

**MISSION VALLEY USD 330
JUNIOR / SENIOR HIGH SCHOOL
STUDENT HANDBOOK
2019 - 2020**



12913 Mission Valley Road

Eskridge, KS 66423

1-866-557-6686

STUDENT HANDBOOK CAN BE FOUND ONLINE.

www.mv330.org

TABLE OF CONTENTS

Purpose of the Handbook	5
Nondiscrimination Notice	5
Welcome Letter	6
School Closing Notification	6
District Mission Statement	6
District Office Staff	7
Board of Education Members	7
Certified Staff	7
School Address and Telephone Numbers	8
Crimson and Gold Alma Mater Lyrics	8
Mission Valley Fight Song Lyrics	8
<u>STUDENT SAFETY AND SECURITY</u>	
Kansas School Hotline	9
Security Cameras - Video Monitoring	9
Fire Drill	9
Tornado Drill	9
School Lockdown	9
Bus Evacuation Drill	9
Visitors	9
<u>HS GRADUATION AND JH PROMOTION</u>	
Mission Valley Requirements	10
Kansas Qualified Admissions	10
High School Graduation Participation	11
High School Diploma and Transcript	11
Junior High Promotion and Retention	11
<u>ACADEMICS</u>	
Schedule Changes	11
Dual Credit Courses	11
Grade Level Classification	12
Repeating A Course	12
Pass / Fail Option	12
Teacher Aides	12
Valedictorian and Salutatorian	13
Grading Policy	13
Grade Point Average	13

Credit Recovery	13
Summer School	13
Academic Interventions	14
Math Extensions	14
ZAP Program	14
Retaking Assessments	14
Seminar Period	14
Academic Letters	14
Honor Rolls	14
Advisory Conferences	15
National Honor Society	15
<u>ATTENDANCE POLICIES</u>	16
Significant Part Of The School Day	16
Significant Part of A Class Period	16
Excessive Absences	16
Truancy	16
Senior Skip Day	16
Final Exam - Exemption Policy	16
Unexcused Tardies	16
Withdrawal Policy	17
<u>FEES AND FINANCIAL RESPONSIBILITIES</u>	17
Enrollment Fees	17
Library Materials	17
Textbooks	17
Outstanding Fees	18
Unreturned Or Damaged Property	18
Returned Checks	18
Lunch And Breakfast Meal Accounts	18
<u>PROCEDURES FOR THE SCHOOL DAY</u>	19
School's Master Clock	19
Arriving To School - On Time	19
Assigned Areas Before School Starts	19
School Breakfast Procedures	19
Arriving To School - Not On Time	19
Students Leaving School During The School Day	19
Leaving School To Personal Vehicle	20
Student Driving And Parking Lot	20
Daily Bell Schedule	21
Breakfast and Lunch Conduct	21

Ordering Lunch Meal	21
Vocational School Attendance	21
<u>STUDENT CONDUCT</u>	22
Academic Dishonesty Policy	22
General Building Conduct	22
Classroom Procedures	22
School Property	23
Dress Code and Personal Appearance	23
Public Display Of Affection	23
Cell Phone and Electronic Devices	24
Snack and Beverage Vending Machines	24
Respect for School Authority	25
<u>DISCIPLINARY ACTIONS FOR MISCONDUCT</u>	25
Intervention and Consequences	25
Conferences	25
Probation / Behavior Plan	25
Detention	25
In-School Suspension (ISS)	25
Short Term Out-Of-School Suspensions (OSS)	25
Long Term Out-Of-School Suspensions (LT-OSS) and Expulsions	26
Reasons For Suspension or Expulsion	26
Student Code-Of-Conduct Consequences Matrix	27
Drug Free Schools	28
Controlled Substance Policy	28
Alcohol / Cereal Malt Beverages Policy	29
Tobacco Or Simulated Tobacco Policy	29
Search Of Students And Property	30
Weapons And Destructive Devices	30
Bullying And Harassment Policy	31
Bullying And Harassment Consequences Matrix	34
Bus Transportation Regulations	35
<u>STUDENT HEALTH POLICY</u>	36
Returning After 24 Hours	36
Immunizations	36
Contagious Diseases	36
Head Lice	36
Medications	36
<u>KSHSAA ACTIVITIES, SCHOOL ACTIVITIES AND ORGANIZATIONS</u>	37
KSHSAA Participation Requirements	37
MVJSHS Attendance Requirements To Participate	37

Student Insurance	37
Athletic Trainer Services	38
Transportation Policies	38
Weekly Eligibility List	38
KSHSAA Rules	38
KSHSAA Sportsmanship and Citizenship - Rule 52	39
School Dances	39
Athletic Events - Home and Away	40
<u>COMPUTER USE POLICIES</u>	41
Responsibility Of Use	41
Content Filtering	41
Chromebook Loan Agreement	41
<u>NETWORK AND INTERNET POLICY</u>	43
Acceptable Use	43
Prohibitions	43
Monitoring	43
Internet Safety (CIPA)	43
Penalties For Improper Use	44
Use Of District Computers and Devices - Privacy Rights	44
E-Mail Privacy Rights	44
Lost, Stolen, or Damaged Computers / Equipment	44
<u>APPENDIX ITEMS</u>	45
HS Final Exams' - Attendance Exemption Request Form	
HS Final Exams' Exemption and Reward Card Information	
HS Final Exams' Exemption Policy and FAQ	
District Transportation Handbook	

PURPOSE OF HANDBOOK

This handbook contains general information of interest to the student body of Mission Valley Junior-Senior High School. 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,

We would like to take this opportunity to welcome each of you to Mission Valley Jr/Sr High School for the 2019-2020 school terms. On behalf of the administration, teachers, and staff, we would like to assure you that we stand ready and willing to assist you to reach your potential and personal best both in your academics and your growth as a young person.

Our goal is to bring more effective, intensive, and creative instruction to each of you. Your responsibility is to perform at your highest level each and every day that you are in class. We would like to issue a challenge to each of you to begin this school year on the right foot and to keep moving forward. Any time wasted is time that cannot be replaced. Please take advantage of the many extra-curricular activities that we offer, whether it be academic activities, school organizations or athletics. Get involved and take pride in our school and yourself.

We look forward to this school year and wish each of you the very best in the opportunities that await you. Make the most of them! Do your school work, study for your exams, and never give up on learning. Our office door is open to you. Best wishes.

Jacob D. Johnson
HS Principal

Rod Hasenbank
JH Principal, 7-12 AD

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

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

Board of Education Members

POSITION	NAME	CONTACT INFORMATION
President (Position #4)	Clinton Lambotte	785-285-2244
Vice President (Position #7, At Large)	Debbie Childers	785-230-4325
Member (Position #1)	Clipper Goodrich	785-845-8290
Member (Position #2)	Thomas Phillips	785-256-5247
Member (Position #3)	James Stephenson	785-806-0222
Member (Position #5)	Jim Rudeen	785-608-3610
Member (Position #6)	Jon Deters	785-449-2797

Building Certified Staff

Jacob D. Johnson	HS Principal	Rod Hasenbank	JH Principal / AD
Bohn, Autumn	Special Education	Logan, Sami	Science
Beam, Skyler	Physical Education	Lowe, Meagan	JH Math
Bergin, Gina	FACS	McGann, Tracey	Science, Librarian
Bergin, John	Agriculture	Meek, Paige	Special Education
De La Pena Goldsmith, Lizette	Spanish	Packard, Ben	Social Studies
Durkin, Tara	Graphics, Business	Smith, Hayley	HS Social Studies
Gower, Andrew	Math	Sperry, Katie	Band
Hancock, Amelia	Choir	Spoon, Sally	English
Hancock, Jamey	Counselor	Taylor, Jarrod	English
Hoelting, Kelly	Agriculture	Ukens, Drews	Art
Hysten, Jordan	Business	VanCleave, Deb	Science, PE
Jacobson, Sherri	Math	Zerr, Becky	English
Kraus, Kasi	Special Education		

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 from 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.

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. All visitors are to wear the provided Visitor Badge to identify their approval to be in the building and to assist in keeping a safe school environment.

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

HS GRADUATION - JH PROMOTION

HIGH SCHOOL GRADUATION REQUIREMENTS

Mission Valley High School offers three types of high school diplomas. They are Standard Diploma, Standard Diploma using Regents Qualified Admission Curriculum, and Diploma of Distinction using Honors Program or Kansas Scholars Curriculum Completers. Specific details of each Diploma's requirements are available through the administration and/or school counselor. The chart below is a general listing for the Standard Diploma.

SUBJECT AREA	CREDITS	COURSES (See the HS Course Description booklet for details)
English	4	English 1 (1.0), English 2 (1.0), English 3 (1.0), English 4 (0.5) Communications (0.5), Advance English(0.5), English Comp (0.5)
Social Studies	3	World History / Geography (1.0) American History (1.0), American Government (0.5) History Thru Hollywood (0.5) College Psychology (0.5), Sociology (0.5), Current Events (0.5)
Science	3	Earth Science (1.0), Biology (1.0), Human Anatomy (1.0), Chemistry (1.0), Physics (1.0). Natural Resources (1.0), Horticulture (1.0), Animal Science (1.0)
Mathematics	3	Math 1 (1.0), Math 2 (1.0), Math 3 (1.0) Trigonometry (0.5), College Algebra (0.5), AP Calculus (1.0)
Phy. Ed. / Health	1	Health and PE (1.0), Strength and Conditioning (1.0, 0.5)
Fine Arts	1	Art 2-D (1.0), Art 3-D (1.0), Forensics (0.5), Band (1.0), Choir (1.0), Guitar (1.0)
Practical Arts	0.5	Money Management (0.5), Ag-Business Management (1.0)
Technology	0.5	Any Business Related Course (0.5)
Electives	9	All other classes besides those listed above will be considered electives.
TOTAL CREDITS REQUIRED	25	(See the HS Course Description booklet for details)

KANSAS QUALIFIED ADMISSIONS

Students graduating from an accredited Kansas high school, under the age of 21, **MUST** complete the pre-college or Kansas Scholars Curriculum with at least a 2.0 GPA **AND** achieve **ONE** of the following:

ACT score of 21 or higher **OR** SAT score of 980 or higher **OR** Graduate in the top 1/3 of their class **AND** achieve a 2.0 GPA or higher on any college credit taken in high school.

HS GRADUATION CEREMONY PARTICIPATION

Only those students that have met the graduation requirements will be allowed to participate in the high school graduation ceremony. Students that have not met the requirements may do credit recovery over the summer or any following school year semester(s) and still earn their MVHS diploma. Students that are suspended out-of-school may not be allowed to participate.

HS GRADUATION DIPLOMA AND TRANSCRIPT

Students that have completed all the credit and course requirements and have paid all owed monies to the school district may receive their official copy of their MVHS diploma and/or official transcript.

JUNIOR HIGH PROMOTION AND RETENTION

1. In the event a student fails a year-long core course, a committee comprised of the student, the student's parents, administration, and staff will determine if the course will need to be repeated.
2. Any student who fails two core courses will be considered for retention by the committee.
3. Any student who fails three core courses, or more, will be retained.
 - Core Courses: English, math, science, social studies.

In all cases pertaining to promotion and retention, the final decision shall rest with the building principal.

ACADEMICS

SCHEDULE CHANGES

Students may not drop or add courses in their schedule without permission of the teacher, parent, counselor and principal. The following conditions need to be met to drop or add a course.

1. Students will be allowed to arrange for a change of schedule during the first three school days of a semester.
2. Must have parent approval.
3. Consultation with the teacher of the subject to be dropped and added.
4. Classes dropped after the fifth (5th) day of a semester are recorded on the student's transcript with a WF code. (WF means "Withdrew Failing" and will count as an F.)
5. All changes after the 5th day of enrollment must have the school counselor's and administrator's approval prior to any schedule change.
6. A schedule change will not be permitted if it means undue disturbance of the class size balance between sections or is not the proper decision regarding meeting graduation requirements.

COLLEGIATE LEVEL COURSEWORK

College courses are available through three different modes at MVHS. These courses have been given different descriptions based upon their evolution from face-to-face courses, to now (and more common) being online courses. To create a more simplistic understanding, dual credit college courses encompass any college course taken by a MVHS student. This includes any face-to-face courses (found often in Vo-Tech) or online courses that make up the majority of Career Technical Education (CTE) classes that are mostly financially without cost to the student (e.g. paid for by the Excel in CTE bill which was passed by the Kansas Legislature).

Dual-credit is available for Sophomores, Juniors and Seniors from cooperating area colleges. Appropriate paperwork must be filed prior to start of the class, with the approval of the Principal and Counselor. Dual credit will not be awarded for courses equivalent to course work for which the student has already earned high school credit. Students will not be allowed to take online courses for dual credit, in place of courses

already offered at Mission Valley, without approval by the Principal or Counselor. In other words, a student cannot enroll and take a college biology course and expect it to count for their high school biology credit.

There are some dual-credit courses that count directly for MVHS or Kansas Scholars Curriculum Completers graduation requirements. These courses do not require approval by the counselor or the principal directly as they have been approved by the School Board & the Superintendent. The student does have to show qualifying Accuplacer, ACT or SAT scores in order to be enrolled in these courses, and is subject for approval by the post-secondary institution.

If a student is provided with an approval to enroll and take a dual-credit course (no matter what they venue) during the school day (7:30 a.m. - 3:30 p.m.), then that course will also count as an elective high school credit receiving .5 credit, unless mitigating circumstances cause for reclassification by the principal & school counselor.

Career & Technical Education (CTE) courses are offered at MVHS. These courses are offered at Mission Valley as well as Allen Community College, Washburn Institute of Technology, and Flint Hills Technical College. These courses can be used for college credit at vo-tech schools, community colleges, and 4-year universities if the institution has an articulation agreement with KSDE. There are options for CTE courses through other community colleges and vo-tech schools throughout Kansas that have articulation agreements with the Kansas State Department of Education. Please contact the counselor for details or information.

If a student enrolls in a “dual credit course” only for high school credit, the student may be responsible for paying the cost of book rental & tuition fees.

ONLINE or CORRESPONDENCE COURSES:

Online or correspondence courses are available to Mission Valley students, at their own expense, through various options. Prior approval of the Principal or Counselor must be obtained for any online or correspondence course students enroll in if it is intended for high school credit.

GRADE LEVEL CLASSIFICATION

To be considered a member of a particular class, students must have the following number of credits.
10th Sophomore = 5.0 credits, 11th Junior = 11.0 credits, and 12th Senior = 18.0 credits

REPEATING A COURSE

Students who wish to repeat a course to better a previous passing letter grade may do so as an elective credit. The previous grade will remain on the transcript. Activity-based courses that do not have a set curriculum may be taken more than once and earn credit. (Example: Strength and Condition, Band)

PASS / FAIL GRADING

Driver's Education course and certain special education classes use the Pass - Fail grading system. Pass -Fail course grades are not used in determining a student's Grade Point Average (GPA)

TEACHER AIDES

Students that wish to be student aides are limited to seniors. A criteria system using a student's behavior, attendance, and course grade history and the need for the teacher to have a student aide will be used to determine if a student qualifies and is approved by the administration to be a teacher's aide.

VALEDICTORIAN AND SALUTATORIAN

Designation of the Valedictorian and Salutatorian will be made towards the end of the 8th semester. A student must be taking at least five classes and be enrolled in the Kansas Scholars' Curriculum Program and be eligible for the Diploma of Distinction to be considered for Valedictorian or Salutatorian. Requirements of the Diploma of Distinction are listed in the Course Description Handbook. If more than one student has the same GPA the tie will be broken using the school's 12-point system, ACT Composite Score, and/or senior year attendance records.

GRADING POLICY

The grading policy is based on the belief that all students can learn and achieve at high levels. Appropriate interventions will be implemented if a student does not achieve the minimum requirements. The grading and reporting of individual achievement is based on demonstration of meeting course requirements.

Letter grades will be defined as follows:

Grade of 'A'	Average of 89.5% and above
Grade of 'B'	Average of 79.5%-89.49%
Grade of 'C'	Average of 69.5%-79.49%
Grade of 'D'	Average of 59.5%-69.49%
Grade of 'F'	Average of 59.49% and below

GRADE POINT AVERAGE (GPA) CALCULATION

MVHS does not have a weighted grading scale.

A = 4.0

B = 3.0

C = 2.0

D = 1.0

F = 0.0

CREDIT RECOVERY

The school provides credit recovery options for high school students. Credit recovery may be required to meet graduation requirements. The options are: (1) students may be able to take credit recovery through the school's available E20/20 computer courses, or (2) students may be required to retake the course. Students that fail first or second semester in a course will be required to retake that specific semester. Students that fail both semesters of a year-long course will be required to retake both semesters.

Special: Students that fail second semester English 2 or English 3 cannot retake the course through Edgenuity (E20/20) unless they have successfully completed the course's research paper requirement. If the student successfully completes the research paper requirement and still fails either course, then they may seek the course's credit recovery in the E20/20 program.

SUMMER SCHOOL

The school offers summer school as an opportunity for credit recovery for high school students and skill development for junior high school students. Students and their parents are provided information regarding summer school if their student can benefit from the (HS) credit recovery or (JH) skill development. The school identifies HS and JH students that are invited to attend Summer School and informs the students and parents of the opportunity to participate. Summer school is not mandatory and the number of students that can participate may be limited to available resources.

ACADEMIC INTERVENTIONS

The school's fundamental purpose is to educate all students to high levels of achievement. Academic interventions are used to meet student learning needs and to provide both the structure and expectations required to maximize student learning.

Math Extensions: The Math Extension courses are a Tier-2 intervention for those students that need extra instruction and supports to be successful in their math class (JH math, Math 1, Math 2). Students will be assigned this course as needed each semester. For high school students, this is an elective credit. Parents are consulted when students are placed in Math Extensions.

ZAP Program: The ZAP program is a Tier-2 intervention directed to ensure that students complete their assignments in targeted courses so that (1) a grade of 0-points does not have a negative effect on the student's gradebook grade, and (2) students are keeping current on the academic learning and expectations. Students are given a ZAP for any assignment the teacher identifies as not completed. The student is then required to attend the ZAP classroom during Seminar period. Students are required to work on their ZAP assignment and are given three ZAP periods to complete it. If the student does not complete the ZAP assignment by the end of the third ZAP period, then they are assigned lunch detentions until the ZAP assignment is completed. Students that do not attend ZAP will be assigned consequences the same as skipping a class period. Students taking an excessive number of days to complete the ZAP assignment may be placed in ISS until the assignment is properly completed. (ZAP implementation procedures may change to improve its effectiveness.)

Retaking Assessments: Teachers may assign a student to retake an assessment when the student's academic achievement does not meet minimal expectations. Students are required to complete the reassessment in a timely manner as required by the teacher. Administration's actions and/or consequences will be utilized as needed.

Seminar Period: This period is the last 40 minutes of the school day.. Students are required to participate in: 1) "Read-It" time for the first 10 minutes of class, and (2) complete school work or to study the remainder of the period. Students that are disruptive or cannot participate in these expectations will be assigned consequences as they would for any class or class period. Teachers may assign students to their Seminar for one or more periods to provide academic support.

ACADEMIC LETTERS

Requirements to obtain an Academic Letter are as follows:

- A. Students must be enrolled in a full schedule.
- B. 3.5 and above grade point average maintained for each of the two semesters for the given academic school year. No grade lower than a "C" is allowed.
- C. Students will receive one "MV" chenille for their initial lettering.
- D. Students will be eligible to receive a recognition bar for each additional year of qualification.
- E. Awards will be presented in the fall of the following school year.

HONOR ROLLS

The school provides three levels of Honor Rolls to recognize 7-12th grade student academic achievement. Honor rolls are determined at the end of each school semester.

Superintendent's Honor Roll: Student's GPA = 4.0 and the student is enrolled in at least 5 courses.

Principal's Honor Roll: Student's GPA is at least 3.5, with no C-grades, and is enrolled in at least 5 courses.

Honor Roll: Student's GPA is at least 3.0, with no C-grades, and is enrolled in at least 5 courses.

ADVISORY CONFERENCES

During the 1st and 3rd quarters of the school year Advisory Conferences are held with parents. The purpose of these conferences is to (1) review the current academic course performances, and (2) review the student's Individual Plans of Study for the 7-12th grade years, and (3) to determine the student's career interests. Parents/Guardians will be contacted in advance by the student's Advisory teacher to schedule a time and date for these conferences. Parents/Guardians are expected to attend these conferences so that their student will have an academically successful school year and a meaningful Individual Plan of Study aligned to post-graduation plans. All Advisory Conferences are to be student-led and the student will present the information to their parents/guardians and their advisor.

NATIONAL HONOR SOCIETY

MVHS follows guidelines through our charter set by the National Honor Society. All students with a cumulative GPA of 3.5, or above, are invited to apply during the 3rd quarter of their sophomore, junior or senior years. The application process consists of completing a written application, a formal interview and procuring recommendations from teachers and coaches who can attest to their character. A faculty committee reviews and votes according to student's character, leadership, academic achievement, activity involvement and community service.

ATTENDANCE POLICIES

A student's attendance record is a very important part of his/her permanent record. Students with regular attendance will be more successful in their classes. 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 (785-557-6686) on the day of absence. The call should be made before 9:30 A.M. The Office is open at 7:30 A.M. for calls. Messages may be left that detail the reason for the absence.

Any student who checks into school after 8:00 A.M. must first report to the Office and receive an ADMIT SLIP to class.

The SCHOOL will determine whether the absence is excused or unexcused. USD 330 Board policy allows only the following as valid reasons for excusing an absence: BOE Policy JBD, JBD-R:

1. Personal illness: short or long-term illness (verified by notification from doctor).
2. Medical appointment: appointment for medical treatment (an appointment card must accompany the student upon return and be given to the attendance clerk).
3. Family crisis.
4. Extended absences: (i.e.: family vacation) when expressly requested by the parents or guardian.
5. Participation in a district-approved or school-sponsored activity.
6. Obligatory religious observances.
7. Absences that are pre arranged by parents and approved by the administration.

SIGNIFICANT PART OF THE SCHOOL DAY

BOE Policy JBD-R2: A student that is unexcused absence for two or more periods will be identified as unexcused absent for a significant amount of the school day. For the determination of Truancy only, this will be equal to one-day of unexcused absence.

SIGNIFICANT PART OF A CLASS PERIOD

A student that is absent for 20 or more minutes in a class period will be counted absent. This absence will be determined by the school to be excused or unexcused based upon policy.

EXCESSIVE ABSENCES

When a student has an excessive number of excused absences the administration may require the parent/guardian to provide a notice from a medical professional as verification of the absence. The parent/guardian will be notified of this requirement in writing by the administration. Upon notification, absences without proper verification will be documented as unexcused absences from school. These unexcused absences may total to meet the criteria for Truancy by Kansas law.

TRUANCY

Per K.S.A. 72-1113: A student is considered truant if he/she is unexcused absent the substantial part of either three consecutive days, five cumulative days per semester, or seven cumulative days per school year, whichever comes first.

Unexcused absences that met the Kansas definition of Truancy (see above) will result in students being referred to the District Attorney (for students 14 years or older) or to the Kansas Department of Children and Families (KDCF), if under 14.

SENIOR SKIP DAY

Senior skip days are NOT condoned or supported by the school. Such absences will be marked as unexcused.

FINAL EXAMS - EXEMPTION POLICY

The school's Final Exam Exemption Policy is approved by the school board. The administration determines the calendar date that that data is collected to determine eligibility for this policy. Any student not meeting the eligibility requirements by the announced date will not be eligible for a final exam exemption and will be required to take their final exams. See the district's website for the most current version of this policy.

UNEXCUSED TARDIES

An unexcused absence to 1st hour for being 20+ minutes late, is ALSO counted as an unexcused tardy and will be assigned consequences under this policy.

TOTAL COUNT Unexcused Tardies AND Unex. Late (20+ min.)	CONSEQUENCES (Behavioral Referrals Are Completed by Teacher)
1	Warning by Teacher.
2	Warning by Teacher.
3	Behavior Referral Completed, Before or after school 20 min Detention, or a lunch detention which are assigned by Teacher.
4	Behavior Referral Completed, Before or after school 20 min Detention, or a lunch detention which are assigned by Teacher.
5	Behavior Referral Completed, Before or after school 20 min Detention, or a lunch detention which are assigned by Teacher.
6	Behavior Referral Completed, Before or after school 20 min Detention, or a lunch detention which are assigned by Teacher.
7	Behavior Referral Completed, Administration assigns multiple detentions.
8+	Behavior Referral Completed, Administration assigns multiple detentions, ISS, OSS and/or Saturday School.

WITHDRAWAL POLICY

Students who withdraw from school must check-out through the school's office and administration. Parents/guardians must notify the school to approve a student's request to withdraw. A withdrawal form must be filled out and signed by all teachers to whom the student is assigned.

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 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 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 www.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 to JH and HS students by the bookkeeper. 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'S MASTER CLOCK:

All bells follow the school's master clock which may not necessarily be the same time that students or parents have on their time-keeping device. Students are expected to arrive to school and their classes on time.

ARRIVING TO SCHOOL - ON TIME

Students should not arrive to the school building prior to 7:30 A.M. unless they have permission from administration or are with a staff member. High school and junior high school students are to only enter the building through the JH/HS entrance doors which are next to the JH/HS main office, unless they are with a staff member or parent and have security-level access to the entrance by the district. Once in the building, students are to not leave the building without staff, office, or administrator's permission.

ASSIGNED AREAS BEFORE SCHOOL STARTS

Upon entering the building each morning, junior high school students are to go directly to the South Gym by using the east hallway and remain there under supervision of staff. High school students are to sit in the HS Commons area (limit of 8 chairs per table) unless they are with a staff member in a classroom. Students are to not enter locker rooms or other areas of the school unless they have specific permission from a staff member and are the staff member's direct supervision.

SCHOOL BREAKFAST PROCEDURES

The school breakfast begins to be served at 7:40 A.M. Junior high school students that wish to eat school breakfast may leave the South Gym at this time (7:40 A.M.) and enter the Commons area to get their breakfast and sit at a table in the commons. Both high school and junior high school students are expected to clean up after themselves before leaving their table. Junior high students that finish eating their breakfast prior to the 7:57 A.M. bell are to return to the South Gym with the other junior high students until the JH students are dismissed to go to their first hour class.

ARRIVING TO SCHOOL - NOT ON TIME

School begins at 8:00 A.M. with a bell. Students are required to be in their first-hour class by the 8:00 A.M. bell. Students that arrive to school after 8:00 A.M. or do not get to their first hour class by the 8:00 A.M. bell are required to come to the main office and get an Admit Slip. They give this Admit Slip to their teacher. Students that arrive to school at anytime after the 8:00 A.M. bell are required to come to the office, sign-in, and receive an Admit Slip from the office staff. Failure to do so may result in disciplinary consequences.

STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY

Student safety is a primary concern and responsibility of the school staff and administration. The following policy helps provide the necessary level of student safety and supervision. Students that are 18 years old, or older, must follow this policy too.

Students are not allowed to leave the school without permission. Students may only leave the building through the main entrance by the main HS/JH office. This permission is a two-part process.

First: Students must have permission from the main office to leave. They are required to come to the office, state their reason for leaving, receive office permission, and then sign-out on the proper document. Students may not leave the school without office staff permission and without signing out through the main office.

Second: The school must have parent/guardian permission for the student to leave school. This is usually received in advance when the parent/guardian calls the main office to inform them of the event and their permission. Without office staff prior knowledge of a parent/guardian permission it is required that a telephone call be made to confirm.

Students will not be released during the school day without the successful completion of the above requirements. Students that leave the building without properly complying with these requirements present a significant student safety issue and the administration will contact parents and law enforcement. Student consequences will be assigned for this behavior.

LEAVING SCHOOL TO PERSONAL VEHICLE

Students requesting to leave school to go to their vehicle (or another's) must be made through the main office. This request is highly discouraged and may be denied. Students are expected to come to the school building with all materials for school and activities. Students with a frequency of the use of this request may be assigned detentions to help motivate better self-management and responsibility.

STUDENT DRIVING AND PARKING LOT

Students may only drive to school if they met all the requirements for the state of Kansas to drive. Parking a vehicle on school property is a student privilege given by USD 330 to students demonstrating proper behavior and following the rules and procedures related to this privilege. If the privilege is abused, a student may be denied permission to use the school's parking facilities and to drive on school property. A Three-Strike guideline will be kept by the administration on each student regarding compliance to these rules and procedures. Extreme or excessive behaviors will result in the student being denied driving and parking on school property prior to the Three-Strikes guideline. Violations can be totalled and considered over multiple school years when assigning consequences.

Students that are reported by bus drivers, teachers, other USD 330 staff, and law enforcement will receive driving strikes which may lead to their loss of driving and parking privileges.

Students who use a vehicle for transportation to-and-from school or school activities are expected to comply with the regulations listed below.

1. Students are to obey the posted speed limit on school property of 10 mph.
2. All vehicles are to use the east main entrance.
3. No excessive acceleration is permitted.
4. Vehicles are to be parked correctly and in the proper student parking spaces.
5. Once a vehicle is parked on school grounds it is not to be moved until school dismisses unless specific permission has been given by the main office.
6. Students may only park in the east main parking lot. Students are to NOT park in the row of parking spaces closest to the school building. These spaces are for staff and parents. Students are not allowed to park in this row due to the needed safety associated with students loading busses, individuals walking in the crosswalk area, and the busses leaving school property effectively and safely.

7. Students driving on KS Permits are only to drive directly to-and-from school and may not have passengers unless they are siblings.
8. NO LOITERING IN THE PARKING LOT IS ALLOWED. Once a student parks in the parking lot they are to immediately enter the building. After school, students in the parking lot are to drive their vehicle off school property. Students are not to use vehicles for errands during school unless given specific permission by the main office staff.
9. Students are urged not to leave their vehicles in the school parking lot while they are away on overnight trips.
10. When driving to leave the parking lot, students are required to exit via the second or third parking lanes. Do not use the first lane next to the school, which is next to the Bus Zones.
11. USD 330 is not responsible for damage to student vehicles caused by others or the student driver.
12. The administration reserves the right to deny any student the permission to drive or park on school property.

DAILY BELL SCHEDULE

The class schedule consists of seven instructional periods and a Seminar / Advisory period. Students have 3-minute passing periods.

PERIOD	TIME	PERIOD	TIME
1	8:00 - 8:50	5	11:34 - 1:00 (Includes lunch periods)
2	8:53 - 9:43	6	1:03 - 1:53
3	9:48 - 10:38	7	1:56 - 2:50 (READ-IT time is from 2:50-3:00)
4	10:41 - 11:31	Seminar	3:03 - 3:30 (Includes Advisory days)

BREAKFAST AND LUNCH CONDUCT

Students are expected 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 commons area during their lunch period. A maximum of 8 students is allowed per table. 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.

ORDERING LUNCH MEAL

Students during first hour class participate in the school's lunch count which determines the number of meals cooked and prepared for each meal option offered on a given school day. Students must inform the school during this count procedure if they wish to purchase more than a single serving of the meal. Students that do not provide this information will not be able to receive more than a single serving. (Reminder - students with a negative balance may not order or receive more than a single serving.) Students that arrive late to school and miss this count process, may have arrived too late for more than their single serving to be prepared for them at lunch.

VOCATIONAL SCHOOL

High school students may enroll in an area Vocational School and MVHS courses at the school during their high school day. Students are required to attend the Vocation School on the days that they have classes if

USD 330 is not in session, and vice-versa. Students taking Vocational School courses are required to directly transport themselves to MVHS for their high school classes. Students will be counted unexcused absent or unexcused tardy for not returning to their high school class or lunch period in a reasonable amount of transportation time. The high school will accept and verify documents to excuse a student for being late from the staff at the enrolled Vocational School.

STUDENT CONDUCT

ACADEMIC DISHONESTY POLICY

We believe that authentic learning is beneficial for the student and our society as a whole. It is important for our students to be responsible for doing their own work and to carry themselves in the academic environment with honesty and integrity. Students that violate this policy may be assigned consequences and/or assigned reduced credit or no credit for the academic task. (See Behavior Matrix)

Definitions:

- *Academic Integrity*: respecting and upholding the school's academic rules and submitting work that reflects a student's own efforts
- *Cheating*: attempting to use prohibited materials, information, or study aids in any academic exercise.
- *Plagiarism*: the act of using another person's work without clearly acknowledging your debt to the original source. This includes the borrowing of words, ideas, images, tables, charts, etc., from books, articles, web pages, interviews, television shows, films, songs, or any other medium.
- *Collusion*: unauthorized collaboration with another person in preparing academic assignments.

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. For security and school management reasons, switching or sharing of lockers is not permitted.
3. Lockers will be kept clean at all times. A fee may be charged for lockers that require excessive cleaning.
4. 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.
5. No student is allowed to use athletic areas after school unless supervised by approved staff.
6. Lost articles should be turned in to the main office. MVJSHS is not responsible for lost or stolen items.
7. The possession and/or use of items inappropriate for school (as deemed by the MVJSHS administration) are prohibited. (Examples are: laser pointers, vapor pens, glass containers.)
8. During class time, students are not permitted in the halls without an appropriate pass.
9. Students should not bring large sums of money or personal valuables to school. The school is not responsible for lost or stolen personal property.
10. Students and visitors are required to enter the building through the doors nearest the HS/JH 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.

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.

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, bandannas, dew-rags, head scarves, etc.), sunglasses, jackets or coats.
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.

PUBLIC DISPLAY OF AFFECTION

Relationships are an important learning experience for students in secondary school. However, learning and managing appropriate and workplace acceptable behaviors is also important, and required.

Appropriate and allowable physical displays of affection in the school workplace are limited to (1) holding hands and (2) short-brief hugging. In the classroom, these behaviors are more restrictive due to the nature and purpose of this setting.

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 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 devices (cell phones, iPods, tablets, 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 or other inappropriate materials/content..
- Electronic 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 device causes a disruption as determined by a staff member, the student will be directed to turn off the device. 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 privilege 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.

Progressive Consequences

The following actions are applied per violation, per semester, per class. Discipline Matrix consequences are applied. A Behavior Referral is completed for each violation occurrence by the staff member and school administration will assign the proper consequences.

Students that do not comply or have repeated misuse of their electronic device can be informed by classroom staff to give their device to them to be secured for pick-up at the end of the period.

Students that refuse to give their device to staff upon request are removed from the class for administration's intervention which can include detentions, or forms of suspension, and loss of privilege to carry device at school.

- Confiscated electronic devices shall be stored by school district employees in a secure manner.
- Students are responsible for personal electronic devices they bring to school. The district shall not be responsible for loss, theft or destruction of any such device brought onto school property, except that it shall be the responsibility of the school to ensure the safekeeping of any confiscated devices.

SNACK AND BEVERAGE VENDING MACHINES

Vending machines operate on times. Students should not be released from class to purchase food from vending machines. Snacks and beverages are the discretion of the teacher.

STUDENT RESPECT FOR SCHOOL 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.

INTERVENTIONS AND CONSEQUENCES

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 the 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 to 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 energy working on their school work in the ISS location. Students are required to demonstrate appropriate behavior and compliance to satisfactorily complete each 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 ISS. Computers will only be used for required school work and if approved by the staff supervising the ISS.

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 regulations.
2. Conduct which substantially disrupts, impedes, or interferes with school operations.
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.

Student Code-Of-Conduct Consequences Matrix

Violations are cumulative for the school year. The administration may determine that extreme behaviors, behavior patterns, and/or a high total count of all behaviors will result in consequences that are greater than those listed in the matrix. This matrix does not include all behaviors. This matrix is designed to be guidelines in administering the consequences for disciplinary infractions. The severity of the offense will be individually evaluated and administered at the discretion of the administration. District Policy will be followed on all Code-of-Conduct violations.

BEHAVIOR	1ST Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Academic Dishonesty	Detentions / ISS	Detentions / ISS	Detentions / ISS	ISS / OSS	ISS / OSS
Bus Conduct	(See Policy on Page 34) See also USD 330 Transportation Handbook (Appendix)				
Disruptive / Defiant Behavior	Warning / Detentions / ISS / OSS	Detentions / ISS / OSS	Detentions / ISS / OSS	Detentions / ISS / OSS	ISS / OSS
Skipping Class, Detention, or Sat. Sch.	Detentions / ISS	Detentions / ISS	Detentions / ISS / OSS	ISS / OSS	ISS / OSS
Disrespectful Behavior to Staff or Student	Warning / Detentions / ISS / OSS	Detentions / ISS / OSS	Detentions / ISS / OSS / LT - OSS	ISS / OSS / LT - OSS	ISS / OSS / LT - OSS
Dress Code Violation	Remedy / Detentions / ISS	Remedy / Detentions / ISS	Detentions / ISS	Detentions / ISS	Detentions / ISS / OSS
Cell Phone / Computer Violation	Warning / Detentions / ISS	Restrictions / Detentions / ISS	Restrictions / Detentions / ISS	Restrictions / Detentions / ISS	Restrictions / Detentions / ISS
Fighting / Aggression	ISS / OSS	ISS / OSS	OSS / LT-OSS	OSS / LT-OSS	OSS / LT-OSS
Gang Related Behavior	Detentions / ISS / OSS	ISS / OSS	ISS / OSS / LT OSS	ISS / OSS / LT OSS	ISS / OSS / LT OSS
Off-Campus or Out-of Assigned Area w/o Permission	Detentions / ISS	Detentions / ISS / OSS	ISS / OSS	ISS / OSS	ISS / OSS / LT-OSS
Profanity / Obscenity	Detentions / ISS / OSS	Detentions / ISS / OSS	Detentions / ISS / OSS	ISS / OSS	ISS / OSS / LT-OSS
Stealing	Detentions / ISS / OSS	Detentions / ISS / OSS	Detentions / ISS / OSS	ISS / OSS	ISS / OSS / LT-OSS
Threats	Detentions / ISS / OSS / LT-OSS	Detentions / ISS / OSS / LT-OSS	Detentions / ISS / OSS / LT-OSS	ISS / OSS / LT-OSS	ISS / OSS / LT-OSS
Tobacco Policy	ISS & OSS (1-Day each)	OSS (2-Day)	OSS (3-Day)	OSS (5-Day)	OSS & LT-OSS
Vandalism	Remedy / ISS / OSS	Remedy / ISS / OSS	Remedy / ISS / OSS	Remedy / ISS / OSS	Remedy / ISS / OSS
Driving / Parking Lot	Warning / Detentions	Warning / Detentions	Restrictions / Detentions / ISS	Restrictions / Detentions / ISS	Restrictions / Detentions / ISS
Instigating Others	Warning / Detentions / ISS	Warning / Detentions / ISS	Detentions / ISS / OSS	ISS / OSS / LT-OSS	ISS / OSS / LT-OSS
Public Display of Affections	Warning / Detentions	Warning / Detentions	Restrictions / Detentions / ISS	Restrictions / Detentions / ISS	Restrictions / Detentions / ISS
Bullying / Harassing	Training / Remedy / Probation / Detentions / ISS / OSS / LT - OSS (See Policies on page 30-33)				
Weapons	OSS / LT-OSS / Expulsion (See Page 29-30)				
Drugs / Alcohol	OSS / LT-OSS / Expulsion (See Page 27-28)				

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 or expelled 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 or expelled 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.
5. See pages 36-39 regarding all KSHSAA activities participation.

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 expenses 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.
3. See pages 36-39 regarding all KSHSAA activities participation.

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

See pages 36-39 regarding all KSHSAA activities participation.

SEARCH OF STUDENTS AND PROPERTY

1. School officials have the right to search a 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 a 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, sand club, 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 that 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. 72-89a 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.

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 the 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 bullying or 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 innuendoes
- 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 the 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 implications
- 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 students 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.

BULLYING AND HARASSMENT INTERVENTION AND CONSEQUENCE MATRIX

Any and all bullying and/or harassment actions that occur outside of the school day, off school property, and/or not during a school sponsored event that is deemed to have a negative impact on the school day or the safety of student(s), or disrupt the learning environment may be assigned consequences per this policy and procedures at the discretion of administration.

Administration may alter consequences and actions taken as deemed necessary.		
BEHAVIOR	FREQUENCY	ACTION TAKEN / CONSEQUENCES
Bullying Teasing and/or Exclusion	Frequency, repeated behavior and/or severity of the behavior can determine the assigned consequences.	<ul style="list-style-type: none"> - Training / remedy and/ or detention(s) - Detentions. - ISS, Behavior Contract. - ISS and/or Consequences of Behavior Contract. - OSS - Long-Term Suspension or Expulsion
Cyber Bullying	Frequency, repeated behavior and/or severity of the behavior can determine the assigned consequences	<ul style="list-style-type: none"> - Training / remedy and/ or detention(s) based on the severity of the bullying. Confiscation of electronic device for remained of the school day - Multiple detentions. Electronic device restrictions. -ISS. Electronic device restrictions. Develop behavior contract. Meeting with parent. -ISS. Student placed on Probation and lunch detentions served for the Probation Period. Electronic device restrictions for the duration of the Probation Period. - ISS and/or Consequences of Behavior Contract. - OSS - Long-Term Suspension or Expulsion
Bullying with Physical Aggression or Intent	<p>1st *</p> <p>2nd *</p> <p>3rd +</p>	<ul style="list-style-type: none"> -Referred to the office. Immediate out-of-school suspension. Re-entry meeting required with parent and student. -Referred to the office. Immediate 5-day OSS. At re-entry meeting, notify student and parent of school’s intent to conduct a meeting to consider long-term suspension or expulsion. -Referred to the office. 5-10 Day OSS. Schedule a hearing to implement long-term suspension or expulsion.
*Severity of Behavior can alter these guidelines.		

BUS REGULATIONS: See the *USD 330 Transportation Handbook (Appendix item)*

STEPS TO STUDENT CONSEQUENCES FOR RIDER BEHAVIOR (P. 13, Transportation Handbook)

The following Discipline Plan was designed to give the students of Mission Valley USD #330 riding the school bus the safe transportation they deserve. It is believed that all students can behave appropriately and safely while riding on a school bus. Behavior that keeps a driver from performing their duties and keeping the students safe will not be tolerated. Safety is in the drivers hands and that is their utmost priority.

OUR BUS COURTESY AND SAFETY RULES ARE POSTED ON EACH BUS:

- Obey, respect and do not distract the bus driver
- No swearing or rude gestures
- No horseplay or bothering others
- No bullying, fighting or cruel teasing
- No vandalism
- No tobacco, alcohol or weapons on bus
- No throwing of objects inside or out of bus
- No live animals (snakes, worms, bugs, etc) from home or school.
- Place trash in waste basket, not in seat or the floor.
- Feet should never be in or on the seats.

Bus rules will be posted on the bus and handed out to each student at the beginning of school.

It is the responsibility of the bus driver to handle the problem when one occurs by talking to students or moving to a different seat. If a student persists in breaking a rule, the steps below will be taken to resolve the problem.

The Principal may suspend or revoke the transportation privilege or entitlement of any student that exhibits a behavior in which immediate consequences are necessary.

Step 1: Each student will be given an opportunity to correct or change their behavior with a verbal warning from the driver.

Step 2: Failure to correct the behavior will result in a written warning from the driver and initiate a call to the Parents/Guardians. If the Parent/Guardian is not able to be reached, the driver will speak with the Principal.

Step 3: If similar behavior continues, the driver will report the activity on a second written warning. The Principal will determine the appropriate bus suspension/consequences at the school. The school is responsible for notifying the home, the bus driver and the Transportation Director regarding suspensions/consequences.

Step 4: If similar behavior continues, bus riding privileges could be revoked for a determined amount of time or the remainder of the school year and transporting will become the parent/guardian's responsibility.

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.

KSHSAA ACTIVITIES, SCHOOL ACTIVITIES AND ORGANIZATIONS

All school rules are in effect during practices and events, both home and away. USD 330 believes that a comprehensive and balanced activities program is an essential complement to any student. The Activity Program should provide opportunities for students to further develop interest and talent in drama, journalism, music, speech, sports, student organizations and academic related areas. The ultimate goals of the Activity Program should be to realize the value of participation without diminishing the importance of winning or excelling and to develop and improve positive citizenship traits among the program's student participants.

USD 330 is a member of the Kansas State High School Activities Association (KSHSAA). A student who participates in any interscholastic contest must conform to the eligibility requirements of this association. USD 330's KSHSAA sponsored athletic activities are; Baseball, Basketball, Cheerleading, Cross Country, Dance Team, Football, Softball, Track and Field, Volleyball and Wrestling. Academic activities are; Band, Forensics, KAYS,, Scholars Bowl, Student Council, and Vocal Music.

KSHSAA PARTICIPATION REQUIREMENTS

The following are requirements from the Kansas Scholastic High School Athletic Association.

- A student must pass at least five new classes the previous semester in order to be eligible to participate in KSHSAA activities. Summer school and night school do not count towards meeting eligibility requirements. The student must be currently enrolled in five new classes during the current semester of participation.
- Students dually enrolled in college courses who have their college hours recorded on their high school transcripts may count a maximum of five hours of college credit as two subjects of unit weight or three hours of college credit as one subject of unit weight.
- A student cannot have more than eight semesters of possible eligibility in grades nine through twelve, and semesters are consecutively counted upon the first day of enrollment.

MVJSHS ATTENDANCE REQUIREMENTS TO PARTICIPATE

In order to compete in an athletic contest, or participate in practice, on a school day it is necessary that the athlete attend all of their classes on the day of the contest, unless they are excused for a valid reason approved by attendance policy. Coaches, teachers, and secretaries will monitor a student's daily attendance for compliance.

Any student/athlete serving an Out-Of-School Suspension (OSS) is not eligible to compete in practices or games while on suspension. The head coach will use their team's policy and discretion in allowing their student/athlete to participate in practices or games while serving an In-School-Suspension (ISS) on a given day.

STUDENT INSURANCE

USD 330, Mission Valley schools and the KSHSAA **DO NOT** provide health insurance for student / athletes. However, the KSHSAA does provide catastrophic medical insurance for students / athletes injured while participating in practicing for or traveling to and from activities under the jurisdiction of the KSHSAA. Coverage is not provided by KSHSAA until the \$25,000 deductible has been met. USD 330 can provide information to patrons interested in purchasing voluntary medical insurance to cover medical expenses below the \$25,000 deductive while participating in athletics. An application and information about the plan can be picked up in the school's main office.

ATHLETIC TRAINER SERVICES

Cotton O'Neil Orthopedic Sports Medicine will provide Mission Valley Jr/Sr High School with a part-time Certified Athletic Trainer throughout the school year. The Trainer will be available at the school every Wednesday at 10:00 A.M. until the end of practices and home activities. The Trainer will be able to evaluate and treat many athletic injuries, as well as recommending an athlete for more advanced treatment. All injuries should be reported to the coach and parent before seeing the trainer. This is a great service, and we encourage athletes to take advantage when necessary. Athletes receiving treatment and evaluations from a physician must be released by that physician prior to returning to participation. Students and their parents must also sign a Release Form before the trainer can release information on the athlete's condition to the coach for treatment.

TRANSPORTATION POLICIES

Participants in activities are to use school transportation to and from activities. It is recommended that students be discouraged from riding back with their parents as each athlete should be with their team and after an athletic contest or activity. The only exception of not taking the team's transportation or going home with a parent, is when the parent has given written permission for their child to be transported home with another adult. This must be submitted in writing and approved by the school's administration in advance of the transportation change.

Students on activity trips are ambassadors for their school and district. We expect the best in terms of behavior and conduct. The USD 330 Bus Guidelines are to be enforced. The coach is in charge of discipline. The type of dress for student participants is the coach's jurisdiction.

WEEKLY ELIGIBILITY LIST

The ADR (Academic Deficiency Report) is determined by the administration at the end of school each Wednesday. The ADR identifies 7-12th grade students that are failing one or more courses. Students on this list are either on Probation or Ineligible based upon the following criteria.

Probation - any student that was not on the ADR the previous week, but is failing one or more courses is placed on the Probation List.

Ineligible - any student that was on the ADR list the previous week and is failing one or more courses the following week is placed on the Ineligible List.

A student on the Ineligible List is ineligible beginning the following Monday and ending Sunday of the next week. Students will remain ineligible until they are not on the Wednesday ADR List.

I'm Passing Form - Students that are on the Ineligible List that were on Probation the previous week, may turn into the Athletic Director the school's "I'm Passing" form if they have improved all of their F-grades to a D-grade or above. It is the student's responsibility to initiate this process. Students that are on the Ineligibility List for two or more consecutive weeks may not utilize the "I'm Passing" form.

Once this form has been given to the Athletic Director with the proper teacher signatures and information, the Athletic Director will remove the student from the Ineligible List and inform the proper coaches/staff that the student is immediately eligible for all extra-curricular activities.

Ineligible students cannot travel in school district vehicles to school-sponsored events. According to the coach's or sponsor's policies, an ineligible student may continue to participate and/or sit with the team during events.

KSHSAA'S SPORTSMANSHIP AND CITIZENSHIP - RULE 52

The Kansas State High School Activities Association, through its member schools, defines sportsmanship as those qualities of behavior which are characteristic by generosity and genuine concern for others. Furthermore, an awareness is expected of the impact of an individual's influence on others, behavior as well.

The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist. They must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to 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!

KSHSAA RULE 52

Sportsmanship is good citizenship in action.

ALL ACTIONS are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE or DISRESPECTFUL.

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

HIGH SCHOOL DANCES

Student participation in school dances are subject to the following criteria:

1. Dances shall be limited to MV students. For specifically determined dances, students may invite one guest. The administration will announce the approval process and Guest Form to be completed by the MV student and parent making the request. Requests will have a due date.
2. Guests must be in the ninth grade or under 21 years of age
3. All approved guests must have a picture ID to verify their identity.
4. All approved guests are subject to all school rules and regulations. Guest behavior is the responsibility of the USD 330 student. Noncompliance to school rules and regulations may result in removal from the dance for the guest and USD 330 student.
5. Students must leave the school property immediately after the dance. Students that do not comply with this requirement may be refused to attend other dances. Students are to arrange transportation that meets this expectation.
6. Students may not loiter in the school parking lot before or after the dance.

7. Each dance will have a start time, end time, and an arrival time that is announced. Those that do not enter by the arrival time will not be allowed admission unless they are given specific permission from the administrator on duty.
8. Students that leave the dance will not be allowed re entry unless they have specific permission from the administrator on duty.
9. Students must have the appropriate attire for the dance and per the school's dress code.
10. All school policies, rules, and Code of Conduct will be enforced. Students with inappropriate behaviors will be removed and may be denied participation in other school functions.
11. Students must dance in a school appropriate manner or they will be removed from the dance. School consequences for inappropriate behavior may be applied.
12. High school students may not attend junior high dances, and vice versa.

ATHLETIC EVENTS - Home and Away

Away Events: Students at away school events are still required to follow and comply with all school rules and expectations. Consequences for behavior are the same as if the event was on school district property. Students are also required to present themselves in a respectful and sportsmanlike manner at away events.

Home Events: Home events are an exciting time for staff, community patrons, parents, and students. Students are required to comply with the following general requirements at home events. Students that remain after school to wait on events, (example: basketball, volleyball, football games) present a difficult supervision problem for the school administration. Therefore, students are asked to leave the school when appropriate means of transportation is available and return to school in time for the sports event. Parent support is appreciated. Those students participating in band and the athletic team are to be under supervision of the assigned school staff during these times.

1. During the time between school dismissal and the start of a home event, students that are remaining at school are required to remain in the HS Commons area and not be in other areas of the building without specific staff permission and supervision. Students at no time are allowed to be in the elementary area of the building without direct supervision from school staff.
2. During sports events, students should be at the location of the event. Such as, sitting in bleachers at football, basketball, and volleyball events.
3. Students are not allowed to wander or roam by themselves or with others in unassigned areas of the school.
4. During events using the North-Main Gym, students should only enter and exit through the east doors. Students are not allowed in the JH or music rooms hallways unless they have staff permission and supervision.
5. Students that cannot comply with these rules will be assigned consequences, which may include denial of access to after-school home events.

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 messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any email or computer application or information in district computers or computer systems are 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 circumstances. 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.

CHROMEBOOK LOAN AGREEMENT

Students and parents are required to sign the USD 330's Chromebook Loan Agreement form prior to being checked out this district equipment. Listed below is the wordage of this agreement for reference.

Introduction

This computer Loan Agreement outlines the guidelines that are expected to be followed when taking responsibility for any Chromebook and related equipment. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this Chromebook.

Student Responsibilities

1. Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:
2. I know this Chromebook is on loan to me. All district policies, procedures, applicable laws and the Network and Internet Policy must be followed.
3. I understand that any violation could result in the loss of the Chromebook for my use.
4. I will treat the Chromebook with care and will be responsible in using the Chromebook.
5. I will not loan the Chromebook to others, it will stay in my possession at all times.
6. I will not load or delete any software from the Chromebook and I will comply with all copyright laws.
7. I will not remove or alter the Chromebook label or the Asset Inventory Tag.
8. I will not attempt to make any repairs to the Chromebook.

I understand that misuse or inappropriate use as determined by school personnel may result in any and/or all of the following.

- Student / Administrator Conference
- Parent / Administrator Conference
- Cancellation of access privileges and/or loss of computer privileges
- School disciplinary actions including civil and/or criminal liability under applicable laws.

Parent Responsibility

1. Your child has been issued a Chromebook computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of your child's Chromebook.
2. I will discuss school policies and expectations regarding the use of the Internet and will supervise my child's use of the Chromebook at home.
3. I will not attempt to make any repairs to the Chromebook.
4. I will report to the school any problems with the Chromebook
5. I will not load or delete any software from the Chromebook and I will comply with all copyright laws.
6. I know that if my child comes to school without his or her Chromebook, I may be called to bring it to school.

Computer Fees

There will be an annual Chromebook fee of \$20.00 per student at enrollment. Partial school year enrollment for this fee is not refundable. This fee is subject to change on a yearly basis.

Damages will be charged to the students as follows:

First Damage = \$10

Second Damage - \$50

Third Damage = \$100 or Total replacement cost depending on the Chromebook's condition and damage.

Power Cord Replacement Cost = \$50

Asset Tag Replacement = \$20

If the Chromebook is lost, stolen or damaged beyond repair, the student and parent are responsible for the full replacement cost.

Students will be issued the same laptop each year. At the conclusion of their senior year, students will be able to purchase their Chromebook at the fair market value determined by the district.

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.
- User 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 material 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 (including, 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.

Email Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any email 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 repairs to district issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff member's' possession or responsibility.

APPENDIX ITEMS

HS Final Exams' Attendance Exemption Request Form

HS Student Reward Card Information

HS Final Exams' Exemption Policy

District's Transportation Handbook

District Calendar



2019-2020

MISSION VALLEY HIGH SCHOOL



Form Due: Sem 1 = Dec. 12th, Sem 2 = May 1st

FINAL EXAMS' ATTENDANCE EXEMPTION REQUEST FORM

PLEASE USE ONE FORM FOR EACH DAY OF EXEMPTION REQUESTED. RETURN TO THE OFFICE.

STEP 1: Complete the following information. Please PRINT the student's name.

Table with 3 columns: Student's Name (PRINT), Parent's Signature, Date Parent Signed.

STEP 2: [X] the box to identify the type of exempted attendance to which this request applies.

Form with checkboxes for Medical / Therapy Appointment, Surgery, Funeral, College Related Visit, and Court.

STEP 3: Complete the required information for the given type of exemption in STEP 2.

Form with fields for Start Time of the Appointment and End Time of the Appointment.

Medical / Therapy Appointment: (attach documentation) Date of Event: ___/___/20___
If absent all day, please explain the reason why below. (Note: This may not be exempted.)

Court Appearance: (attach proof documentation) Date of Event: ___/___/20___
(If absent all day, please explain the reason why below. Note: This may not be completely exempted.)

College Related Visit: (attach proof documentation) Date of Event: ___/___/20___
Counselor's Approval if exceeds limit. (11/12th = 2, 9/10th = 1) ___ Approved Sign: ___
If absent all day, please explain the reason why below. (Note: This may not be completely exempted.)

Surgery: Please attach a Doctor's Note listing the recommended date(s) to be excused from school.
Funeral: Please attach information that documents the funeral. (Contact the office if this is problematic.)

ONLY REASONABLE TRANSPORTATION TIME CAN BE EXCUSED PER EVENT, Per Policy

___ Approved 1 2 3 4 5 6 7 S/A Date Approved: ___/___/20___

___ Not Approved (Returned to Student) Admin Signature: _____

MVHS' ACADEMIC REWARD PROGRAM

GOLD CARD

QUARTERLY REQUIREMENTS	REWARDS
<ul style="list-style-type: none"> A. 4.00 GPA, or higher. B. Have no (0) unexcused absent periods C. Have 2, or fewer, unexcused tardies D. Have no ISS, OSS E. ZAP assignments, 2 or fewer. F. Involved in at least one (1) school sponsored organization or team. 	<p><u>Per Quarter Rewards</u></p> <ul style="list-style-type: none"> • \$12 (given 12 - \$1 Coupons for Concessions) • Invited to Special Gold Card Reward Events each quarter. • Early Release during Seminar on approved dates for Gold Card holders.

CRIMSON CARD

QUARTERLY REQUIREMENTS	REWARDS
<ul style="list-style-type: none"> A. 3.495 GPA, or higher this semester B. Have no (0) unexcused absent periods C. Have 2, or fewer, unexcused tardies D. No ISS or OSS. E. ZAP assignments, 3 or fewer. F. Involved in at least one (1) school sponsored organization or team. 	<p><u>Per Quarter Rewards</u></p> <ul style="list-style-type: none"> • \$8 (given 8 - \$1 Coupons for Concessions) • Invited to Special Crimson Card Reward Events each quarter. • Early Release during Seminar on approved dates for Crimson Card holders.

VIKING CARD

QUARTERLY REQUIREMENTS	REWARDS
<ul style="list-style-type: none"> A. 3.00 GPA, or higher this semester B. Have no (0) unexcused absent periods C. Have 2, or fewer, unexcused tardies total D. No ISS or OSS. E. ZAP Assignments, 5 or fewer. F. Involved in at least one (1) school sponsored organization or team. 	<p><u>Per Quarter Rewards</u></p> <ul style="list-style-type: none"> • \$5 (given 5 - \$1 Coupons for Concessions) • Invited to Special Viking Card Reward Events each quarter.

MVHS FINAL EXAMS' EXEMPTION PROGRAM

SEMESTER REQUIREMENTS

- If GPA = 4.000, then up to 4 non-exempted days.
- If GPA > 3.495, then up to 3 non-exempted days.
- If GPA > 2.995, then up to 2 non-exempted days.
- No unexcused absent periods (total from all classes)
- 2, or fewer, unexcused tardies (total from all classes)
- No ISS, or OSS
- No D or F semester grades

MVHS FINAL EXAM EXEMPTION POLICY

Its purpose is to promote and reward high student achievement, excellent school attendance, and proper school behavior by offering to students the reward of exemption from final exams. Listed below is the criteria that students must meet for this exemption along with helpful procedural information.

Semester GPA and Attendance Requirements	Other Semester Requirements
<p>If GPA = 4.000, then up to 4 non-exempted days. If GPA > 3.495, then up to 3 non-exempted days. If GPA > 2.995, then up to 2 non-exempted days.</p>	<p>No unexcused absent periods No ISS, or OSS 2 or less unexcused tardies No D or F grades</p>

ATTENDANCE TYPES THAT ARE EXEMPTED FOR THIS POLICY

Type	Requirement
College Visits	11th / 12th graders = up to 2 visits per semester 9th / 10th graders = 1 college visit per semester * Additional visits must be approved by the School Counselor in advance. Must provide proof of attendance through any appropriate documentation. Example: any note from the institution or received documents at the visit.
Court Appearances	Must provide proof of attendance through any appropriate documentation. Example: court email, court document of attendance.
Funeral Service	Must provide proof of attendance through any appropriate documentation. Example: funeral service bulletin, or parent verification is accepted.
Enrollment Exams	Must provide proof of attendance through any appropriate documentation. Example: email notice received, attendance form from the organization.
Medical / Therapy Appointments	Must provide proof of attendance through any appropriate documentation. Example: a form from the medical office.
Surgeries or Hospitalization	Must provide proof of attendance through any appropriate documentation. Example: note from the medical office with dates to be absent from school.
School Activities	All school activities during the school day are excused for this policy and no verification is needed.

ATTENDANCE VERIFICATION

For all of the above listed types of absences, other than school activities, verification is required to ensure the integrity of this policy. A school form is provided that parents are to complete, sign, attach the verification documents, and return to the main office. This form is located in the school's office and on the district's web site. www.mv330.org

ATTENDANCE CALCULATION

Each semester, the total number of non-exempted class periods will be determined and divided by the number of periods attendance is taken in a school day (8). This calculation will determine the number of days absent for this policy. Example: If a student has 26 periods of absences that are not exempted under this policy, then the calculation is, 26 divided by 8 = 3.25, which is 3.25 days.

OTHER INFORMATION:

1. Students who are taking college concurrent classes at MVHS must take the course's final exam.
2. If a student is exempted from final exams, they can still take their final exams if they desire or through parental request. Students in this situation will not have their final grade lowered due to their final exam grade.
3. GPA and Attendance data is checked a few days prior to the final exam dates. Students that have non-exempted absences after this data check may exceed their allowed limit and therefore be required to take their final exams. Continued attendance is expected following the data check date.

FREQUENTLY ASKED QUESTIONS:

Q1: What are the changes to this policy compared to first semester?

A1: Many additional types of exempted absences were added. As a result, a partnership between the school and the parents is expected through the verification process. While verification can be a new procedure, the school staff wish to keep the integrity and purpose of this policy intact. Another change was adding the requirement that a student could not have a D or F grade in any class.

Q2: How do I use the Attendance Exemption Request Form?

A2: A strong attempt was made to make a one-page form that was easy for parents and the school to use. This form needs to be completed and signed by the parent. The verification document should be attached. The form is returned to the office. Students can return the form to the office. If the absence is not exempted, the student will be informed of the reason so that they can inform their parent.

Q3: If my child is home sick, why is that absence not excused?

A3: While this absence is excused under the general school attendance criteria, it would not be exempted from this policy. Many new types of exempted absences were added in an effort to meet life's situations. We hope our efforts are noticed. Verification of this type of absence would be difficult.

Q4: When is GPA and attendance calculated?

A4: A few days prior to the semester's scheduled final exam days, the school office will calculate the current GPA for students and also their attendance. This data will be used to determine which students qualify for an exemption of their final exams. This date will be announced to the students in advance so that they can get any make-up work or testing done. Students have a responsibility to get their school work done on time and not to expect their teacher(s) to grade them under an unreasonable time limit situation. "Last minute" efforts may create unreasonable situations that the school staff cannot manage. School attendance is still expected follow this data check. Students may exceed their allowed number of non-exempted days absent between the data check and the final exam dates and therefore be required to take their exams.

Q5: What if I do not have verification for the absence?

A5: We do expect a form of verification and request that the student and parent make the attempt to acquire a form of documentation. For extreme situations where verification cannot be produced, the administration will consider the situation.

Q6: My child had an appointment but I could not get him returned to school. Why was his absence for this policy not excused.

A6: We do expect that a student that has a partial day appointment to return to school or leave school at a reasonable time. We take into consideration when the appointment took place and give reasonable transportation time for the student to return to school, or leave school for the appointment. Absences are exempted per period.

Q7: My request was not approved. Can I resubmit it?

A7: We believe that a lack of verification will be the main reason for a request not to be approved. In this situation, getting the verification and then resubmitting the form is what we would hope occurs. Another example might be that every period of absence was not exempted because the student with a 9:00 a.m. appointment did not return to school or not in a timely manner considering time for transportation. Transportation problems do not match as an exemption in this policy, but could be excused for a general school absence.

USD #330
MISSION VALLEY

TRANSPORTATION
HANDBOOK

2018-2019

Dear Parent(s) / Guardian(s) and Riders:

This handbook is intended to provide you with the Transportation policies, procedures and expectations of USD #330 Mission Valley.

USD #330 Mission Valley offers the privilege of bus transportation for all eligible riders. Our goal is to enhance the learning and educational experience of each rider. Every effort will be made to provide a safe, comfortable and pleasant transportation service, while maintaining efficiency at all times. Riding a school bus is a privilege. The bus shall be an extension of the school and classroom. Bus drivers are the acting authority on the bus just as teachers are the acting authority in their classrooms.

We ask that both parent(s)/guardian(s) and students read and discuss the contents of this handbook to promote a clear understanding of the responsibilities and expectations while riding the bus to school and/or events.

Effective transportation service requires appropriate actions by bus drivers and staff, school administrators, students and parents/guardians. USD #330 Mission Valley is committed in providing safe transportation to and from school and school sponsored activities.

The last page **Mission Valley Bus Riders Contract** and the **Mission Valley Bus Transportation/Information Form** will need to be completed at the time of enrollment prior to riding the bus.

Thank you for your cooperation and support regarding the safety and welfare of all our children.

Mary Hewes
Transportation

William J. Clark
Superintendent

USD #330 MISSION VALLEY SCHOOL BUS DRIVERS

USD #330 Mission Valley drivers are trained professionals and are expected to conduct themselves as such at all times. They work hard to earn the trust and respect of parents/guardians and students. As a result of their dedication and professionalism, they expect courtesy and consideration from all students and adults.

- School Bus Drivers are selected, hired and trained following a rigorous selection criteria including a criminal history background check.
- Each driver has earned: a Class B Commercial Driver License including a School Bus and Passenger Endorsement.
- Drivers are required to pass a pre-employment drug test along with a physical and are subject to random drug and alcohol testing.
- Each driver has successfully completed the mandatory school bus driver training class as well as periodic in-service safety training.
- Additionally, drivers are certified in Defensive Driving Skills and First Aid and CPR Course requirements.

SUBSTITUTE DRIVERS

Substitute drivers are utilized when the regular driver is absent. They will follow the approved route and will make every effort to stay on schedule.

RESPONSIBILITY OF THE TRANSPORTATION TEAM

- Maintain current bus schedules and rider information of all USD #330 Mission Valley buses/vehicles.
- Meet with drivers at the beginning of each school year and monthly to discuss procedures and safety concerns.
- Investigate all compliant and safety concerns.
- Communication with administration when unsafe behavior is reported. Consequences for unsafe behavior on the school bus may be established by the principal, transportation director and bus driver.
- Communicate with students, parent/guardian, school administrator, and bus driver when appropriate. Drivers may pull the bus over at a safe location to speak with students about behavior and safety guidelines.

ELIGIBLE RIDERS

USD #330 does not have a distance requirement in order to be eligible for busing. Students are picked up at the end of their driveway if in a rural setting, or in front of their house, unless prior arrangements have been made. A turn-around needs to be approved in advance by the Transportation Department.

Pick up and drop off times are estimated and may be changed or adjusted throughout the school year as necessary. All students are expected to be at the designated pick up point 5 minutes prior to pick up. All riders are expected to follow the guidelines of the USD #330 Mission Valley Student Handbook, the procedures contained in this handbook and the instructions of the bus driver.

PRIOR TO BUS ARRIVAL

All riders are expected to wait at the designated pick up point until the school bus arrives. Students should practice good citizenship and respect the property of their neighbors. Parental supervision is encouraged at all times. Parents/Guardians are not allowed to board the bus to maintain student safety and confidentiality. Boarding the bus will be considered trespassing.

Bus drivers are not permitted to add stops or move stops without prior approval by the Transportation Department. If you need your bus stop location to be considered for a change for safety reasons, please contact the Transportation Department about your concerns.

BOARDING/RIDING THE BUS

The school bus will approach the bus stop and utilize the amber traffic warning lights signal to alert other drivers of the bus stop. Students should stand a minimum of 10 feet away from the roadway while waiting for the bus. No student should ever approach the bus until the bus has completely stopped. The driver will open the door and motion for the students to load. If a student must cross the road, wait for the bus driver to give the signal that it is safe to proceed.

If no students are visibly present at the bus stop, the bus driver will make a complete stop within the regularly scheduled time and proceed to the next pick up point. Bus drivers are not required to wait any length of time as the students should be ready to board the bus.

Riders are expected to go directly to their seat and prepare for the ride.

AT THE SCHOOL

All students should remain seated until the bus has come to a complete stop and the bus is secured. When the driver signals to unload, students should begin forming a single line and proceed to the front of the bus. Pushing and shoving may result in a loss of riding privileges. Students are to go directly into the school.

RETURN HOME FOLLOWING DISMISSAL

When students are released from the school they are expected to go directly to their bus. Once the students board the bus, they are expected to stay on the bus and be seated quietly. Buses will depart from the school promptly after dismissal and all students are loaded, unless otherwise instructed by school officials. Once the driver has shut the door, students are not to chase after the bus or run alongside of the bus. If a student misses their bus, they are to return immediately to the school office. Parent(s)/Guardian(s) will be contacted to pick their student(s) up.

When students are on the bus ready for returning home, the parent/guardian(s) are not to get the students off the bus, until notifying the school office.

EXITING THE BUS

As the school bus is approaching a designated stop, students should pay attention and be ready to exit once the bus is stopped and secured. Stay seated until the bus comes to a complete stop.

The amber warning lights signals will be activated before the bus stops. Once the bus is stopped and the door is opened, the red warning lights will be activated signaling all traffic to stop. The driver will allow adequate time for each student to unload.

Students need to look before stepping off of the bus as well as while crossing roadways. All students crossing in front of the bus should watch the driver for assistance. Be alert for vehicles that do not stop when the bus is unloading.

Proper Procedures to cross in front of the bus:

1. Student should walk 10 feet away from the side of the bus,
2. Rider and bus driver will make eye contact,
3. Wait for the driver to check mirror for approaching traffic,

4. Driver will motion when it is safe to proceed across the road. Students should never touch the school bus while they are walking away.

All students should immediately walk away from the bus as they unload. Students should never touch the school bus while they are walking away.

No one should ever stand, walk, or cross the street directly behind the school bus.

Students should never try to retrieve any item that may end up under the school bus. Students should not stop to retrieve the mail from the mailbox. Students should cross all streets at the intersections while walking to or from the bus stop. They should obey all traffic signals and signs along the way.

BUS SAFETY

School buses are designed with many features for the safety of students. A major design factor is the compartment formed by each seat, which protects the students sitting on the bench seat. In order for this compartmentalization to work properly, proper seating is required. While seated, each student should face forward; the student's torso should be facing forward at all times, the student's back should be flat against the back of the seat and the student should sit flat on the seat. Both feet and legs should be kept in front of their body.

SCHOOL BUS CONDUCT

A general summation of the bus rules will be posted in each bus.

- Bus driver is in charge. Please obey, respect and cooperate with the driver
- Do not distract the driver
- No swearing or rude gestures
- No horseplay or bothering others
- No bullying – See something – Say something
- No vandalism
- No tobacco or alcohol
- No throwing of objects inside or outside of the bus
- No animals (dead or alive). Only service animals
- Place trash in waste basket, not in seat or floor
- No sharp items.(toothpicks, etc)
- No weapons (real or fake)
- Keep aisle clear
- Remain seated – facing forward
- Keep hands, feet and objects to yourself
- Respect yourself, others and property
- Put items away that are unsafe or disruptive
- No eating or drinking – unless approved by driver
- No loud talking or yelling

With permission from the bus driver, students may eat or drink on the school bus. Any liquid items must be in a plastic type container with a screw-top lid. If there is trash, the student must properly dispose of it. All candy, gum, food, pens, pencils, and any other objects should be left in a student's backpack.

USD #330 Mission Valley buses can safely transport up to three students per seat. Students may be required to sit three per seat if directed by the bus driver. Drivers will assign student seating. Moving from seat to seat is not permitted during the bus ride.

- **CARRY-ON ITEMS** – Carry on items must be kept in the student’s lap while riding the bus, not under the seat. If the item cannot be held in the student’s lap or seating space is limited, large items will not be permitted. Sport supplies, balls, etc. must be contained in a bag.
- **EXCESSIVE NOISE** - Screaming, talking loudly, singing, or making loud noises on the bus creating a disruptive situation will not be tolerated. Riders should talk only to their seatmates or the person next to them, as conversation should be kept as quiet as possible.
- **ELECTRONIC DEVICES** – Students who allow their electronic devices to become a distraction or disruption on the school bus will be asked to put the device away. Failure to do so may result in the bus driver taking the device and turning it into the principal and disciplinary action will occur.
- **BULLYING** – A student, who has been threatened, bullied, or harassed, should immediately notify their parent, bus driver, teacher, or school Administrator.
- **ITEMS PROHIBITED ON A SCHOOL BUS FOR SAFETY REASONS**

Weapons	Glass Containers
Facsimile of weapons	Any sharp objects
Water Balloons	Firecracker/fireworks
Any choking hazard	Balloons
Suckers or Candy	

STUDENT CONDUCT CONTRACT

All riders and parents/guardians must sign and turn in the USD #330 Mission Valley Bus Rider’s Contract Form located in the back of this handbook during the first week of riding or acknowledge this contract by signing off during the August school enrollment. Failure to return this form may result in loss of riding privileges. It is the parent’s /guardian’s responsibility to inform the Transportation Department of any changes. Parent(s)/guardian(s) are responsible for student transportation until information is processed. Please allow three days for processing.

LOST ITEMS

Students are responsible for their personal items. Any article found on the bus by the bus driver will be turned in to the school offices.

Please call the bus driver or the USD #330 Mission Valley district office if your child/children have left an item on the bus and you would like to retrieve it, before the next day.

RESTRICTED AREAS

USD #330 Mission Valley bus drivers will not enter dead end streets or enter personal property except when approved by the Director of Transportation. Use of private property requires approval by the property owner.

FIELD TRIPS/ACTIVITY TRIPS

All bus safety rules apply to riding the bus to school-sponsored events. The bus driver has overall responsibility for the bus and safety of all passengers: however, the sponsor is expected to actively promote a safe environment on the bus by setting the proper example and monitoring student activity. If field trip/activity trip return time is during school hours, the bus is expected to be back to the school by 3:15 pm to insure bus routes are on schedule. Students suspended from route transportation may also be suspended from school transportation for field trips and activity trips.

SCHOOL CLOSING

When schools need to close due to weather or other unforeseen circumstances, all students' families will be notified through the "School Messenger". School closing information will be broadcast over WIBW-13, KSNT-27 and KTKA-49 television station. If early dismissal is necessary, principals and teachers will be certain that no child is released until arrangements for proper supervision have been made. If special arrangements are made, school officials will communicate such with the bus driver involved.

INCLEMENT WEATHER CONDITIONS

In the event of bad weather, buses may be delayed at the school or in route, and diverted to a safer location. Delivery of students will continue when weather /or conditions become safe for transportation. Students should follow the driver's instructions, remain calm and quiet so the driver can receive proper safety information over the district radio. Parents are encouraged to meet the bus at their child(s) designated stop to allow for orderly delivery of all students. Parents are discouraged from meeting the bus at other locations other than the designated stop.

BUS ACCIDENTS

Most bus accidents are minor in nature. The bus driver will notify the Transportation office and an administrator will respond to the scene. All students are required by law to remain with the bus and cannot leave with parents until released by authorities. Parents are expected to cooperate with staff. Law enforcement and emergency personnel each have important actions to complete to insure that each student rider is safe and properly accounted for. The school will be notified in the event of an accident. In the event of a serious accident, every attempt will be made to notify the parents/guardians as soon as possible.

EMERGENCY EQUIPMENT

School buses are equipped with standard emergency equipment such as a fire extinguisher, reflective triangles, blood borne pathogens spill kit, first aid kit and a seat belt cutter.

Emergency windows, doors and roof hatches are equipped to make a buzzing sound to alert the driver if students lift one of those handles. Students who sit by these windows or doors are not permitted to lift the red handles or open these exits at any time unless the driver is evacuating the bus or the students are being trained on emergency evacuation. Students who tamper with these exits may lose their riding privileges

EMERGENCY EVACUATION

Emergency evacuation drills are conducted twice during the school year. Bus drivers have been trained to take actions to protect all students.

Students are to stay calm and quiet. Listen to instructions from the driver. Follow the driver's instructions.

The following procedure is an example of a rear door evacuation:

- The rider nearest the door will open the emergency door, pushing it back to lock it in open position. The student will then exit the bus and stand by the door to assist other students as they exit.
- The second rider nearest to the door will exit and assist the first rider in helping other students exit the bus.
- Evacuation will start with the seat closest to the door
- The third rider to exit will act as the guide and will lead the other students to a safe place, usually 50 giant steps away from the bus

- Once outside the bus, follow the guide, stay together, and follow the driver's instructions as safe, quick, and as complete as possible
- The driver is usually the last person off the school bus

The driver is trained to evacuate the bus if an emergency is present. The driver will assess the situation and make a decision to evacuate or keep the students on the bus.

AFTER SCHOOL ACTIVITY BUS STOPS

The Board of Education has designated the following locations as bus stops for after school activities for the 2017-2018 school year.

- USD #330 Mission Valley District Office - Eskridge
- Dover Community Center - Dover
- Main Street and Elm Street – Harveyville

SPECIAL NEEDS TRANSPORTATION

In order to qualify for Special Needs transportation, the student's I.E.P. team must determine that special transportation is needed as a related service. Regular education students with temporary medical conditions or injuries may qualify for temporary special transportation. Please contact the Special Education Director and the Transportation Director for more information. We are required to follow State and Federal Guidelines.

EARLY CHILDHOOD PROGRAM

In order to qualify for Preschool Transportation, the student must have an Individualized Educational Program. Please contact the Special Education Director for more information

STUDENTS ATTENDING AS NON-RESIDENTIAL MISSION VALLEY USD#330

Out of district students that have been approved to attend Mission Valley USD #330 school, Transportation is the responsibility of the student's family. A student may be permitted to receive transportation services if they meet the bus on the established route at a stop to be determined by the Transportation Director when the bus begins/ends the daily route. The bus stop location will not alter the existing route either at the time of initial approval or as a part of future designs of transportation routing. If wanting picked up at an established designated stop in our district, the parent/guardian of the out of district students will need to make arrangements and get permission from the family or property owner in regards to picking up/dropping off the student(s).

STUDENTS REQUESTING TO RIDE A DIFFERENT BUS HOME OR TO SCHOOL WITH A FRIEND OR TO ANOTHER LOCATION

Buses are assigned to routes based on the number of riders on the route. USD #330 Mission Valley procedure is: **One Pick-up – One Drop-off**. Regular bus students will not be released off the bus at any places other than the regular bus stop or at school, unless there is an emergency and authorization from the principal or Transportation Director has been obtained after a written or a verbal request is provided by the parent/guardian(s). These requests should be limited and made to the Transportation Director by 2:30 pm. In the event a bus does not have the capacity to accommodate all the riders, students who are assigned to that bus route will have priority.

STEPS TO STUDENT CONSEQUENCES FOR RIDER BEHAVIOR

The following Discipline Plan was designed to give the students of Mission Valley USD #330 riding the school bus the safe transportation they deserve. It is believed that all students can behave appropriately and safely while riding on a school bus. Behavior that keeps a driver from performing their duties and

keeping the students safe will not be tolerated. Safety is in the drivers hands and that is their utmost priority.

OUR BUS COURTESY AND SAFETY RULES ARE POSTED ON EACH BUS:

- Obey, respect and do not distract the bus driver
- No swearing or rude gestures
- No horseplay or bothering others
- No bullying, fighting or cruel teasing
- No vandalism
- No tobacco, alcohol or weapons on bus
- No throwing of objects inside or out of bus
- No live animals (snakes, worms, bugs, etc) from home or school.
- Place trash in waste basket, not in seat or the floor.
- Feet should never be in or on the seats.

Bus rules will be posted on the bus and handed out to each student at the beginning of school.

It is the responsibility of the bus driver to handle the problem when one occurs by talking to students or moving to a different seat. If a student persists in breaking a rule, the steps below will be taken to resolve the problem.

The Principal may suspend or revoke the transportation privilege or entitlement of any student that exhibits a behavior in which immediate consequences are necessary.

Step 1: Each student will be given an opportunity to correct or change their behavior with a verbal warning from the driver.

Step 2: Failure to correct the behavior will result in a written warning from the driver and initiate a call to the Parents/Guardians. If the Parent/Guardian is not able to be reached, the driver will speak with the Principal.

Step 3: If similar behavior continues, the driver will report the activity on a second written warning. The Principal will determine the appropriate bus suspension/consequences at the school. The school is responsible for notifying the home, the bus driver and the Transportation Director regarding suspensions/consequences.

Step 4: If similar behavior continues, bus riding privileges could be revoked for a determined amount of time or the remainder of the school year and transporting will become the parent/guardian's responsibility.

PARENT/GUARDIAN'S RESPONSIBILITY

Read and discuss with your student(s) the contents of the Mission Valley USD #330 bus rider's "Transportation Handbook". If you have any unanswered questions or concerns, contact the Transportation Director. Please inform your student(s) of the bus number and bus driver's name.

Please have student(s) ready 5-10 minutes prior to a designated pick-up time. Please discuss what a privilege it is to ride the school bus and how it helps your family. Behavior on the school bus is discussed at length in this handbook.

Remind your student to tell you, a teacher, a principal, or the bus driver if they have a concern about a situation on the bus.

If you have a student(s) that is in 3rd grade or below there is a section on the Bus Rider's Contract to sign, letting the Transportation Department and the bus drivers know that the parent/guardian is giving Mission Valley USD #330 permission to drop-off your student(s) without a Parent/Guardian present. Please make sure your student(s) know how to get into the house.

On the back of the "Mission Valley USD #330 Bus Rider's Contract" is the "Mission Valley USD #330 Bus Transportation Information Form" which needs to be filled-out and returned to the District Office-Transportation Department or the school office at the time of enrollment. Please fill in all information along with pick-up address and drop-off address and any medical issues the driver should be aware of.

Once you have covered the safety information with your child/children, complete, sign and return the "Mission Valley USD #330 Bus Rider's Contract" and the "Mission Valley Bus Transportation Information Form" found on the last page of the "Mission Valley USD #330 Transportation Handbook" to the appropriate office at time of enrollment or send to Mission Valley USD #330 , Transportation Department, P.O. Box 158, Eskridge, KS 66423.

The parent/guardian is responsible for the transportation of their student(s) to and from school during suspension from any bus. This includes field trips, sports , etc and any activity buses.

If a student isn't riding, it is the parent/guardian's responsibility to notify the Mission Valley USD #330 Transportation Department at 785-449-2282 Ext.4 or mhewes@mv330.org to advise us that their student(s) are not riding. A designated stop may be placed on hold and changed to Will Call status if the driver or Transportation Department is not notified that a student will not be riding. This will occur after the bus driver has stopped at the students' home three consecutive days and the student does not ride. The bus driver will notify the Transportation Director of the occurrence and the change will be made. Will Call means the driver will only stop when notification is received from a Parent/Guardians.

STUDENT BUS RIDER & PARENT/GUARDIANS EXPECTATIONS

- Any student younger than 3rd grade will not be dropped off without a parent/guardian present unless the Mission Valley USD #330 Bus Rider's Contract is signed and dated for the appropriate year giving the bus driver permission. The bus will honk, wait no longer than 2 minutes, honk again, then your child/children will be brought back to the school or district office and must be picked up there by 5:00pm.
- Students can only be picked up or dropped off at their designated pick-up/drop-off addresses reflected on the Mission Valley USD #330 Bus Transportation Information Form filled out and returned to the school. Frequent changes to pick-up or drop-off points only cause confusion for the student(s), bus driver, teacher and school. Only for extreme emergencies will regular scheduled pick-up or drop-off points be altered.
- Any damages done to the school bus must be paid for by the student responsible.
- Students are expected to help keep the school bus clean and may be required to clean up after themselves if need be. Report any damages to the bus driver.
- If your child is a regular bus rider and will not be riding in the morning or afternoon, please contact the Transportation Department at 785-449-2282 X 4 or mhewes@mv330.org. We appreciate the courtesy of a telephone call or email.

- Pets, parents and non-school staff individuals ... Please stay off the bus to ensure confidentiality and student safety. Glass, hazardous materials, animals or insects of any kind are not allowed on the bus. If they are needed at school, please make other transportation arrangements.