

**THE VALLEY FALLS
ELEMENTARY (PK-5) SCHOOL 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
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Pending Board Approval

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Academic Eligibility Policy

Academic eligibility will be determined weekly for all students on Friday by 3 PM for all students in fourth through fifth grade. Teachers will have student grades entered into the student data management system (Power School) available for the principal by 9 a.m. Friday morning.

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). If the student's grade does not rise above an "F" for that class before the next weekly interval, the principal or SIT team will intervene and the student will have their academic day extended from 3:30 to 4:30 p.m. Tuesday through Friday until that grade has been raised regardless of activity participation. The student will report to the extended learning classroom designated by the principal by 3:35 p.m. 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 the extended learning classroom. Students absent or tardy during this extended learning time will be subject to the attendance and tardy policy.

Students failing more than one subject will be ineligible or be considered a "student on probation" regardless of the week number.

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

Attendance at District Sponsored Events

No children 5th grade or below will be admitted into any district athletic or school-sponsored event without an adult present.

Attendance Policy

Good attendance is a strong indicator of student success.

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

Any student with (10) or more absences in a semester, be they excused or unexcused, will have their attendance record reviewed by the building principal to determine what measures need to be taken to improve the student's attendance. Any student that has missed (15) or more days of school per semester, excused or unexcused, will be required to attend after-school tutoring, 3:30-4:30, until the teacher has determined the student is current with all missed assignments. It will be the responsibility of the parent to provide transportation.

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

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

1. Absent for sixty (60) minutes to three and one-half (3 ½) hours is considered as being absent one-half (1/2) day.
2. Absent more than four hours is considered being absent one full day.

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

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

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

Beginning of the Day Tardies:

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

Bicycle, Skates – including Heelies, and Skateboard Rules

Your child's safety is the primary concern when it comes to these rules. The streets around the school are busy, especially after school. We would like to avoid the sound of screeching brakes and squealing tires due to a motorist needing to respond quickly to the child that rapidly appears from behind a parked car or a tree while riding a bicycle, skateboard, or because they are wearing skates. To prevent accidents from occurring, the following rules must be obeyed:

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

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

Bullying

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

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

Bus Rules and Regulations

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

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

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

Cell Phone, wearable devices, and Electronic Devices Policy

Electronic Devices would include Radios/Walkmans/CD Players/Pagers/Gaming Devices/ Cameras/Video Cameras/PDA/Laptop. Cellular phones, wearable devices, and electronic devices have become more and more prevalent and their use for after-school and during outside activities is invaluable; however, these devices can cause a considerable distraction in the learning process during school. Cell phones, wearable devices, and electronic devices should be kept in book bags during school hours including outcomes club, homework session, and detentions. These activities will be treated as an extension to the school day. Penalties for cell phone and electronic devices usage upon arrival to school until dismissal including after-school tutoring without prior authorization from faculty include:

- | | |
|----------------------------------|---|
| First offense (per school year): | Warning and surrendering of the phone or electronic device. The student may pick the device up after school. |
| Second to fourth offense: | Parents will need to pick the cell phone or electronic device up from the Principal's office Detentions will be assigned starting with the third offense. Detentions will be 30 minutes in length. The building administrator has the authority to lengthen the detention time on subsequent offenses. |
| Fifth and beyond offense: | One day of in-school suspension will be assigned for each offense and behavior hearing will be held with the administration and parents. |

Personal audio-visual equipment may be used in the school only within the classroom and with the direct

knowledge and approval of the consenting faculty member and principal. Any camera phone, video camera, or camera used in an inappropriate way including, but not limited to, taking pictures in a locker room, restroom, etc., will be given a severe penalty up to and including expulsion.

Classroom rules and regulations

Each teacher will present the classroom rules to the students and their parents at the beginning of the year and they will be posted in each classroom. Age appropriate consequences will be established to address students not following classroom rules, lack of assignments, misbehavior, and any behavior which interrupts the learning process. The student will be sent to the principal's office as warranted by the teacher. The student will report details of the infraction to the principal. The first trip to the office will generally result in a warning, the second trip will result in loss of recess or lunch detention and the parent will be contacted, and any further trips may result in a detention or an assignment to In-School-Suspension.

Complaints and Grievances

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

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

Detentions and In-School Suspension (ISS)

Students, choosing by their actions, to defy classroom and/or school behavioral expectations can be assigned to detention or to ISS by the Building Administrator or teaching staff. ISS students are allowed to complete all work missed during the suspension time. Students in ISS are INELIGIBLE to participate in any school-sponsored activity on the day of the ISS. Student Expectations while serving detention or ISS:

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

Dress Code

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

The following items constitute a partial list of clothing that is **not allowed**: loose fitting tank tops with straps less than one inch, and sleeveless shirts, no spaghetti straps, midriiffs, half-shirts, halters, tube-tops, garments without shoulder straps, see-through shirts (without a shirt underneath). Skirt and short lengths need to be mid-thigh. This will also apply to holes in pants – they must be below the mid-thigh. 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. No heelies (Shoes on Wheels) allowed. Sunglasses are not to be worn in the building unless they are prescription lenses or approved by the nurse or for special school activities. Hats, caps, hoods, bandanas, scarves, and other head coverings may not be worn inside the buildings unless approved for

special circumstances or occasions.

Expectation of Privacy:

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

Fees

Instructional Fee	\$45.00 per student K-12
Enrollment Fee	\$45.00 per student K-12
Technology Fee	\$20 per student PK-12
Band Fee	\$35.00 per semester (Rental for specialty and percussion instruments.)
Recorders	\$5.00 (Grade 4)
Breakfast	\$37.00 per month (breakfast cost is K-12 \$1.85 – Adult \$2.40)
Lunches:	\$59.00 per month for each student in grades K-12 (meal cost \$2.95 ea.) (Adult \$4.05)
Board Policy states that <u>no family</u> will be allowed to charge lunches of <u>more than \$20.00</u>. Notices will be sent home and an alternative lunch option will be provided.	
Extra Milk	\$16 per nine weeks (milk is \$.40 per carton) (adult - \$.45 per carton) \$32 per semester \$64 per year

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

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

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

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

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file 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, 2009. If a refusal is not filed, USD No. 338 assumes that there is no objection to the release of the directory information designated.

Food/Beverage

Bottles with resealable lids for water will be allowed in the classroom. No additional food or drinks will be allowed in 5th-grade lockers, hallways, or classrooms unless under the direction of a teacher.

Grading Scale

The following grading scale is used throughout our school system:

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

Hazardous Substances

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

Homework

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

Homework/School Work Policy

Extended practice opportunities are an important part of your child's educational success. Grade level teams will determine and notify students and parents of age-appropriate homework or extended learning procedures.

Immunization

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

Medication Policy

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

Non-Custodial and Co-Custodial Parents

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

Upon 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 the school newsletter. Daily work normally sent home with the child will not be mailed. These mailings will continue for the remainder of the school year in which the request is made.

Non-custodial parents and parents with shared custody who do not normally receive materials from the school may annually request this service.

Office of Civil Rights for Vocational Educational Guidelines

In compliance with Executive Order 11246, Title II of the Education Amendments of 1976, Title VI of the Civil Rights Act of 1972; Title IX Regulation Rehabilitation Act of 1973; and all other Federal, State, School rules, 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.

Progress Reports

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

Relationships

Proper relationships are expected at all times. Overt physical displays of affection are not acceptable at any time.

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 continues to work in collaboration with the Kansas Bureau of Investigation to release the **Suspicious Activity Report (SAR)**. The SAR does not take the place of calling 911 in an immediate emergency. Rather, it is intended for students, staff, parents, and community members to report suspicious activity. The KBI receives the report and reviews, analyzes, and acts on the information accordingly. For tracking purposes, the applicant is given a receipt number but the report remains anonymous if the user wishes.

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

School Closing

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

As a courtesy, district personnel will call the numbers listed on the enrollment form for preschool, kindergartners, first graders, and CLC students at the time of an emergency dismissal. Please sign up on our website for important email notifications. Please direct any questions you may have about this service to the Central Office. If the parent, emergency person, and/or backup person for preschool, kindergarten, first, and CLC students cannot be reached, the child will be kept at school until they are picked up by the parent or a designated person. CLC parents will be contacted if CLC is canceled for the night.

Our district will utilize our School Messenger system when possible for mass notifications. Please be sure to update phone numbers if these change throughout the school year with our Central Office 785-945-3214.

School Day

The school day will start at 8:00 A.M. and dismiss at 3:30 P.M. **Students are not allowed to enter the building prior to 7:30 A.M.** and must exit the building by 3:40 P.M. unless other arrangements have been made by the child's teacher or attendance in our Homework Sessions or CLC programs. No supervision is available for students prior to or after the hours as set forth in this handbook.

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

SCHOOL INSURANCE

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

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

School Thefts

In the case of property or money stolen from any individual on school property or at a school function, the following procedures are to be followed:

1. The student whose property was stolen should make an immediate report of the theft to a staff member.
2. A report should be made by the staff member as soon as possible to the school Administrator. If the value of the theft is greater than \$20.00, contact with the building principal is to be made immediately regardless of business hours.
3. An incident report will be written for each theft with a copy provided to the local law enforcement agency, when applicable, and the Superintendent of Schools.

In order to prevent these types of situations, students should not bring items of value such as sports equipment, collectibles, collection cards, unnecessary money, etc. to school.

Sexual Harassment

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

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

Signs/Posters

All signs/posters displayed in the school must be approved by a faculty member and the principal's office before being displayed.

Sportsmanship

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

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

- Permit only positive behavior to reflect upon your school and its activities.

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

Any student 5th grade or below will not be admitted to a sporting event without being under the direct supervision of an adult at least 18 years of age.

Student Conduct

In order to ensure that all students have an opportunity to receive a quality education, USD #338, will not allow persons with disruptive intent to endanger the safety of the students or school personnel, to damage property, or to interfere with the educational process. 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	Bathroom	Instructional settings	Playground	Buses	Community & School Events
Positive Attitude	-Smile & be courteous to people you meet in the hallway	-Sit correctly & use a quiet, inside voice -Have polite conversations	-Be kind & courteous to others -Use a quiet voice	-Always give your best effort -Be an active participant	-Use positive & appropriate language -Invite others to join in -Agree on rules before a game	-Be kind and courteous to the bus driver and other riders -Interact with others appropriately	-Cheer positively -Use appropriate language -Show team support
Respect	-Walk quietly so as not to disrupt others -Keep hands and feet to yourself -Stay to the right side of the hallway	-Always follow staff directions -Don't touch other people's trays	-Value property -Value privacy -Respect other people's space -Wait your turn	-Be polite to others -Treat others the way you want to be treated -Respect any adult in the classroom	-Use kind words when speaking to others -Take turns. -Include everyone -Use good sportsmanship	-Listen to the bus driver -Follow bus rules	-Respect the national anthem -Give the speaker your full attention
Integrity	-Set a good example -Go straight to your destination -Keep halls clean -Stand up for others	-Show gratitude to the cafeteria staff -Take responsibility for your own actions	-Clean up after yourself -Do not hang out	-Do your own work -Admit mistakes and accept consequences	-Keep hands and feet to yourself -Use equipment appropriately	-Be a good example -Report problems to the bus driver	-Respect school rules and school property -Compete fairly and accept outcomes graciously
Determination	-Go straight to your destination	-Eat your lunch	-Go. Flush. Wash	-Stay focused and on task -Take ownership of your own learning	-Follow recess rules -Try something new -Don't give up -Be a problem solver	-Report directly to the bus -Be ready for your stop	-Give the best effort on practice or events -Be where you are supposed to be
Excellence	-Enter and exit in a proper manner -Lead by example	-Use good table manners -Do the right thing when no one is watching	-Lead by positive example	-Stay motivated and do your best -Complete high-quality work	-Line up at first signal -Protect and care for property -Encourage others	-Lead by example -Keep your hands, feet, and property to yourself	-Good sportsmanship -Take on positive leadership opportunities -Support your peers on the activities they do

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

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

The administration and teaching staff shall issue consequences as deemed appropriate. Anyone can let the school know anonymously when they know of illegal activity by calling 1-800-418-6423, ext. 359.

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. All guidelines below will be adjusted based on CDC, KDHE, County Health Department guidance, and USD 338 policies.

<u>Disease</u>	<u>Isolation</u>	<u>Incubation</u>
COVID-19	Following CDC, KDHE, and Health Dept. Guidelines	Current Guidelines Will be posted on our 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

The following criteria will be used to determine a "student in good standing"...

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

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

Students Leaving School

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

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

Virtual/Online Learning

If circumstances require the district to offer online/virtual learning opportunities these guidelines will be in place.

1. Students will be required to participate in the requested learning opportunities or make alternative arrangements with the teaching staff. Participation will be tracked and recorded as part of our attendance records.
2. The District will continue to keep grades just as if we were in session. They will be a continuation from work already completed while in session. Same criteria for grading will apply. Grades will be kept via Power School when applicable.
3. The same district technology policies that are followed at school will be followed at home.

Wednesday Nights

The school district has a long-term understanding with local churches that Wednesday night is reserved for church activities. The district will make all efforts to avoid scheduling school activities on Wednesday evening. This may not always be possible due to scheduling conflicts.

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

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 the Board.

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 content 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 keep food and beverages away from my Chromebook since they may cause damage to the devices
6. I will not disassemble any part of my Chromebook or attempt any repairs or allow any person to do so.
7. I will not share my Chromebook pass codes with another student.
8. I will protect my Chromebook by keeping it in a protective case.
9. I will use my Chromebook in ways that are appropriate, meet USD 338 expectations and are educational in nature.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook. I will not deface the serial number.
11. 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.
12. I will follow the policies outlined in the Use of Technology Acceptable Use Policy
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I will not utilize photos, videos, and/or audio recordings of myself or another person in an inappropriate manner.
15. I will not alter the operating systems or profiles on the Chromebook including the lock screen or deleting any of the school's apps.

I agree to the stipulations set forth in the above document, the Acceptable Use Policy, and USD 338 Internet Safety Policies.

Student Name (Please Print)

_____ Grade _____

Student Signature _____ Date _____

Parent/Guardian name
(Please Print) _____

Parent Guardian Signature _____ Date _____

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.
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 made available to all students. Parents or students should contact the directors of the programs to determine the cost and length of the program