

**VALLEY CENTER HIGH SCHOOL
STUDENT HANDBOOK
2017-2018**

PRINCIPAL'S MESSAGE

On behalf of the entire faculty, welcome to Valley Center High School, home of the Hornets! The 2017-2018 school year promises to be one of the most exciting, challenging, and rewarding years of your life. Our focus here at VCHS is to provide you with a quality education, which upon graduation will allow you to successfully enter the next phase of your life, confident in your abilities as well as your educational experiences.

Valley Center High School is a comprehensive high school with membership in the Kansas State High School Activities Association and the Ark Valley Chisholm Trail League. We offer a vast array of activities, and you are encouraged to become actively involved. The VCHS staff is here to assure that you are afforded every opportunity to excel in all facets of your high school education, thereby achieving the success you desire.

Take pride in yourself and in your school. Acquaint yourself with the information in this handbook and respond accordingly. Further, always remember that together we will achieve excellence!

Jamie Lewis, Principal

IN THE EVENT THE RULES AND REGULATIONS SET FORTH IN THIS HANDBOOK CONFLICT IN ANY WAY WITH THE POLICIES SET FORTH BY THE U.S.D. 262 BOARD OF EDUCATION, THEN THE BOARD POLICIES SHALL GOVERN.

Additionally, keep in mind that this handbook is not meant to be all-inclusive of all school policy. Interpretation of items in the handbook and those things that are not in the handbook shall be the responsibility of the building administrators.

NOTICE OF NON-DISCRIMINATION

Valley Center USD 262 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age. Persons having inquiries may contact the district's ADA and Section 504 coordinator, 143 S. Meridian, Valley Center, KS, 67147. Telephone: 316-755-7000

PROGRAM OF STUDIES

Valley Center High School offers a variety of courses in preparation for career and college. We are continually updating course offerings and welcome suggestions for new courses.

Credit is granted upon successful completion of a course, ½ credit per semester. A student may earn 7 credits each year.

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BOARD OF EDUCATION MEMBERS

Mrs. Rhonda Price (President)
Mr. Bart Balthazor
Mr. Brad Barbour
Mr. Richard Harris
Mr. Roger Joyal
Ms. Sara Osterman
Ms. Dawn Stiglitz

ADMINISTRATION OFFICE

Mr. Jamie Lewis	Principal
Mr. Kent Hipp	Assistant Principal
Ms. Brianna Reyes	Assistant Principal
Mr. Caleb Smith	Assistant Principal/Athletic Director
Ms. Carole Bowman	Secretary
Ms. Tamra Maynard	Secretary
Ms. Stephanie Gillig	AD Secretary
Ms. Cody Lee	Postsecondary Programs Coordinator
Mr. Dale Garwood	Counselor (P-Z)
Ms. Aubrie Lehr	Counselor (H-O)
Ms. Amy McDonald	Counselor (A-G)
Ms. Jennifer Gibson	Registrar
Ms. Tracy Harpool	Bookkeeper
Ms. Andrea Boone	Nurse

TELEPHONE NUMBERS

Valley Center High School Office	755-7070
Valley Center High School Office Fax	755-7071
Athletic Office	755-7076
Athletic Office Fax	755-7077
Superintendent's Office	755-7000
Mr. Cory Gibson, Superintendent	
Mr. Mike Bonner, Asst. Superintendent	
Valley Center Middle School	755-7060
Valley Center Intermediate	755-7050
Abilene Elementary	755-7020
West Elementary	755-7030
Wheatland Elementary	755-7040
Transportation	755-7112
Maintenance	755-7108

USD 262 MISSION

The staff and students will develop the knowledge, skills, and character necessary for current and future success.

USD 262 VISION

To be a premier school district known for excellence in education, innovative instruction, outstanding programs, and dedication to students.

ACADEMIC INTEGRITY

Students who give or receive aid on tests or other graded assignments will be subject to disciplinary action, determined by the teacher and/or administration, from the following options:

- (1) Teachers may discount the work totally or partially; or
- (2) Student may be required to do the work (test) in isolation; or
- (3) Student may be required to complete an alternate assignment to establish knowledge or preparation.

This also applies to **PLAGIARISM**. Giving or receiving aid, stealing of tests, quizzes, teacher's edition of textbooks, etc., may also result in disciplinary action by the administration. Parent(s) of the student will be notified.

ACCIDENT & ILLNESS

In case of a student's illness or accident during the school day, the student is to report to the school nurse. If, as a result of accident or illness, medical attention is required, the following procedure is followed:

- The parents are contacted immediately.
- The student is under the direct care of the school nurse until the parent can be reached.
- If the parent or relative cannot be contacted in case of severe illness or injury and the name of the family doctor is known but cannot be reached, the school nurse will contact 911 for assistance.
- Under no circumstances are students to spend time in the restroom "ill". Instead they are to report to the school nurse.

If a student is absent five or more days consecutively because of health reasons, a statement signed by a doctor releasing the student to return to school is required. This statement should include any limitations on the student's activities, if any are needed. This statement should also include the activities the student can participate in.

ACTIVITY PERIOD

Activity Period will be scheduled intermittently throughout the school year. Teachers will be assigned students and attendance will be taken. School attendance, tardy, and discipline policies will be followed. Club meetings, surveys, voting, etc, and the opportunity to see other teachers for make-up or extra help are appropriate for Activity Period.

ACTIVITY TRIP POLICY

It is the policy of VCHS, in regard to official activity trips authorized by the school, that all performing members or all designated members of a special class or group participating in the activity shall utilize school transportation both to and from the event or activity.

Parents will be allowed to transport only their student under extenuating circumstances and when prior arrangements have been made with the school sponsor. A written note from the parent is required.

ALCOHOL/DRUG USE AND/OR POSSESSION

The Valley Center School District recognizes that all students have a right to attend school in an environment conducive to learning. Since alcohol, tobacco and other drug use or possession is illegal for minors and interferes with both effective learning and the healthy development of students, the school has a fundamental, legal, and ethical obligation to prevent drug use and to maintain a drug-free environment for all students.

The possession, use, distribution, manufacture, dispensation, or being under the influence of controlled substances, illicit drugs, alcohol, or tobacco by students on property owned, leased, or used by the school district or at its sponsored or supervised activities is specifically prohibited. These standards of conduct are mandatory and are a condition of your continued attendance in our district.

ATTENDANCE POLICY

VCHS is committed to the philosophy that every student should attend all classes every day whenever possible. Regular attendance allows our students to benefit from the educational opportunities provided by our high school and its staff. When students are absent, they miss valuable learning experiences, including, but not limited to: direct teacher instruction, class discussion, problem solving, teamwork, and social skills. Research shows direct links between chronic absenteeism and student failure, as well as links between regular attendance and student success. To learn more about how absenteeism affects students, please visit: <http://www.attendanceworks.org/>.

Attendance Requirements

- Students under the age of 18 (age 21 or graduation for special education students) are required by law to attend school. Referrals are made to the Sedgwick County District Attorney for those in violation. (Kansas Compulsory Education Law K.S.A. 72-3120)
- **Credit will NOT be granted for any course in which a student has more than 10 absences in a single semester.**
 - Students arriving to school/class over 15 minutes late will be counted absent for that class period.
 - Students will be considered to have one absence for every three tardies accumulated in a class, regardless of number of minutes late.
 - If the course grade is failing at the time of the 11th absence, the grade will be recorded as “F.”
 - If the course grade is passing at the time of the 11th absence, the grade will be recorded as “No Credit.”
 - Count starts over at 0 at the beginning of each semester

- If the absence is excused, it will NOT count toward the 10 absences. The following reasons may be considered excused:
 - School related athletics and activities
 - Illnesses or injuries verified by a doctor's note
 - Medical or dental appointments verified by a doctor's note
 - Funerals with prior notification
 - Obligatory religious observances of the student's own faith with prior notification
 - Administrator Approved Absence
 - Administrator Approved Absence forms are located in the front office
 - Forms must be turned in 3 days prior to absence in order to be considered
 - Forms require signatures from all teachers before administrator approval
 - Prior to approval, administrators will take into consideration: attendance, grades, behavior, school calendar, number of previous requests
 - If an emergency exists, the administrative team will determine if the absence will be deemed excused or unexcused
- Any absence not falling in the above excused categories, will count toward the 10 total absences per semester.
- A student who has been absent is expected to request make-up work and submit it to the teacher per individual classroom management plans to receive credit.
- Students leaving school without permission are subject to disciplinary action up to and including expulsion.
- Students with unexcused absences are subject to disciplinary action up to and including possible expulsion.

VCHS Staff Procedures

- The school will attempt to notify parents at home or work of unauthorized absences as soon as possible after they occur. If parents call early in the day to report absences, we can avoid making additional calls.
- An automated voice message may go out if your student has not arrived to school by the end of 2nd period.
 - Please make sure your contact information is current with our office.
- After a student has accumulated five absences in any class, our staff will attempt to notify parents. At this time, the student may be required to have a meeting with an administrator.
- After a student has accumulated nine absences in any class, our staff will once again attempt to notify parents.
- If the absence is excused, standard practices will apply (see Make Up Policy p.24)

AUTOMOBILES AND PARKING

Driving:

1. When driving in school zones on city streets, maintain a 20-mph speed limit.

2. Always stop for pedestrians.
3. Be particularly cautious in the parking lots.
4. Observe a 10-mph speed limit in the parking lot.
5. Careless and/or reckless driving (ie. squealing tires etc.) is prohibited.

Parking:

1. All student parking, on school property, will be west and south of the building in the parking lots. Student vehicles are not to be parked in fire zone areas, in a handicapped area (without a proper permit), across a painted stripe, or in any area reserved for staff.

Consequences:

Abuse of parking and/or driving privileges may result in detention, school suspension, suspension of parking privileges, and/or the vehicle being ticketed or towed off campus, at owner's expense.

Parking Lots:

Students are not to go to the parking lot at any time during the school day without permission from the office. Students must check out through the office.

BULLYING

Valley Center High School does not tolerate bullying or harassment of any form. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district. Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board per Kansas State Statute **KSA 72-6147 stated below.**

Bullying means: A) any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- (i). Harming a student or staff member, whether physically or mentally;
 - ii. Damaging a student's or staff member's property; or
 - (iii). Placing a student or staff member in reasonable fear of harm to the student or staff member;
 - (iv). Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- B) Cyberbullying; or
- C) Any other form of intimidation or harassment prohibited by the board of

education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-6147 and amendments thereto.

VCCHS strives to maintain a safe and civil environment for students to learn and attain high academic standards and to promote healthy human relationships. Students should report immediately to the office when an issue includes a direct personal threat. Students may report issues using the **Conflict Report** on the bottom of the high school home web page at <http://hs.usd262.com> . Bullying can also be reported by calling the Kansas Bullying Prevention Hotline at 1-800-332-6378.

The staff at Valley Center High School takes every bullying report seriously. Students/Staff who have bullied others in violation of school policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibitions shall be reported to local law enforcement. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

BUS TRANSPORTATION

Inappropriate conduct by a student on a school bus will be reported to the Principal or Assistant Principal, by the driver, and may result in disciplinary action including removal from bus. USD #262 Board of Education policy will be applied to each case. Copies are available in the high school office.

Upon arrival at school, students who ride the bus are expected to immediately enter the building. Bus riders who leave the school grounds without checking out through the office may be disciplined.

CAMERAS AND VIDEO RECORDERS

Cameras, video recorders and the use of camera phones must be authorized by the administration prior to use or possession on school property or school sponsored activities and events.

CHECK IN AND OUT PROCEDURE

Students who arrive late to school are expected to report to the office and check in upon arrival. Students who leave during the day are expected to report to the office and check out. A student who has left during the day is expected to report to the office and check in upon return. Failure to follow this procedure may result in disciplinary action.

Exceptions: Students arriving or leaving for a school-sponsored activity will not check in or check out.

CLASSIFICATION BY COMPLETED CREDITS

Students, at Valley Center High School, are classified by the number of credits successfully completed, as follows:

Students with 6 or fewer credits are classified
Freshmen.

Students with 6.5 – 12.5 credits are classified
Sophomores.

Students with 13 – 18.5 credits are classified
Juniors.

Students with 19 or more credits are classified
Seniors.

COMPLAINTS AND GRIEVANCES

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

The Board of Education encourages all complaints regarding the district to be resolved at the lowest possible administrative level.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the Building Administration for study and possible solution.

COMPUTERS AND E-MAIL

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 following guidelines approved by teachers 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 are not to download anything onto the school's computers or server without permission from a teacher or an administrator. Students are not to play games on any school computer without permission from a teacher. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including expulsion from school.

CRIMESTOPPERS

VCCHS Crimestoppers makes available to students a means of reporting occurrences they see happen at school or at school events or information about someone with weapons and/or drugs on school property without fear of retribution.

- Cash rewards may be given to the first person with the correct information that solves the crime or leads to the recovery of drugs and/or weapons at school.

The state has a toll free number for reporting impending school violence to the Kansas Highway Patrol. Help keep your school safe! Call the Kansas School Safety Hotline: 1-877-626-8203. Report any information that might threaten the safety of the school or students. Information received on this hotline will immediately be shared with local law enforcement and school officials.

DANCES AND PARTIES

Throughout the school year, students have the opportunity to attend a variety of social events, dances, and parties. Junior-Senior Prom is generally a “dating couples affair”. If Juniors or Seniors wish to attend Prom alone, they are welcome to do so. The following guide-lines apply for school dances:

- All student school rules apply.
- As a preventive measure, **a breath or other analysis or test for alcohol, controlled substances, illicit drugs or tobacco** may be used.
- Only eligible persons will be admitted to dances.
- Except for the Junior-Senior Prom, no dance will last longer than three hours.
- A VCHS I.D. Card is required for all VCHS students.
- Middle school students will **not** be allowed to attend high school dances.
- All guests are to be registered in the office prior to the event, providing the guest’s name, age, address and phone number.
- Guests will be expected to present a photo I.D. upon admission to the dance.
- The VCHS student will assume full responsibility for their guest.
- VCHS student and guest will arrive together.
- Once any student leaves the dance, he/she will not be re-admitted.

DELIVERIES

Due to disruptions in learning, allergies to flowers/latex, student harassment issues, and concerns with transportation, deliveries of flowers, gifts, balloons and other celebratory artifacts are discouraged. Students/staff will not be notified of deliveries until the end of the school day.

DETENTIONS

Teacher assigned detentions are served with the teacher. Failure to serve a teacher assigned detention may result in additional time assigned by the teacher. If a student fails to complete a teacher assigned detention twice, the student may be referred to the office and an office detention may be assigned which will replace the teacher assigned detention.

If a student fails to show up for an office detention as assigned, an in-school suspension may be assigned to replace the detention.

Work and/or a school activity is not an acceptable excuse for skipping a detention.

DISCIPLINARY PROCEDURES

It is the philosophy of the Administration and the Board of Education of USD 262 that students should conduct themselves in such a way so as to be a credit to the school and community.

KSA 72-6114: The Board of Education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel, any pupil or student guilty of any of the following:

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

The following disciplinary consequences are available when school policies have been violated but are not necessarily used entirely in the following sequence. Though there is a need for some administrative discretion, these and other disciplinary consequences are to be enforced uniformly and fairly for all. Other consequences could be added as necessary, and progressive consequences may be enforced for those with multiple violations. All violations are subject to suspensions of at least one to ten days depending on their severity. These procedures are based on the belief that students “can and must” control their behavior while allowing for some possible mistakes in the learning process. Students are responsible for their choices.

- A. **Office detention:** The student may be assigned up to 4 hours detention by the Administration.
- B. **Short Term In-School Suspensions:** The student may be assigned, for controlled study, to the In-School Suspension Room (ISS) up to 5 consecutive days.

- C. **Short-term Suspensions Out-of-School:** This suspension may be a one to ten day suspension from school to afford the student, parents and school the time needed to give careful study to the behavior problem.
- D. **Long-Term Suspension or Expulsion Out-of-School:** The student may be suspended for a five to ten day period, with a formal due process hearing held no later than the last day of the suspension, or a date agreed upon with a parent, to determine whether the suspension will be extended up to 90 school days or an expulsion from school up to 186 school days will be made.
- E. Per Kansas State Statute 72-6136 notification to law enforcement will be given for all students found in possession of a weapon or illegal drug or who have engaged in an act or behavior which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, at school, upon school property or at a school supervised activity. A report will be made to the appropriate law enforcement agency as soon as practicable, but not to exceed 10 days from the student act, excluding holidays and weekends. In turn, law enforcement will notify the division of vehicles as soon as practicable, but not to exceed 10 days from the date of the student's act, excluding holidays and weekends. The law enforcement report shall include the student's name, address, date of birth, driver's license number and a description of the act committed by the student. Students may lose their Driver's license for up to one year as a result of this notification. Additionally, Social Services may be notified. This could result in an investigation to insure the wellbeing of the student expelled.
- F. **School or community service:** School or community service may be assigned at administrator's discretion.

Discipline at VCHS will be administered on two levels: (1) classroom discipline and (2) all-school discipline.

Classroom Discipline: Each teacher will, in accordance with this handbook and established Board policy, establish, communicate in writing, and teach his/her students the guidelines to establish an appropriate learning environment for every student.

Classroom discipline guidelines may be established for failure to bring necessary materials and/or books; minor classroom disruptions, work not completed, inappropriate language or gestures, and other guidelines important to class environment as determined by the teacher.

The teacher will establish a classroom management plan that may include warnings, student conferences, parent contact, student and parent conferences, special seating, and/or detention time with the teacher.

If, in the judgment of the teacher, a student has become such a severe disruption in the classroom that the class cannot function effectively, the student may be sent to the office. Documentation of previous action taken by the teacher shall accompany the student.

All-School Discipline: the following infractions will result in a referral to the administration for further disciplinary action up to and including long-term suspension and/or expulsion. Appropriate law enforcement agencies will be notified where appropriate and/or mandated.

ALCOHOL VIOLATIONS: The use, possession, or distribution of alcoholic beverages.

BATTERY AND ASSAULT: Threatening or striking another individual.

CAMERAS AND VIDEO RECORDERS: The use of cameras, camera phones, or video recorders without permission from school administration. Cameras, camera phones, photo and/or video imaging are strictly prohibited in locker rooms and restrooms.

CELL PHONES AND OTHER ELECTRONIC DEVICES: Cell phones/electronic devices are not permitted during class periods without teacher and/or administrative approval. It will be considered a violation if the student's cell phone/electronic device disrupts a classroom setting. Additionally, cell phones/electronic devices are not to be used in the locker rooms or restrooms at any time. The use of cell phones/electronic devices will be permitted in the hallways during student passing periods and also in the commons during the student's lunch period. Students are not permitted to leave class to use a cell phone/electronic device. Students are not allowed to be tardy to class as a result of using a cell phone/electronic device. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent except for activities considered to be in the public arena such as sporting events or public performances. Additionally, use of cell phones/electronic devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, student code of conduct, electronic technologies acceptable use policy or harassment. Finally, students shall have no expectation of privacy concerning the use or possession of cell phones/electronic devices on school property or at school related activities and events. Administration reserves the right to search the data stored in your cell phone/electronic device as deemed necessary. Violations of this policy will result in the cell phone/electronic device being confiscated and returned only to a parent. Additional disciplinary action will be taken as necessary.

CHECK-IN AND CHECK-OUT PROCEDURE: Failure to sign-out in the office upon leaving during the school day or failure to sign-in upon late arrival or returning during the day.

CLASSROOM DISRUPTION or BEHAVIOR VIOLATIONS: Repeated classroom disruptions or failure to follow classroom expectations.

DISPLAYS OF AFFECTION: Displaying unnecessary and inappropriate public affection.

DISRUPTION OF THE SCHOOL DAY: Planning or participating in an organized or spontaneous action that interferes with instruction or other school activity.

DRESS CODE VIOLATIONS: Violating dress code policy --- in addition to other discipline the student may be sent home to change clothes.

DRUGS OR DRUG PARAPHERNALIA VIOLATIONS: The consumption, possession, use, distribution, or under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, intoxicant, and/or possession of paraphernalia of any type anywhere on the school grounds or at any school sponsored or supervised activity, whether within the school district or out of town.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule, as long as the student has checked the medication into the school nurse.

EXTORTION: Obtaining money, property, or services by intimidation or threat.

FAILURE TO COMPLY: Failure to comply with a reasonable request made by any faculty or staff member in the classroom, on school grounds, or at a school related activity. "Reasonable" means physically possible to follow the request.

FAILURE TO SERVE DETENTION: Refusal to fulfill minor disciplinary consequences.

FALSE AND MISLEADING REPORTS: Falsifying reports including, but not be limited to, false 911 calls, false identification by a student on a phone call or note to the school as parent/guardian; calling in for another student and falsely identifying self as the student's parent/guardian; or giving false information to a teacher or staff member.

FIGHTING: Instigating and/or engaging in a verbal or physical altercation at school, on school property, in school transportation, or at school sponsored or supervised activities.

FIRE CODE VIOLATIONS: Setting a fire, possession or use of explosive devises, or any violation of fire code including false alarms.

HARASSMENT: Harassment of any type by word or action.

INAPPROPRIATE LANGUAGE: Use of inappropriate language at any time upon school grounds, including cursing, sexual references, racial slurs, etc.; use of inappropriate language in a written form including printed material; use of illustrations that contain inappropriate language and/or behavior and/or sexual implications.

LEAVING SCHOOL WITHOUT PERMISSION: Leaving school without permission from an administrator or administrator designee.

SHOW OF DISRESPECT: Show of disrespect by word or action to staff and/or another student.

STEALING: The unlawful taking and carrying away of property or money of another, and/or possession of stolen merchandise.

TARDY TO CLASS: Not physically being in the classroom before the tardy bell begins to ring.

TERRORISTIC THREATS: Making serious threats, (physical, verbal, or written) against the school or against a person, his family and/or property.

TOBACCO/VAPOR PRODUCTS VIOLATIONS: Possession or use of any kind of substance that has the potential to be lit and/or inhaled, or to be consumed orally that is of the tobacco nature, and/or electronic inhalant devices.

TRUANCY/SKIP: The Compulsory Attendance Law (K.S.A. 72-3120, *et seq.*) makes it mandatory that any student who has reached the age of seven and is under the age of eighteen (18) years shall attend school continuously each school year. Any student who is absent, without parent knowledge, from the school of enrollment on any three (3) consecutive school days or five (5) school days in any semester or seven (7) school days in any school year, whichever occurs first, shall be considered truant. If a student is inexcusably absent from school or misses more than two (2) hours of instructional time in a school day, the absence considered for truancy count is for one day. All cases of truancy will be reported to the County District Attorney's office and/or SRS. Other requirements apply to Special Education students. *KSA. 72-3421*

Skipping class may include being on school grounds but not in class as scheduled. This would include being in the cafeteria, restrooms, parking lot, on the grounds, and in other non-classroom areas without authorization.

VANDALISM/DEFACING OF PROPERTY: Destruction of school property and/or property of others --- this also includes, but is not limited to, computer tampering.

WEAPON VIOLATIONS: Using or having in one's possession any item whose primary purpose is to cause harm, i.e. guns, knives, martial arts weapons, etc. will result in a 10 day suspension from school and a due process hearing for long term suspension/expulsion. Appropriate law enforcement agencies will be notified. "Possession" means having direct physical control over a weapon or having the power and the intention at a given time to exercise dominion or control over a weapon, and includes but is not limited to, one's person, coat, book bag, locker and automobile. This definition includes the use of any item as a weapon so as to threaten to commit bodily harm or to commit bodily harm to another student or staff member.
BOE: JCDBB

DISCRIMINATION

State and Federal law prohibits discrimination. Valley Center USD 262 complies with all non-discriminatory rules and regulations and does not permit discrimination against students on the basis of race, color, national origin, gender, religion, age, or disability. This holds true for all students who are participating in educational programs and/or extracurricular school activities.

DRESS CODE GUIDELINES

Proper dress and grooming are necessary in order to have the best learning situation. It is recognized that the student and the parents are primarily responsible for proper dress and

grooming. The goal is to maintain the best learning situation possible and the rights of the students to dress and groom themselves as they please will be recognized, as long as doing so does not interfere in maintaining such a learning situation.

STUDENT DRESS:

1. All Clothing and adornments must be in good taste so as not to interfere with the learning process.
2. Prohibited: (1) short shorts; (2) tops revealing cleavage, such as strapless or halter tops, muscle shirts, spaghetti-strap tops, bare midriff tops; (3) body painting will not be allowed as a substitute for clothing (4) lettering, appliqués, or tattoos of profanity, with sexual connotations, double meanings, or promoting alcohol, drugs, tobacco, or violence; (5) bandanas; (6) “wallet” chains and similar chains; (7) jewelry associated with gangs and/or illegal items; (8) sagging; (9) hats/head coverings are not to be worn in the buildings.
3. Students are encouraged to wear school colors at athletic events – purple and gold.

Cases arising that are not covered by this dress code will be decided at the discretion of the administration. This dress code may be modified by sponsors, coaches, and directors of school activities. **WHEN IN DOUBT, DON'T WEAR IT.**

ELIGIBILITY REQUIREMENTS

According to the Kansas State High School Activities Association, in order for a student to be eligible for activities, they must be enrolled in, attending and receiving a passing grade in at least 5 subjects. KSHSAA 13-1-3:

- a. Scholarship - The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or the last semester of attendance.
- b. Enrollment - The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed), of unit weight, or its equivalency, during the present semester.

Once a student becomes eligible through the KSHSAA eligibility guidelines, VCHS academic eligibility for **all non-curricular activities** shall be figured on a nine-week basis. Each student will be required to be passing a minimum of 5 subjects at the end of each nine-week period to be eligible to participate in non-curricular related competition for Valley Center High School.

EXTRA CURRICULAR ACTIVITIES

A student must be in attendance (in class) at least the last half of the school day (minimum last 3 periods) to practice or participate in any outside class activity. This applies to music performances, debate and forensics competition, field trips, musicals or plays, and athletics.

If a student is absent more than the half day, a parental explanation of the unavoidable circumstance or emergency that caused the absence may be reason for the administration to

allow the student to participate. This guideline does not affect eligibility as defined by the Kansas State High School Activities Association. (KSHSAA: 13-1-3)

A student must also be a “bona fide student” in “good standing”, determined by the Administration and/or the Rules and Regulations of the KSHSAA, to participate in activities for Valley Center High School.

FEES

Valley Center Schools USD #262 uses a collection agency-CCM Enterprises (phone # 316-612-9140) to process all returned checks. All returned checks will have a \$30 return check fee. Any unpaid fees at the end of the school year will be turned over to CCM Enterprises for collection as well.

FOOD AND DRINK IN THE CLASSROOM

Bottled water will be allowed in the regular classroom. Other food and drink in the classroom is prohibited unless approved by the teacher. Food for instructional purposes that is reflective of culture or adds to the learning experience may be allowed. Because of safety, food and drink in lab environments is prohibited.

GRADING SYSTEM

The following grading system is used to record academic progress at Valley Center High School. These grades and their meanings are:

<u>Letter Grade</u>	<u>Level of Work</u>	<u>% Scale</u>
A	Superior	90 - 100
B	Above Average	80 – 89
C	Average	70 – 79
D	Below Average	60 – 69
F	Failing	0 - 59

“I” indicates that the course work has not been completed. Generally, a student will have no more than two (2) weeks, following a grading period, to complete all work in the course.

Progress reports will be distributed each semester after 4 weeks, 9 weeks, 13 weeks, and 18 weeks (final grade card). Progress reports will be distributed at parent-teacher conferences. Other progress reports may be taken home by the student, and a parent signature may be requested. Final grade cards will be mailed at the end of each semester.

GRADUATION REQUIREMENTS

To graduate from Valley Center High School, a student must earn twenty-six (26) units of credit. Credits earned in grades 9 through 12 are counted toward graduation. Passing grades must be earned for credit to be granted. Specific requirements may be obtained from the counselors.

No student may participate in graduation exercises unless **all** requirements for graduation have been met, including disciplinary consequences.

HALL PASSES

A student who leaves a class, without permission from the teacher, will be considered as skipping the class. The teacher of your assigned class must agree (and provide written permission) before you may leave for another classroom or area. Students are not to be in areas that are unauthorized without a corridor pass. Students are not to leave any classroom or shop area without permission from the teacher. The teacher's classroom lanyard pass should be used as the corridor pass.

HARASSMENT POLICY

No student or staff member should be subject to harassment for any reason by any student or staff member. It is the policy of VCHS and the Board of Education that all students and staff members will work with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, or disability. Acts of harassment, hostility or defamation, whether verbal, written or physical, will not be tolerated and will constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted.

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school/work environment.

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

Sexual harassment may include, but is not limited to:

1. verbal harassment or abuse;
2. pressure for sexual activity;
3. repeated remarks to a person, with sexual or demeaning implication;
4. unwelcome touching;
5. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

BOE: JGEC

A student, his/her parent, a student other than the victim, or a staff member may make reports of harassment. **All reports, concerning students, are to be given to an Administrator for initial action (investigation.)** All reports of harassment will be investigated, and appropriate action will be taken by the Administration. False reports of harassment will be handled as a discipline matter concerning misleading information.

For a complaint of harassment to be fully resolved, at some point in time, it will be necessary for the victim to make a written report to be used as evidence against the accused.

If a claimant of harassment is not satisfied with the resolution of their complaint by the Administration, the claimant may file a grievance with the District Grievance Officer, Mike Bonner. His office is at 143 S. Meridian and his phone number during school hours is 755-7000.

HOMEWORK REQUESTS ABSENT STUDENT

Parents are asked not to make a request for homework unless the student will be out for a minimum of 2 days. Assignments for absent students may be picked up in the office at the end of the day. Before making a trip to the school, you should call, after 2 p.m. (at 755-7070) to make sure that assignments are ready to be picked up. Allow 24- hour notice for teachers to prepare assignments.

HONOR ROLLS

Students who excel in the classroom will be recognized each semester on the following criteria:

- Honor Roll 3.5 grade point average

Additionally Sophomores, Juniors, and Seniors who earn a 4.0 cumulative grade point average for the school year will be recognized with an Academic Letter.

I.D. CARDS

An ID card is needed for identification, library checkout and lunch accounts.

Lost or damaged ID cards **must be immediately replaced**. A \$2 replacement charge will be assessed. The student may need to furnish a picture for a new card.

INAPPROPRIATE USE OF THE INTERNET

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. Any use of the Internet for illegal, inappropriate or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, or federal laws. Inappropriate use shall be defined as a violation of the “intended use” of the Internet as determined by the teacher or administrator. This includes: (1) the intentional introduction of viruses; (2) corruption of systems, files, and resources; and (3) sending or receiving copyrighted files, programs or materials without permission. Any use of the Internet for purposes in conflict with approved Board of Education policies and procedures is prohibited.

LIBRARY

VCHS Library will be open from 7:15 am to 4:00 pm on school days. Students must be accompanied by a teacher (class group) or have a pass from a teacher to be in the library at any time except before or after school. In addition, a student must have his/her I.D. Card to check out library materials. A fee of ten cents a day will be charged for overdue materials. Payment for a lost book is the responsibility of the student. Once a “lost” book is paid for, it becomes the property of the student. If the “lost” book is later found, no refund will be given.

Tutoring is available in the library from 3:00 pm to 4:30 pm on a scheduled basis.

LOCKERS

Students will be assigned a locker, prior to the start of school, and may not move to another locker without permission of the office. A \$2 fee is charged for lock replacement. Personal items or money brought to school are not covered by school insurance. Mark your personal items for identification. Student lockers are the property of the school district and are subject to inspection and search by school officials at any time. BOE: JCAB

If items, which violate school policies or state/federal laws, are found in a locker, the person to whom the locker was assigned may be suspended out of school up to 10 days and/or recommended for long term suspension or expulsion. The appropriate law enforcement agencies will be notified.

Decorating lockers shall be limited to birthdays, Booster Club, and athletic/activity locker decorations. All others will require administrative approval.

LUNCH PROCEDURE

Students will report to the cafeteria only during designated lunch periods and are to remain in the cafeteria/café area until the bell rings to indicate they are to report back to class. At no time should students be in any classroom area, including halls, without teacher supervision. Only the restrooms in the cafeteria are for students' use during their lunch period.

VCHS does not have "Open Lunch". Leaving school during lunch, without permission from the office, will be treated as a skip. Students may be released to go out to lunch only with a parent and are expected to check out-in through the office. Students checking out for lunch must return prior to the end of the regular assigned lunch period, or the tardy/absence will be considered unexcused.

Outside food will not be brought into or eaten in the cafeteria without administrative approval.

MAKE-UP POLICY

It is the student's responsibility to get make-up work assignments and the teacher's responsibility to provide adequate assistance. For classes such as PE or music, the student may be required to report to class and spend extra time before or after school to fulfill make up requirements. Other classes may also require a student to work with the teacher before or after school to complete make-up work.

The typical make-up time limit is the number of days missed plus one (i.e. student absent 2 days --- work must be completed and turned in on the third school day after the last absence).

Assignments that are long-range (research papers, shop or art projects, etc.) are due on the date/period originally assigned regardless of absences in the interim.

When a student is assigned in-school suspension, assignments will be due daily. No additional time will be allowed. When a student is assigned suspension out of school or has an unexcused absence, the work will be due upon return. No additional time will be allowed unless arranged by the teacher. Further, the teacher is not required to “reteach” material.

MEAL FEES

Students, parents, and guardians of students are expected to prepay meal costs. Should the balance in meal accounts fall to zero or below, the following policy is in effect.

An account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$20.00 to this account. Once the account falls to a negative balance, charging of a la carte or extra items to this account will not be permitted. Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a cheese sandwich and milk. The charge for an alternate meal is \$1.00

When a student’s meal account balance falls below a balance sufficient to pay for two meals, the student and/or parent/guardian will receive payment reminders. At least one written or verbal warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district’s charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt may be turned over to the superintendent or superintendent’s designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of applicable law concerning unpaid meal charges. Payments for school meals may be made at the school, district office, or online. Again, students, parents, and guardians of students are expected to prepay meal costs.

If arrangements are not made for the student to eat a sack lunch or school meals, the case may be turned over to Kansas Department for Children and Families as a “Child in Need of Care”.

Money remaining in meal accounts at the end of the school year will roll-over to the following school year. For graduates and students moving out of the district, account balances will be used to help pay any outstanding school fee obligations. If the student does not have such obligations, the balance will be transferred to other household members. If after all of the above options have been exhausted and the account has a remaining balance greater than \$10.00, parents seeking a refund may submit a refund request to the Food Service Director at molly.rainey@usd262.net within 30 days following the last day of school.

MEDICATIONS and NURSE INFORMATION

HEALTH ROOM:

In order to prevent complications and to protect other students from exposure to any potential virus/disease/etc., ill students should not come to school. It is the duty of the school to exclude any student who appears ill or is suspected to have an infectious disease; the school nurse will assess and determine if student should be sent home from school and will then contact the parent. It is the responsibility of the parents to arrange for the ill or injured child to be picked up. School health services can provide only temporary care of ill or injured students. Students should report to the school nurse in the health room prior to contacting parents to come pick them up.

MEDICATIONS:

Medication Administration by School Personnel Article V – Students, Section 2 – Medication, BOE Policy

Section 2 – Medication

A. Prescription Medication – Under certain conditions, prescribed medication may be given at school by the school RN or designated person. All prescription medications, except inhalers, epipens, and diabetic supplies, must be transported to the school health office staff by the parent/guardian. Prescribed medication, vitamins, herbals, and food supplements can be given only after the physician and parent/guardian have completed the district “Request to Administer Medication At School” form. This is located on the district website or in your school nurse’s office. The dosage intervals on many medications could be adjusted so that times for taking the dosages come outside school hours. If at all possible, medication should be taken prior to coming to school or after leaving school under parental supervision. The initial dose of medication must be given by the parent/guardian to determine if the student will have an adverse reaction.

The following information must be complete and on file with the school health office before the prescribed medication will be given:

1. A completed “Request for Administration of Medication”.
2. A completed “Request for Self Administer Medication”.
3. The medication needs the correct information: Student name, the name and purpose of the medication, dosage, frequency, time of administration, date, prescription number, physician number, pharmacy, expiration date and any additional special circumstances under which the medication is to be administered, and the length of time for which the medication is prescribed.
4. Parents/guardians shall submit their instructions in written form and understand school personnel and/or the school district will not be held liable for any action resulting from this request to self-medicate. Inappropriate decisions by the student relative to this policy may result in disciplinary action. Students in grades K – 5 may carry their medications for asthma and anaphylactic reactions but need school personnel to supervise administration.

B. Non Prescription Medication - Over the counter medication may be given at school by the RN or designated person after an assessment is completed by the RN. Over the counter medication will be kept locked in the health room and dispensed by the RN or designated person.

The following information must be complete before the over the counter medication can be given:

1. A complete "Request for Administration of Medication".
2. The over the counter bottle with correct medication and dosage.

C. Employees of USD 262, including registered nurses (as an individual or as an employee) or designated person, who administer the medication in accordance with physician instructions or parent/guardian instructions, shall not be liable for damages resulting from adverse reactions. In the event of an adverse reaction, the student will be treated according to standard emergency care guidelines.

All medications prescribed by a physician must be in the original pharmacy container, clearly marked as to the patient, type of medicine and dosage. Over the counter medications must be in the original container and clearly labeled with the student's name and the dosage recommendations.

At the end of the school year, parents are requested to contact the school nurse regarding the disposition or return of all medicine. Any medicine left in the possession of the school district after the end of the school year will be destroyed

IMMUNIZATIONS:

Any student who has not provided current documentation of required immunizations will be excluded from school after September 20, 2017 per Kansas law: KSA 72-6265. School immunization requirements for the 2017-2018 school year. K.A.R. 28120 defines immunizations required for any individual who attends school or early childhood programs operated by a school. Detailed school immunization requirements by age group are listed here or can be found at:

http://www.kdheks.gov/immunize/download/2016-17_School_Requirement_Memo.pdf

For the latest version of Kansas Certificate of Immunizations (KCI):
http://www.kdheks.gov/immunize/download/KCI_Form.pdf

There are only two exceptions permitted by state law: 1. certification from a licensed physician stating the immunizations would be a serious health threat to the student, 2. a written statement signed by the parent/guardian that the child adheres to a religion whose teachings are opposed to immunization. Students who are exempted from immunizations, or are not up-to-date, may be excluded from school and all extra curricular activities in case of an outbreak of a vaccine-preventable disease. (K.S.A. 72-6262)

INSURANCE:

The school does not carry insurance for property or personal injury of students.

ORGANIZATIONS/CLASS OFFICERS

A student must maintain a “C” average, minimum, to hold office in any class or organization. If a student's average drops below a “C” (2.0), for a nine-week period, the student must resign any office held and is ineligible to hold office for the remainder of the school year.

Any student who is not in "Good Disciplinary Standing" is ineligible to run for any elected position until such standing is reinstated by the administration.

PARKING PERMITS

Students that park on VCHS property must have a parking permit assigned to their vehicle through the high school office each school year. This permit must be visible to the administration while the vehicle is on VCHS property during normal school hours. Permits are transferable from vehicle to vehicle. The initial permit will be given to the student, while lost or damaged permits may be replaced in the high school office for \$1.00. Failure to have a vehicle registered may result in a conference, detention, ISS, OSS and/or due process for long-term suspension/expulsion.

PERSONAL PROPERTY

The Valley Center School District is not responsible for the damage, theft, or loss of personal property on school grounds. Students are cautioned not to bring large sums of money or other valuables on to school grounds. Shoes, jackets, and other articles of clothing should be labeled for identification purposes.

SCHEDULE CHANGES

- Individual schedules are built from student requests during pre-enrollment in the spring. Once the master schedule has been established, it is very difficult to change individual schedules.
- All schedule changes must be requested within the first 2 weeks of the semester.
- Schedule change forms are located in the guidance office.
- All schedule changes will require instructor, counselor, principal, and parent approval.
- In courses dropped after the **second week** of the semester, you will receive “WF” on your transcript for the semester in that course **and will receive no credit**. You will be expected to continue regular attendance at school and may be assigned to another teacher for supervision.

Administrative schedule changes for discipline purposes may be made during the semester. Students will remain eligible for credit if a schedule change allows the student to remain in the course with a different teacher.

SEARCH AND SEIZURE

Consistent with applicable law and board policy - persons, vehicles, lockers, purses, backpacks, and any other personal property is subject to search by administration at any time. BOE: JCAB

SPORTSMANSHIP

Good sportsmanship is expected from both spectators and players when representing Valley Center at school contests. Poor sportsmanship or actions considered in poor taste will not be tolerated. Support your teams and cheerleaders. If you wouldn't yell it at your own team members, don't yell it at all.

Sportsmanship is a general way of thinking and behaving. The following Kansas State High School Activity Association sportsmanship policy items are listed below for clarification:

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

STUDENT INSURANCE

Independent insurance companies offer student insurance at the beginning of each school year. This insurance is not offered or provided by the district and the district makes no recommendation as to the quality of any insurance.

STUDENT RECORDS

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. For a complete copy of this policy, contact the office. BOE: JR

SUSPENSIONS FROM SCHOOL

Suspensions are either out-of-school or in-school. While suspended out-of-school, a student may not be on school property before, during, or after normal school hours without administrative permission. Suspended students may not be eligible to practice or participate in any school activity or attend as a spectator during the days covered by the suspension. This restriction includes, but is not limited to, athletics, plays, dances, debates, field trips, performances, commencement, etc.

TARDY POLICY

Being punctual (on time) for a class or an appointment is an important habit to acquire as early in life as possible. When a student is late (tardy) to a class, quite often it causes a disruption for the class.

A student is considered tardy if he/she is not physically in the classroom before the tardy bell begins to ring, without the planner pass from another teacher or the office. No other reason will be accepted for being late to a class.

1st tardy – Student may be given a warning by the teacher.

2nd tardy – Student may be given a 30 minute detention to be served with the teacher before or after school.

3rd tardy – Student may be given a 30 minute detention to be served with the teacher before or after school.

Additional tardy – Student may be referred to the administration.

Failure to serve tardy detentions may result in being assigned further disciplinary consequences. Additional tardiness may be considered defiance of school rules and may result in a parent conference and suspension.

Technology Acceptable Use Policy for Students

USD 262 is committed to providing all students with technology-based learning opportunities that facilitate resource sharing, research, cooperative learning, and communications. The use of computers, networks, the Internet, and other online services shall be in support of education and research consistent with the district's mission and goals. Access to technology in USD 262 is a privilege which brings with it responsibilities.

USD 262 will provide filtered access to the Internet and make reasonable efforts to monitor student access to the Internet and communication resources via the Internet. The district will make reasonable efforts to protect the privacy of students and student information. District administrators or their designees may review student files and student communications to prevent misuse and to ensure that students are using the system responsibly and in compliance with laws and district policies.

Students shall be responsible for displaying appropriate behavior and maintaining a productive learning environment when using district computers, networks, the Internet, and other online services. Copyright law shall be respected for all Internet and online services. Files and communications on the network shall be considered public in nature; students should not expect that files stored on the district's servers or the district Internet service provider's servers will be private. Students who observe or identify a security issue should notify an administrator immediately. Students should show any messages that are suggestive, obscene or threatening to a teacher, who will contact appropriate district staff. If students encounter objectionable material on the Internet, they should minimize the browser and notify a teacher or administrator

immediately so that the site may be blocked. Students should not click any other links or graphics on the objectionable page.

Students must have permission from and be supervised by district staff when using district hardware, software, folders, files, networks, the Internet, or other online services. Permission is not transferable from one student to another and may not be shared. Students shall not be allowed to use the Internet or electronic communications unless a current signed Student Access Contract is on file. Access to district technology is a privilege, not a right, and inappropriate use will result in, among other disciplinary measures, the cancellation of those privileges.

Inappropriate use of district technology, including district hardware, software, networks, the Internet, or other online services include, but are not limited to, the following:

- Violating any local, state (K.S.A. 21-3755), or federal statutes;
- Accessing another individual's materials, information, folders or files without permission;
- Violating copyright, plagiarizing or otherwise using the intellectual property of another individual or organization without permission;
- Failing to follow a district policy while using the district's technology or failing to follow any other policies or guidelines established by district administrators or their designees;
- Transmitting obscene, abusive, sexually explicit, or threatening language;
- Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- Harassing, defined as persistently annoying of another, interfering with another's work, insulting, or attacking others;
- Giving out personal information online such as full name, home address, phone number or Social Security number or arranging to meet anyone via the Internet;
- Creating mailing lists for non-school purposes with district email addresses from the district's Internet site, network, or servers;
- Downloading software that has not been approved by district staff;
- Downloading materials from the Internet for any use other than school-related activities;
- Using credit cards with any online service;
- Using a district supplied email account or chat room access for non-school related activities;
- Using the Internet not in support of education and research consistent with the purposes of USD 262;
- Giving out personal passwords
- Attempting to log on or logging on with another's password;
- Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
- Wasting storage or other technology resources intentionally;
- Using the network for commercial, advertisement or political purposes;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;

- Seeking to gain or gaining unauthorized access to information resources or other computing devices or attempting to bypass district security measures;
- Altering improperly the set up of computers (e.g., desktops, icons, wallpapers, screensavers, installed software);
- Copying illegally, installing or using software that has not been approved by district staff;
- Using district hardware, software, storage space or network for non-school-related activities;

Any student identified as a security risk or having a history of problems with other computer systems may be denied access to district technology.

The district makes no warranties of any kind, whether express or implied, for the technology access provided. The district shall not be responsible for any damages suffered, including the loss of data resulting service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet shall be at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system and is not liable for any commercial transactions conducted through its system.

Any statement of personal belief found on computers, networks, the Internet, other on-line services, or any other telecommunication system is the author's individual point of view, and not that of the school district, school, or district staff. No representations to the contrary shall be published without written approval from district administrators. District administrators or their designees may review all content in any Internet or online accounts paid for, in whole or in part, by the district without notice of any kind.

Prior to use of school technology, networks, the Internet, other online services, each student desiring to use such account(s) shall sign a Student Access Contract. A new contract shall be signed at the beginning of each year. If a student is under the age of 18, a parent/guardian shall also sign the contract. These agreements shall be kept on district file for the entire school year.

TRAINED DOGS AND SEARCH

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify property which may contain illegal or illicit materials, and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees. USD 262 and/or its employees will not be held liable for damages resulting from the search.

USD 262 PERTINENT INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Valley Center School District, with certain exceptions, obtain your written consent prior to the

disclosure of personally identifiable information from your child’s education records. However, Valley Center School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Valley Center School District to include this type of information from your child’s education records in certain school publications. Examples include, but are not limited to:

- School and district newsletters, news releases to local and area newspapers
- School district website, podcasting
- A playbill, showing your student’s role in a drama production
- Honor roll or other recognition lists
- Graduation programs
- Yearbooks
- Sports activity programs, such as for wrestling, showing weight and height of team members

According to federal guidelines, directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA’s) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories — names, address and telephone listings — unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

Valley Center School District has designated the following information as directory information:

- Student name
- Parent name(s)
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Video images
- Audio recordings
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or

institution attended

If you do not want Valley Center School District to disclose directory information as outlined above, you must notify Valley Center School District, in writing, by August 15th (or for new students enrolling in Valley Center School District, at the time of enrollment).

Written notification from parent or guardian must include ALL of the following information:

- Name of student (print or type - must be legible)
- Student's school (2013-14 school year)
- Student's grade (2013-14 school year)
- Parent's name (print or type - must be legible)
- Parent's signature

Send written notification to:

USD 262-Assistant Superintendent
143 S. Meridian
Valley Center, KS 67147

Please also review additional Family Educational Rights & Privacy Act (FERPA) information on the back of this page.

** These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.*

Notification of Rights under FERPA for elementary and secondary schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official

committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Valley Center School District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

Drug Free/Gun Free School Zone

Valley Center Schools are declared Drug Free/Gun Free areas. Board policy prohibits the presence, sale and/or use of illegal substances including tobacco products and weapons on school property. If a student brings to school items that could be used in a threatening, intimidating, violent or improper manner, these items will be taken from the student and appropriate consequences will be imposed. Consequences may include suspension from school for 186 school days according to Board policy JCDBB.

In order to ensure the highest possible standards of learning as well as the safety, health and well-being of all students, USD 262 endorses a substance abuse prevention policy and procedures. The unlawful manufacture, distribution, dispensing, possession, sale or use of a controlled substance is prohibited in the district. This policy is designed to aid all students in abstaining from the use of alcohol/drugs, intervene early when student use is detected, take corrective disciplinary action when necessary, and provide aftercare support for the student when necessary. (See Board policy JCDAB, JCDA and JCDBB.)

Notice of Nondiscrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District 262 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability or age in admission or access to, or treatment or employment in, its programs and activities.

Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, Americans with Disabilities Act, and the Age Discrimination Act may contact the school district's ADA and Section 504 coordinator/Assistant Superintendent, 143 S. Meridian, Valley Center, KS 67147, Telephone: 316-755-7000.

Asbestos Notification

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) passed in 1986, Valley Center USD 262 hereby notifies parents/guardians, students, teachers and other school employees that the district has a Management Plan in effect and semi-annual surveillances are performed. The Management Plan is available for review at the USD 262 Administrative Office.

If you have any questions or concerns regarding this subject, please contact the District Administrative Office at 143 S. Meridian, Valley Center, KS 67147. Telephone 755-7000

VALLEY CENTER LEARNING CENTER

The Learning Center is a program designed to primarily accommodate students who are 18 years of age or older and whose class has already graduated from high school. This program provides learning opportunities for adult students seeking to complete credits to earn a high school diploma. The Learning Center also supports meeting the needs of students at-risk to drop out and students recovering credits after school or during the summer and.

The program is outcomes based and aligned with the traditional high school curriculum and with state standards. Eligibility requirements:

- Adult students seeking a diploma who have dropped out of school in the past.
- Students referred by the traditional school Student Improvement Team.
- Students who have failed a class may attend after school or summer school.

Current VCHS students who are failing or have failed required courses should contact the school counselor to begin the referral process.

VIDEO CAMERA USE IN SCHOOLS

Video cameras may be used in any school building, school bus, or on any property of the school district to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard school facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

The district will take steps to notify staff and students through notices to students and parents and notices to employees that video surveillance may occur on school property.

Video surveillance, based upon its images, use and specific circumstances, may or may not be a student record. Any information obtained from video cameras may only be used for school and law enforcement purposes, and may not be used for any other purpose. Video surveillance records may be used as evidence in any disciplinary action, administrative proceeding or criminal proceeding, and may become a part of a student's educational record or a staff member's personnel record. The use of surveillance cameras/video should not be used in lieu of, or as part of the USD 262 formal observation process without the written consent of the evaluatee and evaluator.

Subject to and in compliance with applicable law video recordings may be disclosed to law enforcement personnel and to school officials with legitimate educational interests. Subject to and in compliance with applicable law, parents or guardians of students suspected of disciplinary violations may view the relevant portions of any video relating to the incident upon written request to the school principal.

If the video shows more than one student violating school rules, that portion of the video is the educational record of each student. Parents of all students involved may view the video without consent of the other children's parents, but none of the parents is entitled to a copy of the video unless all of the children's parents' consent.

School personnel may also view the relevant portions of any video relating to any disciplinary charge against them upon written request to the school principal. Parents, guardians, or school personnel should be aware that the district maintains security camera video recordings for a limited period, so any request under this policy must be made within seven (7) calendar days of the event.

Because the schools are subject to FERPA (The Family Educational Rights & Privacy Act), copies of video recordings containing other identifiable students shall not be released by school officials without legitimate educational interests or to students or parents without the written permission of the parent or guardian of all such identifiable students, or through subpoena or court order.

VISITORS

All visitors should report to the administrative office upon arrival. A visitor's pass will be issued to parents or guardians of students of this school, to other community patrons, and to graduates of VCHS who are home on vacation from college or home on leave from the service.

WEAPON'S POLICY

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

DEFINITION OF WEAPONS AND DESTRUCTIVE DEVICES:

As used in this policy, the term "weapon" and/or destructive device means:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. (See KSA 72-6131, BOE Policy)

PENALTIES FOR POSSESSION:

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

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

WEATHER

If weather conditions dictate the cancellation of school, the superintendent will make the decision as soon as possible. Announcement of school cancellation or early dismissal will be made as soon as possible over local radio and TV stations.

WEB SITE www.usd262.net

WITHDRAW PROCEDURES

If you must withdraw from Valley Center High School, you obtain a withdrawal form from the counseling office. This form must be signed by your parent and by each teacher with whom you have a class, the librarian, the athletic director, the bookkeeper, front office secretary and the principal. Textbooks and I.D. card must be returned and all financial obligations taken care of with the bookkeeper. If these items are not returned, you will be charged. Refunds may or may not be given. You are then officially removed from the enrollment list. If you return to the high school to attend activities, you will be considered a visitor.

CLUBS

Art Club
DECA
FBLA
Friendship Club
Link Crew
SADD
Spanish Club

Book Club
Drama Club
FCA
GSA
National Forensics League
Science Club
Student Council

Chess Club
Environmental Club
FCCLA
Letterwomen's Club
National Honor Society
Skills USA
Varsity Club

INTERSCHOLASTIC SPORTS AND ACTIVITIES

Baseball
Cross Country
Football
Instrumental Music
Soccer
Track & Field
Wrestling

Basketball
Dance Team
Forensics
Newspaper
Softball
Vocal Music
Yearbook

Cheerleading
Debate
Golf
Scholars' Bowl
Tennis
Volleyball

ALMA MATER

*Although V. C. 's not so honored
As Yale her violet blue,
Or the crimson rose of Harvard
Yet her colors are as true.
We will place our banner higher
On the flagstaff made of gold
And we'll sing the praise forever
Of the Purple and the Gold.*

*For the pennant of our high school
Victories we sometimes make
As we strive to keep on learning
Is our motto strong and brave.
As we strive for higher honors
Yet the half has ne'er been told
Of the joy we have in working for
The Purple and the Gold.*



Emergency Safety Intervention Parent Information

If an emergency safety intervention was used with a student, we invite and strongly encourage parents to schedule a meeting to discuss the incident and how to prevent future use of an emergency safety intervention. A parent can request and schedule this meeting by going to the back page for the person to contact who will work to schedule this meeting with the required participants. This meeting will be scheduled no later than 10-school days from when the parent makes the request unless the parent cannot meet within that time frame.

Valley Center High School

www.usd262.net

Jamie Lewis, Principal

316-755-7070

jamie.lewis@usd262.net

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Standards for the use of Emergency Safety Interventions

Emergency safety interventions law sets forth standards for the use of restraint and seclusion to ensure that all Kansas students and staff have a safe learning environment. The standards found in the emergency safety intervention statutes and regulations are required to be followed in all Kansas public school districts and accredited private schools.

An emergency safety intervention is the use of seclusion or physical restraint. The use of an emergency safety intervention shall **cease as soon as the immediate danger of physical harm and violent action ceases to exist.**

Before using an emergency safety intervention, a school employee witnessing the student's behavior must have determined that **less restrictive alternatives** to emergency safety interventions, such as positive behavior interventions support, were inappropriate or ineffective under the circumstances.

An emergency safety intervention shall be used **only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm.** Violent action that is destructive of property may necessitate the use of an emergency safety intervention if there is a reasonable and immediate danger of physical harm. An emergency safety intervention may not be used for purposes of discipline, punishment, or for the convenience of a school employee.

Physical restraint means bodily force used to substantially limit a student's movement. Physical restraint is **NOT**:

- Consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction;
- physical escort;
- prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments;
- protective or stabilizing devices either ordered by an appropriately licensed professional or required by law;
- any device used by a law enforcement officer in carrying out law enforcement duties; and
- seatbelts and any other safety equipment when used to secure students during transportation.

Prohibited types of restraints:

- **Prone**, or face-down, physical restraint;
- **supine**, or face-up, physical restraint;
- any physical restraint that **obstructs the airway** of a student;
- any physical restraint that **impacts a student's primary mode of communication**;
- **chemical** restraint ("chemical restraint" means the use of medication to control a □ student's violent physical behavior or restrict a student's freedom of movement.); and
- **mechanical** restraint ("mechanical restraint" means any device or object used to limit a □ student's movement). □ **Seclusion** means placement of a student in a location where:
 - The student is placed in an **enclosed area** by school personnel;
 - the student is **purposefully isolated** from adults and peers; and
 - the student is **prevented from leaving**, or the student reasonably believes that
 - such □ student will be prevented from leaving, the enclosed area.

□ An emergency safety intervention may not be used with a student if the student is known to have a **medical condition** that could put the student in mental or physical danger as a result of the use of an emergency safety intervention unless not using an emergency safety intervention would result in significant physical harm to the student or others. The medical condition must be indicated in a written statement from the student's licensed health care provider, and a copy of which shall be provided to the school and placed in the student's file. □ When a student is placed in seclusion, a school employee shall be able to **see and hear the student** at all times. □ If a seclusion room has a locking door it must be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in cases of emergency, such as fire or severe weather. □ A seclusion room must be a **safe place**. The room must have good ventilation and lighting, and be free of any condition that could be a danger to the student. The room must also be similar to other rooms where students frequent. □ Seclusion is **not time-out**, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Emergency Safety Intervention

DEFINITIONS

Emergency Safety Intervention

- Means the use of seclusion or physical restraint

Physical Restraint

- Means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

Seclusion

- Means the placement of a student in a location where all of the following are met:
- The student is placed in an enclosed area by school personnel
- The student is purposefully isolated from adults and peers
- The student is prevented from leaving or the student reasonably believes that such student will be prevented from leaving the enclosed area

What Parents Need to Know:

- ESI shall only be used when the student presents a reasonable and immediate danger of physical harm to self or others with the present ability to effect such physical harm.
- Less restrictive alternatives, such as positive behavior interventions support, must be deemed inappropriate or ineffective under the circumstances prior to emergency safety intervention being used.
- The use of emergency safety intervention must stop immediately when the danger of physical harm ends.
- Violent action that is destructive of property may necessitate the use of emergency safety intervention.
- Emergency safety intervention must not be used for discipline, punishment, or the convenience of a school employee.
- A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI.
- When a student is placed in seclusion, a staff member must be able to see and hear the student at all times.

Where can I find out more information about Emergency Safety Interventions (Seclusion and Restraint)?

Families Together, Inc.

Topeka Parent Center- 1-800-264-6343

topeka@familiesaltogetherinc.org

Wichita Parent Center- 1-888-815-6364

wichita@familiesaltogetherinc.org

Garden City Parent Center- 1-888-820-6364

gardencity@familiesaltogetherinc.org

Kansas City Parent Center- 1-877-499-5369

kansascity@familiesaltogetherinc.org

1-800-203-9462

www.ksde.org

Disabilities Rights Center of Kansas

214 SW 6th Ave Suite 100, Topeka, KS 66603

(785) 273-9661

Kansas Parent Information Resource Center

1-866-711-6711

www.kpirc.org

Kansas State Department of Education (KSDE)

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

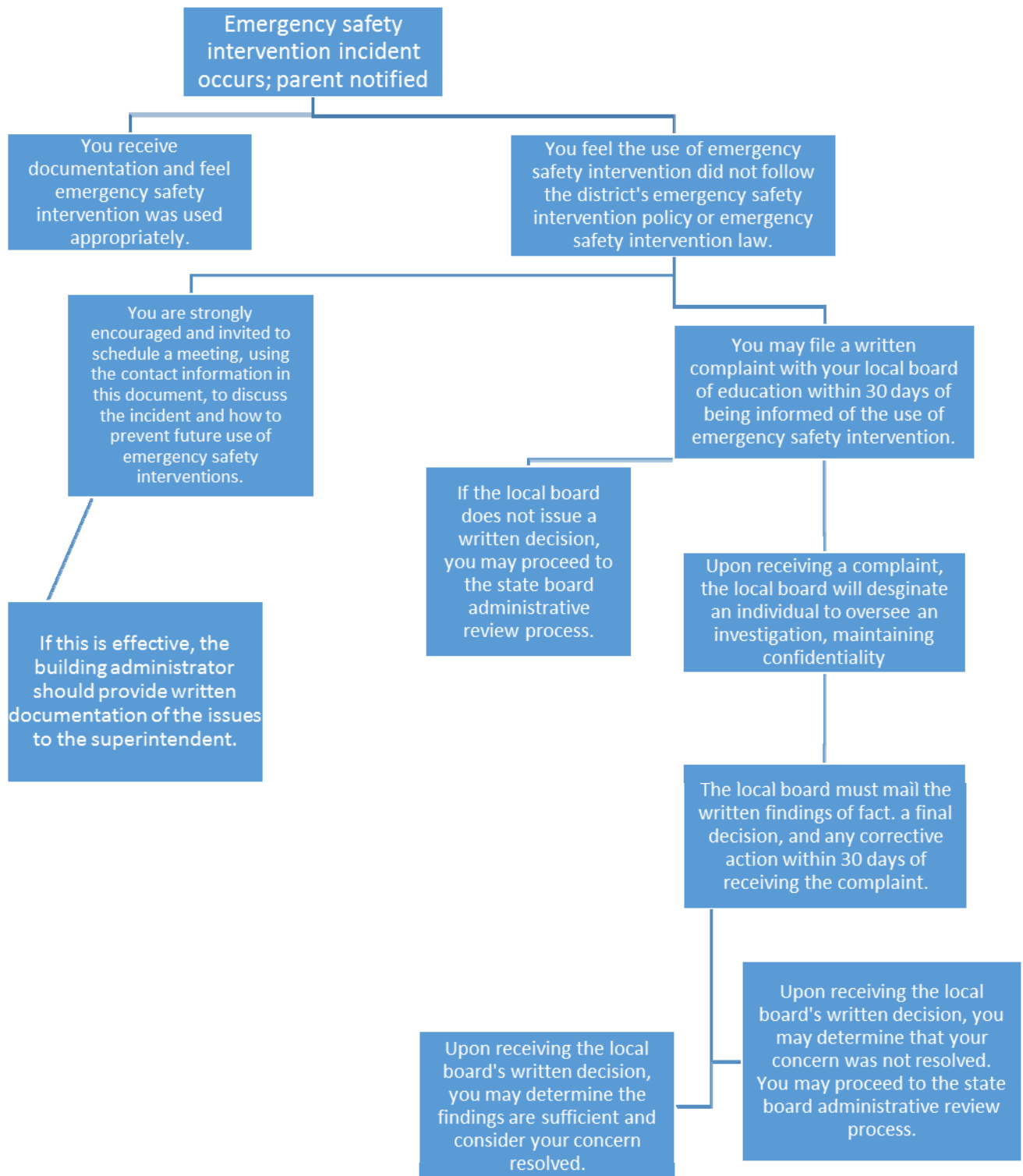
The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent of the school district and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with board and the superintendent will provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the district's board of education by providing a copy of the complaint to the clerk of the district's board of education or to the and the Superintendent or the within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within thirty (30) days of the board's receipt of the formal complaint. If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Local Dispute Resolution Guide for Parents



State Board Administrative Review Process

Refer to K.A.R. 91-42-5 for complete information. The following provides a summary of the regulations regarding an administrative review initiated with the Kansas State Board of Education (KSBE).

- If a parent believes an emergency safety intervention was used in violation of K.S.A. 2016 Supp. 72-6151 through 72-6158 or K.A.R. 91-42-1 through -7 and the parent filed a written complaint with their local board of education, then this parent may request an administrative review of the local board's decision from KSBE.
 - The request for administrative review must include the following information:
 - Name of the student and contact information;
 - Names and contact information for all involved parties (teachers, aides, administrators, and district staff), to the extent known;
 - A detailed statement of the reason for requesting an administrative review;
 - Any supporting facts and documentation; and
 - A copy of the complaint filed with the local board, the local board's final decision (if issued).
 - The written request for administrative review must be typed or legibly written and signed by the parent.
 - Relevant documents must be attached or, if unavailable, the documents must be referenced in the request for administrative review.
 - Written consent to disclose any personally identifiable information from the student's education records necessary to conduct an investigation
- The request for administrative review must be filed with the Commissioner of Education within 30 days of the local board issuing its final decision OR within 60 days from the date the parent filed a complaint with the local board, if the local board did not issue a final decision. You may mail this request to the Kansas State Department of Education, Landon State Office Building, 900 SW Jackson Street, Office of General Counsel, Room 102, Topeka, Kansas 66612.
- A Hearing Officer will be designated by KSBE. The Hearing Officer must send a copy of the request for administrative review to the local board.
- The Hearing Officer will consider the local board's final decision and may initiate an investigation that could include:
 - A discussion with the parent, during which additional information may be gathered;
 - Contact with the local board or other district staff to allow the local board to respond to the request with information supporting its final decision; and
 - An on-site investigation by Kansas State Department of Education staff.

- If new information is discovered that was not made available to both the parent and the local board during the dispute resolution process, the Hearing Officer may send the issue back to the local board.
 - If sent back to the local board, the Hearing Officer's case will be closed and the local board has 30 days to issue a written amended final decision.
 - If the parent feels the local board's amended final decision does not adequately address the issue, the parent may file a new request for administrative review with the commissioner by following the above process for requesting administrative review. This must be done within 30 days of the local board issuing its amended final decision. If the local board does not issue an amended final decision within 30 days, then the parent has 30 days from the date the Hearing Officer sent the issue back to the local board to file a request for administrative review with the commissioner.

- Within 60 days of receiving the request for administrative review, the Hearing Officer will, in writing, inform the parents, school administrator, district superintendent, local board clerk, and the state board of the results of the review. This time frame may be extended for good cause upon approval of the commissioner.

- The results of the administrative review will contain findings of fact, conclusions of law, and any suggested corrective actions. The Hearing Officer's determination will include one of the following:
 - The local board appropriately resolved the complaint.
 - The local board should re-evaluate the complaint with suggested findings of fact.
 - The Hearing Officer's suggested corrective active is necessary to ensure that local board policies meet legal requirements.

State Administrative Review Guide for Parents

Written request must include:

- Name and contact information of student that emergency safety intervention was used with
- Name and contact information for all people involved
- Statement describing the basis for the review with all supporting facts and documentation
- The local board's final decision, if one was issued
- Type or legibly write the complaint and sign it
- Written consent to disclose any personally identifiable information

You filed a complaint with the local board and you are not satisfied with the final decision about the use of an emergency safety intervention (ESI).

File a request for administrative review with the Kansas State Board of Education. You must do this within 30 days of the local board's final decision or, if the local board failed to issue a final decision, within 60 days of the date you filed a complaint with the local board.

Mail this request to the Commissioner of Education, Kansas State Department of Education, Landon State Office Building, 900 SW Jackson Street, Office of General Counsel, Room 102, Topeka, Kansas 66612

The Hearing Officer may initiate a separate investigation that may include:

- A discussion with the parent;
- Contacting the local board or other staff involved; and
- An on-site investigation.

If the Hearing Officer finds new information, they may send the issue back to the local board. If you are not satisfied with the local board's amended decision the right to request administrative review begins again.

The Kansas State Board of Education will designate a Hearing Officer to conduct a review of the local board's final decision.

Investigation results will be provided to the parents, school administrator, district superintendent, local board, and state board within 60 days of the commissioner's receipt of the request for administrative review.

A request for an administrative review may include, but is not limited to, the following allegations:

- An emergency safety intervention was used with your child when your child did not present a reasonable and immediate danger of physical harm to themselves or others with the present ability to effect such physical harm.
- The district used a form of banned restraint including prone, supine, physical restraint that obstructs the airway of your child, physical restraint that impacts your child's primary mode of communication, chemical or mechanical restraint that does not meet an exception.
- Less restrictive alternatives to emergency safety intervention were not deemed inappropriate or ineffective before emergency safety intervention was used.
- The use of emergency safety intervention with your child did not stop as soon as the immediate danger of physical harm stopped.
- emergency safety intervention was used with your child for discipline, punishment, or convenience.
- Emergency safety intervention was used with your child and you have provided school staff with documentation from your child's licensed health care provider that seclusion could put your child in mental or physical danger.
- Seclusion was used with your child and school staff could not see and hear your child at all times.
- Your child was put in a seclusion room with a locking door that does not automatically disengage when school staff walk away or in an emergency.
- Your child was put in a seclusion room that was unsafe, not well-ventilated, or not sufficiently lighted.

Contact Information

Local

District Administrator Contact for Emergency Safety Intervention Questions

Cory Gibson, Superintendent
316-755-7000
cory.gibson@usd262.net

School Administrator Contact for Emergency Safety Intervention Questions or to Schedule a Meeting to Discuss the Use of Emergency Safety Intervention

Jamie Lewis, Principal Valley Center High School
316-755-7070
Jamie.lewis@usd262.net
www.usd262.net

State

General Emergency Safety Intervention Information:

<http://ksdetasn.org/tasn/emergency-safety-interventions-esi-resources>

Emergency Safety Intervention Questions:

Laura Jurgensen or Julie Ehler
Kansas State Department of Education
ljurgensen@ksde.org or jehler@ksde.org
785-296-5522 or 785-296-1944

Parent Training and Information Center:

Families Together
<http://famielsttogetherinc.org/>
888-815-6364

Protection and Advocacy System:

Disability Rights Center of Kansas
<http://www.drckansas.org/>
877-776-1541 or 785-273-9661