the Blue Rapids Gymnasium during school sponsored events or competitions.

School Lunch Requirements

There are two options to be considered when making a decision regarding the meals served to all students, “Offer” or “Serve”. Previously, both elementary buildings have used the “serve” option, which means students were served the full portion of all component food items. They had no decision to make regarding what they wanted on their tray. Grades 7-12 students, however, used the “offer” option, which means that all component food items were offered to all students. They then chose the foods that they intended to eat. They were required to take a full portion of three of the four creditable food items.

Students in K-6 will be “offered” full portions of all food items and they will choose what they will eat. Students will be required to take a full portion of four of the five food items. Creditable food items have been divided now into five categories—meat or meat alternate, vegetable, fruit, bread or bread alternate, and milk. Previously, the fruits & vegetables were categorized as one item. For a lunch to be reimbursable, these five food items must be made available to all students.

Valley Heights Bricks

As a part of the Valley Heights 40th Anniversary Celebration in 2006, commemorative personalized bricks were sold. The “Mustang Walk” is now reality and can be viewed just off the front sidewalk as you enter the High School!

It is not too late to have your personalized brick added to the walkway. Very soon, another row and a half will be added to the brick area.

Bricks are sold for \$30 each or 4 for \$100. These can be engraved with names, year of graduation, or any message of your choice, limited to an established number of letters and spaces per brick. The goal is to fill up the space established for these bricks.

For more information, contact the Valley Heights Central Office at 363-2398 or stop in and pick up an order form.

School Entry Physicals/Self-Administration of Medications

School Entry Physicals

Any new student, under the age of 9 years, including preschool and/or kindergartener, who is attending a Kansas public school for the first time, need a school entry physical completed by a Kansas physician. This physical must have been done within the last 12 months. Documentation of this physical must be provided to the school within 90 days after the August commencement of the school year.

Self-Administration of Medications

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

- » A written statement from the student's health care provider (physician, advanced registered nurse practitioner or a licensed physician's assistant) stating the name and purpose of the medication.
- » The prescribed dosage.
- » The time the medication is to be regularly administered.
- » Any additional special circumstances under which the medication is to be administered.
- » The length of time for which the medication is prescribed.
- » The student shall also demonstrate to the health care provider and the school nurse the skill level necessary to use the medication and any device that is necessary to use the medication and any device that is necessary to administer the medication as prescribed.

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

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

These additional requirements are also necessary:

- » The school district shall require that any back-up medication provided by the student's parents/guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma emergency.
- » The school district shall require that all necessary and pertinent information be kept on file at the school in a location easily accessible if there is an asthma emergency.
- » Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district.
- » The board may adopt policy or handbook language spelling out under what circumstances the student's authorization for self-administration may be revoked.

A Permission for Self-Administration of Medication form is available in each building's office. Also available in each office is a Permission for Medication form which parents need to complete and sign, allowing a school secretary or other employee to administer prescribed medications to students. These medications are not allowed in the student's possession but are stored in the school office.

Activity Physicals

The Kansas State High School Activities Association requires students to have a physical exam on file with their school before they are allowed to participate in athletics, cheerleading, or drill team. These guidelines need to be followed:

- A new physical exam is required each new school year.
- Physical exams for the 2013-14 school year could be scheduled as early as May 2013.
- A Physicians' Assistant may perform the exam and sign the form.
- The doctor's office will require that the Pre-Participation Physical Evaluation form be completed by a parent or guardian before a student sees the doctor. Be sure that the student athlete and a parent both sign and date the back of the form.
- This physical must be completed and the form turned in to the high school office before athletic practices begin on August 19, 2013.

The Blue Rapids Medical Clinic will provide this service to their regular patients for a fee of \$25. Please call the clinic to schedule your appointment.

Physical forms for the 2013-2014 school year are available at the Valley Heights High School office after August 1 or the Blue Rapids Clinic has a supply available at all times.



KSHSAA Rule 52

If you attend any sporting events at USD 498 Valley Heights, please be reminded of KSHSAA Rule 52. USD 498 has adopted and is in support of the general guidelines of this sportsmanship policy. This rule will be enforced by supervising administration relative to good sportsmanship and citizenship at all school activities where Valley Heights is a participant. The rule and its interpretations shall apply to all those in attendance at a Valley Heights activity.

The philosophy of this rule is as follows: Activities are an important aspect of the total education process. They provide an arena for participants to grow, excel, understand, and value the concepts of sportsmanship and teamwork. They are an opportunity for coaches and school staff to teach and model sportsmanship, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of sportsmanship for our youth as respected representatives of society. Sportsmanship is good citizenship in action. Rule 52 goes on to say:

- All actions are to be for, not against; positive, not negative or disrespectful.
- Be courteous to all—participants, coaches, officials, staff, and fans.
- Know the rules, abide by, and respect the officials' decisions.
- Win with character and 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 sportsmanlike behavior to reflect on your school or its activities.

Annual Notification of Privacy Rights

This notice informs parents and eligible students (18 or older) of their rights concerning access to educational records, limitations on disclosure of record information, the opportunity to challenge the content of educational records, and provisions for filing a complaint with H.E.W. These rights are spelled out in Public Law 98-380 as amended by Public Law 93-568, and in regulation published by the Dept. of H.E.W. in the June 17, 1976 Federal Register.

The law and regulations published in the Dept. of H.E.W. require educational institutions to:

- Provide parents and eligible students the opportunity to inspect educational records by contacting the school principal;
- Provide parents opportunities for a hearing to challenge the content of the student's education record when they believe it contains information that is inaccurate, misleading or in violation of the student's right to privacy.
(Grades are not subject to challenge)

Schools will limit disclosure of information from the student's records to those who have the consent of the parent or eligible student, to officials specifically permitted within the law, such as local school officials, those of other schools in which the students seeks to enroll, and under certain conditions and for specific purposes, local, state and federal officials.

Parents of dependent students will have access to the educational record. This agency will assume that the student is dependent on their parent(s)—claim as a tax exemption—until we are otherwise notified.

This agency will publish directory information, collective, or individually, unless a parent/eligible student, within ten days after this notice, informs the privacy officer, in writing, that any or all of the categories listed below should not be released without prior written consent. Directory Information: name, address, telephone listing, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities, sports (weights/heights of athletic team members), degree, awards received, and most recent previous educational institution attended.

Copies of district policy and implementation procedures are available upon request from the superintendent.

Parents or eligible students may file a complaint with the H.E.W. if they believe their rights, under this law, have been violated and efforts to resolve the situation through MCPS appeal channels have not proved satisfactory. Complaints should be addressed to F.E.R.P.A., H.E.W., Room 514E, 200 Independence Avenue SW, Washington, D.C. 20201.

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 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.

Student Conduct:

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

First Offense: A first time violator shall be subject to the following sanctions:

- a. A punishment up to and including long-term suspension;
- b. Suspension from all student activities for a period of not less than one month;

Second Offense: A second time violator shall be subject to the following sanctions:

- a. A punishment up to and including long-term suspension;
- b. Suspension from all student activities for a period of not less than one semester or four months;

- c. A student placed on long-term suspension under this policy may be readmitted on a Probationary status if the student agrees to complete a drug and alcohol rehab program. (Names of acceptable programs are on file with the board clerk.)

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

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

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

A list of available programs, along with names and addresses of contact persons for the program is on file with the board clerk. Parents and students should contact the directors of the program to determine the cost and length of the program (*cf. JCDA and JDD*).

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

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

Definition of Weapons and Destructive Devices

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

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device intended for use in converting any device into an destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles or throwing stars;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward down ward, or centrifugal thrust or movement.
- Any electronic devise designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or superintendent’s designee.

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

COMPLAINTS (JCE)

Complaints Regarding Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination, including acts of harassment, shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment of, in the district's programs and activities, is prohibited. The principal, Shelly Swayne, 2274 6th Road, Blue Rapids, KS 66411 at 785 363-2508, 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 that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or 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 report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures. (*See KN*)

Complaints Regarding School Rules

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

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SEXUAL HARASSMENT (JGEC)

USD
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The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually 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.

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Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

C

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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

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Any student who believes he or she has been subjected to sexual harassment should discuss the problem with the principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator.

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SEXUAL HARASSMENT

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. *(See KN)*

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual 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.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual 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 sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities. *(See GAAD)*

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

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status nor will it affect grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual 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 sexual harassment may result in corrective or disciplinary action against the complainant.

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RACIAL & DISABILITY HARASSMENT (JGECA)

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 or 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 district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. 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.

Racial Harassment is racially motivated conduct which:

1. 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;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities or programs of the school. Racial 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.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial 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.

RACIAL & DISABILITY HARASSMENT (JGECA)

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (See KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition 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 racially or disability motivated.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of 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 racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities. (See GAAD)

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

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial 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 racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

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Asbestos Notification

The EPA required schools to look for asbestos building materials in 1987. Valley Heights did such an inspection in the spring of 1988 and completed a Management Plan to insure that asbestos is either removed or kept from being friable (cannot be crumbled into a powder). The actual removal was completed in June of 1989.

The first three-year re-inspection was mandated and completed in 1992. M.E.T.A., a Lawrence, Kansas firm, conducted this re-inspection. Rules and regulations changed in three years and the re-inspection was conducted using the new guidelines. The M.E.T.A. inspector found additional tape in a room that houses the air units and related equipment at the gymnasium in Blue Rapids. This tape is identified as friable asbestos. This room, which is not accessible to students or the general public, was properly posted and, unless we find it necessary to do major work on the equipment, we will continue to maintain and monitor this material.

The new guidelines caused those doing re-inspections to report other materials as “suspect”. These materials include 9 x 12 floor tile, the glue that holds the floor tile to the floor, the glue that is used to fasten floor molding to the wall, certain Formica counter tops, etc. The re-inspection report does indicate we have these materials in various school facilities.

Facilities inspected include the District Office. This particular office contains friable asbestos in a closet that houses the furnace and hot water heater and is posted as required.

As required, a three-year re-inspection was conducted in March of 1995 by Mr. Mike Dalrymple, a licensed professional engineer and certified Industrial Hygienist from Topeka, Kansas. The next three-year re-inspection was conducted in December, 1997 by Mr. Ray Salmon, a certified industrial hygienist who contracts with the North Central Kansas Education Service Center. Mr. Salmon’s report did not identify any new materials. As required, the next three-year re-inspection was conducted on June 26, 2001 by North Central Kansas Education Service Center Environmental Compliance Coordinator, Ross Knitter. A re-inspection was conducted on October 21, 2004, by Mr. Robert Michael O’Bryan of NCKESC. Mr. O’Bryan returned to the district and conducted an inspection on April 5, 2007. On April 7, 2010, Mr. Dan Stevens of the Southeast Kansas Education Service Center in Girard, Kansas, conducted a 3-year inspection and again in April 2013.

All inspections and other materials relating to this matter are public record and open to patron review at the superintendent’s office from 8:00 am-4:00 pm each day school is in session.

USD 498 Valley Heights

Dear Parent/Guardian:

Your child may be eligible to receive healthy school meals at a reduced price or fee. Following are questions and answers about who is eligible and how to apply.

Meal Charges	Elementary		Middle or JR High		High School	
	Full Price	Reduced Price	Full Price	Reduced Price	Full Price	Reduced Price
X Lunch	2.25	0.40	2.45	0.40	2.45	0.40
X Breakfast	1.50	0.30	1.50	0.30	1.50	0.30
After School Snack						

1. **Do I need to fill out an application for each child?** Use one application for all students in your household. Enter all required information and return the completed application to: Principal Shelly Swayne, Valley Heights JR/SR High School, 2274 6th Rd, Blue Rapids, KS 66411 or Principal Robert Green, PO Box 389, Waterville, KS 66548. We cannot approve an application that is not complete, so be sure to fill out all required information.
2. **Who can get free meals?** Students in households getting Food Assistance, Temporary Assistance for Families (TAF), or Food Distribution on Indian Reservations (FDPIR), can get free meals regardless of your income. Also, students in our household can get free meals if your household's income is within the free limits on the Federal Income Eligibility Guidelines.
3. **Can foster children get free meals?** Yes, foster children that are under the legal responsibility of a State child welfare agency or court are eligible for free meals, regardless of income. The State must retain legal custody of a child. Any foster child in the household is eligible for free meals regardless of income.
4. **Can a homeless, runaway or migrant student get free meals?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please contact the school's Homeless Liaison or Migrant Coordinator: Superintendent John Bergkamp at 785-363-2398.
5. **Who can get reduced price meals?** Students in your household can get reduced price meals if your household income is within the reduced price limits on the Federal Income Eligibility Guidelines (see chart of the back of the application form).
6. **Should I fill out an application if I received a letter this school year saying my children are approved for free meals?** Please read the letter carefully and follow the instructions. If you have questions, contact the Determining Official: Principal Shelly Swayne 785-363-2508 or Principal Robert Green 785-363-2530 or 785-363-7693.
7. **My child's application was approved last year. Do I need to fill out another one?** Yes, your child's application is only good for that school year and for up to 30 operating days of this new school year. Unless you are notified that your child has been directly certified or you submit an application that is approved, the child must pay full price for school meals. The school will not send a reminder or notice of expired eligibility when the carry-over period ends.
8. **I get WIC. Can my child(ren) get free meals?** Students in households participating in WIC may be eligible for reduced price or free meals. Please fill out an application.
9. **Will the information I give be checked?** Yes, we may ask you to send written proof.
10. **If I don't qualify now, may I apply later?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit.
11. **What if I disagree with the school's decision about my application?** Talk to the Determining Official. You may also request a hearing by contacting the Hearing Official: Superintendent John Bergkamp at 785-363-2398.
12. **May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for reduced price or free meals.
13. **Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. You must include yourself and all living children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. **What if my gross income is not always the same?** List the amount that you normally get. For example, if your normal gross income is \$1,000 each month, but you missed some work last month and only got \$900, put down that you get \$1,000 per month. If you normally get overtime, include it, but only if you regularly work overtime.
15. **We are in the military. Do we include our housing allowance as income?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.
16. **My spouse is deployed in a combat zone. Is his/her combat pay counted as income?** Combat pay is not counted as income if it is received in addition to basic pay and it wasn't received before deployment.
17. **My family needs more help. Are there other programs for which we can apply?** Contact the Kansas Division for Children's and Families (DCF) 1-888-369-4777 or visit www.dcf.ks.gov

If you have other questions or need help, call: 785-363-2398

Si necesita ayuda, por favor llame al teléfono: 785-363-2398

Si vous voudriez d'aide, contactez nous au numero: 785-363-2398

For USDA's translated materials, go to <http://www.fns.usda.gov/cnd/Application/familyfriendlyapps.html>

How to Apply for Reduced Price or Free School Meals

If your household gets Food Assistance, TAF or FDPIR, follow these instructions:

Part A: Enter the following information:

- Each household member's first and last name.
- Each student's school and grade.

Part B: List the case number for any household member (including adults) receiving Food Assistance, TAF or FDPIR benefits. A Medicaid number cannot be accepted.

Part C: Skip this part.

Part D: Skip this part.

Part E: Sign and date the form. The last four digits of a Social Security number are not necessary.

If you are applying for a FOSTER CHILD, follow these instructions:

If all children in the household are foster children:

Part A: List all foster children and the school name and grade for each child. Check the box indicating the child is a foster child.

Part B: Skip this part.

Part C: Skip this part.

Part D: Skip this part.

Part E: Sign and date the form. The last four digits of a Social Security number are not necessary.

If some of the children in the household are foster children:

Part A: List **all** household members including foster child(ren).

- Check the box if the child is a foster child.
- Follow procedures below for All Other Households.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

Part A: List **all** household members living in your household, related or not (such as grandparents, other relatives, or friends) and the name of each student's school and grade. For any person, including children, with no income, you must check the "Zero Income" box. Attach another sheet of paper if more space is needed.

Part B: If the household does not have a case number, skip this part.

Part C: Report the GROSS income for all household members from last month. Gross income is the amount earned BEFORE taxes and any other deductions. This is NOT the same as take-home pay. The gross amount should be listed on the pay stub.

- List the **gross income** each household member earned from work and circle the Frequency code that shows how often the income is received.
- List the amount the person got last month from other income including welfare, child support, alimony, retirement pensions, Social Security, Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Circle the Frequency code that shows how often the income is received.
- If the household has **income from self-employment** (such as from a self-owned business, farm or rental income), report net income in the Earnings from Work columns. See the back side of the application form for instructions on reporting self-employment income.
- If the household is in the **Military Housing Privatization Initiative** or gets combat pay, do NOT include these allowances as income.

Part D: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your child's school.

Part E: An adult household member must sign and date the form and list the last four digits of their Social Security number or check the box if s/he does not have one.