

Royal Valley Middle School Parent–Student Handbook



2023–2024

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USD 337 MISSION STATEMENT

Strengthening lives in our community by
building relationships and educating students.

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Office Staff

Keith Glotzbach	Principal
Rhonda Sayles	Assistant Principal
Laura Douglas	Counselor
Suzie Conger	Head Secretary
Vickie McGee	Secretary

Core Teachers

Mystel Bausch	5th Soc. Studies & ELA
Audrey Baxter	7th Science
Sarajo Cole	8th Math
Laura DelToro	7th Soc. Studies
Emily Du Bois	8th ELA
Madison Farrant	5th & 6th Science
Heidi Hawkinson-Penny	8th Soc. Studies
Jason Hooker	6th Reading & ELA
Garret Platt	8th Science
Brianna Spence	7th ELA
Jill Stithem	6th Math & ELA
Brian Swaim	5th Math & ELA
Lisa Wege	5th Soc. Studies & Science
Katie Whelchel	7th Math
Sierra Wilson	5th Reading & ELA

Coaches and Sponsors

Athletic Director: Cale Green

Football

David Barta
TJ Michaels
Willie McClane
Zerul Katina

Volleyball

Lisa Wege
Keri Bausch

Cross Country

Nathan Smith
Dustin Gunter

Cheerleading

Lisa Carbon

Girl's Basketball

Heidi Hawkinson-Penny
Thomas Broxterman

Wrestling

Tanner Odgen
Alex Rupnick

Student Council

Laura Douglas

Multi Grade Level Teachers

Jessica Bienhoff	IRC Teacher
Dr. Crystal Buck	Music
Marazona Chapman	P.E.
Melissa Kimble	Band
William McClane	P.E.
Clara Sowers	IRC Teacher
Cory Triplett	Art
Tiffany Zule	MTSS Coord.

Support Staff

Scott Ribelin	Head Custodian
Tammy Force	Custodian
Kim Muller	Custodian
Scott Starkson	Custodian
Becky Schuetz	Kitchen Manager
Sandra Crites	Kitchen Staff
Sandy Wichman	Kitchen Staff
Tracey Koch	Librarian
Briann Nesbitt	Nurse
Wayne Berry	Paraprofessional
Lori Eck	Paraprofessional
Cynthia Murphy	Paraprofessional
Maya Ogden	Paraprofessional
Jamie Sexton	Paraprofessional
Darci Stockman	Paraprofessional
Holly Ballenger	Paraprofessional
Leslie Schuetz	Psychologist
Lisa Carbon	Social Worker
TBA	Speech Pathologist

Boy's Basketball

Jerry Cadue
Garrett Platt

Scholars Bowl

Laura Douglas

Track and Field

Jarrett Roy
David Barta
MaKenzie Hegemann
Katie Glatczak



RELEASE OF DIRECTORY INFORMATION

The school district discloses directory information about its students, without parental consent or the consent of eligible students. "Directory information" includes the following: a student's name, address, telephone listing, e-mail address, photograph, date and place of birth, participation in officially recognized activities and sports, weight and height as a member on athletic teams, dates of attendance, degrees and awards received, and the most recent and previous school attended by the student.

A parent, or eligible student may request that the district not disclose directory information. Any such request shall be submitted, in writing, to the District Office at P.O. Box 219, 101 W. Main; Mayetta, Ks 66509, on or before September 15th of each school year.

ARRIVAL AND DEPARTURE TIMES FOR SCHOOL

The school building will be open from 7:45 AM until 3:45 PM. The morning drop-off time for students is from 7:45 AM until 8:05 AM. After 8:05 AM, the parent must bring the student to the office and sign him/her in and the student will be recorded as tardy.

Students who live in the Hoyt area will be released from class at 3:24 PM. Students who live in the Mayetta area will be released from class at 3:39 PM. Students should not remain in the building after 3:45 PM unless they are participating in after school activities or have permission from a staff member. Parents who choose to pick up their student prior to their designated release time need to sign him/her out at the office.

In the mornings, all shuttle buses at the Mayetta site (headed for RVES/RVHS) will leave for the Hoyt site by 7:50 AM and will arrive at the Hoyt site by approximately 8:00 AM. All shuttle buses at the Hoyt site (headed to RVMS) will leave from the Hoyt site by 7:50 AM and will arrive at the Middle School by approximately 8:00 AM.

Upon arriving at RVMS, students will go directly to their homeroom. Students should report to their homeroom before going to breakfast and students should stay in their homeroom until an adult dismisses them or gives them permission to go elsewhere such as breakfast, office, restroom, etc.



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TELEPHONE USAGE

In order for a student to use the telephone, permission should be obtained from an office staff member and the reason for the call should be reasonably related to school and/or family.

The school office staff will answer the school telephones. An incoming phone call for a student will be taken and the message delivered to the student in a timely manner.

FINANCIAL TRANSACTIONS

All checks should be made payable to USD 337, Royal Valley Public Schools, not written to individual teachers. Due to a lack of cash on hand, change will not be made for bills larger than \$5.00.

NEW STUDENTS

Any student enrolling in USD #337 Royal Valley for the first time must have proof of identity (Birth certificate, social security number, or school records). In addition, all students must complete health history and immunization requirements for enrollment as outlined by the Kansas State Department of Health and Environment.

STUDENT VISITORS

Student visitors are limited to parents/guardians unless arrangements are made in advance with RVMS administration. Parents are encouraged to become involved in the educational process of their children. Parents are encouraged to visit their child's classroom periodically. Seeing your child in the classroom setting is beneficial to you, the teacher, and the student. If you plan to eat lunch, please notify the office prior to your visit.

ABSENCES

When a student is absent from school, the parent/guardian must notify the school by telephone (please notify the school by 9:00 am); or the student must bring with him/her a note signed by the parent/guardian giving the date(s) of the absence(s) and the reason for the absence(s). A student will be marked unexcused if a parent/guardian does not notify the school of their child's absence.



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If the student returns to school during the school day, then the student is required to report to the office to obtain a pass to class.

Students who know in advance they are going to be absent should request homework and assignments in advance. There may be some assignments where it would be better if the student catches up upon returning and teachers will use their professional judgment in guiding the student in this matter.

A student must complete 6 hours (not periods) to be considered present for the entire school day.

If a student misses 60 minutes or more of school, the student will not be allowed to participate in any extracurricular or school-sponsored activities on that day unless prior approval has been given from the administration.

Parents are advised that a student should not attend any Royal Valley school activity on the evening of an illness, as an unexcused absence will be recorded.

EXCUSED ABSENCES

An excused absence shall include any absence because of personal illness, serious illness or death in a student's immediate family, medical or dental appointments, or family emergencies. The administration will make the determination as to an absence being excused or unexcused.

Medical and/or dental appointments should be made outside of the school day whenever possible. If appointments must occur during the day, it is necessary to notify the school office in advance. Any other absences besides those listed below shall need to have prior approval from administration in order to be considered an excused absence.

Excused absences will be approved for the following reasons:

- A. Student illness
- B. Medical, dental, etc. appointments
- C. Death or serious illness in the immediate family
- D. School-sponsored activities
- E. Emergencies
- F. Suspension

It is the responsibility of each student to make up all work missed due to excused absences. The student has the privilege of making up the work missed and receiving a



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grade and credit when the make-up work is completed within a three-day period of time for a missed day.

UNEXCUSED ABSENCES

Those students who have been absent and have returned to school without a parental/guardian note of explanation or a telephone call to the school about the given absence will be issued an unexcused absence from the office.

When a student receives three (3) unexcused absences, a parent conference, phone call and/or written correspondence may be required to discuss improvement of the student's attendance. With on-going truancy, a Notice of Truancy will be issued to explain the student's record of unexcused absenteeism from school. The Notice of Truancy will be filed with and reported to the proper authority. (DCF and/or Jackson County Attorney)

Non-attendance at school by the student because of vacations, shopping trips, hunting trips, babysitting, house sitting, visiting relatives, and other similar reasons will be recorded as unexcused absences.

EXCESSIVE ABSENTEEISM

Excessive absenteeism is defined as seven (7) or more absences (excused or unexcused) in a semester.

The purpose of the seven (7) days in any semester is to allow for:

- a. Illness
- b. Serious personal or family problems
- c. Medical appointments

On the 4th absence in a semester, the Principal will communicate with the parents or guardians of the student. When the student's absences (excused or unexcused) reach the maximum of seven (7) in a semester, notes from an outside authority such as a doctor will be required in order to excuse the absence.

TARDINESS

The RVMS doors open at 7:45 AM. Students should arrive at school prior to 8:05 AM. Students arriving at school after 8:05 AM must have a parent check them in at the office. Students should also arrive to classes throughout the day prior to the tardy



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bell, be prepared to start class, and have all their required materials with them. Excessive tardies may result in consequences.

TRUANCY

Kansas state law states that children between the ages of 6 and 18 must attend school. Students who are not in regular attendance are considered truant. If a student is inexcusably absent from school for three (3) or more consecutive days or five (5) or more days in a semester or any seven (7) days in a school year the student will be considered truant. RVMS teachers and staff have a responsibility to report to the proper county authorities any student who they feel is in violation of these school attendance laws. Regular attendance in school improves student achievement and is extremely important to their success in school.

LEAVING SCHOOL DURING THE SCHOOL DAY

Students dismissed from school before the scheduled dismissal time shall be checked out through the office. Parents, guardians or a designated person shall come to the school office and sign a checkout sheet. In order for students to be released to an adult that is not listed on the student's PowerSchool, then the parents should give written permission or permission over the phone.

MAKE-UP WORK

It is the student's responsibility to contact each teacher to make sure that he/she knows what needs to be done to complete missed work and to be caught up with his/her classes. A student is allowed three (3) days of makeup after their day absent or after their last day of consecutive days absent.

This allowed make-up time gives the student the full opportunity to gather and to cover all notes, videos, and the completion of daily assignments which occurred in the classroom prior to any expectations of the student making up any missed tests or quizzes. When daily class points are involved, the student will be given the full opportunity, through an alternate method, to make-up those class points which were missed.

If a student misses an exam, he/she should make arrangements with the teacher and make up the exam during an agreed upon time.



ATTENDANCE/PARTICIPATION IN ACTIVITIES

Students who are absent for more than an hour of the school day will not be allowed to participate in any extracurricular or school-sponsored activity on that day unless prior approval is given from the administration. As a rule, if a student is too sick to attend class all day, then participation in an activity is not appropriate.

Students who have been on out-of-school suspension may not participate in any activities or be on any school property until their suspension has finished.

Individual coaches/sponsors may set group and team training rules, codes of conduct, and other matters. Students are obligated to adhere to such policies if they plan to participate in those activities.

STUDENT COURSE REQUIREMENTS

Required courses at Royal Valley Middle School include language arts, math, science, history, MTSS and physical education/health. 5th and 6th grade students also attend vocal music and art. 5th-8th students can choose to attend band. 7th and 8th grade students also have a variety of elective classes to choose from.

GRADING SCALE

The following standard grading scale will be utilized by all classroom teachers, at all grade levels:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	F 0-59
A 93-96	B 83-86	C 73-76	D 63-66	I Incomplete
A - 90-92	B - 80-82	C - 70-72	D - 60-62	

An incomplete grade must be completed or corrected within the make-up policies of the building and/or through the approval of the building administration.

GRADING SYSTEM

The district grade card provides a mechanism for assigning grades -- A, B, C, D, F, or other grading by S (satisfactory), U (unsatisfactory), E (passed on effort), or I (incomplete) for the grading of each student during each quarter. In addition, a teacher can indicate the cause of a particular grade by filling out "Comments by Teachers." Each teacher is responsible for determining grades given.



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HONOR ROLL

To be on the honor roll requires a student to have all "A" and "B" grades. Honor rolls are established after each quarter. The Purple and White Honor Roll consists of students with a GPA of 4.00; the general Honor Roll consists of students with a GPA's from 3.99 to 3.00 with no grade below a B-.

TOP SCHOLASTIC ACHIEVER AWARD

During the course of the school year, various academic, character, and extra-curricular related awards will be given. One of the most prestigious awards, which any student can receive, is the top scholastic achiever award. These awards are given to two eighth grade students as well as two seventh grade students.

LOW GRADE REPORTS

Low Grade reports will be sent home between the fourth and fifth week of each 9-week grading period. These reports will typically be sent to the parents of students earning a D or an F in one of their classes.

CHEATING

Students using inappropriate means (e.g. cheating) to complete school work will have consequences. The teacher might assign make-up work for partial credit.

The use of AI technologies for academic dishonesty, such as plagiarism or unauthorized assistance, is strictly prohibited in the classroom. Students are expected to uphold academic integrity by utilizing AI tools responsibly and ethically, seeking appropriate permissions and adhering to academic guidelines.

INCOMPLETES

Incompletes for unfinished coursework should be completed and handed in within 3 days of the end of the first, second, and third nine-weeks grading periods. All course work must be completed by the end of the fourth nine-week grading period because there will be no incompletes given at this time. Exceptions will only be made on a case-by-case basis in agreement with the teacher and principal.



TRANSFERRING OF GRADES AND COURSES FOR NEW STUDENTS

If a student has transferred into RVMS during a nine week period, the RVMS teacher should have at least 3 1/2 weeks of attendance from the transferred student in the classroom before the teacher is required to report percentages and a grade at the end of the nine week period. However, if at all possible, percentages and grades from the previous school should be ascertained, be averaged, and be included in the nine weeks being calculated.

In calculation of yearly grades, the letter grades and percentages from the previous school should be utilized if the transferred records will allow and if the identified courses between schools are comparable.

POWERSCHOOL & SCHOOLOGY

Royal Valley Middle School uses the PowerSchool student management system with an electronic grading program and Schoology as a learning management system. All teachers are required to maintain their attendance records and grade books with this computer software program.

Parents can access their students' grades through the Internet on a regular basis. Information on accessing this electronic grading system will be provided through the school office during the school year when requested by the parent.

Teachers have five (5) calendar days in which to enter scores for assignments and tests. In other words, parents must allow for this five-day rule when checking or monitoring their students' grades on the RV PowerSchool website. Parents can also email their student's teachers in this system.

PARENT-TEACHER CONFERENCES and STUDENT LED CONFERENCES

Parent-Teacher Conferences will be scheduled during the fall and Student-Led Conferences during the spring of the school year. Students are required to attend the Student-Led Conference with their parent or guardian. A district calendar with dates for conferences for each school year will be published prior to the school year.

Parents, teachers, or the office staff may also schedule conferences anytime throughout the year when the need arises.



NOTIFICATION FOR VIEWING NON-ADOPTED VIDEOS

RVMS staff members will use a notification form for parents when showing a video involving non-adopted material and/or involving a rating other than a PG rating. The parent must return this notification form if they choose for their student to watch the video. If the parent or the student does not return the permission form, the student will be excluded from viewing the video. [Please refer to the Notification for the Viewing of Non-adopted Materials in the appendix of this handbook.]

LIBRARY USE

Library books are usually checked out for a two-week period. Periodicals are checked out of the library for a one-week period. Encyclopedias can only be checked out on an overnight basis. A student may not have more than three (3) books checked from the library at any given time.

If a student has an overdue book or materials, he/she will be required to return the overdue book/materials or make adequate arrangements with the librarian before checking out more library books/materials. If the book is not returned, the student will be assessed for the replacement cost of the book and/or materials.

MTSS: Multi-Tiered System of Supports

The goal of Multi-Tiered System of Supports (MTSS) is to provide an integrated systemic approach to meeting the needs of all students, using resources in the most effective and efficient way.

There are several important concepts of MTSS:

- Intervening early to help prevent failure and to make the best use of time to get the student on track.
- The system is fluid in an effort to best match students with their instructional and curricular needs.
- Varying instruction and curriculum level for all tiers.
- Frequent progress monitoring.

The MTSS supports are provided throughout the school day. Interventions may be 25 to 50 minutes in length and focus on reading, math and/or social emotional skills.



SCHOOL AFTER SCHOOL PROGRAM

A School After School (SAS) program provides instructional assistance, tutoring, and remedial assistance to students after the regular school day (3:40 – 5:00 p.m. Monday through Thursday). The SAS program is aligned with the school's athletic shuttles; therefore, the assigned students in the program will be transported directly to their homes from the RVMS building.

The SAS program is not 1-on-1 tutoring. An adult will be monitoring the room and helping student's complete work as needed. The SAS program may be required with RVMS students who have been identified as having academic problems by RVMS Staff. Students may be placed into the SAS program because of poor academic performance or missing assignments.

PROMOTION PROGRAM

The 8th grade Promotion ceremony will be under the direction of the building principal. Students who are found to be in good standing will be allowed to participate in the promotion ceremony. Good standing is defined to be no disciplinary action pending and all district debts paid. Promotion is a school activity which brings all school expectations and policies with it such as dress code.

SPECIAL EDUCATION SERVICES

When a student demonstrates severe learning deficits and/or lagging behavior skills, performs exceptionally well, or exhibits other special learning needs, he/she may be referred to our General Education Improvement (GEI) Team. The GEI team may determine that additional interventions are needed and/or the student may qualify for additional evaluations to be conducted by the Holton Special Education Cooperative.

7TH/8TH SCHEDULE CHANGES

Schedule changes may be made within the first few days of each new semester, or with teacher referral/administration approval.

The procedure for changing classes is as follows:

1. Talk to the teacher of the class you wish to add and drop.
2. Obtain a schedule change request form from the school counselor.
3. The schedule change request form must be signed by the parent/guardian, as well as the teacher of the class the student is adding.
4. If dropping a class, return all textbooks and other supplies to the office/teacher.



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5. Make sure any applicable fees are paid.

Schedule changes can be made or a course dropped for the following reasons.

It is possible in terms of your existing schedule and the change will not overload a class. The change results in a reasonable program of study in terms of the established curriculum. The change is approved by the teacher, counselor, parent/guardian, and the principal.

WITHDRAWING FROM SCHOOL

Students who withdraw from school during the course of the year, are required to complete the following procedure:

1. Notify the school office as soon as possible (make the office aware of withdrawal possibility).
2. Acquire a withdrawal form from the office.
3. Acquire all necessary signatures for the form (classroom teachers, librarian, and coaches).
4. Pay all fees and assessments.
5. Return the withdrawal form to the school office.

PHYSICAL EDUCATION

Physical education is required for all students at Royal Valley Middle School. If there is a physical disability or reason that a student cannot participate in physical education class, a doctor's statement is required and must be filed in the office to excuse the student from participating in class.

All students will be required to have a pair of gym shoes to wear for physical education classes in the gym. New shoes are not necessary, but they are to be clean and kept at school for use in the gym only. Gym shoes should not contain black soles.

Physical education students in 7th/8th grade are required to change their clothes for PE class. Students will wear school appropriate athletic shorts, t-shirts, sweatpants, and/or sweatshirts.

Locks for each locker will be assigned to every student. To alleviate issues of misplaced items or stolen items, students are strongly encouraged to use school-issued locks.



HUMAN SEXUALITY, EXCUSAL FORMS

Parents may choose to have their child fully or partially excluded from the Human Sexuality curriculum at RVMS. A copy of the exclusion policy may be acquired at the RVMS office. Parents will be requested to identify, in writing, which curriculum objectives that their child should be excluded from learning in the regular classroom. An excusal form must be completed and on file in the RVMS office.

ILLNESS

If a student becomes ill during class, they should inform their teacher. The teacher will give them permission to report to the office. If a student is too ill to remain at school, an effort will be made to contact his/her parents. If the parents cannot be reached, the student will remain at school in the sick room. Guardians are asked to contact the school at 966-2251 when a student is ill at home and will be absent.

NURSE INSTRUCTIONS FOR EXCLUSION FROM SCHOOL

If the student shows any of the following symptoms or signs, please keep the student at home:

- A temperature recorded of over 100 degrees, orally, or 99 degrees under the arm. If the student's temperature is greater than 103 degrees, the parent should contact his/her health care provider.
- Intestinal disturbance is accompanied by diarrhea or vomiting (two or more times in a 24-hour period).
- Eye discharge is defined as thick mucus or pus, draining from the eye (pink eye).
- Severe coughing, where the student gets red or blue in the face, is evident.
- Contagious conditions are evident as head lice, impetigo, chicken pox, measles, scabies, etc.
- Observed drainage from the ears.

The student must be symptom-free for at least 24 hours before the student can be returned to the school setting.

LICE INFESTATION PROCEDURE

The Kansas Department of Health and Environment and the Jackson County Health Department emphasizes that a student be excluded from the classroom if he/she is



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infested with head lice. The school complies with this requirement by the following procedure:

- Students may be referred to the nurse if symptoms are evident such as: frequent scratching, visible bugs, etc.
- Students with live (lice) bugs will be sent home for treatment.
- Students may return to school 24 hours after treatment.
- Student will have a follow up check by designated school personnel
- Students must be free of live lice before returning to the classroom
- Parents are encouraged to remove nits to fully eradicate an infestation
- One excused day will be allowed for treatment
- Two excused episodes will be allowed per school year

School personnel may do follow-up checks on students who have previously had head lice. The purpose of the follow-up checks is to make certain the student is not re-infested. After the student has been effectively treated, he or she may return to school. The student and parents must first report to the school office before the student is readmitted into his or her regular classes.

MEDICATION AT SCHOOL

No medicines should be brought to school other than those prescribed by a physician or sent by a parent. Any medicine brought to school should be sent in a medicine bottle labeled by the doctor or drug store with the prescription and directions and kept in the office. In order for school personnel to give a child either prescribed or non-prescribed (ibuprofen, tylenol) medicine at school, the parent must have on file in the office a signed "Administration of Medication" form.

STUDENT HEALTH ASSESSMENTS/RECORDS

The district shall endeavor to maintain a healthful environment for students during the school day and at school-sponsored activities. As required by current law, all students shall submit evidence that they have undergone an appropriate health assessment prior to entering kindergarten or before enrolling in the district for the first time. Upon enrollment, parents of students will be requested to complete a documentation of a health record and/or history of the student. Students who fail to provide documentation that they have completed a health assessment as required by law may be excluded from school by the superintendent until legal requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by



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law. Parents/guardians shall also be given notice that they may request a hearing on the issue.

IMMUNIZATIONS

All students upon enrollment shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the The Department of Health and Environment are also required. Students who fail to provide the documentation that is required by law, may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law.

INJURIES DURING SCHOOL

When a child is injured and/or treated for an injury, the school will document this on an Illness-Injury Accident Report form and provide the child with a copy to be brought home for parent information.

STUDENT INSURANCE

The school district has purchased an accident insurance policy that covers all students. Benefits provided under this policy are coordinated with the student's family insurance.

The policy only covers treatment that is provided by a licensed physician within sixty (60) days from the date of accident. There are limits on the types of services and amounts of coverage provided. A copy of the complete policy is available in the school office.

If a student is injured during school time, while on the school bus, or at a school activity, the student should notify his teacher, coach, sponsor, or principal immediately. If a student receives medical treatment from a licensed physician, the parent must request from the school a claim form. This claim form must be completed by the parent and submitted to the insurance company within sixty (60) days from when the injury occurred.

Reminder: THE PARENT IS RESPONSIBLE FOR FILING THE CLAIM FORM BY THE DUE DATE. Please do not assume that the school knows when each student receives medical treatment.



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MILK ALLERGIES

If any student is allergic to milk, a note from a physician stating that the child should not be served milk with his/her school lunch or breakfast must be on file. This note must be updated annually.

LUNCH AND BREAKFAST PRICES

Breakfast, extra milk, and lunch may be purchased by the week or by the month. Call the school or check the district website for updated costs of milk, breakfast and lunch. The cost of school food for RVMS students is as follows: breakfast, \$1.95; lunch, \$2.85; a la carte, \$1.10; and extra milk, \$.50 per carton. Guest meals are \$2.50 for breakfast and \$4.15 for lunch. Food purchases by the month are recommended.

LUNCHES, FREE AND REDUCED

Some families may qualify for assistance in purchasing school breakfasts and lunches. Royal Valley USD 337 participates in a program where those who qualify may purchase food services at a reduced rate. In some cases, the family may qualify for free breakfasts and lunches. Applications for participation are available at the school office or district office in Mayetta.

HAMBURGER BAR AND PIZZA BAR

A pizza and hamburger bar is often available as a lunch alternative for 5th-8th grade. If a student desires to eat from it, it is that student's responsibility for signing the roster the day before.

MEAL ACCOUNTING SYSTEM

Each student is given a four-digit meal number that must be memorized in order to acquire a meal. After a student has entered his/her meal number into the computer keyboard, the scanner operator at the computer will verify or confirm the student's number and allow the computer to deduct that student's meal from his/her meal account.

All RVMS parents and students have a username and password in which they may access the PowerSchool and meal system from their own computers. Parents can access their student's account and balance on any given school day. The system will



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show all transactions from the beginning of the school year and will display the current balance in the student's meal account.

Because this system is accessible and because parents may check the student's cash balance at any time, it will no longer be necessary to allow students to charge meals at school. The existing NO CHARGE policy is still active and enforced by school personnel. If a problem exists with your child's meal account, the parent or guardian should contact the RVMS office.

Parents/guardians will be notified by email when their student's account reaches \$5.00. Parents/guardians can sign up to receive notifications of a low balance through the PowerSchool system.

LUNCHROOM/COMMONS EXPECTATIONS

Eating lunch is part of the overall educational program. Therefore, students are expected to:

1. Behave courteously to other students and staff members.
2. Observe reasonable noise levels.
3. Observe appropriate table manners.
4. Eat in the commons area and keep all food within the confines of the cafeteria.
5. Keep the cafeteria area as clean as possible.
6. Stand in the lunch line with good behavior.

No soda pop may be brought to school for a student's lunch because of lunchroom regulations.

Students should sit in assigned areas, eat in assigned areas, and return to their assigned areas after handing in their lunch trays to the kitchen.

If a student exhibits inappropriate cafeteria behavior then they may receive consequences such as a warning, an assigned seat, an alternate location (not the cafeteria), or other disciplinary measures.



COMPUTER AND SOFTWARE USAGE, COPYRIGHT USAGE, AND WEBSITE USAGE

E-Mail and Computer Usage

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system by following guidelines approved by teachers and/or the administration.

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

Copyrighted Material Posted on Websites

Any original materials created by students are owned by those students. Original materials will not be posted on district or school websites without prior written permission of the student who created the work. The web master shall be in charge of monitoring permission to post copyrighted materials.

Downloading Copyrighted Materials

Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See BOE Policy ECH for "fair use exceptions" which may allow for limited use of copyrighted materials.

Student Privacy Rights

Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number, or other personally identifiable information about any student shall not be posted on district or school websites.



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Website – District and RVMS

The website for the Royal Valley Schools is located at <http://www.rv337.com>. The following information for the RVMS can be accessed through this home page: RVMS staff, RVMS activities, RV calendar events, RVMS sports and athletic schedules, RVMS parent letter/memos, RVMS honor rolls, and a link to PowerSchool and your student's grades. Our middle school Twitter handle is @RVMSPanthers.

ACCEPTABLE USE POLICY USD #337

District-Provided Access to Electronic Information, Services, and Networks

The Royal Valley School District provides access for students and staff to state-of-the-art computer technology, electronic mail and the World Wide Web via the Internet – a worldwide network of networks. All users share responsibility for using the District's computer facilities and network access in an effective, efficient, and ethical manner consistent with the objectives of K-12 education. Access is a privilege, not a right, and it entails responsibility and accountability by users; therefore, all users must agree that they will comply with these guidelines in accordance with Kansas Statute 21-3755 and Board Policies IIBG and IIBGA.

District Internet and E-mail Rules

Individual users of District computer networks are responsible for their behavior and communications over these networks. It is presumed that users will comply with District standards and will honor the agreements they have signed to this effect. In addition, the District has taken steps to restrict individual access to controversial materials. These steps include the development of acceptable use guidelines and teacher supervision of students. However, even with these safeguards in place, there is no guarantee that individuals will not be able to access materials which may be objectionable. Beyond the clarification of such standards and implementation of reasonable safeguards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Communications over the networks should not be considered private or confidential. Network supervision and maintenance may require review and inspection of directories or messages to maintain system integrity. Messages may be diverted accidentally to a destination other than the one intended or may be intercepted by third parties. Privacy in these communications is not guaranteed. The District also reserves the right to access stored records or messages in cases where there is reasonable suspicion of wrongdoing.



Social Media Guidelines

The district recognizes the role that communication and collaboration between employees and students plays in the educational process and experience. The district further recognizes that the advancement of electronic communication and social media technologies creates greater opportunity for interactions between employees and students, and provides additional guidelines for your own and our students' protection. The District asks that students provide their cell phone number and/or email address to coaches, sponsors or other staff for the purposes of text messaging and/or social media in order for that staff member to communicate with students about activity updates and changes.

Any employee-student communications or relationships via social media should be of an appropriate professional nature, have content that is appropriate for both the communications medium and the audience addressed. With each communication, students should ask themselves if it's something they would feel comfortable being printed in the newspaper, read by parents, teachers, or school officials. As with content, always assume any communication can easily end up in the public realm.

Students who are connected to or communicate with coaches, sponsors or other staff via social media must understand they may be granting those adults access to all content in their personal social media profiles.

Parental Responsibility

Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Royal Valley School District makes the District's complete Internet policies and procedures available on request for review by all parents, guardians, and other members of the community and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use. Outside of school, parents and guardians of students are encouraged to exercise the same guidance of Internet use as they exercise with information sources, such as television, telephones, radio, movies, and other possible offensive media.

Prohibited Conduct

The following uses of external storage devices and/or District-provided Internet, network, and email access are not permitted:



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1. to access, upload, download, transport, or distribute pornographic, obscene or sexually explicit material;
2. to transmit obscene, abusive, insulting, harassing, sexually explicit, or threatening language;
3. to use another's password or allow someone else to use your password;
4. to intentionally introduce malicious codes or viruses into any computer resource;
5. to intentionally use a software program or HTML code to bypass the district Internet filter;
6. to use the network for commercial purposes, including, but not limited to, Internet gambling, solicitation or advertising without prior authorization;
7. to knowingly violate any local, state or federal statute;
8. to disseminate personally identifiable student records or information when such records are protected by law, including K.S.A. 72-6214, the Family and Education Rights Act and the Individuals with Disabilities Education Act;
9. to vandalize, damage, or disable the property of another individual or organization;
10. to install, copy or remove software on District-owned computers without prior authorization;
11. to access another individual's or organization's materials, information or files without permission;
12. to violate copyright or otherwise use the intellectual property of another without permission; and
13. to use personal technology devices such as personal laptops, cell phones, music players, Kindles, iPads, etc. to connect to district networks.

Sanctions

Any violation of this policy may result in loss of District-provided access to the Internet and/or email. Additional disciplinary action may be determined at the building (as defined in individual building handbooks) or District level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Disclaimer

The District makes no warranties of any kind, either expressed or implied, for the network access it is providing. The District will not be responsible for:

1. any damages users suffer, including, but not limited to, loss of data resulting from delays, interruptions in service or computer viruses;



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2. the accuracy, nature, or quality of information stored on District hard drives or servers;
3. the accuracy, nature, or quality of information gathered through District-provided Internet access;
4. property used to access District computers or networks for District-provided Internet access; or
5. any unauthorized financial obligations resulting from District-provided access to the Internet.

BUS – TEMPORARY AND PERMANENT CHANGE OF STUDENT DESTINATION

All efforts should be taken to reduce the number of temporary transportation changes for students. Temporary changes must be communicated to the transportation office by 2:30pm by email rvtransportation@rv337.org or phone 785-966-2184.

A permanent change may be made in a student's designated pick-up or drop-off address(es) by contacting the transportation office at least three (3) days in advance of the change.

Please be sure that your child is dressed warm enough on bitter cold days. Bus students should have appropriate hats or caps, coats, and gloves in case of a flat tire, stalled bus, or other situations during cold weather.

BUS CONDUCT NOTICE

In the event a student does not follow the bus rules for district buses, a "Bus Conduct Notice" may be given to the student. Behavior that endangers the safety of other riders or excessive misconduct may be grounds for the student to be placed on the school's discipline plan. Buses are equipped with video and audio recording devices that are used to review behavior reports.

Time on the bus is a part of the school day, and the rules of conduct, which apply to the classroom, also apply to the school bus. For this reason, the school principal and/or the transportation director has the responsibility of working with the parent, student and bus driver in matters pertaining to student behavior on the bus.



BUS RULES FOR DISTRICT BUSES

- Follow the bus driver's instructions promptly.
- If animals or large items are to be used for a school project, they may be transported on the bus with the driver's permission.
- Remain seated facing forward with feet out of the aisle while the bus is loading, unloading, and while the bus is in motion.
- Sit in seats as assigned by the driver.
- Take seats quietly and quickly.
- Do not extend arms, hands, heads, or objects through bus windows at any time or throw any objects out the window
- When unloading from the bus, do not leave your seat until the bus has stopped.
- Speak in a normal tone of voice, refrain from shouting, using profanity, crowding, or pushing.
- Keep hands, feet and rude remarks to yourself.
- Be courteous to the driver and to fellow passengers.
- Passengers are not in any way to distract the driver while the bus is in operation.
- No eating or drinking on the bus.

SEATBELT USE IN SCHOOL VEHICLES

Except for district school buses, seatbelts must be worn at all times by all riders in school district vehicles. This includes the driver of the vehicle.

STUDENT ACTIVITIES

The following activities are available to students who attend Royal Valley Middle School:

Student Council
Girls Basketball
Girls Volleyball
Cross Country
Scholars Bowl

Yearbook
Boys Basketball
Wrestling
Track and Field

Cheerleading
Football
Band
Vocal Choir

STUDENT COUNCIL (StuCo)

RVMS will have a Student Council made up of students from each grade level. Students will be chosen through an application and review process by select staff members and



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voted into office by their peers. Meetings will take place monthly where discussions will take place regarding school rules and activities. This council has been created to develop student leaders, help develop the positive building culture, and to give students an important role in the decision-making process.

PHYSICAL EXAMINATION AND CONCUSSION FORMS

All students who are going to participate in athletics must have a completed physical examination form and a concussion form on file in the middle school office before starting practices. Kansas State Activities Association physical forms and concussion forms are available in the office upon request. All forms must be dated after May 1 of the previous school year.

ELIGIBILITY RULES (6TH, 7TH, 8TH & 9TH)

Nine Week Eligibility – All students involved in activities and athletics should understand that their first responsibilities at school are to their academic course work. Therefore, a student must be eligible according to the Kansas State High School Activities Association's eligibility rules in order to participate in interscholastic contests. Students shall have passed at least FIVE subjects of unit weight the previous or last quarter of attendance.

Weekly Eligibility – During the season of a given sport or activity, students must maintain passing grades (One – F exception) within their courses. If a student acquires a failing status in more than one subject, then they will be declared ineligible to participate in that sport or activity. Student grades will be checked weekly. Students will NOT be given an opportunity to have their eligibility reinstated during the week if they have more than One F. Therefore, when a student has Two F's on an eligibility check, they are INELIGIBLE for the entirety of the following week.

Students who are ineligible can practice, however, it will be at the coach's discretion. School After School may be encouraged or required by the building principal and coaches to assist students who are demonstrating the need for additional support.

Homeroom, Student Success, and MTSS are not considered for ineligibility or credit

The Fourth Nine Weeks of the previous school year (7th grade year) will determine the eligibility for the First Nine Weeks of an 8th grade student at the Royal Valley Middle School in a given academic year.



DRUG-FREE POLICIES AND SCHOOL ATHLETICS/ACTIVITIES

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to severe consequences such as short-term suspension, long-term suspension or expulsion. Students will be suspended from extra-curricular activities and school related events for a period of no less than one month.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes. In the event a student agrees to enter into and complete a drug education program, the cost of the program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with names and addresses of the contact person(s) from this program is on file with the board clerk.

REGULATIONS OFF SCHOOL PREMISES

Students who participate in interscholastic athletics or school sponsored activities are prohibited from using alcoholic beverages of any kind, including beer or any drug or a controlled substance other than those prescribed by a physician. This applies to an athlete or any other student involved in a school sponsored activity while off school premises. Possession of alcoholic beverages of any kind or any drug or controlled substance other than those prescribed by a physician shall constitute use. Violations observed by a faculty member/administrator or any other reasonable proof of the act would be sufficient cause for disciplinary action.

Violations of the training rules will result in disciplinary action as follows:

First Offense:

Suspension from all school/student activities for a period of 30 days. This would include no practicing with the team. Club or program membership after the consequence is served is at the discretion of the coach or sponsor.

Second Offense:

Suspension from all school/student activities for a period of 90 days. This would include no practicing with the team. The student will be eligible for the next sport season provided he/she receives an evaluation and if necessary, treatment from an



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approved drug and chemical dependency agency. Club or program membership after the consequence is served is at the discretion of the coach or sponsor.

Third Offense:

Suspension from all school/student activities for a period of 180 days. This would include no practicing with a team. If applicable, the student will be eligible for the next sport season provided he/she receives an evaluation and if necessary, treatment from an approved drug and chemical dependency agency. Club or program membership after the consequence is served is at the discretion of the coach or sponsor.

Parents or guardians are fully responsible for the costs of an evaluation and treatment costs should their child require this service.

Disciplinary action, in conjunction with this policy, will be administered by the head coach, the athletic director, and the building administrator. Offenses must occur during a sport's season. Offenses and penalties, however, accumulate during the school year but do not carry over to the next school year.

ATHLETIC INSURANCE

Unified School District No. 337 will provide insurance for athletes and students who participate in KSHSAA events. This insurance is designed to assist those families who do not have sufficient insurance or no insurance at all. Any injury should be reported immediately to the school or district office so that appropriate claim forms can be filed in a timely manner. (See the section, Student Insurance, in this handbook.)

SPORTSMANSHIP

Good sportsmanship is contagious and should be among the top priorities of every school. The best way to support one's team is simply to do just that – cheer for your team and not against the opponent! Sports officials are doing the best job that they can. Yelling at the officials demonstrates poor sportsmanship!

Good sportsmanship is resisting any negative behavior that tends to influence the outcome of a contest. Yelling during free throws, obscenities, booing players, and other behavior are examples of poor sportsmanship. This behavior is discouraged. Please strive to ensure that Royal Valley Middle School's Good Sportsmanship is noticeable.



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SPORTS AND LETTERING

Athletic and Cheerleading Letter Policy

In order to letter at Royal Valley Middle School, the athlete will need to meet the requirements for lettering that are determined by each coach or sponsor. The coach of each sport will be expected to notify the athletes of the lettering policy at the time they are discussing the team rules.

Seventh grade students will be eligible to receive a Certificate of Letter if they meet the letter requirements. If they have not met the letter requirements and have completed the season, they will then receive a Certificate of Participation. Eighth grade students will be eligible to receive a Certificate of Letter or a Certificate of Participation. If the eighth grader earns a Certificate of Letter, he/she will also receive a combination of a chenille, sport pin, or bar.

Chenille & sport pin will indicate the athlete has earned a one-year letter at the eighth grade level. A bar will indicate that the athlete has earned a letter for two years in that activity at Royal Valley Middle School. If an athlete is out for a sport for two years and does not meet the letter requirements, the athlete may not be lettered at the discretion of the coach.

In order to receive a chenille letter and a pin as a seventh grader, the athlete must meet the letter requirements for the eighth grade team.

BEHAVIOR AT SCHOOL-RELATED ACTIVITIES

Students who attend home and away sport-related events and school-sponsored activities are to assume the role of spectator when in attendance. In other words, when the team is playing, spectators are expected to be watching the event and giving support.

FIELD TRIP ATTENDANCE/EXTRA-CURRICULAR ACTIVITIES

Field trips are scheduled on various days of the school year. RVMS students will be asked to take home a parent consent form. The student must return the consent form, signed, in order to participate. Refer to the example of a Parent Consent form in the appendix of this handbook.



SCHOOL SPONSORED DANCES

School celebrations and dances must be approved through the office at least five school days before the event. The sponsor of the school organization sponsoring the event must make requests for celebrations and dances. No school dances will be held during the last three weeks of school.

Only Royal Valley Middle School students may attend celebrations and dances unless prior arrangements have been made with the principal.

If a student attends a school social event, he/she will NOT be allowed to LEAVE until the end of the event. In most instances, a parent or guardian will have to check the student out with an adult sponsor, which will require the student to be picked up at the exit door at the end of the event.

Parents, please be advised that if a student attending a school dance, causes behavior problems, is disruptive, or displays other inappropriate behavior, the parent will be called and asked to come pick the student up from the dance.

CODE OF STUDENT CONDUCT

In order for Royal Valley Middle School to maintain the best learning environment possible, the administration and faculty have high expectations and standards for students. These expectations are:

- 1.) Respect for classroom learning.
- 2.) Respect for school property.
- 3.) Respect for others.
- 4.) RESPECT FOR YOURSELF.

Appropriate school behavior assures the right of all students to learn and the right of every teacher to teach.

STAFF AUTHORITY

At Royal Valley Middle School, 5th through 8th grade teachers have the authority and responsibility to discipline any student in the building. All teachers share the responsibility of general supervision.



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Classified staff members, having assigned roles in supervision within the RVMS building, also have authority and responsibility to discipline any assigned student under their authority.

Students who refuse to comply with reasonable requests of any teacher or staff member will be subject to disciplinary action by the Principals or the supervising staff member.

A student is expected to give his/her own name if it is requested by a teacher. All teachers and school employees are to be addressed as Ms., Miss, Mrs., or Mr.

BOOKBAGS / BACKPACKS

Students in the 5th and 6th grades have cubicles in their classrooms for their book bags/backpacks. However, bookbags/backpacks are NOT allowed in the 7th/8th grade classrooms. All bookbags/backpacks must be kept in the assigned lockers.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Public displays of affection are not considered appropriate at school or during school-sponsored activities. Such public displays would include the wrapping of arms around a partner, holding hands, kissing, and other similar behaviors.

PROFANITY AND FOUL LANGUAGE

Profanity and foul language exhibit low self-respect and little or no respect for others. Disciplinary measures will be taken to discourage the use of profanity or foul language.

DRESS CODE

Personal appearance should not disrupt the educational process, violate federal, state or local health laws, be obscene or affect the welfare and safety of students and staff. The final decision regarding appropriate student dress rests with administration. Students who wear clothing determined by the administration to be indecent, suggestive, or not appropriate or acceptable for the educational setting will be asked to change their clothing.

1. Dress and grooming will be clean and meet health, sanitary, and safety requirements.



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2. Clothing must cover and not expose or reveal too much.
3. Apparel advertising tobacco, liquor, weapons, illegal drugs, violence; expressing sexual content or innuendos; or representing or suggesting gang affiliation will not be considered acceptable school dress.
4. Pajamas are not considered appropriate dress for school. However, some pajama pants that are similar to sweat pants may be allowed.
5. Footwear is required to be worn.
6. Hats, headgear, hoods, blankets and sunglasses should be removed upon entering a school building for the school day or for school related activities and events. These items should be stored in bookbags or lockers. Headgear does not mean headbands or items used to hold hair in place.

RECESS

When the wind chill is bitterly cold (for example, zero degrees or lower) or when the weather is rainy or snowy, all students are kept inside for recess. Special arrangements can be made for your child to stay in during recess if a physician's statement or request is on file in the office. If your child complains about being too cold, send extra outside clothing with him/her to wear.

School staff want students to be safe. If staff see behaviors that are putting students in danger of injury then staff will make reasonable requests for students to stop that behavior. Examples would be tackle football or throwing rocks/snowballs.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES POLICY

The use of Personal Electronic Devices (PED's) by students is strictly prohibited during the school day. These devices cannot be carried on the person, should be powered OFF, and kept in the student's locker during the school day. School phones are available during the school day for students to receive calls or messages from parents and for students who need to make calls to parents.

Students who violate this policy are subject to the following disciplinary actions:

First violation: The student's PED will be sent to the school office; the PED may then be picked up from the office at the end of the school day by the student.

Second violation: The PED will be sent to the school office; it must then be picked up by the student's parents/guardians.

Future violations: The PED will be sent to the school office; the parent must pick up the PED from the school. The student may receive additional consequences.



Students will be personally and solely responsible for the security of their PED's and cell phones. The school district will not assume any responsibility or liability for the theft, loss, or damage of any PED or cell phone; nor does the school district assume any responsibility for the inappropriate or unauthorized use of any such devices. It is encouraged that PED's and cell phones be left at the student's home and not be brought to school.

Most cell phones also include a camera. Recording video and taking pictures of peers is prohibited. This includes when students are on a school bus.

MATCHES/LIGHTERS/WEAPONS AT SCHOOL

No items such as matches, lighters, or any other type of fire starting equipment are allowed at school. In addition, no knives or other objects that can be used as a weapon, are allowed at school. All items found of this type will be confiscated and placed in the Principal's Office and, depending upon the circumstances, will only be returned at the request of a parent. Appropriate student disciplinary actions will follow.

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 (and certain types of knives) 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 JOG (Probation). When possession of a firearm involves a special education student the guidelines set forth in Part B of Individual with Disabilities Education Act (IDEA) shall be followed.

Students violating this weapons' policy shall be referred to the appropriate law enforcement agency and if a juvenile to DCF.

As used in the policy, the term "firearm" means any weapon (including a starter's 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



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ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

CHEWING GUM, CANDY, FOOD, & DRINKS

As a general rule, gum, candy, food, and drinks are not allowed during the school day. However, these items are sometimes used as rewards, which would make them acceptable in those cases and in that classroom only. The final decision on these items being allowed in a classroom is up to the classroom teacher. Students are allowed to have a refillable water bottle during the school day.

MONEY, VALUABLES, & PERSONAL ITEMS

Personal items brought to school should be limited to materials needed for classroom work. Students are cautioned never to leave money or other possessions unprotected. If a student must bring a valuable item to school, he/she may want to check it into the office or with their teacher for safekeeping. Therefore, please be advised that the school and USD #337 will not be responsible for personal items that are lost, broken, or stolen.

SCHOOL PROPERTY

We have a beautiful school building and campus due to the care given by our custodians, teachers and students. Students should avoid any defacing or destruction of school property. Appropriate consequences would be given in accordance with district policy. Damage done to facilities, equipment, buses or books by individuals may require repair costs that would be assessed to the student/family..

TEXTBOOKS, CHROMEBOOKS AND OTHER SCHOOL PROPERTY

Each student is responsible for keeping his/her textbooks and chromebooks in the best possible condition throughout the school year. If a textbook, chromebook, chromebook bag, or library book is lost or damaged beyond normal use, the student is subject to replacing or repairing the item. A fee will be assessed accordingly.



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A student is also responsible for game jerseys, pants, sweats, and other items checked out to him/her. Thus, if damage, theft, or loss occurs, the student is again responsible for the cost of the item(s).

RESTROOMS

Students are responsible to help maintain the standards of cleanliness and good conduct while using restroom facilities. Treat the school's restroom facilities like you would those at your home. Students should use the restroom during passing periods. Classroom procedures will be followed for students requesting a pass to use the restroom during class time.

LOCKERS AND LOCKS

Students in the 7th and 8th are assigned lockers at the beginning of school. A student locker is to be used for storage of coats, bookbags and school materials. A student's locker is not the student's private property and may be opened by school authorities at any time. Any unauthorized items found in the locker may be removed. Locker doors should be kept closed and locked when not in use. The school is not responsible for things stolen and/or missing from lockers.

Students that damage their lockers will be held responsible and accountable for such damage. A locker or lockers may be subject to inspection if the administration considers it necessary to maintain the integrity of the school environment or protect other students. Decorations are not permitted on the outside of locker doors.

Combination locks to be used on the dressing room lockers during the school year are available free of charge. At the end of the year, students will be asked to return the locks to their PE/Health teacher. Students who have damaged the locks or lost them will be assessed a replacement fee of \$8.00. Students who bring and use personal locks are asked to supply their PE/Health teacher with a key or combination so that items in the locker can be obtained in an emergency.

TRAINED SEARCH DOGS

Occasionally, at the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials for the purpose of providing a safe and secure environment for learning.. Staff members must also be aware the dogs



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could detect illegal substances on employees as well as students and be prepared to deal with the consequences of the detection.

ELEVATOR USAGE

Students must have the Principal's or a staff member's permission before using the elevator. If a student injury or illness requires the elevator's use, a key will be issued to the injured student.

MOTORIZED VEHICLES, NOT PERMITTED RVMS

Middle school students are not permitted to drive motor vehicles to school. This includes automobiles, motorcycles, three and four-wheel vehicles, trucks, and others.

PARTY INVITATIONS & GIFTS

Students are not to pass out non-school party invitations at school unless all members of the class are invited to the party. In addition, students are not to pass out treats, gifts, or party favors at school unless all members of the class are given one.

STUDENT SALES

Students should not be selling items on an individual basis. If the student represents a group (e.g. boy/girl scouts) he/she could sell these items by placing an announcement or sample in the teachers' lounge after acquiring permission from the principal.

DISCIPLINE PLAN

A school-wide discipline plan is operational at RVMS. The plan begins with classifying the behavior as MINOR or MAJOR. A staff member submits a Discipline Notice Form to the school office. Communication with families is important, therefore, staff members shall contact the parent/guardian of the student for minor referrals. Administration will contact parent/guardian in regards to major referrals. Consequences for student behavior will be determined by frequency, recency, and severity of the behavior. Consequences include but are not limited to: warning/verbal reprimand, parent notification, detention, loss of privilege, short-term alternative educational placement, behavior contract, suspension, expulsion.

Some examples of Minor vs Major include but are not limited to:



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	MINOR	MAJOR
Bullying/Harassment	Teasing or name calling.	Threatening to attack.
Disruptions	Making annoying noises, talking over teacher occasionally.	Loudly and/or frequently interrupting instruction. Use of profanity.
Physical Contact	Horseplay. Messing with another student's materials.	Punching, slapping, kicking. Breaking another student's materials on purpose.

DETENTIONS

Students who do not meet behavior expectations may be assigned a detention. Detention is held in one of the middle school classrooms from 3:45 p.m. to 4:45. Each student assigned detention is to have sufficient materials to work on and/or books to study/read during detention. Students assigned to detention are to cooperate with the detention supervisor. The detention room is silent. Students disrupting the room, not working, or not following instructions will be assigned an additional detention. Repeated problems in detention or failure to report to detention on time may result in a suspension.

Students who are assigned detention are to report to the detention room directly after the school dismissal bell. The student, administration and parent/guardian will ensure that parents will be able to pick a student up when detention is done. Administration will attempt to contact the parent by phone, but written notification will be sent via email when an email address is on file with the office and parent/guardian cannot be reached by phone. If a parent cannot be reached by phone and no working email address is on file, written notification of the detention will be sent home.

SUSPENSION AND EXPULSION POLICY

The Kansas law authorizes suspension or expulsion for the following reasons:

(a) Willful violation of any published regulation for student conduct adopted or approved by the board of education;



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(b) conduct which substantially disrupts, impedes or interferes with the operation of any public school;

(c) conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;

(d) conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;

(e) conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or

(f) disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

There is no intention of listing the school suspension reasons to cover all discipline problems. These acts of unacceptable behavior may result in suspension; these include, but are not limited to the following:

1. Possession, consumption, or sale of alcohol, tobacco or deleterious substances.
2. Possession, threat of use, or use of weapons.
3. Tampering with fire alarms or starting fires.
4. Vandalism.
5. Destruction of school property.
6. Fighting and/or provoking a fight.
7. Intimidation, threatening by word or deed.
8. Extortion of any type or amount.
9. Stealing.
10. Excessive public display of affection.
11. Use of profanity and/or vulgarities; including gestures, written or spoken
12. Open defiance of authority.
13. Conduct that disrupts the school's educational process.
14. Failure to comply with a reasonable request from a staff member
15. Repeated violations of school regulations.



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16. Excessive tardiness.
17. Selling or attempting to sell or distribute any object or substance that has not been authorized for sale or distribution by the administration.
18. Violation of rules of conduct for school buses.
19. An illegal walk-out from a classroom or a school building.
20. Deliberate failure to attend classes after (1) reporting to school, or (2) being on the school grounds, or (3) riding authorized school transportation.
21. Gambling.
22. Throwing of dangerous items.

AUTHORITY AND PROCEDURES

The Principal and/or Assistant Principal have authority from the Board of Education of USD #337 to suspend or expel any student for behavior when such suspension or expulsion is in the best interest of the school.

- Parents will be notified that a student has been suspended by written notification specifying reasons for suspension in accordance with the policy as set forth in the Board of Education Policy Handbook.
- Hearings will be set up for the student, parents and school personnel as set forth in Board policy.
- Any student suspended from school has to make up the work missed during his/her absence.

A student may receive in-school or out-of-school suspension for a short term or long term suspension.

In-school suspension means that students will be confined to a suspension area. In-school suspension students will eat in the suspension room. They will not be allowed to participate in or attend extra-curricular activities during school time. Sleeping in the suspension room is not acceptable. The student in the suspension room is expected to stay quiet and stay in the room until released by the authority in charge. If misbehavior in in-school suspension results, additional time may be assigned, the parent may be asked to pick up the child, and/or other appropriate measures may be taken such as out-of-school suspension.

Parents of the student who has been assigned in-school or out-of-school suspension will be notified at the earliest possible time. If a full day of in-school suspension is assigned, students will be required to report to the office at the beginning of the school day and must remain in the suspension room until the end of school.



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Students, who serve an in-school suspension, are expected to complete all of their assignments and class work within the assigned and served in-school suspension time.

1. The Principal may temporarily suspend any pupil because of violation of any act, previously listed.
2. The Principal shall promptly attempt to notify the parents/guardians concerning the suspension of a student.
3. The Board of Education may, after a proper hearing, suspend such a child for such time as it may determine or may permanently expel him/her.
4. Such a hearing, suspension or expulsion, may be delegated to a duly authorized committee or the board.
5. Students are not allowed to participate in any school activity during the suspension period.
6. The following violations may result in a short-term suspension of up to ten (10) days and/or a hearing for a long-term suspension:
 - a. Infractions involving weapons
 - b. Infractions involving drug possession, use, or sale
 - c. Behavior resulting in, or is likely to result in, an injury to a student or others

SUSPENSION OF DRIVER'S LICENSE

Senate Bill 38 provides for the suspension or revocation of driving privileges of students, aged 13 or older, who have been given a long-term suspension or were expelled for the following:

- a. possession of a weapon
- b. use, sale, or possession of a drug or controlled substance
- c. behaviors resulting in, or substantially likely to have resulted in, serious bodily harm

School administrators are required to give written notice to the Jackson County Sheriff's Department within 3 days of the suspension or expulsion. Upon receipt of a notice, the Division of Motor Vehicles will suspend the pupil's driver's license or privileges for one year.

CRISIS MANAGEMENT PROCEDURES

Our building has a comprehensive crisis management plan, which outlines definite procedures and definite responsibilities of staff during times of crisis.



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It is very important that parents understand that in many crisis situations it will be necessary for our school building to limit access to the building itself and to the building site. This means that under certain circumstances, in crisis, no one except for law enforcement officers, medical teams, response teams, fire department personnel, and designated school personnel will be allowed in or on the school site. In these crisis circumstances the school premises will be secured; and parents and other concerned parties will be asked to go to a designated location in Mayetta to wait for further information.

Access to open telephone lines will also be needed under certain circumstances, all telephone calls from parents and other concerned parties should be made to the Royal Valley District Office in Mayetta at (785)966-2246 and not to the Royal Valley Middle School.

FIRE AND TORNADO DRILLS

In case of a fire or a fire drill, the signal to evacuate the building will be an intermittent blare of the fire horn. There is an evacuation plan posted in each room which shows the route of evacuation for that particular room. A fire drill will be conducted four times a year. In case of an alarm, walk to the fire exit area designated for your room.

Two tornado drills will be conducted each school year. Students will be directed to the basement classrooms of the building and take the appropriate safety measures.

A minimum of three crisis drills including an intruder drill and modified lock-down drills will be conducted throughout the school year. The drills will be completed following the protocols set by the school district.

If a classroom teacher has a student with a disability, the classroom teacher will supervise the evacuation of that particular student during either a fire drill or tornado procedure in the building.

However, if the disabled student has a paraprofessional in charge of him/her, the paraprofessional will be in charge of the designated student's evacuation from the classroom and/or building.



KANSAS SCHOOL SAFETY & SECURITY ACT

According to the Kansas School Safety & Security Act (H.B. No. 2821), any school employee who knows or has reason to believe that a student has committed an act that constitutes the commission of a felony or a misdemeanor must report that act to the appropriate state or local law enforcement agency.

ANTI-BULLYING POLICY

Bullying on USD #337 property, in a USD #337 vehicle, or at any USD #337 sponsored activity or event is prohibited. As used in the district policy, the following definitions apply:

"Bullying" means: Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have an effect of:

- a. harming a student or staff member, whether physically or mentally;
- b. damaging a student's or staff member's property;
- c. placing a student or staff member in reasonable fear of harm to the student or staff member;
- d. placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

"School vehicle" means: any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

Bullying by Staff—The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member while using school property, in a school vehicle, or at a school sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.



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Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

HAZING, HARASSMENT, BULLYING, INTIMIDATION, MENACING

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

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 business or other contact with the school district is strictly prohibited.

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violation of this policy shall result in disciplinary action, including termination of an employee or disciplinary action against the student(s) involved.

Definitions of sexual harassment may include, but not be limited to the following:

1. Sexually oriented communication, including sexually oriented verbal "kidding" or harassment of abuse.
2. Subtle pressure or requests for sexual activity.
3. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship.

Creating a hostile school environment, including the use of:



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1. Innuendoes overt of implied threats.
2. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body.
3. Requesting or demanding sexual favors accompanied by an implied or overt promise or preferential treatment with regard to a student's grades or status in any activity.
4. Sexual assault or battery as defined by current law.

Any student who believes he/she has been subjected to sexual harassment should discuss the problem with his/her principal or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred.

Confidentiality shall be maintained throughout the complaint procedure.

Racial Harassment

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

Definitions of Racial Harassment

Racial Harassment is racially motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color or national origin in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.



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Racial harassment may result from verbal or physical conduct or written graphic material.

Any student, who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, or another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment shall report the complaint to the building administrator. If the building administrator is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Confidentiality shall be maintained throughout the complaint process.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

CHILD ABUSE (DCF)

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

If the student, suspected of being abused, is Native American, the employee should report the situation to Prairie Band Potawatomi Social Services (PBPSS); this agency's telephone number is 966-2932. If PBPSS cannot be reached, the local DCF office should be contacted. If the local DCF cannot be reached; then, the local law enforcement should be contacted.

DCF or Law Enforcement Access to Students on School Premises

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency's access to the child and to protect



the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

Cooperation Between School and Agencies

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended that the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, school counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.



GANG ACTIVITY

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student:

- shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or education objectives;
- shall not present a physical safety hazard to self, students, staff, and other employees;
- shall not create an atmosphere in where a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attributes are in violation of these provisions, the principal will request the student to make the appropriate correction(s). If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

Kansas law already prohibits "hazing". Incidents involving initiations, hazing, intimidation, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student are prohibited.

DRUG-FREE POLICY

USD #337 believes that maintaining a drug-free school is important in establishing an appropriate learning environment for the students in the district. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in our schools.

ALCOHOL, TOBACCO, DRUGS, OR OTHER HARMFUL SUBSTANCES

The possession, use, consumption, sale or an attempt or intent to do the same, of alcohol, tobacco, drugs, or other harmful substances (as defined by State statutes) on



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public school property or at school activities are prohibited. Students are NOT permitted to smoke or use tobacco of any kind on school grounds or at a school sponsored function. Students are not allowed to carry tobacco products during school hours. A student found to have violated this regulation is subject to suspension and repeat offenders are subject to expulsion.

The Cigarette and Tobacco Products Act, H.B. 2544, prohibits minors from purchasing or having possession of tobacco products (cigarettes or chewing tobacco). Minors who violate the prohibitions of the Act will be guilty of a cigarette or tobacco infraction and will be subject to a fine, plus court costs. The Act specifically states that persons under the age of 18 who violate the purchasing or possession prohibitions do not come under the Code for the Care of Children. Cigarettes and tobacco products, found in possession of a minor, are declared to be common nuisances and such contraband is subject to confiscation. Likewise, school authorities, upon discovering violations of this Act, will report the violations to the Jackson County Sheriff's Department and Jackson County Attorney's office.

Drinking alcohol, being under the influence of alcohol or another drug, or possession of any type of alcoholic beverage or drug on school premises or at a school-sponsored event will be cause for suspension, processing by law enforcement, and/or expulsion.

NON-DISCRIMINATION POLICY

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination, in any form, shall promptly be reported to a teacher, the principal, or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct.

Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in the matter deemed appropriate by the administration, up to and including suspension or expulsion from school.



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TITLE IX NOTICE OF COMPLIANCE

Be it resolved this 13th day of July, 1977, that it is the intent of the Board of Education of Unified School District No. 337 to comply with Title IX of the Education Amendment of 1972--Public Law 92-318 as amended by Section 3 of Public Law 93-568, 88 State, 1855. Unified School District No. 337 is an Equal Opportunity Employer and does not discriminate on the basis of sex in employment, educational programs, or other activities in which it operates and is required by Title IX not to discriminate.

Title IX Coordinator for Unified School District No. 337 is USD 337, Superintendent of Schools, P.O. Box 219, Mayetta, KS 66509.

Step I:

The complainant will contact the principal of the school involved and try to resolve the complaint at that level on an informal basis. On matters involving adopted district policies or practices, the complainant will contact the Superintendent of Schools.

Step II

If the complaint is not resolved at Step 1, then the complainant may file a written complaint with the Title IX coordinator. A hearing will be scheduled which will be held within fourteen (14) calendar days after receipt of the written complaint. The findings of this hearing will be filed in writing with a copy being made available to the complainant.

Step III:

If the complaint is not resolved at Step II, then the complainant may appeal in writing to the Board of Education. A hearing will be scheduled within thirty (30) calendar days with the Board of Education. The findings of this hearing will be filed in writing with a copy being made available to the complainant. The findings of this hearing will be considered final.



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Field Trip Consent Form

Unified School District No. 337 Royal Valley Schools Consent to Participate in Field Trip and Consent For Treatment

I consent to the enrollment and/or participation of:

(Student's name)

Type or name of field trip:

Authorized by:

(Sponsor/Teacher Signature)

(Administrator's Signature)

Date of activity: _____ Location of activity: _____

Trip loading location/time: _____ Mode of transportation: _____

Estimated return time/school: _____ Cost per student: _____

Purpose: _____

Special arrangements: _____

I further give my legal consent and authorize any representative of Royal Valley School Personnel to authorize emergency medical treatment, including any necessary surgery or hospitalization, for the above named child for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other activity, noted by a physician or dentist licensed in accordance with the provisions of the Kansas Healing Acts and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency services incurred on behalf of my child. I understand that the school district's insurance is only secondary coverage to the limit of the policy.

I acknowledge and agree that Royal Valley Schools are not responsible for any medical, hospital expenses and/or other charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original. If my child requires emergency medical treatment, I understand that school personnel will make reasonable attempts to contact me to seek my permission to authorize treatment. To facilitate contacting me, I agree to continue to provide current work and home phone numbers to the school.

(Parent/Guardian Signature)

(Date)



Non-Adopted Video Form Notification for the Viewing of Materials (Videos and DVD's)

This form is simply used as a method of communication with parents and guardians about the future showing of a film within the classroom that has a rating besides a **PG** rating.

DATE _____ TEACHER _____

CLASSROOM _____ RATING OF FILM _____

NAME OF FILM _____

BRIEF DESCRIPTION OF FILM: _____

The above film will be shown in the classroom on the following date(s) _____

The parent may preview the film at the Royal Valley Middle School site by appointment within the following dates. _____ TO _____

The RVMS student has the responsibility to deliver this notification to the parent or guardian in a timely fashion. If the note of inclusion or exclusion in viewing is not returned by the parent/guardian, via the student, by the time of scheduled viewing, it can only be assumed by the teacher that the student has not communicated with the parent/guardian or that the parent /guardian has failed to sign and return the form in the prescribed manner.

-----Cut off and return to the classroom teacher-----

Parents/guardians have the choice of their child viewing the above film. If you, as a parent/guardian, desire that your student is to view or not view the above film, please complete and return the following note of inclusion or exclusion in viewing.

PLEASE CHECK ONE: _____ I DO OR _____ I DO NOT WANT

_____ (student(s) name) view the above film shown at the Royal Valley Middle School on this date _____.

Parent/Guardian Signature

Date