

# VALLEY CENTER MIDDLE SCHOOL STUDENT HANDBOOK 2024-2025

*HOME OF THE HORNETS!*



**Valley Center Middle School**  
800 N. Meridian, Valley Center, Kansas 67147  
Telephone: (316) 755-7060  
Fax: (316) 755-7061

## **USD 262 – Valley Center Public Schools**

### **Mission Statement**

The Staff and Students will develop the Knowledge, Skills,  
and Character necessary for current and future Success.

### **Vision Statement**

To be a Premier School District, Known for Excellence in Education,  
Innovative Instruction, Outstanding Programs, and  
Dedication to Students.

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*A message from Valley Center Middle School Principal*

***Welcome to the Valley Center Middle School***

At Valley Center Middle School we place high priority on student achievement and growth. We firmly believe that no one rises to low expectations. We have high expectations for our students and will provide our learners the love and support needed to meet those expectations along with any challenges that may arise.

At VCMS, together, we will develop and sustain an environment geared towards both success and resilience. We insist on a safe, friendly, and responsible environment for our students, staff, community members, and any other visitors we have throughout the year.

We believe that open communication is the best way to achieve our goals at VCMS, so please contact us at any time. We look forward to doing great things together in a year filled with positive excitement and personal gains!

With Hornet Pride,

Kyrie Edwards, Principal  
Ryan Jones, Assistant Principal  
Ty Unrau, Assistant Principal/Athletic Director

## STUDENT HANDBOOK INTERPRETATION

The student handbook has been prepared through the work of VCMS students, parents, teachers, and administrators. It is a guide and is not intended to be all inclusive of each "school policy." Interpretation of items in the handbook and those things that are not in the handbook shall be the responsibility of the building 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. No. 262 Board of Education, then the Board policies shall govern.

The school office will be open from 7:00 A.M. to 3:30 P.M. The office number is 755-7060. Our FAX number is 755-7061. Students are permitted to enter at 7:15 A.M. Students should use either the south doors or the north doors by the gymnasium to enter school prior to 7:40 A.M. Students are to report to the Seminar upon their arrival each day. Students are to be out of the building by 3:00 unless they are working with a teacher or participating in an extracurricular activity. **School Day 7:40-2:50**

*For school information and our activity calendar, please visit the district website at [www.usd262.net](http://www.usd262.net).*

## ACADEMICS & GRADES

### ACADEMIC EXPECTATIONS

The faculty and staff at Valley Center Middle School believe that all students possess the ability to be successful when good attitude and effort are exhibited.

1. Students will comply with the policies of the Board of Education and the rules and regulations of VCMS.
2. Students will respect and obey the authority of the staff and administrators of VCMS.
3. Students will display proper conduct to and from school and refrain from acts of misconduct while on school grounds, in buildings, or when representing the school.
4. Students will be diligent in their studies. To be diligent in study, a student shall:
  - a. come to class prepared to learn (have in possession all necessary materials),
  - b. do the caliber of work consistent with the student's ability and grade level,
  - c. complete all assigned work on time,
  - d. pay attention to the teacher,
  - e. exhibit good citizenship at all times,
  - f. cooperate with all school staff and students, and
  - g. be regular and punctual in attendance.

### ACADEMIC HALL OF FAME

Students who maintain a 4.0 GPA throughout each nine weeks of 7<sup>th</sup> and 8<sup>th</sup> grade shall have their name inscribed on the academic hall of fame plaque.

### ACADEMIC INTEGRITY

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

- a. Teachers may discount the work totally or partially; or
- b. Student may be required to do the work (test) in isolation; or
- c. 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.

## GRADING POLICY

Letter Grade Level of Work % Scale

A (4.00) Superior 90-100

B (3.00) Above Average 80-89

C (2.00) Average 70-79

D (1.00) Below Average 60-69

F (0.00) Failing 59-below

Teachers are at liberty to add plus or minus marks to letter grades or go only with the letter grade on the grade sheet. Semester grades are figured by averaging the previous two nine week's grades.

## HONOR ROLL

- **Principal's Honor Roll**—A student must compile a 4.0 (A) grade point average on his or her semester grade card to meet the criteria for the Principal's Honor Roll.
- **Hornet Honor Roll**—A student must earn a 3.50-3.99 grade point average on his or her semester grade card to qualify for the Hornet Honor Roll.
- **VCMS Honor Roll** – A student must earn a 3.0-3.49 grade point average on his or her semester grade card to qualify for the VCMS Honor Roll.

# ACTIVITIES & ATHLETICS

## ACTIVITIES POLICY

It is the belief of the coaches and administration at Valley Center Middle School that in order for students to be treated fairly, certain guidelines need to be established and followed throughout the athletic program. It is our belief that the policies of this handbook will assist in the development of well-rounded "Student-Athletes" with the emphasis on the Student. Finally, since athletics are extracurricular, extra expectations apply to our student-athletes. They are our representatives when we go to other schools or communities, so we expect the highest level of student conduct. This is only possible if they practice this conduct daily in their regular curricular schedules. Student participants and spectators must be in attendance by the beginning of fourth hour and be academically eligible to attend evening activities.

## PRESEASON REQUIREMENTS

For a student to be eligible to try out for a team, start participating on a team, or attending practice, the student and/or parents must:

- \* Attend a Parent Meeting - There will be a meeting in August to discuss rules, expectations, and general guidelines of activities.
- \* Complete a Physical Form 3/20 - Physical forms may be picked up from the office or downloaded from the KSHSAA website. Physicals may be taken any time after May 1st proceeding the school year for which it is applicable. The physical must be complete and have all necessary signatures and dates. The student and parents must complete the first, third, and fourth page. The second page is to be completed by the physician and must be signed and dated.
- \* Complete Additional Information and Consent Forms - In addition to the Physical Form, parents and students are required to complete a form which includes Emergency Contact, Concussion and Heat information and an acknowledgement of an Assumption of Risk when participating in activities.
  - The office will not accept paper copies of forms. All forms must be filled out via Rank One.

**Rank One Instructions:** (Add under preseason requirements)

To register please go to <https://rankonesport.com/content/>

- Select the **PARENTS CLICK HERE** button.
- Next click on the **ONLINE FORMS** button. Select **Kansas**. Select **Valley Center Schools**.
- You should be on the Welcome to the Parent Portal page. Select the **Proceed to Online Forms** button.
- **Create New Account**. First name, Last Name, email. You will receive an email to confirm your account.
- *Search for your student using your **students last name and students' (School) ID number**.*

- You can **Find Another Student** (for additional student-athletes) or **Start Forms**. Select **View** button to get to the forms.
- Select each Electronic Document and complete. Both parent and student should sign the forms.
- For the physical upload you can select either a PDF or Picture. Examples are given of what forms need to be uploaded. All physicals must be uploaded. Using your phone for the physical upload is easier since you just have to take a picture and upload but you can use either a computer or phone. **This portion will say “pending” until approved by Athletic Office**
- Complete the six (6) electronic forms by selecting the forms and filling in all the required boxes and signatures.
- When each form is completed it will mark the form **Approved**. You can come back to your forms using your email and password if needed for your reference.

Students who have attended another middle school prior to their attendance at Valley Center Middle School must have a transfer form on file with the office.

### **PARTICIPATION FEES**

Students are required to pay a \$65.00 athletic fee for the first sport they participate in. Student fees should be paid prior to the first day of practice. If the sport has tryouts, the student must pay the fee within five (5) days after tryouts have been completed. Students will not be allowed to participate in their current, or future, sport until their fee is paid or a payment plan has been established with the office. If payment is difficult, one can apply for reduced fees with the office. VCMS administration reserves the right to review, change, and give extensions to policy if special circumstances are warranted.

### **TRYOUTS**

Students are expected to be in attendance for each day of tryouts. Students that cannot make the original try out because of a medical injury may be allowed to try out at a later date. It will require a meeting with the parent(s) and head coach.

### **ASSIGNMENTS**

Students participating in activities are responsible for getting all work assigned turned in at the same time as the other students. Example: If a student is going to miss the last hour, he or she is responsible for turning in assignments that are due in class that day before he or she leaves. That student is also responsible for any work assigned in the class period that he or she will be missing. The assigned work is due at the same time as the students who were there to attend class.

### **KSHSAA RULES**

The Kansas State High School Activities Association has many rules. The rules listed below are consulted with frequently asked questions. If you have any questions about KSHSAA rules please call the Athletic Director’s office. *This is definitely one place where “an ounce of prevention is worth a pound of cure.” In fact once done, there are some things that CANNOT be reversed!*

- You must be a “bona fide student” in “good standing,” determined by the Administration and/or the Rules and Regulation of the KSHSAA, to participate in activities for Valley Center Middle School.
- Must pass 5 classes each quarter (this carries over quarter to quarter and year to year). Failure to pass 5 classes may result in ineligibility for the entire next quarter for any activity.
- You cannot participate on a team outside of school in the same sport during the season of that sport. *Example: School Volleyball and USVBA Volleyball at the same time or Cross Country and an outside race.*

You cannot accept cash or merchandise awards. *Example: If you run in a fun run and they give gift certificates to the winners, you cannot accept them. You can accept merchandise that is given to everyone as part of the entry fee, not won.*

### **ELIGIBILITY REQUIREMENTS**

For a student to be eligible to try out and/or participate on a team, the student must meet the following criteria:

### **KSHSAA Rules for a Quarter:**

- Scholarship—The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous quarter or the last quarter of attendance. **\*\*The first quarter of 7th grade year is waived for the scholarship portion only as long as all other requirements are met.\*\***
- 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 quarter.

### **Middle School Policy:**

- Meeting KSHSAA requirements
- Weekly grade checks:
  - VCMS runs weekly grade checks to determine weekly eligibility. Any student who has at least 1 F is placed on the Opportunity to Improve (OTI) process.
  - The process is two fold:
    - The first grade check is run and if any athlete has at least 1 F they are placed on OTI and have a week of probation to get their F(s) up.
    - A week later, another grade check will take place and if the student hasn't got their F(s) up by the second grade check, he or she is ineligible from competitions the following week (i.e. Friday-Friday). Practice participation is up to each individual coach. The process repeats for the season.
  - School administration reserves the right to make exceptions as deemed necessary.

### **CHANGING SPORTS**

If a student wants to change sports after a season has started, (1st day of practice or try outs), then he or she must have the permission of both coaches and the administration. If an athlete quits a team without the permission mentioned above or if they are dismissed from the team by the coach, then they cannot participate in another sport during that sport season.

### **EQUIPMENT (Uniforms and Other)**

When students check out school equipment, it becomes the student's responsibility until it is checked back in at the end of the season. *All equipment must be cleaned and returned before the student is eligible for the next season of sport.* All equipment shall be checked in on the date(s) set by the head coach. Students who have equipment that has been lost or stolen shall be charged the replacement cost. "Normal Wear" is expected. However, students turning in equipment that has been damaged due to improper washing or misuse will be charged the replacement cost.

### **SEVERE WEATHER POLICY**

When school has been canceled because of poor weather conditions, practices and activities scheduled for that day are also canceled. We also have a district heat plan that is followed when the temperature and/or humidity (heat index) reaches dangerous levels.

### **SPORTSMANSHIP**

1. Students attending athletic games or activities must adhere to school regulations and policies. Students who plan to attend Middle School games need to know the following:
2. You are expected to remain in the bleachers except to go to the restrooms or the concession stand.
3. You are to stay on the VCMS side of the field or the court and not go to the visitor's side unless accompanied by a parent.
4. You are not to leave the building or go outside the admission area.
5. You are expected to display proper sportsmanship. You can yell in support of our team, but that does not include negative comments to or about the opposing team, school, or officials.
6. You are expected to wear normal school attire to activities unless prior approval is requested and approved by the administration.
7. You are expected to comply immediately with requests made by teachers, game supervisors or administrators.

8. To attend or participate in any extracurricular activity, a student must be in good standing. Students who are serving ISS, out-of-school suspension, expulsion, or not meeting eligibility policy are not in good standing and are not permitted to attend or participate in any extracurricular activities such as dances, practices, or athletic contests.

**Consequences:** Students who do not follow the above mentioned rules may receive disciplinary consequences. The consequences may include removal from the activity, activity suspension for one or more games, detention, OSS or ISS. Students who are substantially disruptive may receive activity suspension for the remainder of the season or possibly for the remainder of the semester or school year.

### **EXTRACURRICULAR ACTIVITIES (Attendance Requirements)**

A student must be in attendance at school by the start of 4th period to be eligible to participate in or attend a practice, game, or an extracurricular activity on that day. Additionally, if a student goes home from school because of illness, that student is not eligible to participate later that same day. This applies to music performances, dances, and athletics. Some exceptions may be approved by the administration. Exceptions must be communicated to the administration in sufficient time prior to participation in activity. Academic and behavioral guidelines also apply to participate.

## **ATTENDANCE**

### **ATTENDANCE POLICY**

Regular attendance is necessary to maximize the benefits of the educational opportunity. Consequently, the following regulations have been adopted:

The Compulsory Attendance Law makes it mandatory that any child under the age of seven (7) years who is enrolled in school or who has reached the age of seven (7) years and is under the age of eighteen (18) years shall attend school continuously each school year. Any child who is inexcusably absent 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 of the foregoing occurs first, shall be considered truant and not attending school as required by the Compulsory Attendance Law (K.S.A. 72-1111, et seq., or as it may be amended by the Kansas legislature). A child is inexcusably absent from school if the child is absent or misses more than two (2) hours of instructional time in the school day. In accordance with Kansas law, all school age children who are not attending school will be reported to either the Secretary of Social and Rehabilitation Services or to the Sedgwick County District Attorney, whichever is appropriate for the age of the child.

- a. USD 262 is committed to the philosophy that every student should attend school each day whenever possible. Regular attendance allows students to benefit from the educational opportunities provided by school 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 a direct correlation between regular attendance and student success. When a student's absence becomes excessive, VCMS administration may make contact to inquire about the student's absenteeism.
- b. Chronic Absenteeism is defined as a student missing 10 percent or more of school days, for both excused and unexcused reasons. This places students at risk of not being successful academically.
- c. When a student is absent, parents are requested to call the school between the hours of 7:15 A.M. and 9:30 A.M. to report the nature of a student's absence. If no phone call is received in the office by this time, an attempt will be made to contact a parent or guardian to determine the reason for the absence. If the parent or guardian does not call or send a note within 48 hours of the absence, an unexcused absence/tardy will be recorded.
- d. For pre-planned absences, the student will present a written note or email from a parent and request assignments at least two days in advance. This prevents last minute confusion or delays from occurring. Students should request assignments in advance through the office and will have one day for each day absent to complete work. Students should be prepared to spend additional class time upon return to catch up on missed instructional time.



- e. Students with excused absences will be allowed to make up missed assignments and will be given full credit. It is the **responsibility** of the student to make arrangements with the teachers. The student will be granted the number of days missed plus one to complete the assignments. Parents may request work by contacting the office after their student has had two consecutive absences.
- f. Unexcused Absences & Suspensions: Assignments are due upon return to school, unless other arrangements are approved per the classroom teacher.
- g. Students may not leave the school campus without first receiving permission of the custodial parent and the permission of the principal or his designated representative. When permission has been granted, the student must obtain an exit pass and check out through the office before leaving school grounds. When students arrive at school in the morning, they are not allowed to leave the middle school grounds. This means that if a student arrives on the bus or is dropped off by a parent, he or she cannot go to the convenience store, across the street to the intermediate building or to the tennis court area.
- h. If students are tardy, they must check-in through the office.

**Absences will be recorded on a yearly basis.**

- 1. When the 6<sup>th</sup> absence to any class occurs, an official letter will be sent home to inform parents of total days missed.
- 2. After 10 days (80 classes/hours), an administrator will send written notification to the parents/guardians.
- 3. Any time absences become a concern, a faculty member may request a parent conference. Teachers and counselors may be invited to a parent conference. Excessive absences may result in a student not participating in an activity.
- 4. Exceptional Cases: When a student is receiving school-approved, outside instruction, such as homebound, hospital-bound, or institutional-bound situations, the student is not counted absent nor does this policy apply. When a student is not in class due to a school activity, this is not counted as an unexcused absence but make-up work is always required.

**Excused and unexcused absences:**

The principal or his/her designated representative shall be responsible for determining if an absence is excused or unexcused. Students are allowed ten excused absences per school year, medical note absences do not count toward the ten. The following criteria will be considered in making this determination:

**Excused Absences:**

- a. Personal Illness
- b. Death in the family
- c. Medical or legal appointment
- d. Absence requested by parents in writing and approved by administration prior to the absence.
- e. Doctor-ordered absence
- f. School activities (must be a participant)
- g. School-sponsored educational field trips
- h. In-School Suspension or Out-of-School Suspension
- i. Other as approved by the administration

**Unexcused/Inexcusable Absences for Substantial part of a School Day:**

- a. "Substantial Part of the School Day" is defined as being inexcusably absent after more than two (2) hours of instructional time.
- b. All absences that do not fall into the categories of excused absences.
- c. Leaving school when school is in session without obtaining permission and signing out in the office.

**ILLNESS & ACCIDENT**

In the 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:

- (1) The parents are contacted immediately.
- (2) The student is under the direct care of the school nurse until the parent can be reached.

- (3) 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. The same procedure shall apply in the event that the family doctor is unknown.
- (4) 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 in which the student can participate.

**Influenza** - USD 262 will enforce the Kansas Health Department regulation which requires students who test positive for influenza to remain in home isolation for five days following the onset of the illness, or until fever-free for 24 hours without the aid of fever-reducing medications, whichever is longer, except when seeking medical care (traveling to/from medical appointments). Doctors cannot exempt students from this regulation

### **TARDIES**

A student will be considered tardy when the final bell rings if they are not in class according to classroom procedure. If a teacher detains a student, that teacher is obligated to give the student a pass for admittance to the next class. **A student more than 15 minutes “late” to class will be considered absent.** First hour tardies must be excused by a parent at the time the student arrives at school. Students that are late to first hour must check in through the office before going to class. Accumulation of tardies will result in disciplinary action.

## **BEHAVIOR MANAGEMENT**

### ***SCHOOL GOAL***

1. To establish respect as an expected behavior from all students toward administrators, teachers, staff, students, and property.
2. To establish an effective discipline system dealing with infractions in a firm and consistent manner.

### ***BEHAVIOR CODE***

1. Students shall respect constituted school authority. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of juveniles or minors.
2. Student conduct shall reflect the consideration of the rights and privileges of others and demonstrate cooperation with all members of the school community.
3. High personal standards of courtesy, dress, decency, morality, clean language, honesty, integrity, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one’s work, and achievement within one’s ability shall be expected of all students. (The following types of conduct are never permissible: fighting, disrespect or defiance of school staff, profane language, failure to comply, possession of weapons or other dangerous objects, possession or use of tobacco, electronic cigarettes, vaporizers and pipes, or alcohol, possession or use of any controlled substance (drug), gambling, truancy, cheating, stealing, harassment of others, or vandalism.) The admittance to and the continued attendance in public school is a privilege dependent upon the compliance with the laws of the State of Kansas and the rules and regulations of USD 262. Students shall assume their share of responsibility in maintaining a positive school climate in all classes and activities. When a student chooses not to comply with the law and/or the rules, the privilege of attending school may be revoked. The failure of a student to continue to act responsibly usually constitutes misconduct, and the student is liable to detention, suspension, or expulsion.

## Valley Center Middle School Discipline Policy

### Minor Behaviors

*These behaviors are handled initially by the classroom teacher or supervising teacher, but are referred to the administration if they become chronic.*

| Behaviors   | Actions   |
|---|---|
| <ul style="list-style-type: none"> <li>● Defacing school property</li> <li>● Excessive talking</li> <li>● Failure to complete assigned work</li> <li>● Inappropriate behavior during assemblies/school sponsored events</li> <li>● Inappropriate clothing</li> <li>● Inappropriate displays of affection</li> <li>● Inappropriate hallway behavior</li> <li>● Inappropriate internet sites and/or print material</li> <li>● Inappropriate use of personal equipment</li> <li>● Lateness</li> <li>● Lying</li> <li>● Matches/Lighter</li> <li>● Non-Compliance</li> <li>● Pushing in the halls and/or stairwells</li> <li>● Teasing in hall and/or stairwells</li> <li>● Throwing foreign objects</li> <li>● Unprepared for class</li> <li>● Use of unapproved electronic devices during class</li> <li>● Profanity</li> <li>● Plagiarism</li> </ul> | <p>Step 1:</p> <ul style="list-style-type: none"> <li>● Verbal reminder to the student of the expected appropriate behaviors</li> </ul> <p>Step 2:</p> <ul style="list-style-type: none"> <li>● Verbal reminder to the student of the expected appropriate behaviors.</li> <li>● Consequences applied by the teacher.</li> <li>● Student complies/makes amends</li> </ul> <p>Step 3:</p> <ul style="list-style-type: none"> <li>● Verbal reminder to the student of the expected appropriate behaviors.</li> <li>● Home contact made by the teacher</li> </ul> <p>Step 4:</p> <ul style="list-style-type: none"> <li>● Move directly to Step #1 of Major Actions</li> </ul> |

## Major Behaviors

*These behaviors are immediately referred to the administration.*

| Behaviors   | Actions   |
|---|---|
| <ul style="list-style-type: none"> <li>● Bullying/Harassment/Discrimination</li> <li>● Defiance</li> <li>● Endangerment of Self/Others</li> <li>● Fighting</li> <li>● Inappropriate representation of school</li> <li>● Non-Emergency Fire Alarm</li> <li>● Overt Sexual Behavior</li> <li>● Possession of drugs and/or alcohol</li> <li>● Possession of weapons</li> <li>● Selling drugs or alcohol</li> <li>● Theft</li> <li>● Skipping</li> <li>● Smoking</li> <li>● Vandalism</li> <li>● Verbal Aggression</li> </ul> | <p>Step 1:</p> <ul style="list-style-type: none"> <li>● Referral to Administration</li> </ul> <p>Step 2:</p> <ul style="list-style-type: none"> <li>● Home contact made by Administration</li> </ul> <p>Step 3:</p> <ul style="list-style-type: none"> <li>● Meeting with Parent</li> </ul> <p>Step 4:</p> <ul style="list-style-type: none"> <li>● In/Out of School Suspension</li> </ul> <p>Step 5:</p> <ul style="list-style-type: none"> <li>● Expulsion</li> </ul> |

## CONSEQUENCES

### TARDIES

- 1-2: Warning.
- 3: Email will be sent home to student and parent letting them know if they have 1 more tardy to that class they will serve a lunch detention on the 4<sup>th</sup> tardy.
- 4+: Further detention time including after school detention may be assigned for additional tardies to one class over 4. The tardy count will start new each quarter.

## CORRECTIVE MEASURES FOR MISCONDUCT

**CONFERENCE:** Each student is an individual, and the control and correction of student misconduct would first involve teacher-student conferences. If acts of misconduct continue, parents may be asked to confer with the teacher and/or other school personnel. The desired goal is to resolve problems and forestall serious disciplinary action.

**HARDSHIPS (DEMERIT):** Minor infractions that are given at teacher/staff discretion will be reported to the administration.

**DETENTION:** A teacher or principal may detain a student. The nature of the misconduct and policy will dictate the amount or length of the detention period.

**IN-SCHOOL-SUSPENSION (ISS):** A student continues to attend school in a restricted setting. The student is required to use his/her time and energies working on class assignments and/or other learning material. A student on ISS is not eligible to practice or participate in any school activity, actively or 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.

**OUT-OF-SCHOOL SUSPENSION (OSS):** A student may be suspended from school by the principal for a period not to exceed ten (10) days. Reasonable effort will be made to provide verbal notification to parents. Written notification will follow and a copy of such notification will be filed with the superintendent. Procedural due process as required by state statutes shall be followed. While suspended, a student may not return to any school property without administrative permission. This includes extracurricular events at other USD 262 facilities. A student on OSS is not eligible to practice or participate in any school activity, actively or 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.

### **EXPULSION/LONG TERM SUSPENSION (Pursuant to KSA 72-6114)**

- a. The Board of Education may suspend or expel or, by regulation, authorize any certified employee or committee to suspend or expel any pupil guilty of:
- b. willful violation of any published regulation for student conduct adopted and approved by the BOE;
- c. conduct that substantially disrupts, impedes, or interferes with the operation of any public school;
- d. 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;
- e. 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;
- f. 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
- g. 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.

Per Kansas State Statute 72--6131, 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.

**[Disciplinary actions will be handled by building administration as deemed appropriate]**

## **BULLYING & HARASSMENT**

### **BULLYING**

Valley Center Schools do not tolerate bullying of any form.

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:

- a. Harming a student or staff member, whether physically or mentally;
- b. Damaging a student or staff member in reasonable fear of harm to the student or staff member; or
- c. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- d. Cyberbullying; or
- e. Any other form of intimidation or harassment prohibited by the district.

If the issue involves a direct threat, we encourage students/staff to come to the office immediately to report the situation. If students would rather remain anonymous, they can fill out the online bullying form found on the webpage. Bullying can be reported via the Speak Up program. The staff takes every bullying report seriously and bullying will not be tolerated. We encourage parents to tell their children to "speak up" and tell school staff members, teachers or administrators about the bullying. Students 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.

### **DISCRIMINATION/HARASSMENT**

No student or staff member should be subject to harassment for any reason by any student or staff member. The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, and harassment due to race, color, religion, sex, age, national origin, genetic information, or disability.

Harassment involves bullying behavior (see above) directed at someone because of their race, color, religion, sex, natural origin, age, or disability.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement.

Any incident of discrimination, including acts of harassment, shall promptly be reported to the building principal, another administrator, the counselor, another certified staff member, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any student who engages in discriminatory conduct shall be subject to disciplinary action, up to and including expulsion from school.

For a complaint of harassment to be fully resolved, it may 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, Jamie Lewis. His office is at 143 S. Meridian and his phone number, during school hours, is 755-7000. Information regarding Title IX complaints including procedures for filing a complaint can be found on the district website under

## **DRESS CODE**

**At VCMS attempts are made to accommodate current fashion trends and individuality regarding attire while still maintaining a safe, orderly setting that promotes learning.** Students should dress in a manner which will not be disruptive to the educational process. If at any time the principal or teacher believes that a student’s attire is a disruption, that student will be sent to the office and asked to change. Writing on the body is also prohibited. The school reserves the right to disallow or restrict any clothing worn by students to school or school activities that might be associated with a gang or gang activity. Any extra-curricular group may require a more stringent dress code, and those students wishing to participate will abide by the code for that group.

### **Building Administration reserves the right to make final decisions regarding all dress Code infractions.**

- a. Students who wear clothing that is inappropriate or that exposes chest, shoulders, bare midsection or buttocks such as: bare midriffs, bare backs, spaghetti strap tops, fishnet shirts, sheer tops, halters, tube tops, or tops without shoulder straps. Short, spandex shorts are not permitted.
- b. No excessively loose clothing that exposes undergarments will be allowed without an undershirt.
- c. Pants, jeans, sweats, overalls and shorts are to be worn at waist level.
- d. Clothing with inappropriate, abusive, crude, profane, obscene, suggestive, hate speech, and/or distasteful language and/or artwork will not be allowed. Examples: clothing with alcohol, drugs, tobacco, weapons, explosives, gore, sexual innuendos, etc.
- e. Hoods/Hoodies are not allowed to be worn at school.
- f. Clothing must be worn in the manner for which it was designed. Clothing designed as under garments must not be worn as outer garments.
- g. Footwear must be worn at all times during school. Shoes with wheels are not allowed.
- h. Students are not allowed to wear hats, caps, or other headgear while in the building prior to or during the regular school day.
- i. No colored or dark glasses should be worn except under a doctor’s prescription or direction.
- j. The wearing of heavy coats in the classroom is not permitted. Coats may be subject to search at any time at the discretion of the administration.
- k. Gang writing and/or symbolism are not allowed on school papers, notebooks or any material at school or school activities. This includes marking(s) on the body. Gang related colors, language, gestures, or designs are not allowed in the school or at school activities.
- l. Students are not permitted to remove their shirts to participate in physical education classes.
- m. Pierced body parts or jewelry that may pose a safety hazard to a student will not be permitted. There shall be no expectation of medical attention in regard to the cleaning and maintenance of piercings by school personnel.
- n. Blankets may not be worn at any time during school.

## **ELECTRONIC DEVICES**

### **COMMUNICATION/ENTERTAINMENT DEVICES**

Communication/electronic devices, cell phones, headphones, earbuds and or other electronic devices are allowed to be brought to school but must remain off and put away at all times unless given permission to use by a staff member for a defined period of time. Students shall have no expectation of privacy concerning the use or possession of electronic devices on school property or school related activities and events. Electronic devices include, but are not limited to, cell phones, pagers, MP3 players, iPod’s personal digital assistants (PDA’s), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person or place to another. Administration reserves the right to search the data stored in electronic devices as deemed necessary. If a student is using an electronic device without permission, that student may have the device confiscated, be assigned detention or the student’s parents/guardians may have to pick up the electronic device.

## **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 is prohibited for illegal, inappropriate or obscene purposes, or in support of such activities. 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. Students shall have no expectation of privacy when using district e-mail or computer systems. Email 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 and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

## **PERTINENT INFORMATION**

### **BOOK BAGS**

Book bags, purses, or gym bags should be limited and contain only necessary items pertinent for the school day. Book bags, purses, or gym bags will be allowed in the classrooms.

### **BICYCLES/SCOOTERS/SKATES/**

Students may ride their bikes to school. Bikes/skateboards are to be stored in the racks in front of the school and securely chained for security purposes or in student lockers if possible. Valley Center Middle School is not responsible for damaged or stolen property. Students are required to push their bikes when on VCMS sidewalks or loading zones and are encouraged to use safe riding practices. Skates, shoes with wheels, and motorized scooters are not allowed.

### **BUS TRANSPORTATION**

School Board Policy JGGR (excerpt): All students in our school system who ride a bus are subject to passenger rules and procedures until they get off the bus at their school or the bus stop near their home. Students must conduct themselves on the bus as they should at their own schools. Each bus student will receive the district transportation passenger rules and procedures and sign a transportation contract. Bus riders or non-riding students who commit acts directed towards the bus driver or students on the bus are subject to disciplinary action at school.

### **COVID-19**

USD 262 will use recommendations from the Sedgwick County Health Department, Kansas Department of Education and other agencies to determine policies and procedures regarding COVID-19. You can find information regarding these policies by going to the USD 262 home page or clicking on this [link](#)

### **CAMERAS AND AUDIO/VIDEO RECORDERS**

Cameras, audio/video recorders and camera phones must be authorized by the administration for use on school property or at school sponsored activities. At no time are cameras, audio/video recorders, or camera phones allowed in the locker rooms or restrooms. Students using or in possession of these items at school, on school property, or at school sponsored activities without prior administrative approval *will have them confiscated and held in the office until a parent can pick them up*. The improper use of cameras, audio/video recorders, or camera phones will result in disciplinary action



## **COLLECTION POLICIES**

Valley Center Schools U.S.D. #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.

## **COMPLAINTS AND GRIEVANCES**

The Board of Education encourages all complaints regarding the district to be resolved at the lowest possible administrative level. When appropriate, complaints should be taken first to teachers, second to counselors and finally to the administration. Any student may file a complaint with the principal against the application of any school rule or regulation to the student. The complaint must 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. Whenever a complaint is made directly to the Board of Education as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution.

## **DANCES 7<sup>th</sup> and 8<sup>th</sup> Grade**

School dances may be held periodically during the school year. The dances will be held in the gym or cafeteria. Parents are encouraged to become involved and help sponsor the school dances during the year. Only VCMS students are permitted to attend school dances. Students must be in attendance by the beginning of fourth hour and have permission slips signed by parents and paid admission to attend a dance. Students who are in ISS, suspended/expelled from school, on the day of the dance, or failing any class will not be allowed to attend. Students whose behavior substantially disrupts school or events may also be suspended from the dance. School rules and policies apply unless otherwise stated in the permission slip. Students will not be allowed to leave the dance prior to the scheduled time without written permission of the parents. If a student does leave the dance, they will not be readmitted.

## **DELIVERIES**

Deliveries of flowers, gifts, balloons and other celebratory artifacts are discouraged due to disruptions in learning, allergies to flowers/latex, student harassment issues, and concerns with transportation. Students will be allowed to pick up items at the end of the school day. Students are not allowed to have deliveries made by food delivery services.

## **FUN NIGHT: 6<sup>th</sup> Grade**

6<sup>th</sup> Grade students may be able to participate in Fun Night. This will be held after school and will offer students activities to be involved in once a quarter. Students who are in ISS, suspended/expelled from school, on the day of Fun Night, or failing any class will not be allowed to attend. Students whose behavior substantially disrupts school or events may also be suspended from Fun Night. School rules and policies apply unless otherwise stated in the permission slip.

## **LIBRARY POLICY**

VCMS Library will be open from 7:35 a.m. to 3:00 p.m. 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 order for students to check out books, they will need to type in their student I.D.#. Students with “outstanding” library obligations will not be allowed to check out library materials until the obligation is paid. Payment for a lost book is the responsibility of the student. If the “lost” book is later found, a refund will be given. Students may have three books checked out at one time unless arrangements have been made with the librarian for additional books. Books are checked out for two weeks with the possibility of an additional two weeks if the student is in good standing and owes no library fees. Once a book is checked out to a student, the book is his or her responsibility. If the book is damaged or lost, the student will make restitution by payment.

## **LOCKERS**

Students may be assigned a locker prior or during the school year. Students are expected to keep their lockers clean, orderly, and LOCKED AT ALL TIMES. Students are not to change or share lockers with other students unless office personnel give prior approval. Do not share your combination with other students. These guidelines pertain to PE lockers as well. Students are responsible for items left out or left unlocked in the locker room during PE or after school during athletic practice. Each student has exclusive control over his/her locker, desk, workstation, or other similarly assigned areas of school property. However, this possession is in regards to other pupils; but such

possession is NOT exclusive against school officials. *The building administrator reserves the right to search any locker at any time if he/she believes the locker contains matter prohibited by law or school regulations. Such search may be made without notice to the student to whom such locker has been assigned. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers without prior approval from administration. Failure to follow these rules will result in disciplinary action.*

## LOST AND FOUND

The Middle School retains lost and found articles in the office or suitable location. Students who are missing an item should first attempt to find it on their own, then check the lost and found area in the office. Due to the volume of items accumulated, administration may authorize lost and found items to be donated to charity after reasonable attempts have been made to return property to its rightful owner.

## LUNCH POLICY AND PERIOD

### 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](mailto:molly.rainey@usd262.net) within 30 days following the last day of school.

VCMS operates a 30-minute CLOSED lunch period. Students may bring lunch, or purchase lunches through the hot lunch program or the snack bar. Parents may restrict their child from purchasing snack bar items by contacting the VCMS office. Money can be deposited into a student's account before school, between classes up to fourth hour, and after school. School ID cards are used as lunch tickets. **Students are not allowed to charge or use another person's ID card.** Each and every person who uses our cafeteria has the right to eat in a clean and orderly area. Students are responsible for cleaning their table and area before being dismissed.

## SNACKS AT SCHOOL

"Snacks served during the school day, used as reward/reinforcement incentives or served during the after school program or other school enrichment programs (including summer school) shall make a positive contribution to the child's diets and health. Emphasis will be on healthy snack and drinks and must be

considered in relationship to the time of breakfast and lunch for the student. Schools are encouraged to consider non-food rewards/reinforcement as incentives.

Snack Guidelines:

- Fat – 35% or less total calories from fat
- Sugar – except for fruit without added sugar, 35% or less of weight from total sugar.
- Calories – 200 or less
- In order to increase food safety and decrease the risk to students with food allergies, classroom “treats” brought to school by students must be individually prepackaged by a manufacturer.”

## **MEDICATIONS AT SCHOOL**

Valley Center USD # 262 will provide no medicine, either prescription or nonprescription over-the-counter medicines, to any student. The school district (through the school nurse, nurse’s aide, or designated employee of the district) will administer medicine only under the following circumstances:

1. Prescription medicines may be administered, in accordance with Board Policy, by a licensed professional nurse or school personnel delegated by such licensed professional nurse upon receipt of written authorizations by the student’s physician and student’s parent. The first authorization must be signed by the student’s physician and contain the physician’s prescription and approval for the administration of the medication. The parent’s written authorization shall be a signed permission form requesting the district to administer the medication and releasing the school district and personnel from liability. These authorizations must include:

- (1) the name of the student who will receive the medication;
- (2) the name and description of the medication;
- (3) the dosage to be given;
- (4) instruction for administration of the medication;
- (5) suggested times for the administration of the medication;
- (6) a description of any possible side effects; and
- (7) any other instructions or warnings. All prescriptions must be in the original pharmacy container, clearly marked as to the patient, type of medicine, and dosage.

2. Non-prescription medicines will be reviewed on a case-by-case basis. Approvals will be typically on a limited basis only. The principal or nurse may deny requests if they deem that it is not in the best interest of the student to take the medicine. Non-prescription medicines may be given, upon decision of the principal or nurse, only if accompanied by a permission form signed by the parents which includes:

- (1) the student’s name,
- (2) the name of the non-prescription medicine, and
- (3) the dosage to be given.

The non-prescription medicine must be in the original sealed container and clearly labeled with the name and dosage recommendations. Due to dangerous side effects, at no time will any school district employee administer aspirin to a student.

At the end of the year, parents are requested to contact the school nurse regarding instructions to dispose of or return the medicines. Any medicine left in the possession of the school district at the end of the school year will be appropriately discarded.

## **PARENT PORTAL**

All parents, and students, are encouraged to take advantage of the district’s on-line Parent Portal to stay up-to-date on student grades, attendance, behavior, and more. While a valuable communication tool, Parent Portal is not a “real-time” grade book. Teachers need to be allowed a reasonable amount of time to input grades before expecting to see them on-line. Grades fluctuate the first two weeks of a grading period due to a minimal number of assignments/quizzes/tests so please allow some flexibility in regards to checking Parent Portal the first part of any semester. Parent Portal accounts can be initiated by contacting the Middle School office.

## **PERSONAL PROPERTY**

The Valley Center School District is not responsible for the damage, theft, or loss of personal property on school grounds. This includes, but is not limited to, classrooms, hall lockers, and gym lockers. Students are cautioned not to bring large sums of money or other valuables on school grounds. Shoes, jackets, and other articles of clothing should be labeled for identification purposes. The Valley Center School district is not responsible for the damage, theft, or loss of personal property at any activity or event that students attend or participate in off school grounds.

## **PROMOTION and RECOGNITION**

In order for 8<sup>th</sup> grade students to participate in 8<sup>th</sup> grade promotion and recognition, the following must be met by dates set by VCMS Administration.

- No F's in any core classes (ELA, Math, Social Studies, Science)
- Successful Completion of Individual Plan of Study Requirements
- Behavior in good standing
- Regular attendance

VCMS Administration has final determination on eligibility for 8<sup>th</sup> grade promotion and recognition.

## **PUBLIC DISPLAYS OF AFFECTION**

Students are to refrain from any type of display of affection. (Students are not permitted to hold hands, kiss, hug, or fondle other students). Violation of this policy may result in disciplinary action.

## **SCHEDULE CHANGES**

The master schedule and teaching assignments are built with consideration of what students request for electives during pre-enrollment in the spring. Once schedules are finalized in the summer prior to school starting, requests for elective changes are difficult to accommodate. Elective change requests are rarely approved, but any schedule changes regarding electives must be requested **by submitting in writing with the school counselors** within the first 1 weeks of the semester. Requests to change teachers will only be approved by administration by their discretion.

## **SCHOOL SAFETY HOTLINE**

The State has a toll free number to report 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.

## **SCHOOL CANCELLATION PROCEDURE**

If weather conditions dictate the cancellation of school, the superintendent will make the decision as soon as possible. Notifications will be posted on the district website at [www.usd262.net](http://www.usd262.net) and also on the U.S.D. 262 Facebook and Twitter page. Announcements will be made as soon as possible and communicated to local media outlets.

## **SOCIAL MEDIA**

VCMS maintains both Facebook, Instagram, and X accounts to communicate information to patrons, and such conduits of information are invaluable for highlighting school events. Parents are encouraged to actively monitor their child's social media consumption. The amount of time students spend texting and posting can easily impact their ability to concentrate on learning. Furthermore, social media often becomes a bastion of negativity and enables harassment among students. VCMS administrators may treat harassing or threatening social media exchanges as disruptions to the school environment. Students who feel they are victims of cyberbullying, either at home or at school, are encouraged to report the event to an adult or appropriate agency as warranted immediately.

## **STUDENT ID CARDS**

An ID card is needed for lunch, library use, and identification. Students must be prepared to show the ID card to any staff member at any time while at school or home/away activities. The card will also allow the student free admission to all home middle school athletic activities. Lost or damaged/defaced ID cards must be immediately replaced with a \$2 replacement charge. VCMS is not responsible for lost or stolen ID cards.

## **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 involved in violating the rules. Parents of all students involved in breaking the rules 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 involved 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**

Parents and patrons are encouraged to visit VCMS. Upon arrival, each visitor must report to the office to have their license scanned and get a visitor's pass. Student visitors will not be allowed without administrative and teacher approval at least 24-hours prior to the day of the visit.

## **WEAPONS 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, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- any weapon which will, or 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 1/2 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 72-6131BOE Policy)

**PENALTIES FOR POSSESSION:**

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; (B) the frame or receiver of any weapon described in the preceding example; (C) any firearm muffler or firearm silencer; (D) any explosive, incendiary, or poison gas: (i) Bomb; (ii) grenade; (iii) rocket having a propellant charge of more than four ounces; (iv) missile having an explosive or incendiary charge of more than 1/4 ounce; (v) mine; or (vi) similar device; (E) 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 1/2 inch in diameter; (F) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (G) any bludgeon, sandclub, metal knuckles or throwing star; (H) any knife, commonly referred to as a switch-blade, 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; or (I) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

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.

**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.)

## **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:**

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Student name</li> <li>• Parent name(s)</li> <li>• Address</li> <li>• Telephone listing</li> <li>• Electronic mail address</li> <li>• Photograph</li> <li>• Video images</li> <li>• Audio recordings</li> </ul> | <ul style="list-style-type: none"> <li>• <u>    </u> Date and place of birth</li> <li>• Major field of study</li> <li>• Dates of attendance</li> <li>• Grade level</li> <li>• Participation in officially recognized activities and sports</li> <li>• Weight and height of members of athletic teams</li> <li>• Degrees, honors, and awards received</li> <li>• The most recent educational agency or institution attended</li> </ul> |
|---|---|

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 21<sup>st</sup> (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 current school
- Student's current grade
- 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

*\* 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

### **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.

## **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, age, genetic information and provides equal access to the Boy Scouts and other designated youth groups 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.

**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**

## **EMERGENCY SAFETY INTERVENTIONS**

[http://www.usd262.net/district/about\\_our\\_district/emergency\\_safety\\_interventions](http://www.usd262.net/district/about_our_district/emergency_safety_interventions)