

**THE VALLEY FALLS
High School (9-12) HANDBOOK
2021-2022**



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

Positive Attitude

Respect

Integrity

Determination

Excellence

Administration

Dr. Volora Hanzlicek, Superintendent of Schools

Susan Grey, PK-8 Principal

Greg Morgan, 9-12 Principal

Central Office 945-3214

Elementary Office 945-3221

High School Office 945-3229

Board Approved __ 6/14/2021 __

VFHS Staff Rosters 2021-2022

Dr. Volora Hanzlicek	District Administrator
Greg Morgan	Building Administrator/Science
Stacy Cervantez	Student Services, Work Study Coordinator
TBD	Custodian
Brenda Lloyd	Office Manager, Administrative Assistant, Food Service Administrative Assistant, Service Learning Coordinator
Rod Bunde	Science, Conditioning, PE, Health
Dianna Welsh	Media Center
Mary Constant-Douthit	Art, Graphic Design
Seth Cooper	Mathematics
Julie Craft	District Aide
Cecilia Blanton	Spanish
Margo Ellerman	Family & Consumer Science
Kaydie Brandl	Agriculture Education
Jordan Glassel	Business, Computers
Bryan Hirsch	Social Studies
Mattie Ritz-Tillman	Language Arts, Yearbook
Rachel Day	Language Arts, Forensics
TBD	Science
Anthony Pence	Vocal Music, Instrumental Music
Deb Spade	Social Science, PE, Health,
Suzanne Stout	Curriculum and Instruction
Nate Steinlage	Mathematics/Physics

VFHS Organization Sponsors, 2021-2022

Drama	Rachel Day
Forensics	Rachel Day
Freshmen Sponsor	Deb Spade, Seth Cooper
Future Community & Careers Leaders of America	Margo Ellerman
Instrumental Music	Anthony Pence
Journalism	Mattie Ritz-Tillman
Junior Class	Margo Ellerman, Mary Constant-Douthit
Scholars Bowl	Mattie Ritz-Tillman
National Honor Society	Nate Steinlage
SAFE	Stacy Cervantez
Senior Class	Stacy Cervantez, Bryan Hirsch
Sophomore Sponsor	Mattie Ritz-Tillman, TBD
Student Council	Stacy Cervantez
Vocal Music	Anthony Pence
FFA	Kaydie Brandl

Coaches

Athletic Director	Stacy Cervantez
Spirit Squad	TBD
Dance	TBD
Football	Wyatt Hofstra (Head), Cody Magee
Volleyball	Whitney Bryant (Head), Tiffany Sieve
Boys Basketball	Caleb Gatzemeyer (head), Clayton Hawk
Girls Basketball	Jordan Hale (head), Rodney Watson
Track	Seth Cooper (head), Deb Spade
Baseball	Luke Burns (head), Bryan Hirsch
Cross Country	Deb Spade
Softball	TBD (head), Jordan Glassel
Weightlifting	Wyatt Hofstra, Cody Magee

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ACTIVITIES TRANSPORTATION

It is expected that our students/participants will ride district transportation to and from all school-sponsored activities. Activity sponsors/coaches may release students/participants to parents or grandparents **only** after the said parent or grandparent has signed the student out through the coach/sponsor in person. It is the prerogative of activity sponsors/coaches to require students in their activity to ride school-provided transportation home from an activity.

ACTIVITY DAY ELIGIBILITY

A student must be in school by 11:00 a.m. and remain in school the remainder of the day to be eligible to participate in practices, contests, or any other school-sponsored school activity. Only the principal or athletic director in his/her absence (the superintendent in the absence of both the principal and athletic director) may rule on exceptions to this guideline. Exceptions may be made for a family crisis, medical situations, i.e., appointments that could not be made at another time, funerals, etc. It is the responsibility of the coach/sponsor to ensure participant eligibility in this regard prior to departure for any school-sponsored activity.

Students who are suspended in or out of school may not participate in contests or any other school-sponsored activity during the period of suspension.

Activity Fee

Every grade 6-12 student will be assessed a \$25 activity fee. Students will be admitted to school functions free of charge.

AFTER SCHOOL TUTORING/HOMEWORK SESSION

“After School Tutoring/Homework Session” is available to provide students with extended learning opportunities and instructional support. Students will be required to attend Homework Session if they have had an F for more than two weeks, fail to submit a plan of action after a week 1 F, or if a teacher requests they stay because the student has not turned in one or more assignments. The teacher will communicate with the student and the parent. Parents should watch the mail for Friday mailings regarding grades.

Assignment to After School Tutoring/Homework Session: The student will be notified at the end of the previous week. Parents will be mailed notification. The assignment will be due to failing grades or missing assignments. These sessions will be scheduled Monday through Thursday from 3:30 – 4:15.

If the student turns the assignment in at an acceptable level, as defined in the teachers’ classroom rules, before the after-school tutoring session begins, the teacher will determine the need to attend. Once a student has been assigned they must obtain a written note from the teacher excusing them from the session and submit to the office before the absence will be excused. Attendance records will be kept in the office.

Consequences for skipping tutoring/homework sessions will follow our High School Disciplinary Policy Rubric and may result in **making up missed time (with prior approval from the teacher or building administrator)**, detention, or placement in In School Suspension (ISS).

ATTENDANCE POLICY

The Valley Falls Unified School District No. 338 strongly believes that regular attendance contributes to the probability of scholastic success, and to the development of attitudes of consistent performance, which will carry over into adult life. Much of the value of any course is attained by:

1. Participation in the classroom experience.
2. The class sharing in discussions and demonstrations.
3. Personally receiving directions for assignments.
4. Viewing and listening to visual presentations.
5. Experiencing the continuity of course work.
6. Participating in group activities.
7. Attending lectures and taking notes.
8. Observing and learning from the presentation of other student's work.

Under Kansas Compulsory Attendance Law K.S.A. 72-3121, et. seq. regular school attendance is required of all students enrolled in elementary and secondary schools. Parents or guardians must assume responsibility for assuring that students age seven (7) years to eighteen (18) years comply with attendance policies. Any student not under the care of a parent or legal guardian should arrange with the attendance officer an agreement regarding compliance with attendance policy.

Students that are sixteen (16) or seventeen (17) years of age may be exempt from compulsory attendance under the terms and conditions of K.S.A. 72-3120(b). A parent (or person acting as a parent) has the authority to exempt a student from attending if the following conditions are met:

1. A parent and the student must attend a final counseling session at the school. At that time, a disclaimer designed to encourage the child to remain in school or to pursue other educational alternatives will be presented to and signed by both the child and parent. The disclaimer will include information regarding the academic skills the child has not achieved, the difference in future earning power between a high school graduate and dropout, and a listing of available educational alternatives.
2. A child who has received his or her general educational development (GED) credential has satisfied the compulsory attendance requirement.

STEPS FOR PARENTS, GUARDIANS, AND STUDENT TO FOLLOW BEFORE AND AFTER AN ABSENCE

1. Parents or guardians are asked to contact the school office the morning of a student's absence by **8:30 a.m.** If the school is not contacted by 8:30 a.m. about a student's absence, an attempt will be made to contact the parents or guardians to obtain the status of the student, based upon numbers the parent or guardians have left with the school.

2. If upon return the absence is excused, make-up work will be assigned. If the absence is unexcused, the student is encouraged to make up the work. Credit for work will be at the teacher's discretion. Any work that was due on the day of the absence is due upon returning to class after the absence unless special extenuating circumstances have occurred. The principal, in coordination with the teacher, will determine if this will be allowed.
3. Students will have one day for each excused day missed to do the make-up work. One extra day is added for teacher contracts. Extended periods of absence due to prolonged illness may necessitate an extended period for make-up work. The Principal and teaching staff, upon request of the student, will decide if this is necessary. **It is the student's responsibility to contact each teacher to obtain assignments.**

EXCUSED ABSENCES

In order for any absence to be considered "excused" students must have parents or guardians call the school on or before the date of the absence or upon returning to school. A phone call or written note must occur, but it does not automatically make the absence excused. The call or note from parents or guardians is required to aid the principal in this determination.

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

1. Personal illness – doctor note may be required.
2. Illness or death in the family (mother, father, siblings, grandparents, aunts, uncles, cousins, and death of a close friend.)
3. Physician and dental appointments which can be verified in writing by the physician's office – Doctor and dentist notes **are** required.
4. Emergencies requiring a student's service or presence at home and which can be verified.
5. Obligatory religious observances of the student's own faith.
6. Family vacations and family business arranged in advance with the school administration (with class assignments arranged in advance and due upon return, or upon a date agreed upon by the teacher, whichever is later).
7. Participation in a school approved student activity.

Any absence for reasons other than those listed above and/or without parental knowledge and arrangement with school officials will be considered an unexcused absence (make-up work is suggested, however, credit for work will be at the teacher's discretion.).

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

1. Absent from one and one-half (1 ½) hours to four (4) hours is considered as being absent one-half (½) day
2. Absence for more than four (4) hours is considered as being absent one day.
3. Absent from class for more than 10 minutes will be documented as an absence for the entire period.

4. Repeated absences beyond 6 from the same class period will be reviewed by building administration with the student being required to make up missed time after school or stay in the building during early out days in the schedule; ½ per class period.

Administrative Implementation Procedures:

1. The administration of each school shall be responsible for monitoring compliance with the attendance policy and shall be responsible for determining the acceptability and validity of excuses offered for excess absences within the guidelines of Board of Education Policy. The superintendent will monitor building procedures to assure consistency throughout the school system.
2. Each teacher shall maintain accurate attendance records and shall notify the office of absences and tardies in a manner determined and supervised by the administration. The procedure and means used at each school will be on file at the district office.
3. Building administrators will take action with students who are inexcusably absent from school or class. Corrective measures will be administered and may include such measures as detention, parent conferences, make-up assignments, a school service assignment, loss of credit, exclusion from school activities, or an alternative educational setting. Failure on the part of a student to respond to reasonable corrective efforts may result in a long-term suspension.
4. A student of compulsory attendance age inexcusably absent from school for three (3) consecutive days, or any five (5) days in a semester, will be classified as “children who are not attending school as required by K.S.A. 72-3121”. The principal/designee shall file a report of such an occurrence with the proper authority immediately. An attendance/educational plan will be developed and implemented by the administrator to correct the problem. The lawful custodian will be notified and a copy forwarded to the proper authority. If the attendance problem is not corrected within thirty (30) days, an official referral will be forwarded to S.R.S. or the County Attorney - whichever is applicable - for their action.

ABSENCES BEYOND 6 PER SEMESTER (excused or unexcused)

1. After any 6 days of absence during a semester per class, the student will be required to make up the missed time after school – ½ hour per class period missed. Parents will be notified.
2. After any 10 days of absence during a semester for any class, a meeting will be held with the administration, student, parents, and school personnel. An attendance contract may be created and the student will be in jeopardy of not receiving credit for the class.

UNEXCUSED ABSENCES

For unexcused absences of students under 18 years of age, truancy, as defined by law, will be reported to the proper authorities as required by law on the third consecutive day of unexcused absence or on the fifth day of total unexcused absences per semester or seventh day of unexcused absences per year.

On the third unexcused absence per semester, the student will stay an hour after school for each class period or fraction of a class period missed and the proper authorities will be notified if the absence is the third consecutive whole day of school. The fourth and fifth infraction per semester will result in in-school suspension (ISS) from classes and the proper authorities will be notified if the absence is the fifth whole day of school. The sixth and each additional infraction per year will result in an informal hearing to decide if a suspension is to be issued or in the case of those who have had prior suspensions if a long-term suspension or expulsion should be issued.

If absences are determined to be unexcused, class work missed may be requested by the student, completed, and turned into the teacher for feedback, however, the credit will be at the discretion of school personnel.

1. Any student who has 15 unexcused absences in a year will not be given credit for classes missed.

PRE-ARRANGED ABSENCE & HOMEWORK

If students are aware they will be absent then a prearranged absence form must be completed and on file for the student – personal absences and school sponsored activities excluding sport competitions. This form must be presented to teachers at least two days before the absence if possible. Students will be permitted to make up classwork and tests, without assistance, but must make these arrangements *prior* to the absence. There will not be a day for a day policy with pre-arranged absences. Teachers will list what it is that a student will have to do and also set the deadline for it to count as full credit. This deadline will be set before the student leaves on his or her pre-arranged absence, so he or she is encouraged to plan early with his or her teachers. Work will count for full credit as per the teacher's due date. The student will keep a copy of the pre-arranged absence and the office will keep a copy.

For students unable to make such prior arrangements, they will have to work with individual teachers to obtain assignments in a timely manner.

When a student has been ill for an extended period of time and returns, the principal, in coordination with teachers and sponsors shall decide whether the student should immediately miss additional classes because of school-sponsored events.

AUTOMOBILE USE

Students who are observed driving recklessly on or near school property will be reported by any school district employee to the high school principal. The principal will warn the driver of the incident at the first opportunity thereafter and a written notice will be mailed to or phone call made to the parents of the driver;

After a second warning, the student will be reported to the local civil authorities;

Further violations of these rules and regulations may result in disciplinary action by the school pursuant to the disciplinary code and may result in loss of parking lot privileges.

BOOK BAGS, BACKPACKS, GYM BAGS, AND PURSES

If problems arise with the carrying of book bags, backpacks, gym bags, and purses to class, students may be required to keep such items in the student's locker during regular school hours (8:00 a.m. to 3:30 p.m.) or during specific class periods as requested by the teacher.

BREAKFAST

Our students are encouraged to participate in the breakfast program. It is the student's responsibility to allow adequate time to complete their breakfast meal. **Students eating breakfast will be counted tardy if they are not present at the bell or fail to be prepared for their first hour class.** Only the office can excuse the first-period tardy.

BUS DISCIPLINE POLICY

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

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

Violation of the bus rules and regulations may result in either a short or long term removal from the privilege of

riding the bus to and from school and/or activities.

Consequences may vary depending upon the misconduct of the student. The final decision will be made by the building principal.

CELL PHONES and OTHER PERSONAL ELECTRONIC DEVICES

Cellular phones, wearable devices, and other electronic devices have become more and more prevalent and their use for after-school and during outside activities is invaluable; however, the devices can cause a considerable distraction in the learning process during school. High school students may carry such devices during the day, but must be prepared to store them during class at the teachers' discretion and designated location.

- Teachers may grant permission for use of cell phones or electronic devices to enhance learning within the classroom. Prior approval must be obtained.
- Students will be allowed the use of their cell phones during lunch and passing periods as long as no unforeseen problems would arise.
- NO HEADPHONE USAGE DURING PASSING PERIODS – safety concerns.
- After the second cell phone violation is reported to the office, the parent will be required to pick up the phone from the office.
- After the third cell phone violation is reported to the office, the student will be asked to check-in his/her cell phone to the office each day at 8:00 AM for a predetermined probationary period. Lunch use privilege will be suspended for a predetermined amount of time.

Any cell phone, wearable device, camera phone, video camera, camera, etc., used in an inappropriate way including, but not limited to, taking pictures in a locker room, restroom, etc. will be given a severe penalty up to and including expulsion with potential involvement of civil authorities.

CHANGING CLASS SCHEDULES

During the first full week of each semester student schedules may be changed through approval by the counselor, the administration and the parents. At times, the administrator may determine changes must be made.

CLASSIFICATION OF STUDENTS

Freshmen: Those students who have completed the 8th-grade curriculum.

Sophomores: Those students possessing a minimum of 5 units of credit at the beginning of the school year and must be starting at least their 3rd semester of study (2nd year of high school attendance).

Juniors: Those students possessing a minimum of 10 units of credit at the beginning of the school year and must be starting at least their 5th semester of study (3rd year of high school attendance).

Seniors: Those students possessing a minimum of 17 units of credit at the beginning of the school year and must be starting at least their 7th semester of study (4th year of high school).

CLASS SCHEDULE

Period 1	8:00 TO 8:48	48 minutes
Period 2	8:51 to 9:39	48 minutes
Period 3	9:42 to 10:30	48 minutes
Period 4	10:33 to 11:21	48 minutes
SPARKS	11:24 to 12:22	58 minutes
Lunch	12:22 to 12:52	30 minutes
Period 5	1:00 to 1:48	48 minutes
Period 6	1:51 to 2:39	48 minutes
Period 7	2:42 to 3:30	48 minutes

DRAGON SPARKS COLLEGE AND CAREER READINESS SEMINAR

Dragon SPARKS is a time when students will complete the required career/college preparation activities and receive academic support and enrichment. (Refer to graduation requirements for more information.) Time will be scheduled for student participation in organizational meetings, special events and activities, study for classes. This is not free time, it is work time, and students are reminded that they are not to be in the hallways unsupervised. This is a time of study, academic work, intervention, and enrichment activities and regular classroom rules shall be enforced. Students will need to report to a Dragon SPARKS time before they can attend meetings, etc. All group activities will be coordinated through the office.

COLLEGE VISITATION DAYS

Students are encouraged to visit colleges they are interested in during their Junior and Senior year. The counselor will provide students assistance in finding information related to college and higher education, but the counselor will not go with students for college visitations. Before any visitation is set up during school time, it must be cleared through the HS office with a prearranged absence form and may be considered as an excused absence if arranged through the HS office. Two days for juniors and three days for seniors is standard.

COMPLAINTS AND GRIEVANCES

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

Any student may file a complaint with the principal against the application of any school rule or regulation applied against the student. The complaint must be in writing within 20 days following the application of the rule or regulation against the student and must specify the basis of the complaint. The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed.

DETENTIONS

Students receiving detention from either a teacher or administrator will be required to be able to serve said detention after school the day the detention is assigned or before or after school the following day. The teacher or administrator that assigns the detention will determine this. Parents will be required to arrange transportation from Valley Falls High School to home after the required detention time has been served. No detention will exceed 60 consecutive minutes served at one time. Students earning additional detention time will serve the extra time before or after school the next day. If transportation arrangements cannot be made for the student to serve the detention, the student will be allowed one extra day for these arrangements to be made if and only if parents or guardians request the extra day in a conference call with the administration. Student jobs, after school activities, etc will not be a reason to miss a scheduled detention. If the student misses the scheduled detention, time owed will be doubled. If it is missed a second time, in addition to the original detention requirement, the student will receive an office referral where the High School Disciplinary Policy Rubric will be followed.

DRESS CODE

The personal appearance of each student is the responsibility of the parent and the student. Students are expected to present themselves neatly and cleanly groomed. The personal appearance of students shall become the responsibility of the school when the types of dress or personal grooming habits are disruptive to the function of the school and/or other members of the school society. Clothing or accessories that over-expose, cause disruptions, promote alcoholic products or tobacco products, illegal and/or illicit drugs, or display indecent sayings and/or designs shall not be allowed in school. Clothing displaying gang-related materials, materials related to questionable social behaviors or unacceptable social values will not be allowed in school. This code applies to all school-sponsored activities on and off school grounds.

The following items constitute a partial list of clothing that is **NOT** allowed: **T-Shirts with any alteration to the sleeves (no matter if seams are present or not)**, **loose-fitting tank tops, and sleeveless shirts of any kind, no spaghetti straps, midriffs, half-shirts, halters, tube-tops, tank-tops with straps less than one inch, garments without shoulder straps, see-through clothing (without shirt underneath), shorts and skirts above mid-thigh – no holes or slits in jeans above the mid-thigh exposing skin, pants, dresses, or skirts above mid-thigh.** (A suggestion for the girls is that when you stand in front of the mirror and see cleavage, the garment is not appropriate for school.) Garments designed to be worn as underclothing are not acceptable at school. Pants must be worn in such a way that undergarments are not revealed. Students must wear proper footwear. Sunglasses are not to be worn in the building unless they are prescription lenses or approved by the nurse. **Hats, caps, hoods, bandanas, scarves, and other head coverings may not be worn inside the school buildings and such items must remain in lockers during the school day unless special permission is granted. Hats, caps, hoodies, etc. may be confiscated and held in the office for a parent/guardian to pick up if reasonable requests to adhere to the dress code are not met by the student.**

Students violating the dress code will be required to change clothes in order to meet the guidelines stated above. The High School Disciplinary Policy Rubric will be followed.

- The student will be asked to report to the office for each infraction. The infraction will be documented and a change of clothing will be provided if needed. In order to avoid disruption of the learning day, students will not be allowed to go home to change.

DUAL PARTICIPATION IN MULTIPLE SPORTS/ACTIVITIES DURING A SEASON

If an athlete/student is to participate in more than one sport/activity during the same season, the following must occur:

- A. Both coach/sponsor must inform the athlete/student how it may affect his/her status on their team.
- B. Both head coaches/sponsors must agree on items that include practices, game commitments, etc.
- C. The athlete/student must choose a primary sport or activity so if conflicts arise he/she will honor his/her commitment to the primary sport or activity.

If both head coaches/sponsors cannot agree on a plan for the athlete/student to be in two sports or activities during the same season, the athlete/student must choose only one sport or activity in which to participate.

ELIGIBILITY POLICY (Academic)

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

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

- A. All students currently enrolled in grades 6 through 12.
The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed), of unit weight or its equivalent, during the present semester.
- B. Students in grades 9 through 12.
The student may not fail two or more classes of unit weight, or its equivalent, the previous semester or the last semester of attendance.
- C. Students in grades 6 through 8.
The student may not fail two or more classes of unit weight, or its equivalent, the previous quarter or the last quarter of attendance. This also applies to eighth graders transitioning into high school.
- D. Students in grade 6.
Special consideration will be given to time commitment and academics. If any grade falls below 70%, away game participation will be revoked until all grades are at 70% or better given adequate league notification time. This will allow the participant to attend homework/tutoring sessions and seek additional academic assistance from the teaching staff.

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

- **Week One:** If a student is failing a class, the student will have one week to raise that particular grade before the principal or student improvement team (SIT) intervenes (This is referred to as the Academic Probationary Period). The student will be required to meet with the teacher issuing the grade. The teacher must sign off on the grade sheet noting the plan of action for improving the grade. The student must turn this grade sheet into the office documenting this meeting by the following Tuesday, 3:30 PM.
- **Week Two:** If the student completed the teacher meeting the previous week and the student’s grade does not rise above an “F” for that class before the next weekly interval, the principal or SIT team will intervene and the student will have their academic day extended from 3:30 to 4:15 p.m. Monday through Thursday regardless of after-school activity participation. The student will report to the extended learning classroom designated by the principal by 3:35 p.m. While in the extended learning classroom the student will work on their assignments for the class they are failing. Until cleared from the teacher and/or the principal, the student will continue to attend Homework Session. Students with unexcused absences or tardies during this extended learning time will be assigned ISS time .


If the student fails to turn in the grade sheet documenting the teacher/student meeting and plan of action by Tuesday afternoon by 3:30, the student will become ineligible starting week two Sunday to Sunday.

- **Week Three:** If by the third Friday or any Friday following the Academic Probationary Period, the student still has not raised the letter grade, the student will be ineligible on a week by week basis for any and all activities including participation and/or observing activities (week starts and ends Sunday to Sunday). When a student is on probation or ineligible, every effort will be made by the teacher to grade the late assignment in a two-day time frame. There are always circumstances that may not allow the teacher to grade the work in a two-day time frame. While in the extended learning classroom the student will work on their assignments for the class they are failing. Until cleared from the teacher and/or the principal, the student will continue to attend Homework Session. Students with unexcused absences or tardies during this extended learning time will be assigned ISS time .
 - The homework session will be held Monday through Thursday.
 - Students and/or their parents may, at any time during this process, request an appeal to the building principal who will look into the individual circumstances surrounding the student and their grade or progress.

Expectation of Privacy:

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

FEES

Instructional Fee	\$45 per student K-12
Enrollment Fee	\$45 per student K-12
Technology Fee	\$20 per student PK-12
Activity Fee	\$25 per student 6-12
Band Fee	\$35.00 per semester (Rental for specialty and percussion instruments only.)
Breakfast	\$37.00 per month (breakfast cost \$ 1.85 ea.) (adult cost \$2.40)
Lunches:	\$59.00 per month for each student in grades K-12 (K-12 meal cost \$2.95) (Adult meal cost \$4.35)
Extra Milk	\$.40 a carton (Adult \$.45 a carton) 

FITNESS CENTER

The fitness room will be used for a variety of physical education and health classes. It contains equipment that requires staff supervision at all times including after school. Students are not to be in the fitness room except for classes or with direct staff supervision; before, during, or after school.

FOOD/BEVERAGE POLICY

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

Drinks in a clear bottle with a sealable, leak-proof lid will be allowed in the halls and in lockers, due to public health concerns for the 2021-2022 school year, students shall use only approved filling stations within the building and not share bottles with others. Other food and drink items should be limited in the halls and in lockers. In addition, pop, candy and other food items should not be shared during the 2021-2022 school year due to public health concerns. Food items will be confiscated from students who refuse to abide by this policy or who are irresponsible with the trash or mess of having such items and it will not be returned to them.

GRADING SCALE

The following grading scale is used throughout our school;

A=	90-100%
B=	80-89 %
C=	70-79 %
D=	60-69 %
F=	59% and Below

Pluses (+) and minuses (-) may be added to the letter grade by a teacher. These descriptors will not; however, count positively or negatively towards the Grade Point Average calculation for that student. Valley Falls High Honor Roll: Gold - 4.0 GPA; Black - 3.6-3.99; and Dragon - 3.2-3.59 (Class of 2022, 2023, and 2024). Gold - 4.0 GPA; Black - 3.76-3.99; and Dragon 3.5-3.75 (Class of 2025) will be done on a semester basis.

GRADUATION REQUIREMENTS

Language Arts	4 credits
English 9	1 credit
English 10	1 credit
English 11	1 credit
English 12, College Composition, AP English, or Technical College LNG credit	1 credit
Science	3 credits
Biology	1 credit
Physical Science, Earth and Space Science, or Chemistry	1 credit
Science credit of the student's choosing (use program of studies to identify Science credits)	1 credit
Mathematics *	3 credits
Algebra I	1 credit
Geometry	1 credit
Algebra II or other math course if approved by teachers and administration	1 credit
Social Science	3 credits
World History	1 credit
American History	1 credit
Government or College Government	.5 credit
World Regional Geography	.5 credit
Physical Education and Nutrition and Wellness	1 credit
Personal and Consumer Finance and Business Essentials	1 credit
Fine Arts Elective Any course offered through the music or art departments plus forensics	1 credit
Other Electives	8 credits
College and Career Readiness Seminar (.25 credits per year)	1 credit
<i>Total Credits Required</i>	25 credits

*Pre-Algebra may be substituted for Geometry with teacher, principal, and superintendent approval to meet the individual needs of the student's future success. **Students must meet all graduation requirements to participate in the graduation ceremony

College and Career Readiness Seminar 1 Unit (.125 per semester) 1 total credit required

**Students moving into the district will have an adjusted requirement per time in the district.

Electives remaining needed units

An audit was conducted by Washburn University Institute of Technology and a determination was made of which courses were embedded with a minimum of 40 hours per semester of Math, Science, and/or Technical Reading. The 40 hours could be in the form of classroom study or application. The following credits, noted in the chart, may be earned to satisfy Math, Science, and Reading/ELA graduation requirements with a max of 1 total credit per content area accepted. Refer to the following chart for qualifying programs.

	Technical Math	Technical Science	Technical Reading	
Advanced Systems Technology	0.5	0.5	0.5	
Auto Collision		0.5		
Automotive Service Technology	0.5			
Building Technology	0.5			
Business, Bookkeeping & Accounting			0.5	
Cabinet/Millwork	0.5			
Climate & Energy Control Technology	0.5	0.5	0.5	
Cosmetology		0.5		
Culinary Arts	0.5			First Semester
Diesel Locomotive Technology			0.5	
Diesel Tech		0.25	0.25	
Electrical Technology	0.5	0.5	0.5	
Emergency Communications			0.5	
Emergency Medical		0.5		

Technician (EMT)				
Graphics Technology			0.5	
Information Systems Technology		0.5	0.5	
Legal Office Professional			0.5	
Machine/Tool Technology	0.25			
Phlebotomy		0.5	0.5	
Welding	0.25			

*This chart will be updated as information is made available by Washburn Tech to include additional courses that provide math, science, or reading.

* Completion of graduation credits from Valley Falls does not guarantee the fulfillment of all required coursework necessary for acceptance into all colleges and universities. School staff will put an emphasis on educating students about college-entrance requirements when conducting college/career planning.

Service Learning No hours are required but are highly encouraged. Forms should be submitted to the high school office for approval. These hours will be placed on the student transcript.

Seniors who are **not in good standing academically** from USD 338 at the time of graduation will not be allowed to participate in the graduation ceremony regardless of the number of credits earned.

A student must have completed all graduation requirements as well as paying for any and all (family) school fees in order to be allowed to participate in the graduation ceremony. Special circumstances will be presented to the District Office for consideration.

B. ALTERNATIVE METHODS OF EARNING CREDIT TOWARD GRADUATION

The use of alternative programs by students for the satisfaction of graduation requirements must have prior written approval.

Alternative methods of earning credit are available to students, as described in the State of Kansas 701 Bulletin dated May 1, 1983. All alternative programs must have the written approval of the building principal.

1. Independent study
2. Competency examination
3. Part-time cooperative training program
4. Adult education

5. Military service educational experience
6. Work/study program
7. Special Education for handicapped students
8. Homebound and hospitalized students
9. Edgenuity coursework
10. General Education Development Program (G.E.D.)
11. Principal's discretion based on course content/curriculum

HALL PASSES

All students will be provided a hall pass when traveling outside of the regular passing period. Classroom teachers may choose to use a class paper pass in place of a signed planner. All students who are out of the classroom will be required to show a paper pass when out of class. An office pass is required for all parking lot visits during the school day.

HAZARDOUS SUBSTANCES

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

HOMECOMING GUIDELINES FOR FLOATS

The purpose of preparing for homecoming activities is to help build school spirit and to take pride in our school and community.

- Float committees will be appointed at the time class officers and STU-CO representatives are elected which is generally done the first full week of school.
- The float committees for each class will be responsible for bringing ideas for the float to the sponsor before it begins to be built. The sponsor must approve the design.
- No profane word usage or inappropriate school content will be allowed on signs or on any other part of the float. If this does happen, the float will not be allowed to be in the homecoming parade and students may be subject to discipline.
- Students will not work on floats without a sponsor being present.
- Floats will be constructed during the day of homecoming.

HOMECOMING/WINTER ROYALTY

Candidates for Homecoming and Winter Royalty

The following requirements were proposed by the Student Council and were voted on and passed by the student body.

In order to be a candidate, students must meet all of the following conditions

- The student must be a senior
- The student must be eligible (as described under the eligibility policy in the Student Handbook) at the time of the ceremony,
- The student must have a minimum cumulative 2.0 GPA the previous semester,
- The student must be a member of at least two school activities or organizations listed in the Student Handbook within the current and/or previous semester,
- The student shall not have had more than one day of ISS within the current or previous semester and
- The student shall not have had any time of OSS or have been suspended from a school activity within the current or previous semester.

Students eligible to become a candidate will be notified by the sponsor. They will need to inform the sponsor of their intention of being added to the ballot or not. The student council will distribute the application forms and set the due dates each year. The Student Council will compile a list of the seniors who meet the requirements listed above. Under the supervision of the Student Council, all seniors shall vote for ten (10) candidates (5 female and 5 male). The top 5 females and the top 5 males will become the candidates. In the case of a tie, 6 males and 6 females will be selected. The candidates will then be presented to the entire student body, who will select their top choices for King and Queen in an election that is coordinated and supervised by the Student Council. The tallying of ballots shall be done by the principal (or designee) and the student council sponsor, with the results kept secret until the announcement of winners at the crowning ceremony. Foreign Exchange students are eligible to be honorary candidates only. The previous year's King and Queen will be invited to crown the new King and Queen candidates during half time of the football game and basketball game.

Homecoming King and Queen may not be selected as part of the Winter Royalty.

Dance participation at these activities is limited to alumni of Valley Falls under 21 years of age, all staff, parents of students, board of education members, high school students and their dates (under the age of 21) following the general guidelines for the dance policies in the Student Handbook, and Candidates for Homecoming and Winter Royalty.

HOMEWORK/SCHOOL WORK POLICY

The Valley Falls High School staff view extended learning opportunities for our students as a necessity to enhance the learning experience at school. It is important that this extended opportunity to practice skills happen in a timely manner in order for it to have a positive impact on the learning process. Therefore, homework will be assigned along with due dates as determined by the classroom teacher. Late assignments will be reduced by no more than 50% of the possible points earned. EXAMPLE: If the assignment was worth 10 points and the student submits a paper with 8 points correct, the student may lose up to 4 points as a result of the assignment being late. Each teacher will determine when late work will be accepted which will be spelled out within each class syllabus.

HONOR ROLL (Class of 2022 through class of 2024)

4.0	Gold
3.60-3.99	Black
3.2-3.59	Dragon

HONOR ROLL (Starting with Class of 2025)

4.0	Gold
3.76-3.99	Black
3.5-3.75	Dragon

Honors Courses

Valley Falls U.S.D. 338 has adopted curriculum in certain courses to promote academic excellence for students who pursue the highest standard of classes.

Advanced Placement Courses

Valley Falls U.S.D. 338 has adopted curriculum in certain courses to promote academic excellence for students who pursue the highest standard of classes. These classes will require higher expectations and advanced levels of content material.

Through the Edgenuity© online curriculum, students have access to take AP (Advanced Placement©) courses. These courses include a comprehensive uniform national final examination. The assessment is proctored through the College Board (<https://ap.collegeboard.org/>) **at the expense of the student.**

Community College/University Dual Credit Courses

USD #338 will offer online college courses for dual enrollment credit with Allen County (<https://www.allence.edu/academics/online-learning>) and Highland Community (https://highlandcc.edu/pages/online_0). The district will also offer on campus dual enrollment credit at Washburn Tech (<https://www.washburntech.edu/career-programs/index.html>), Topeka and HCC Technical Center (<https://highlandcc.edu/pages/careertechnical>), Atchison. Course offerings are determined by these institutions.

USD #338 will also offer dual enrollment credit for Highland Community College evening courses that are taught in the evening on the USD #338 campus.

Any courses students take for dual credit must be pre-approved. Students will be required to show proof of enrollment and completion for dual credit. In order to take College Algebra or HCC English one must have:

Requirements for College English I*

- “B” or higher in Junior English or ACT 18 in English
- Recommendation from Counselor
- Recommendation from Instructor

Requirements for College Algebra*

- 22 in Math ACT OR Qualifying Placement Score
- Recommendation from Counselor
- Recommendation from Instructor

*These requirements are set by Highland Community College and are subject to change. For complete requirements and updates please contact Highland Community College

Graduation Honors

Summa Cum Laude

- 4.0 GPA
- Student must be fully enrolled all eight semesters of their high school career – no early release their senior year
- Student must have received at least 10 passing credits of honors courses; or completed a CTE pathway with 8 passing credits of honors courses; or successfully completed 4 semesters at Washburn Tech

Magna Cum Laude

- At least a 3.75 GPA
- Student must be fully enrolled all eight semesters of their high school career – no early release their senior year
- Student must have received at least 8 passing credits of honors courses; or completed a CTE pathway with 6 passing credits of honors courses; or successfully completed 4 semesters at Washburn Tech

Cum Laude

- At least a 3.5 GPA
- Student must be fully enrolled all eight semesters of their high school career – no early release their senior year
- Student must have received at least 6 passing credits of honors courses; or completed a CTE pathway with 5 passing credits of honors courses; or successfully completed 4 semesters at Washburn Tech

*** Completion of graduation credits from Valley Falls does not guarantee fulfillment of all required coursework necessary for acceptance into all colleges and universities or to participate in college athletics. School staff will put an emphasis on educating students about college-entrance requirements when conducting college/career planning.**

IN-SCHOOL SUSPENSION (ISS)

Students choosing, by their actions, to defy classroom and/or school behavioral expectations can be assigned to ISS by the building administrator. While in ISS, a student will be given all classroom assignments and homework as needed. ISS students are allowed to complete all work missed during this suspension. Students in ISS are **INELIGIBLE** to participate in any school-sponsored activity/competition on the day of the ISS. Students may attend practices after school hours.

JURISDICTION OF THE SCHOOL FOR STUDENT BEHAVIOR AND DISCIPLINE

Students are responsible to the school for their behavior:

- Before school
- During school hours (including lunch period)
- After school
- Before, during and after school-sponsored events (at home or out of town), and
- At other times “if engaged in conduct detrimental to the operation of the school” or “detrimental to the morale of the school” or is unseemly/disrespectful in the social environment the students are involved in.

JURISDICTION OF SCHOOL PERSONNEL

Students are expected to comply with the directions of faculty (teachers and substitute teachers), student teachers, administrators, adult volunteers, and school staff members during any period of time when under the authority of the school. This includes all Valley Falls student activities both home and away.

LOCKER ROOMS

The P.E. teachers and/or coaches will attempt to keep the locker area locked whenever possible. The contents of lockers in this area are the sole responsibility of the **STUDENTS** involved. The school and its personnel cannot be held responsible for unsecured student property. Students must lock up all belongings at all times.

LUNCH BREAK

The lunch period at Valley Falls High School is a closed lunch period. No student is to leave the school grounds surrounding the main high school building without permission from the principal. Failure to observe this rule will be considered insubordination or refusal to follow a reasonable request.

Seniors may have open lunch at the discretion of the principal. Once seniors have signed out through the office for open lunch, they are not allowed to return to the lunchroom – upon return to the building, seniors must remain on the main floor of the high school.

All students participating in the hot lunch program, as well as those individuals bringing their lunches, are expected to eat in the cafeteria and remain in the cafeteria until dismissed from the lunch room. All students are to report to the cafeteria when the bell rings to dismiss classes for lunch. Those who bring their own lunches are to eat in the cafeteria, and those not eating lunch may sit in the cafeteria and visit until dismissed from the lunch room. In order to work in a classroom during lunch hours, the student must present a signed pass to the lunch supervisors before being allowed to leave.

LUNCHROOM RULES

1. Students will line up by classes or other predetermined order in the lunch line. Dismissal could be by grades or tables – to be determined by lunchroom staff.
2. If a student makes a mess, they will be required to clean it up.
3. **No open containers of food or drinks can be taken out of the lunchroom.**
4. Students are asked to be respectful of others' property, space, and rights.
5. Any student cutting in line in their perspective class will be placed at the back of the line.
6. Trading of food at breakfast or lunch is discouraged.
7. Students will be allowed to leave the lunchroom with a signed pass from a teacher.
8. Individual students who cannot follow these rules will eat separate from his or her peers and/or face stiffer penalties.
9. School issued chromebooks will only be allowed in designated areas of the lunchroom determined by staff.

MEDICATION POLICY

Students are not allowed to have in their possession (lockers or on their person) medication of any type (prescription or over the counter) at any time while at school. All student medications are to be stored and administered through the Principal's Office.

1. All medications (prescription and over the counter) must come to the school in the original container and not outdated with a written permit from the parent to give to the student.
2. Prescription medications will be administered per the directions on the container. Over the counter medications will be administered per written parental directions.
3. When the school receives the medicine in the original container with a note from the parent giving consent, we contact Jefferson County Health Department, who acts as our school nurse. Jefferson County Health Department's licensed professional nurse assesses the pupil's nursing care needs and formulates a written nursing plan of care before delegating any nursing task to an unlicensed school person. The licensed nurse faxes us the written plan, which delegates us to give the medication. All school personnel have had training on this procedure.

4. The school personnel assumes no legal responsibility other than acting as duly authorized employees of the school district with the consent of the parent and Jefferson County Health Department. The liability for over the counter medication will be assumed by the parent. The liability for prescription medication will be assumed by the doctor and/or the pharmacist.
5. If in the judgment of the school administrator the medication should not be administered, he/she will notify the parent or medical personnel in advance of discontinuation.

NCAA & NAIA INITIAL-ELIGIBILITY CLEARINGHOUSE

In order to participate in athletics at NCAA schools you must meet specific requirements. Students are required to take core courses within 8 semesters and meet minimum G.P.A. and ACT score requirements based on their sliding scale. In addition, students must register with the NCAA clearinghouse. Students who are pursuing athletics at the NCAA level should visit [NCAA requirements](#).

NATIONAL HONOR SOCIETY

In accordance with the National Association of Secondary School Principals, Valley Falls High School recognizes outstanding students by conferring membership in the National Honor Society. Candidates for membership are identified at the end of their sophomore and junior years. Members are inducted into the society as juniors or seniors. Criteria for candidates include:

Selection for Incoming Students

Candidates must meet the following NHS selection standard criteria:

1. Scholarship: Candidates must have a 3.6 cumulative GPA (3.5 with 2 or more completed honors classes).
2. Service: Candidates must average 12 or more Service Learning Credits per year of attendance. A minimum of 6 hours a year of the required hours must be school service learning hours.
3. Leadership: Participate in at least 2 activities/leadership activities per year. These activities include football, volleyball, cross country, basketball, track, baseball, softball, band, choir, FCCLA, STUCO, knowledge bowl, forensics, school drama team, cheerleading, dance, team manager, class officer.
4. Character: A candidate must be a student in good standing. A student at any time during high school career cannot have accumulated 7 or more discipline points according to the VFHS discipline program, or **been subject to In School or Out of School Suspension during their academic career.**

Members are expected to maintain and promote the qualities of Leadership, Character, Service, and Scholarship. Membership can be transferred to other chapters of the NHS if the student changes school districts. Unless dismissed, the student remains a member for life.

Members of the Valley Falls School National Honor Society undergo a review each semester. This report includes an administrative review, a GPA and a Service Learning Hours check, and an evaluation by the National Honor Society Council. Members who are not maintaining the principles of NHS may be warned or dismissed based upon the results of these periodic reviews.

NON-CUSTODIAL AND CO-CUSTODIAL PARENTS

Unless prohibited by law or Court Order, the board of education shall provide information to parents, whether custodial, non-custodial, regarding school progress and activities of their child. The District recognizes that many divorced parents continue to share parenting responsibilities and that each parent should have equal access to information regarding their child's school progress and activities.

Upon a written request of a parent to the child's school principal, the school will subsequently and routinely mail to that parent copies of all school information which is normally provided. Such information will include copies of report cards, class newsletters, and school newsletters. Daily work normally sent home with the child would not be mailed. These mailings will continue for the remainder of the school year in which the request is made. Non-custodial parents and parents with shared custody who do not normally receive materials from the school may annually request this service.

NON-DISCRIMINATION CLAUSE

The Valley Falls High School does not discriminate on the basis of race, color, national origin, sex, age or disability in administration or access to, or treatment, or employment in its programs and activities. If you have any question regarding the above, please contact:

Valley Falls High School
Greg Morgan, Principal
Telephone (785) 945-3229

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

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

1. The right to review and inspect all of your educational records except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without consent is permitted by law.

3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This includes the right to request a hearing at which you may present evidence to show why the records should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that U.S.D. No. 338 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
5. The right to obtain a copy of USD No. 338's policies for complying with FERPA. A copy may be obtained from Dr. Volora Hanzlicek, Superintendent, Unified School District 338 Office, Valley Falls, KS. 66088.

For purposes of FERPA, USD No. 338 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: Name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file a written notification to this effect with USD No. 338 at Unified School District 338 Office, Valley Falls, Kansas 66088, on or before September 1st, 2019 or 2-weeks after a later enrollment.. If a refusal is not filed, USD No. 338 assumes that there is no objection to the release of the directory information designated.

OFFICE OF CIVIL RIGHTS FOR VOCATIONAL EDUCATIONAL GUIDELINES

In compliance with Executive Order 11246, Title II of the Education Amendments of 1976, Title VI of the Civil Rights Act of 1972; Title IX Regulation Rehabilitation Act of 1973; and all other Federal, State, School rules, law, regulations, and policies, U.S.D. # 338 shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates. It is the intent of U. S. D. 338 to comply with both the letter and spirit of the law, making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by U.S.D. 338.

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

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

Title IX complaints can also be filed with:

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

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

OUT-OF-SCHOOL SUSPENSION (OSS)

Students choosing, by their actions, to defy classroom and/or school behavioral expectations can be assigned to OSS by the building administrator. While suspended from school, students will be eligible to complete and/or makeup school work missed during their OSS and will be given full credit provided these assignments are completed upon the student's return to school. Students in OSS are **INELIGIBLE** to participate in any school-sponsored activities, **INCLUDING** practices during the course of their OSS and on any weekend and/or holiday date that immediately follows or is included within the OSS. The principal can apply additional consequences to the terms of an individual OSS as deemed appropriate.

PARKING LOT

Students may **NOT** go to the parking lot without a pass from the office. Once students arrive at school and come into the building, students are expected to remain at school for the day. Detentions and/or harsher consequences will be assigned to students who do not follow this procedure. Repeat offenders may lose parking privileges.

PRINCIPAL'S OFFICE

The principal's office is a place of business, and the secretary handles many duties concerning confidential and financial concerns. Students are not allowed to be behind the secretary's desk or designated work area unless given permission.

PROGRESS REPORTS

Weekly grades will only be sent if the student has a "D" or an "F". Parents may also access the district computer system to see their student's grades at any time.

Progress reports are designed to inform parents of potential problems in regards to the academic achievement of their son/daughter. Progress reports can be sent by faculty members at any time during the course of the year.

It is expected that teachers will notify parents before giving the student an "F" for the semester.

Kansas Board of Regents - Qualified Admissions

Kansas Regents Universities include Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, University of Kansas, and Wichita State University. If you are planning to attend one of these institutions, check the qualified admissions requirements and include the necessary courses into the four year individual plan of study. Each Board of Regents school has a qualified admissions requirement. They can be accessed using the following link:

http://www.kansasregents.org/qualified_admissions for the official requirements.

Kansas Scholars Designation

To achieve the recognition and qualify for State Scholar Designation, students must complete the Kansas Scholars Curriculum and the following criteria:

- Students must have taken the ACT between April of the sophomore year and December of the senior year
- Students must be a Kansas resident
- Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official

In addition to earning the honor of this designation students may also be eligible to earn financial aid to help pay for college. The Scholar Curriculum is more rigorous than the local required curriculum.

English - 4 years

One unit to be taken each year. Must include substantial recurrent practice in writing extensive and structured papers, extensive reading of significant literature, and significant experience in speaking and listening.

Mathematics - 4 years

Algebra I, Algebra II, Geometry, and one unit of advanced mathematics-- suggested courses include: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions or Calculus. Completion of Algebra I in 8th grade is acceptable for the Kansas Scholars Curriculum.

Science - 3 years

One year each in Biology, Chemistry, and Physics, each of which include an average of one laboratory period a week. Applied/technical courses may not substitute for a unit of natural science credit.

Social Studies - 3 years

One unit of U.S. History; minimum of one-half unit of U.S. Government and minimum of one-half unit selected from: World History, World Geography or International Relations; and one unit selected from: Psychology,

Economics, U.S. Government, U.S. History, Current Social Issues, Sociology, Anthropology, and Race and Ethnic Group Relations. Half unit courses may be combined to make this a whole unit.

World Language - 2 years

Two years of one language. Latin and Sign Language are accepted.

Kansas Board of Regents - Scholar

An honor Kansas students can receive is to be designated as a Kansas Scholar during the senior year. Each district will identify the top 10% of Seniors for this honor.

Minimum requirements to become a State Scholar include:

- *Take the ACT by December of Senior year*
- *Be a Kansas resident*
- *Have their curriculum and 7th semester GPA certified on the official roster by the high school counselor*
- *Complete the State Scholar Curriculum (listed above)*

RELATIONSHIPS

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

SAFE SCHOOL HELPLINE

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

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

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

SCHOOL CLOSING

In the event that we are forced to close school due to inclement weather conditions, notifications will be made on 580 AM, 94.5 FM radio, 103.9 FM radio, 93.7 FM radio; and television channels 13, 27, and 49. We will attempt to make the decision as early as possible in the morning.

There may be occasions when threatening weather forces us to dismiss the school early. This notification will be made over the same radio and news stations, and parents will receive a message through Thrillshare, USD #338 Facebook, USD #338 Twitter, along with the information being posted on our district website live feed.

SCHOOL DANCE POLICY

Valley Falls High School dances are designed for Valley Falls High School students with these guidelines:

1. The principal must give permission to hold a school dance at least two weeks in advance of the dance date.
1. At least three faculty sponsors must be secured or two faculty and two parent chaperones must agree to attend the dance or event and help supervise.
2. No student may enter a dance 30 minutes after the scheduled starting time unless previous arrangements have been made with the sponsor.
3. No student will be readmitted to a dance once he or she has left the building where the dance is held.
4. No drinking or smoking is allowed on school grounds or at any school function on or off school grounds.
5. Any outside guest must be signed up ten (10) days in advance for those dances allowing outside dates, and the sponsoring student will be responsible for the actions of his or her guest. The guest must be a high school freshman or older, but not 21 years of age or older. A form must be obtained by the sponsoring student and will be taken to the school of the guest student to be filled out by that administrator indicating the visiting student is in good standing in his/her own school. This form will be faxed back to Valley Falls High School by an administrator of the guest student's high school.
6. A student or guest may be removed from a dance for breaking school rules and/or any of the above guidelines. Students attending a dance are under the jurisdiction of the school and are subject to school disciplinary procedures, including suspension and expulsion.
7. **A student must meet eligibility requirements and be a "student in good standing" to attend school dances including prom and homecoming**

SCHOOL HOURS

Our school day runs from 8:00 a.m. to 3:30 p.m. For students required to be at tutoring sessions, the day will end at 4:15 p.m.

SCHOOL INSURANCE

Student insurance carried by the district is for secondary coverage. The school insurance will not pay for an accident or injury until the parent's private primary insurance has been used. The school insurance has limitations on its coverage. Any cost that the parent's insurance does not cover **MAY** be covered by the school's insurance, however, it may not cover 100% of the remaining cost. Parents, coaches/sponsors, and the school must jointly fill out forms in order to determine if the school's insurance will provide coverage. Parents

who have no private insurance may apply for school coverage and the insurance company will determine the amount of coverage that will be provided.

A CLAIM MUST BE FILED WITHIN 90 DAYS OF THE DATE THE INJURY OCCURRED!

SENIOR EARLY RELEASE

To allow students greater flexibility, the Valley Falls School District will offer senior students the opportunity to pursue a wider variety of options during the last semester of their senior year. This will allow students to enroll in college classes previously unavailable to them due to scheduling constraints associated with meshing the college and VFHS schedules or students could be released to work, earning more money for future educational experiences or endeavors. Students who choose this option may not be eligible for athletics or activities sponsored by the KSHSAA since they require a student to be enrolled in a minimum of five classes for participation in extracurricular activities.

The following guidelines for participation in the early release program are as follows:

1. Only seniors who have enough credits to graduate with their class may elect to participate in this program.
2. All students who desire to participate in the senior early release program must have their applications approved by the counselor, principal, and parents. The principal will have the final say in the level of participation that the student may be involved in.
3. **Applications must be completed and returned to the guidance office during the fall enrollment at the start of the school year. The eighth full day of school is the last time they can sign the appropriate documents.**
4. In extreme emergencies, the deadline may be circumvented by joint approval from the counselor, administration, and parents later in the semester.
5. Students must be enrolled in at least two courses (Seminar, senior English and World and Regional Geography) the second semester of their senior year.
6. Courses taken at VFHS during the second semester must be consecutive hours.
7. Students may not enroll in Work Study and participate in this program. (There would be no need for this concurrent enrollment.)
8. Students in the early release program are held to the same standards and sanctions as every other student in school and are required to follow all school policies.
9. Students indicating they intend to have early release will not be assigned a student aide position during the first semester.

SERVICE LEARNING

No hours will be required, but strongly encouraged. All hours must be submitted to the office on the official documentation form to be considered for approval and recorded.

All service learning services should be provided within one of these categories:

- senior citizens/handicapped
- non-profit and /or service organizations
- peer tutoring/ mentoring
- any other projects as approved by the administration.

Students would not be given credit for working for a relative or their place of employment. Nepotism rules would apply. We will have specific paperwork to turn in for the activities performed by the students. Please check with the office prior to beginning service projects.

Dragon Service Learning is open to all HS students, giving back to our school district. It is an opportunity to volunteer for at least 1 hour per month, have a school official sign off, and then participate in an open gym once a month during Dragon SPARKS time.

SEXUAL HARASSMENT

Sexual Harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having a business or other contacts with the school district is strictly prohibited.

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or 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.

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

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

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

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

SIGNS/POSTERS

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

SMOKE/TOBACCO FREE CAMPUS

Effective July 1, 1997, USD No. 338 shall have a smoke-free/tobacco-free campus. The use of tobacco in any form, including in electronic form, will not be permitted on any school property. This includes patrons and visitors to the school.

SPORTSMANSHIP

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

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

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

STUDENT AIDE

This program is available to qualified juniors and seniors only, and it will be administered by the counselor. The requirements are as follows:

1. Administrative approval (required 2.0 GPA before enrolled with minimal discipline or attendance issues)
2. Parent approval
3. Students will earn credit toward graduation.
4. The student will earn a Pass or Fail for the semester. This grade is not included in G.P.A. calculations and could have an effect on class rank.
5. Students will keep grades above an "F" at all times and if they start to falter, they will work on their homework during this time (this will not count against the student when determining their grade unless the problem is ongoing).

Students enrolled in a student aide program are required to keep their cooperating staff members informed of their whereabouts at all times. Failure to comply with program guidelines or abuse of student aide privileges will result in students being suspended from this program and this may happen at any time. Student aides will wear issued identification badges during student aid hours.

Student aides will not leave campus unless approved in advance with the office and the student's parents.

STUDENT ACTIVITY BUS

The district **may** provide transportation to school-sponsored activities for non-participating students. When available signup sheets for Activity Buses will be in the Principal's office and must be completed by 3:30 p.m. of the school day preceding the activity. It is expected that cheerleaders will ride the activity bus whenever one is provided. This is based on approval by the administration and financial feasibility.

STUDENT CONDUCT

1. CODE OF STUDENT BEHAVIOR.

- a. The Board of Education of Valley Falls Unified School District No. 338 believes that schools must have reasonable rules relating to student behavior which are consistently enforced. We believe that all Valley Falls schools must maintain positive, educational climates, which are conducive to effective learning. We believe that Valley Falls' students should adhere to appropriate codes of behavior for their personal development and for the benefit of a positive learning climate within the schools and within the community.
- b. School District staff members are instructed to help instill and to administer the enforcement of fair, firm and consistent behavioral codes within their buildings which will help insure an appropriate learning climate within the School District. The behavioral expectations for students should be age-level appropriate and made clear to the students, staff, and parents. Positive school citizenship should be encouraged and reinforced within the entire school community.
- c. An emphasis will be placed on the demonstration of expectations as noted through

Dragon PRIDE
Positive Attitude
Respect
Integrity
Determination
Excellence

Pursuing Excellence Through Education

	Hallway	Lunchroom	Restroom / Locker Room	Instructional Settings / Classroom	Buses	Community and School Events
<u>Positive Attitude</u>	<ul style="list-style-type: none"> - Keep words and actions kind - Be an "Upstander" - Say "Excuse Me" - Halls clear and free debris - Keep to the right 	<ul style="list-style-type: none"> - Keep conversations positive - Be polite to everyone - "please" and "thank you" 	<ul style="list-style-type: none"> - Use good manners, saying please and thank you, excuse me, etc. 	<ul style="list-style-type: none"> - Always try your best - Be open-minded to learning and challenges - Pay attention and be ready to learn 	<ul style="list-style-type: none"> - Be polite to everyone - "please" and "thank you" 	<ul style="list-style-type: none"> - Be attentive to speakers/performers - Show good sportsmanship - Positive school spirit
<u>Respect</u>	<ul style="list-style-type: none"> - Allow everyone personal space - Use appropriate and positive language - Leave things better than you found them 	<ul style="list-style-type: none"> - Clean up table area - Throw trash away - Wait patiently - Use appropriate language & volume of voice - Be willing to clean up after yourself and others 	<ul style="list-style-type: none"> - Allow everyone privacy - Keep it tidy - Absolutely NO electronic devices should be used in restroom or locker room 	<ul style="list-style-type: none"> - Follow classroom rules and expectations - Celebrate others' success - Be polite to others - Use resources, tools, & technology as instructed by the teacher 	<ul style="list-style-type: none"> - Use appropriate language & volume of voice - Leave things better than you found them - Follow bus rules and expectations 	<ul style="list-style-type: none"> - Treat opposing players, officials and fans with courtesy and respect - Leave things better than you found them - Avoid conversing during performance or presentation - Be polite to all visitors

<u>Integrity</u>	<ul style="list-style-type: none"> - Be honest - Follow school dress code - Stand up for others 	<ul style="list-style-type: none"> - Follow school rules - Use manners and show courtesy - Show gratitude towards cafeteria staff 	<ul style="list-style-type: none"> - Wash your hands after - Use the restroom for its intended purpose 	<ul style="list-style-type: none"> - Be honest - Do your own work; hold others to the same standard - Accept responsibility - Admit and learn from mistakes - Accept consequences 	<ul style="list-style-type: none"> - Follow school rules - Use manners and show courtesy - Show gratitude towards others 	<ul style="list-style-type: none"> - Cheer positively and enthusiastically - Food and drink only when appropriate - Compete fairly and accept outcomes graciously - Celebrate others accomplishments
<u>Determination</u>	<ul style="list-style-type: none"> - Use passing time efficiently and effectively - Report directly to your destination in a timely manner 	<ul style="list-style-type: none"> - Eat YOUR lunch - Use your time effectively 	<ul style="list-style-type: none"> - GO - FLUSH - WASH!! 	<ul style="list-style-type: none"> - Set goals, give your best effort, and do your best work - Learn from failures and be persistent 	<ul style="list-style-type: none"> - Follow all bus rules 	<ul style="list-style-type: none"> - Focus on the performance/presentation
<u>Excellence</u>	<ul style="list-style-type: none"> - Follow school rules - Lead by example 	<ul style="list-style-type: none"> - Be welcoming to others at your table 	<ul style="list-style-type: none"> - Lead by a positive example 	<ul style="list-style-type: none"> - Have a growth mindset - Challenge yourself to a higher standard - Accept Challenges 	<ul style="list-style-type: none"> - Lead by a positive example - Be a positive role model 	<ul style="list-style-type: none"> - Always be a positive leader - Represent our school with PRIDE

UNACCEPTABLE BEHAVIOR.

- a. Corrective measures for those students who commit acts of unacceptable behavior or violations of school rules and regulations should be described to the students. Those measures may include, but are not limited to the following rubric:

HIGH SCHOOL DISCIPLINARY POLICY

Level 1 (Warning)
1 point (Warning)
Failure to Cooperate with Staff/Failure to Comply with a Reasonable Request
Cafeteria Violation
1st Dress Code Violation
Excessive Affection
Not Working in Class
Minor Parking Lot Violation
1st Class Misconduct per School Year

Level 1 (with Consequence)	Parent Notified	Intervention	(Group Circle Discussion (Y/N))
1 point Minimum – 30 minute detention or reflection completion with approval		Serve Detention or choose reflection and Group Circle with class event occurred in (2 weeks without referral resets points to 0)	
3rd Tardy per Semester	yes	Reflection on impact to self/others: 1 page.	no
Profanity or Language Inappropriate for School	yes	Reflection on impact to self/others: 1 page.	no
2nd Dress Code Violation	yes	Reflection on impact to self/others: 1 page.	no
2nd Class Misconduct per School Year	yes	Reflection on impact to self/others: 1 page.	no

Level 2 (with consequence)	Parent Notified	Intervention	(Group Circle Discussion (Y/N))
2 points (Minimum – 60 min. detention)		one month without office	

		referral resets to 0	
4th Tardy per Semester	yes	Reflection on impact: 1 page	No
Skipping Required Homework Session – 1st per semester	yes	Reflection on impact: 1 page	No
Skipping Classroom Detention		Reflection on impact: 1 page	No

Level 3 consequence	Parent Notified	Intervention	(Group Circle Discussion (Y/N))
3 points-Minimum –2 X 60 min. detention		1 month without referral resets to 0	
		Serve Detention with reflection	
Physical Horseplay	Yes	Reflection (2 page, impacts to yourself and others)	yes
Assembly Conduct Violation	Yes	Reflection (2 page, impacts to yourself and others)	yes
1st per semester Inappropriate Computer Use	Yes	Reflection (2 page, impacts to yourself and others)	
5th + Tardy per Semester	Yes	Reflection (2 page, impacts to yourself and others)	
Skipping Office Assigned Detention	Yes	Reflection (2 page, impacts to yourself and others)	
3rd Class Misconduct per School Year	Yes	Reflection (2 page, impacts to yourself and others)	yes
Blatant Disrespect toward Staff Members	Yes	Reflection (2 page, impacts to yourself and others)	yes
Hazardous Driving on School Property	Yes	Reflection (2 page, impacts to yourself and others)	
3rd+ Dress Code Violation	Yes	Reflection (2 page, impacts to yourself and others)	

Level 4 (consequence)	Parent Notified	Intervention	(Group Circle Discussion (Y/N))
5 points Up to 2 days of suspension (OSS)			
Incident of Harassment or Intimidation – 1st per year	Yes	Reflection (2 page, impacts to yourself and others) and re-entry circle	yes

Cheating/Plagiarism	Yes	Reflection (2 page, impacts to yourself and others) and re-entry circle	yes
Tobacco Possession/use	Yes	Reflection (2 page, impacts to yourself and others) and re-entry circle	yes
Student Conflict Resulting in an Office Referral	Yes	Reflection (2 page, impacts to yourself and others) and re-entry circle	yes
Class Misconduct - 4th + per School Year	Yes	Reflection (2 page, impacts to yourself and others) and re-entry circle	yes
Theft Under \$100	Yes	Reflection (2 page, impacts to yourself and others) and re-entry circle	yes
Inappropriate Computer Use – 2nd + per semester	Yes	Reflection (2 page, impacts to yourself and others) and re-entry circle	yes
Skipping Required Homework Session – 2nd + per semester		Reflection (2 page, impacts to yourself and others) and re-entry circle	yes

Level 5 (consequence)	Parent Notified	Intervention	(School Re-entry Circle) n (Y/N)
8 points Up to 5 days of suspension (OSS)			
Threatening Behavior	yes	legal repercussions, 2 -3 page reflection	Yes
Under the Influence or in Possession of Drugs or Alcohol on School Grounds	yes	2 -3 page reflection, cessation counseling	yes
Fighting	yes	legal repercussions, 2 -3 page reflection	yes
Vandalism	yes	legal repercussions, 2 -3 page reflection	yes
Theft in Excess of \$100	yes	legal repercussions, 2 -3 page reflection	yes
5th + Class Misconduct per School Year	yes	legal repercussions, 2 -3 page reflection	yes
Incident of Harassment or Intimidation – 2nd +per year	yes	legal repercussions, 2 -3 page reflection	yes

Level 6 (consequence)	Intervention	Parent Notified	(School Re-entry Circle) n (Y/N)
13 points Long Term Suspension Hearing May be Held			
Weapons	Reflection (2 page, impacts to	Yes	Yes

	yourself and others) and school re-entry circle		
Major Vandalism	Reflection (2 page, impacts to yourself and others) and school re-entry circle	Yes	Yes
Physical Altercation with Staff	Reflection (2 page, impacts to yourself and others) and school re-entry circle	Yes	yes
Violent Threats	Reflection (2 page, impacts to yourself and others) and school re-entry circle	Yes	yes
Causing Severe Injury to Another Student	Reflection (2 page, impacts to yourself and others) and school re-entry circle	Yes	yes

HIGH SCHOOL DISCIPLINARY POLICY (13 POINT RUBRIC SYSTEM)

- Each point earned will accumulate towards 13; if 13 points per semester are gained, a hearing may be held to determine long term suspension or expulsion.
- The administrator has the authority to set level and consequences for any specific violation.
- After any student has accumulated 6 points, a conference will be held with administrators, students, and parents.

In the case of bullying the following chart may be referenced:

Behavior	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Verbal/Social Bullying: Name calling, teasing, taunting, rumors, exclusion, comments about someone's appearance, etc.	*Incident Report Written and signed by parent/ or phone call to parent *offense recorded in Power School *lunch I.S.S. or up to 1 day I.S.S. *student fills out Think Sheet	*Incident Report Written and signed by parent/ or phone call to parent *offense recorded in Power School *up to two days I.S.S. *student fills out Think Sheet	*Incident Report Written and signed by parent/ or phone call to parent *offense recorded in Power School *conference with parents *up to 3 days I.S.S. or O.S.S. (TBD)	*Incident Report Written and signed by parent/ or phone call to parent *offense recorded in Power School *Up to 3 days O.S.S., possible expulsion from school
Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense
Physical Bullying Level 1 Smacking, slapping, punching, wedgies, tripping, kicking, or	*Incident Report Written and signed by parent/ or phone call to parent *offense recorded in PowerSchool	*Incident Report Written and signed by parent/ or phone call to parent *offense recorded in PowerSchool	*Incident Report Written and signed by parent/ or phone call to parent *offense recorded in PowerSchool	*Incident Report Written and signed by parent/ or phone call to parent *offense recorded in PowerSchool

unwanted physical contact	*lunch I.S.S. or up to 1 day I.S.S. *student fills out Think Sheet	*up to two days I.S.S. *student fills out Think Sheet	*conference with parents *up to 3 days I.S.S. or O.S.S. (TBD)	*Up to 3 days O.S.S., possible expulsion from school
Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense
Physical Bullying Level 2 More serious level of threat/intimidation/harm Punching, sexual harassment, threaten with a weapon	*Incident Report Written and signed by parent/ or phone call to parent *offense recorded in PowerSchool * Meeting with SRO Officer *Up to 3 days O.S.S	*Incident Report Written and signed by parent/ or phone call to parent *offense recorded in PowerSchool * Meeting with SRO Officer *Up to 5 days O.S.S.	*Incident Report Written and signed by parent/ or phone call to parent *offense recorded in PowerSchool * Meeting with SRO Officer *Up to 5 days O.S.S, possible expulsion	*Incident Report Written and signed by parent/ or phone call to parent *offense recorded in PowerSchool * Meeting with SRO Officer *Up to 10 days O.S.S, possible expulsion

A student may be suspended or expelled, for reasons set forth in Kansas Law, by the following certified personnel: superintendent, principal, assistant principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy and rule. Any suspension or expulsion shall be according to the procedures as set forth in Kansas Law. The superintendent shall conduct any expulsion hearing resulting from possession of a weapon as defined in K.S.A. 72-6114 (h).

Short-Term Suspension (see also OSS)

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after the imposition of a short-term suspension. The student's parents or guardians will be notified within 24 hours after the suspension has been imposed.

At the informal hearing, the student shall be notified of the following: The right to be present at the hearing, to be informed of the charges, to be informed of the basis for the accusation and to make statements in defense of or in mitigation of the charges or accusations. Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing. When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time. The principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

Long-Term Suspension or Expulsion (see also OSS)

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has the authority to suspend or expel. The superintendent/principal shall designate a hearing officer from a list approved by the board.

The person conducting the hearing shall explain the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based and to provide an opportunity for the student, the student's parents or guardians, counsel, and witnesses to present information pertinent to the case.

Formal hearings shall be conducted according to the procedures outlined in current Kansas law. The student and parents or guardians shall be given written notice of the time, date and place of the hearing. The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations, and handbooks. The hearing may be conducted by a certified employee or committee of certified employees. At the conclusion of the hearing, a written report and the findings required by law shall be prepared by the person or committee conducting the hearing. Records of the hearing shall be available to students and parents or guardians according to Kansas law.

Any student suspended for more than ten (10) days or expelled from school shall be provided with information concerning the services or programs offered by public and private agencies that provide services to improve the student's attitude and behavior.

Student Rights During the Formal Hearing

The student shall have the right:

1. to counsel of his/her own choice;
2. for parents or guardians to be present;
3. to hear or read a full report of the testimony of witnesses;
4. to confront and cross-examine witnesses who appear in person at the hearing;
5. to present his or her own witnesses;
6. to testify in his or her own behalf and to give reasons for his or her conduct;
7. to an orderly hearing; and
8. to a fair and impartial decision based on substantial evidence.

Students who are suspended for more than ten (10) days or expelled from school may appeal to the board within ten (10) days of receiving written notice of the hearing results.

Student Health, Welfare, & Safety

Communicable Diseases (Isolation and Incubations)

A list of common communicable diseases, including isolation and incubation periods, is listed below. If you require further information, please contact either your family physician or the health department. Guidelines and suggestions below will be adjusted based on CDC, County Health Department guidance, and USD 338 policies.

<u>Disease</u>	<u>Isolation</u>	<u>Incubation</u>
COVID-19	Following CDC and Health Dept. Guidelines	Current Guidelines Will be posted on the USD #338 website.
Chicken Pox	6 days from the onset of rash.	10-21 days
Measles (Rubella)	at least 4 days after the onset of the rash.	8-13 days
Pink Eye	Infection responds readily to antibiotics. Cases should be excluded 24 hours after treatment has been initiated unless the doctor's note states otherwise.	1-3 days
Streptococcal Sore Throat/Scarlet Fever	24 hours following antibiotic drugs.	1-3 days
Ringworm	May return to school, if receiving treatment from a physician.	4-10 days on the body 10-14 day for the scalp

Impetigo	May return to school if receiving treatment from a physician.	4-10 days
Head Lice	Shampooed with medicated soap/ and all nits are removed.	14 days

If a student becomes too ill to remain in class, we will attempt to reach you by phone and recommend that you come to school to pick up your child. This is why it is so important that we have current phone numbers. We have minimal temporary facilities to accommodate a sick child while he/she is waiting. If a student is sent home with a documented fever they will not be allowed to return to school until they are fever free, without medication, for 72 hours.

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

1. Check his/her temperature. If the temperature is over 99.5 degrees, then keep them home. Children will need to be fever free, without the use of fever-reducing medication, for 72 hours before being allowed to attend school.
2. Does your child have the type of severe cold symptoms that will interfere with his/her ability to complete school tasks? Sometimes one day of rest will speed up the recovery process reducing future missed days of school.
3. Is your child complaining of an upset stomach? This is where your knowledge of your child comes into play. Are they sick, hungry, or tired? Generally, if your child is fever free and hasn't vomited within the last 72 hours, sending them to school may be the best option. If you are questioning your decision, let the office know and we will keep an extra eye on your child.
4. Any suspicions of contagious disease including any undiagnosed rashes should be checked out by medical personnel and would warrant a time out of school in order for this to happen.
5. Are you dealing with head lice? Sometimes this can be a lengthy process. It is important to address immediately. School personnel will conduct head checks along the way to help you monitor your efforts. Students will need to be treated and "nit free" in order to return to school.
6. Your child wakes up with crusty, red/discharging eyes. Some children have a history of allergies. However, "pink eye" is contagious and does need to be treated before returning to school. If school personnel suspect a contagious eye situation, you will be notified and your child will need a doctor's note in order to return to school.

STUDENT IN GOOD STANDING

Students meeting our school's academic and behavioral expectations and having met all financial obligations will be considered a "student in good standing" and will enjoy the privileges associated with that status. Students not meeting academic and/or behavioral expectations at school or if in violation of school, local, state

or federal laws dealing with drugs or alcohol or have not met all financial obligations to the school will be considered a “Student on Probation”. A “Student on Probation” will not be allowed to participate in or attend any after school activity including but not limited to: Graduation, Prom, school/class field trips, class meetings, athletic games or assemblies. If a student is a member of a team, they will continue to practice but they will not be allowed to attend games.

STUDENTS LEAVING SCHOOL

NO STUDENT WILL BE ALLOWED TO LEAVE WITHOUT A PARENT OR PARENT REPRESENTATIVE SIGNING HIM/HER OUT IN THE OFFICE THROUGH A WRITTEN OR VERBAL REQUEST. IF A STUDENT HAS AN APPOINTMENT, PARENT(S) OR GUARDIAN(S) SHALL PROVIDE PRIOR NOTICE TO THE OFFICE OF THE APPOINTMENT.

IF STUDENTS NEED ITEMS LEFT AT HOME THROUGHOUT THE DAY, A PARENT OR REPRESENTATIVE WILL BE REQUIRED TO DROP THE ITEM OFF AT THE OFFICE. STUDENTS WILL NOT BE ALLOWED TO LEAVE THE BUILDING AT ANY TIME TO “RUN HOME.”

A student who leaves school premises without permission of the principal and without notifying the school office will be considered truant and may face disciplinary action, including suspension.

The building administrator or designee reserves the right to approve any and all requests to leave campus during the day.

STUDENT LOCKERS

Each high school student will be assigned an individual locker and a means of securing that locker. The contents of that locker are the sole responsibility at all times of the **STUDENT to whom the locker is assigned**. The school and its personnel cannot be held responsible for unsecured contents of student lockers. Students trading or changing lockers do so at their own risk. Since lockers are school property; the principal or a designated representative may search any locker at any time upon reasonable belief that the locker contains firearms, explosives, liquor, flammable materials, dangerous weapons, narcotics, or other matter that is prohibited by law or school regulations. Such searches may be made without notice to the student to whom such locker has been assigned.

All lockers must be shut and locked at all times (unless students are accessing them).

STUDENT ORGANIZATIONS AND CLUBS

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

School-sponsored clubs are those directly under the control of school personnel. Non-school clubs may not

conduct their activities on school property without prior permission from the board of education. School-sponsored organizations and clubs will hold their regular meetings during scheduled advisory club days.

STUDENT PUBLICATIONS

School-sponsored student publications shall be under the control and supervision of the building principal and the designated faculty representative. All material published in school-sponsored publications must have the prior approval of the faculty sponsor.

TARDIES

A student is tardy any time that he or she enters a classroom after the tardy bell has rung without a written excuse from a teacher, principal, or secretary. Tardies are usually caused by carelessness rather than a necessity, and they constitute a disruption to normal classroom procedures and activities.

Students at Valley Falls High School will be counted tardy if they are not in class according to classroom procedure when the bell rings to start class.

Any student detained by a teacher must obtain an “excused tardy” slip from the detaining teacher for admittance to the next class. The first teacher has the right to determine the reason for the tardy as either “excused” or “unexcused”.

NOTE: Please refer to the High School Discipline Rubric for specific consequences as a result of accrued tardies.

1st Hour Tardies: Tardies to the first hour will be carefully studied. On the fourth tardy to first hour, the teacher will notify the administration who will communicate with the parent to develop a plan which will get the student to class on time. On the sixth tardy, a meeting will be arranged with the parent, student, administrator, teacher, and the counselor to review the prearranged plan in order to address the issue.

The administration will have the option of recording habitual tardiness as unexcused absences which will then fall under the truancy regulations.

VISITORS POLICY

Visitors, who are not parents, are not allowed without direct permission from the administration and approval obtained by parents. Parents are encouraged to visit and are always welcome. Please let us know when you will be coming so that we can inform the appropriate staff when to expect you.

If a parent visitor intends to eat lunch, he or she must notify the office by 8:00 AM on the day of the visit.

WASHBURN TECH

Students enrolled in the Washburn Technical School programs are provided district transportation to and from those classes determined by the district. The Washburn Tech students upon returning to Valley Falls High School will report to the office and then to their Dragon SPARKS College and Career Readiness Seminar; there will be required assignments for WT students during this time.

Students who are attending Washburn Tech will be expected to ride the district provided transportation to and from Topeka each day. Any student who misses the morning bus is not to drive to Topeka but is expected to contact Mr. Morgan at 785-806-7716 and may call his/her parents/guardians in order to arrange transportation to Washburn Technical School or the student may remain at school for the day.

Students will be allowed to drive to Washburn Tech when:

- (1) parents/guardians have signed the release form to allow their son or daughter to drive, and
- (2) it is an excusable reason to drive (see the form), and
- (3) it is in the office the day before the scheduled time to drive.

When Valley Falls does not have classes and the Washburn Technical School does have classes there will still be a bus provided. On these days, students are allowed to drive themselves as long as they follow the procedure listed above. Any student who chooses not to follow this policy will be assigned:

- 1st incident: 1 hour detention
- 2nd incident: 2 hours detention
- 3rd incident: 1 day ISS
- 4th incident: 2 days ISS
- 5th incident: Immediate removal from the program.

There are special circumstances when students might need to drive with another student. These will be addressed on an as needed basis but will require additional planning ahead. Students caught riding to or from Washburn Tech with another student, without permission from parents/guardians and the principal, will face stiffer penalties than listed above and will be assigned:

- 1st incident: 1 day ISS
- 2nd incident: 2 days ISS
- 3rd incident: Immediate removal from the program.

Washburn Tech students are expected to report immediately to the office upon their daily return from the technical school and then to Dragon SPARKS College and Career Readiness Seminar. They may stop by their vehicle prior to entering the building to drop off or pick up school items. Washburn Tech students not doing so will be counted as tardy, unexcused, or truant depending on how late they are to class or the individual situation.

NOTE:

- **Students will not be allowed to attend classes at Washburn Tech if they are serving either in-school or out-of-school suspension(s). If students are suspended from Washburn Tech classes, they are also suspended from classes at the high school.**
- **School attendance policy applies to the Washburn Tech portion of the day. If instructors release them from attendance, the student must submit a note releasing them from the instructor to the HS office. The instructor may email school personnel as well.**

Washburn Tech Work Study:

Washburn Tech Work-Study is an arrangement wherein the school and Work-Study Employer help you develop occupational skills. The uniqueness of this arrangement requires adherence to certain rules and regulations. An Official agreement must be signed by parents, participating student, administration, and workplace supervisor. This is available to seniors only.

WEDNESDAY NIGHT ACTIVITIES (AND PRACTICES)

The school district has a long-term understanding with local churches that Wednesday night is reserved for church activities and we try to not schedule school activities on Wednesday evenings. For that reason all high school activities and practices are to be completed by 6:00 p.m. and all students should be out of the building by 6:15 p.m. on Wednesday evening. This includes all activities sponsored by our school. [Exceptions may be requested by the administration in the event of excessive rescheduling of activities due to inclement weather or other factors.]

WEAPONS

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

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

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of Policy 5105.1 (Probation).

As used in this policy, the term “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other devices similar to any of these devices.

WEAPONS PROBATION

Any expulsion may be deferred by the Board of Education and the student involved may be placed on probation for a set period of time. Said punishment, suspension or expulsion shall remain deferred so long as the conditions of probation are met by the student.

Any student placed on probation shall be given a written list of the terms and conditions of his probation. The student shall sign a statement to the effect that he/she had said terms and conditions fully explained to him/her and his/her parent or legal guardian, that he understands them, that he is willing to abide by them, and that, if he fails to do so, the punishment originally imposed may be reinstated at the discretion of the person granting such probation.

Work Based Learning/Internships

Internship/work-study is a course where students will learn workplace and career-specific skills in a professional setting. The purpose of this course is to give students real-world experience in the workplace to increase their career-awareness along with learning the skills necessary to be successful in a specific or related occupation. These skills will be learned at the internship site along with corresponding classroom experience. This course is only available to a Junior or Senior who will need to meet the criteria established for admission into the course. Program availability is also dependent on availability of internship sites.

WORK STUDY PROGRAM

This program is available to qualified juniors and seniors only, and it will be administered by the counselor. The requirements are as follows:

1. Administrative approval (required 2.0 GPA before enrolled with minimal discipline or attendance issues)
2. Completion of a Work Study Student Contract
 - a. Program description (including times, dates, etc.)
 - b. Parental approval
 - c. Work study coordinator approval
3. Satisfactory completion of Weekly Work Study Time Reports.
4. Feedback from the employer will be sought.
5. Grades will be assigned by the counselor.

Students enrolled in a Work Study Program are required to keep the Work Study Coordinator informed of their status at all times. Failure to comply with program guidelines or abuse of work-study times could result in students being suspended from this program.

Work study students who leave campus must also sign out prior to leaving and must sign in upon return. Failure to do so may result in disciplinary action.

All students and staff are expected to abide by all current Board policies. Board policies can be accessed via our school website at www.usd338.com .

Appendix A

Appendix A

COMPUTER USE (interpretation From section IIBG of Board Policies)

The use of or access to district computers and computer software is limited to district employees, students, and patrons. The use of computers is for the performance of official and approved assignments only. The use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district.

District software shall not be copied for personal use.

Students shall not use electronic communications, including e-mail and the Internet, to harass staff, students, or other individuals.

Board of education policy IIBG prohibits students from accessing personal or private email accounts at school.

No Right to Privacy:

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers and administration. Any email or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by a student 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.

Ownership:

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of USD 338.

Internet:

Inappropriate use and/or transmission of any material in violation of any United States or state regulation are prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

Computer Network Use Guidelines:

- Be polite. Do not write or send abusive messages to others.

- Use appropriate language. Do not swear, use vulgarities, or any inappropriate language.
- Do not reveal your personal address or phone numbers or that of other students or colleagues.
- Note that electronic mail (e-mail) on district computers is not private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to authorities.
- All communications and information accessible via the network should be assumed to be a private property which is subject to copyright laws.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass email messages).
- Do not place unlawful information on any network system.
- Do not access other user accounts.
- Do not attempt to access restricted sites.

Consequences of Violation of Technology Policies:

All of the policies and handbook procedures for acceptable use of computers and networks are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of U.S.D. #338 concerning the use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

Level 1: Warning

Students will lose computer privileges/Internet access until a parent conference is held or a phone call is made. Any additional loss of privileges as determined by the administration will be discussed in this conference.

Level 2: Pattern of Abuse, Repeated Abuse or Flagrant Violations:

A student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any

computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable Offense

A student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. The student may also be expelled from school for accumulated violations. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

Valley Falls Schools: Grades PK-12 Chromebook Policy, Procedures, and Information

INTRODUCTION:

The intent of a 1 to 1 Chromebook initiative is to provide a common device for all teachers and students to utilize for the enhancement of teaching and learning for the students of the Valley Falls School District. Over time our students will be afforded changes in instructional practices across the curriculum. The Chromebook will also allow students to have more opportunities to learn away from the classroom setting by having the information pipeline at their fingertips. These policies and procedures include expectations, responsibilities, and direction of student use of Chromebooks as a tool to enhance teaching and learning.

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1. Receiving your Chromebook & Check-In

1.1 Receiving your Chromebook

Chromebooks will be distributed each school year following building established guidelines. Parents and students must sign and return the Student Pledge documents before the Chromebook can be issued to the student. In order for this endeavor to be successful, it will take a joint effort between the students, staff, and parents to ensure the success of this program.

1.2 Chromebook Check-in

Chromebooks and accessories will be returned during the final week of school so Chromebooks can be updated and checked for serviceability. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 338 for any reason must return their individual school-issued Chromebook on the date of termination.

1.3 Failure to Check-In Consequences

If a student fails to return the Chromebook at the end of the school year or upon the termination of enrollment with USD 338, that student will be subject to criminal prosecution or civil liability. The student/parent will also pay the replacement cost of the Chromebook and any accessories. Failure to return the Chromebook will result in a theft report being filed with the local law enforcement department. In the instances where a student only has agreed to the use of the Chromebook during the school day, failure to check in the Chromebook at the end of each day would constitute a theft report being filed with the local law enforcement.

2. Taking Care of your Chromebook

Students are responsible for the general care of the Chromebook that has been issued by the school.

Chromebooks that are broken or fail to work properly must be taken to the office for an evaluation of the equipment.

2.1 General Precautions

The Chromebook is school property and all users will follow this policy and the USD 338 Valley Falls acceptable use policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleaners of any type.
- Cords and cables must remain free of any writing, drawing, stickers, or labels that are not the property of the Valley Falls School District.
- Chromebooks must never be left in an unsupervised area including an unlocked locker, unlocked car, or any place that is not secure.
- Students are responsible to ensure their Chromebook battery is charged for school each day.
- Students must keep their Chromebook in the protective case, provided by the school, at all times. (see 3.4 personal identification of a Chromebook)

2.2 Carrying Chromebooks

The protective cases provided with the Chromebooks have sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks must always be within the school issued protective case.
- Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid too much pressure and weight on the Chromebook itself.

3. Using your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home

If a student should leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student fails to bring their Chromebook to school for 3 consecutive days, (with the exception of excused absences) the Chromebook will be considered stolen and reported to law enforcement.

3.2 Chromebook Undergoing Repair Loaner Chromebook

Loaner Chromebooks, if available, may be issued to students whose device is being repaired on the first occurrence. Subsequent occurrences of the need for repair could limit the use of the Chromebook by the student to a school setting.

3.3 Charging the Chromebook

Chromebooks must be brought to school each day in a fully charged condition. Repeat violations of this policy may result in students being required to “check out” their Chromebook daily for a designated period of time assigned by the building administrator. Students would not have 24/7 access to their Chromebook. The Chromebook will remain at school in the evenings and weekends for charging purposes.

3.4 Chromebook identification Wallpapers/Background photos

Inappropriate media may not be used as a screensaver or background photo. Pictures of guns or weapons, pornographic materials, inappropriate language, drug, tobacco, and gang-related symbols or pictures will result in disciplinary actions as designated by USD 338 administration and school board.

3.5 Sound, Music, Games, or Programs

Each student will have a school issued Google account.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Appropriate music is allowed on the Chromebook and can be used at the discretion of the teacher.

Earbuds/headphones should be used in the classroom based upon individual teacher approval.

(Earbuds and headphones are personal devices provided by the student, USD 338 will not issue earbuds or headphones).

The use of Internet games, personal music/video streaming and video chat during school is not allowed on the Chromebooks. Only district provided software and apps will be used on the Chromebook..

3.6 Syncing and Printing at School

Syncing will be completed through the school issued Google account via the cloud only. Students are responsible for managing their syncs according to all policies. Limited printing will be available with approval by the teacher.

3.7 Home Internet Access/Printing

Students are allowed to set up additional wireless networks on their Chromebooks. This will be necessary to use web-based services outside the school setting. Printing at home will require a wireless printer, proper settings on the Chromebook, and a compatible printer.

3.8 Personal Access

Students are allowed to keep personal pictures, videos, and music on the Chromebook as long as it follows USD 338 policy. If space on the device becomes a problem student's personal music, photos, etc. will be removed from the device to provide additional space. Priority to the district purchased or required software and information takes priority over student's personal materials. It is suggested students backup their personal material as the district does not guarantee or restore any personal material on the Chromebook.

3.9 Chromebooks and Extra Curricular Activities

Coaches/sponsors for individual activities may limit whether or not Chromebooks are allowed to be on buses or at particular events.

4. Managing your Files and Saving your Work

4.1 Saving to the Chromebook/Home Directory

Students are expected to utilize Google Drive online or offline to save documents. It is recommended that students save to the cloud or email documents to themselves for storage. Limited storage space will be available on the Chromebook – but it will NOT be backed up in case of reimaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

5. Software/Apps on Chromebooks

5.1 Originally Installed Software/Apps

Originally installed apps by USD 338 must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add additional apps and software. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps, installed

inappropriate material or altered the operation system (also known as jailbreaking the device). Students are not to remove any district installed software, app, profiles, restrictions or tamper in any manner with the device profiles. Students are not permitted to share any passwords with other-students. Failure to adhere to this rule will result in a suspension of the use of the district Chromebook and other disciplinary action.

5.2 Additional Software/Apps

Other software or apps may be added by the school or the student throughout the school year. Some apps will be free and others may have a cost. Those apps required by the district will be paid for by the district.

5.3 Inspection

Students will provide their assigned Chromebook for inspection at any time requested by any school official. Chromebook use and contents will also be monitored remotely. The school reserves the right to inspect ALL content on the district owned Chromebooks. All content must meet district guidelines as stated in the Acceptable Use Policy.

5.4 Procedure for re-loading Software Apps

If technical difficulties occur, once fixed, the Chromebook will be synced with Google drive. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a reformat and/or re-image.

5.5 Software/App upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates.

5.6 Technology Support

Technology support for Chromebooks will be available during the normal business day at USD 338 during normal hours of operations. After hours support will not be available.

6. Acceptable Use

The use of the Valley Falls School District technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD 338 School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the USD 338 School District. This policy is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Valley Falls District Student handbook and acceptable use stipulations shall be applied to student infractions. Any repair to district-owned Chromebooks is restricted to district authorized technicians. **Violations may result in**

disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Parents are asked to talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

Student Chromebook 24/7 access opt-out is a parent consideration. In order to do so, submit the Opt-Out Form to the school principal stating the reason why the parent is choosing to opt out of the 24/7 access for their child. The student is still responsible for meeting the course requirements. The student will be required to check in the Chromebook at the end of each day. (see 1.3)

*Students will have access to their device during the school year 24/7. Obviously, parents will establish ground rules for Chromebook use outside of the school day. USD 338 will restrict, within reason, legally purchased content.

6.2 School Responsibilities

The school will provide:

- Internet access to students on campus.
- Access through the internet to a school-issued email account.
- Internet filtering software.
- Valley Falls School District reserves the right to review, monitor, and restrict information stored on or transmitted via Valley Falls School District owned equipment and to investigate inappropriate use of resources.
- Staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.
-

6.3 Student Responsibilities

Students will:

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules and district policy concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the student’s own negligence, errors or omission. The use of any information obtained via Valley Falls School District’s designated internet system is at your own risk. Valley Falls School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help the Valley Falls School District protect its computer system/devices by contacting an administrator about any security problems they may encounter.

- Monitor all activity on their account(s).
- Turn off and secure their Chromebook after they are done working in order to protect their work and information.
- Report any email containing inappropriate or abusive language or questionable subject matter.
- Return their Chromebook to the designated location at the end of each school year or on the date when attendance is terminated for any reason.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms sites selling term papers, book reports, and other forms of student work.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student’s accounts, files, and/or data.
- The use of the school’s internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications through social media..
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card frauds, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the Valley Falls School District web filter.
- Uninstalling or altering apps and operating systems installed by USD 338 is prohibited. (i.e. jailbreak the device)

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order. Students will be responsible for damages to their Chromebooks.

- NO LABELS should be placed on the Chromebook or case.
- Chromebook cases furnished by the school district must be used unless otherwise approved by the school authorities.
 - School cases should be returned with only normal wear and no alterations to avoid paying a replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the school office. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student/parent.

- Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally or be responsible for the full replacement cost. Payment is expected at the time of the repair. A Chromebook will not go home with the student until the repair is paid in full.
- Chromebooks that are stolen or lost must be reported immediately to an administrator and the school resource officer, or local law enforcement.
- Chromebook batteries must be fully charged and ready for school each day.

6.6 Legal Propriety

- The student will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of USD 338 student conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, and text.
- Violation of applicable state or federal laws could result in criminal prosecution and/or disciplinary action by the district.

6.7 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy, Valley Falls Student Handbooks, or BOE District Policy.

- The student will lose the privilege of having the device 24/7 by checking-in/checking-out their Chromebooks from the designated location daily.
- Required to attend an Chromebook policy refresher class.
- Loss of individual Chromebook.
- Disciplinary/legal action as deemed appropriate.
-

7. Protecting and Storing the Chromebook

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified based on the serial numbers and USD 338 identification number.

7.2 Storing the Chromebook

When students are not using their Chromebooks, they should be stored in a secured setting such as their locked locker. Nothing should be placed on top of the Chromebook. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their Chromebook, they may check it in for storage at the school designated location.

7.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, fitness center, gym, hallways or any location off school property that the student is not in direct contact of the device outside of their home. Any Chromebook left in these areas is in danger of being stolen or damaged. When a Chromebook is found unattended and brought to the office, a student will be charged a \$5.00 retrieval fee. Repeated lack of supervision on the part of the student may limit the student's use of the device.

8. Repairing or Replacing your Chromebook/Cost of Repairs

*All repairs and replacements of school-issued Chromebook must be handled through the district.

8.1 Protection Insurance

Parents will be responsible to pay **\$20** for USD 338 Chromebook insurance for up to one incident. After this, parents or personal insurance may be expected to pay for repairs or replacement.

This policy covers:

-Accidental Damage (includes drops/cracked screens/liquid spills)

-Liquid Submersion

-Theft

-Fire/Flood Damage

-Vandalism

-Natural Disasters

-Power Surge Due To Lightning

Additional Information:

In cases of theft, vandalism, or criminal acts, a police report, or in the case of fire, a fire report must be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the school office. In the case of intentional damage, the student/parents are responsible for full payment. The School District Protection Plan DOES NOT cover intentional damage to the Chromebook.

8.2 Claims

All damage and maintenance requests must be reported and filed with the building office. In cases of theft, vandalism, and other criminal acts, a police report **must** be filed by the student or parent and a copy of the report provided to the principal's office.

8.3 Intentional Damage or Loss

Students/Parents will be held responsible for all repairs or replacements due to intentional damage to school-issued Chromebooks. The School District Protection Plan does not cover lost items such as

protective cases, cables, and chargers. Students will be charged the actual replacement cost for cases, cables, and chargers.

8.4 Warranty Repairs

Warranty repairs will be completed at no cost to the student.

9. School Rights

- USD 338's network, facilities, and/or technology devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 338. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- The administration and/or their designee(s) have the right to inspect any computer, mobile device, application, or peripheral device associated with any or all USD 338 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 338 technology.
- USD 338 reserves the right to define inappropriate use of technology.

Student Pledge for Chromebook Use

1. I will take proper care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will bring my Chromebook fully charged to school every day.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the devices
7. I will not disassemble any part of my Chromebook or attempt any repairs or allow any person to do so.
8. I will not share my Chromebook pass codes with another student.
9. I will protect my Chromebook by keeping it in a protective case.
10. I will use my Chromebook in ways that are appropriate, meet USD 338 expectations and are educational in nature.
11. I will not place decorations (such as stickers, markers, etc.) on the Chromebook. I will not deface the serial number.
12. I understand that my Chromebook and all content is subject to inspection at any time without notice and remains the property of USD 338 Valley Falls School District.
13. I will follow the policies outlined in the Chromebook Handbook and the Use of Technology Acceptable Use Policy
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance as well report to the Valley Falls administration.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the district Chromebook and power cord in good working condition.
17. I will not utilize photos, videos, and/or audio recordings of myself or another person in an inappropriate manner.
18. I will not alter the operating systems or profiles on the Chromebook.

I agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information, the Acceptable Use Policy, Chromebook Protection Plan, and the Student Pledge for Chromebook Use.

Student Name (Please Print) _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian name
(Please Print) _____

Parent Guardian Signature _____ Date _____

Individual school Chromebooks, covers, and accessories must be returned to USD 338 at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment with USD 338 for any other reason must return their individual school Chromebook in proper working conditions upon termination.

Appendix B

Drug Free School

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

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

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

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

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

I. Drug and Alcohol

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

information of the assessment to the school district.

- d. The student will be classified as a “student on probation” for a time period determined by the administration.
 - e. Local law enforcement will be notified.
 - f.
2. Second Offense- A second-time violator shall be subject to the following sanctions:
 - a. Suspension from school up to and including 10 days;
 - b. Suspension from all district activities for a period of not less than 90 school days. Weekend and vacation activities are included in this suspension during this time span but are not counted towards the 90 school days.
 - c. The student will also attend a drug and alcohol assessment from a Valley Falls School District approved list of verifiable treatment centers at the students and/or parents’ expense (usually an assessment is free). Students and parents will follow recommendations of the assessment and will release the information of the assessment to the school district.
 - d. The student will be classified as a “student on probation” for a time period determined by the administration.
 - e. Local law enforcement will be notified.
 3. Third and Subsequent Consequences - A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
 - a. Suspension from school for 10 days and/or expulsion from school for up to 180 school days;
 - b. Suspension from participation in and attendance at all district activities for 180 school days;
 - c. The student will also attend a drug and alcohol assessment from a Valley Falls School District approved list of verifiable treatment centers at the students and/or parents’ expense (usually an assessment is free). Students and parents will follow recommendations of the assessment and will release the information of the assessment to the school district.
 - d. The student will be classified as a “student on probation.”
 - e. Local law enforcement will be notified.

II. **Tobacco Products including Vapes/Electronic Cigarettes**

1. First Offense - A first-time violator shall be subject to the following sanctions:
 - a. In-School Suspension for one (1) school day.
 - b. Referral to the Counseling Program.
 - c. The student will be classified as a “student on probation” for a time period determined by the administration.
 - d. Local law enforcement will be notified.
2. Second Offense - A second-time violator shall be subject to the following sanctions:
 - a. In-School Suspension for three (3) school days.
 - b. Referral to the Counseling Program
 - c. The student will be classified as a “student on probation” for a time period determined by the administration.
 - d. Local law enforcement will be notified.

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

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

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

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