The Learning Center
Student Handbook
2025-2026

Welcome to The USD 262 Learning Center (TLC), where our aim is to assist you in attaining both your academic and personal objectives. We encourage you to exert your utmost effort and permit us to support you in reaching success through positive work habits and self-motivation.

At the Learning Center, every student undergoes personalized learning to pursue academic aspirations. TLC fosters an environment where students, adults, and staff value individual and school goals, fostering independent learning. Each student receives the necessary tools to become a self-regulated learner and develop lifelong learning skills.

Please take the time to review this handbook and its contents to familiarize yourself with the expectations for virtual learners.

Table of Contents

District Mission, Vision, District Goal & The Learning Center Purpose 3

The Learning Center Staff 4

Academic Integrity 5

Attendance/Truancy 5

Bullying 5

Communication 5

Computer Policy 6

Discipline 6

Discrimination 6

District Assessments 7

Dual Credit Enrollment 7

Enrollment Process 7

Graduation Policy 7

Harassment Policy 7

Individualized Education Plan or 504 8

Internet Policy 8

Interrogation and Search of Students and Property 8

Parking 8

Personal Appearance—Dress Code 8

Personal Property 8

Positive Prevention 9

Progress and Achievement 9

Video Camera Use in Schools 9

Work Study 9

USD 262 Pertinent Information 9

- ....Acceptable Use
- ....FERPA
- ....Drug Free Zone
- ....Weapon's
- ....Nondiscrimination
- ....Asbetos
- ....Meal Charges
- ....Weather
- ....Website

Virtual Students Extracurricular Activities Participation 14

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.

District Goals:



Systems for Human Resources:

- **Indicator of Success:** The district will improve systems that attract, support, develop, engage, and retain high-quality staff.
- **Narrative:** Student success hinges upon quality interactions with knowledgeable and capable staff. Therefore, it is vital to attract excellent candidates, support our current staff, develop expertise in all, and meaningfully engage all staff to retain talented team members.

Opportunities for Students

- **Indicator of Success:** Each student will develop and interact with a meaningful Student Success Plan.
- **Narrative:** Student Success Plans (SSP) are student-created and adult supported, connecting a student to their interests, needs, and future plans while fostering a sense of belonging. This SSP needs to be specific, yet flexible and include multiple opportunities for support in mental and physical health, academics, post-secondary opportunities, career exploration, and development of employability skills.

Achievement of Foundational Skills

- **Indicator of Success:** All students will perform at or above grade level.
- **Narrative:** The mastery of foundational skills is the basis for success and a critical component to assist students in reaching their highest potential. Emphasis will be placed upon advancing student achievement to grade level or above.

Resources for Optimal Learning Environments

- **Indicator of Success:** Utilization and creation of optimal learning environments.
- **Narrative:** Students learn best with facilities and resources that provide adequate space and access to high-quality learning resources. We will utilize and create environments that provide optimal learning experiences to embrace today and prepare for tomorrow.

The Learning Center Purpose
The Learning Center (TLC) caters to virtual students in grades 6-12, with permission from Valley Center High School/Middle School and adult learners pursuing a high school diploma. TLC provides computer-based instruction aligning with Valley Center Middle School and High School requirements, offering flexibility for off-campus study and self-paced courses. The program collaborates with students to create personalized learning plans for academic success and self-motivation.

This handbook, organized alphabetically by topic, outlines policies specific to The Learning Center. Valley Center High School policies also apply; refer to the High School handbook at www.USD262.net for details. Feel free to reach out via phone, email, or in person if you have questions about The Learning Center. Our hours are:

Monday– 8:30am-5pm
Tuesday– 8:30am-5pm
Wednesday 8:30am-5pm
Thursday 8:30am-7pm
Friday 8:30am-noon

School: (316) 755-7080
Fax: (316) 755-7081
E-mail: jeff.tracy@usd262.net (9-12 Instructor)
lee.owens@usd262.net (6-8 Instructor)
shawnna.driscoll@usd262.net
kent.hipp@usd262.net

The Learning Center Staff

Kent Hipp
Principal /Director



Mr. Hipp earned his Bachelor's Degree in Secondary Education from Kansas State University in 1992 and his Master's Degree in Building Leadership from Wichita State University in 2000. He has worked in education since 1992 and in a school leadership position since 2000. He joined Valley Center School District in 2009. His professional license endorsements include General Science 7-12, Building Administration 7-12, Mathematics 7-12, and Building Leadership PreK-12.

Jeff Tracy
9-12 Educator &
Adult Program Educator



Mr. Tracy is an instructor at The Learning Center working with students from 9th grade through adults. After completing his Bachelor's degree in Biology at Fort Hays State University in 1995, he went to work for an environmental company in Wichita, KS. In 1998, he went back to school at Wichita State University to obtain his teaching license. He has been teaching in the Valley Center School district since 2008. He spent his first 9 years as a science teacher at Valley Center High School, and has been teaching at The Learning Center since 2017. Having worked in industry prior to education, he brings a plethora of real world applications to share with the students. Mr. Tracy went on to earn his Master's degree in Educational Administration in 2021 from Emporia State. In his spare time, he enjoys spending time with his family, hunting and fishing.

Shawnna Driscoll
Administrative Assistant



Shawnna has served as an instructional aide and is currently the Administrative Assistant for the Learning Center. She earned her bachelor degree in 2024 in Technology and Leadership from Fort Hays State University. She has a very special story to share as she is a former student of The Learning Center. Shawnna proudly graduated with her Valley Center High School Diploma in May of 2016. She has a passion for helping all students realize their potential and goes above and beyond to make meaningful connections with each student. Shawnna is also the proud mother of three, so she is also busy supporting our schools as an active parent and community member.

Lee Owens
6-8 Educator



Mr. Owens is the 6-8 instructor at The Learning Center and 6-12 instructor at Youth Horizon Boys Ranch. He has been in Valley Center for 12 years. He has been at Valley Center since 2005. Mr. Owens completed his Bachelor's degree in Secondary Education in Social Science from Emporia State University in 1995. In 2009 He earned his Master's degree in Building Leadership from Baker University. He has a total of 27 years as an educator. His favorite hobbies include going to Country Music concerts and Running half and full marathons.

Jill Buettgenbach
Wren House Instructor



Mrs. Buettgenbach is the 6-12 Wren House Instructor. She taught Business courses at Valley Center High School before transferring to this position. She received her bachelor's degree from Fort Hays State and obtained her master's degree from Wichita State University.

Academic Integrity

TLC students have numerous chances to engage actively in the learning experience. It is crucial for students to take responsibility for their own work. If a student engages in academic dishonesty, such as cheating or plagiarism, disciplinary measures will be taken. Consequences may involve receiving a 0% grade for the assignment, redoing the assignment, completing an alternative assignment for course credit, or facing more severe actions such as suspension, expulsion, or dismissal from the Learning Center.

Attendance/Truancy

For 6th-12th grade age students, it is required to complete **two** 6.5 hour count days. Specific dates for the attendance of these count days will be set by the teacher. Although TLC is a virtual school, an average of 20 hours of study (4 hours of school work per day/five days a week) is required to be completed. Required documentation of time spent in study is obtained through the Edgenuity On-line curriculum and academic learning logs. Parents/guardians of 6th-12th grade students assume educational responsibility for tracking and monitoring the attendance of their students. **A student not meeting mandatory attendance requirements may be reported truant to the Sedgwick County District Attorney's Office, as required by K.S.A. 72-3121. Truancy must be reported after three consecutive unexcused absences or five absences in a given semester or seven absences in a school year.**

Adult students should plan and commit to regular learning times that meet the pacing necessary to complete their graduation timeline. **Two consecutive weeks of low productivity (working less than 2.5 hours per week) will result in deactivation from the software. A $10 reactivation fee will be charged should you choose to continue.**

All students, unless otherwise restricted, are welcome to work on-site during normal business hours. Students should enter and exit through the front (West) door.

Mandatory Count Days and Assessments

Two days in the Fall, the student/parent must comply with requirements to complete two vital forms for the state documenting time spent on the computer and engaged in educational activities. The state will be provided a computer generated report verifying time spent online working on coursework and it is mandatory that students comply with the time requirements. Students/Parents must comply with this requirement to be eligible for educational services through this program. Failure to do so could result in the student being asked to return to a brick and mortar setting.

Bullying

The Learning Center does not tolerate bullying or harassment of any form. Bullying and harassment of/by students, school employees, and volunteers who have direct contact with students will not be tolerated the school or school district. Harassment and bullying of students and employees are prohibited by applicable law and board policy, and are not/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).a student or staff member in reasonable fear of damage to the student's or staff member's property;
> B)bullying; or
> C)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. 72-1138 and amendments thereto.

TLC strives to uphold a secure and respectful atmosphere, fostering high academic achievements and encouraging positive human connections. Students are encouraged to promptly notify TLC staff of any instances of bullying or direct personal threats. Additionally, bullying incidents can be reported by contacting the Kansas Bullying Prevention Hotline at 1-800-332-6378.

Communication

Communication is a key component to the success of a student in an online program. Students and parents should not hesitate to email the course facilitators at any time with questions, concerns or at the first signs of difficulty or frustration. Emails and or texts are the preferred methods for contacting staff, and timely responses can be expected within 24 hours or sooner.

Students should check their email and/or text messages daily. For timely communication it is imperative that the school be notified within five business days of changes in any of the following:

- Numbers for home, cell or parent's work
- Email information for parent or student
- Mailing or street address, or
- Emergency contacts

Computer Policy

The computers at TLC are provided for your use during normal business hours. Handle the computers carefully, working only in those programs to which you are given access. All students must agree to the District Acceptable Use policy. **No Student will be allowed to:**

Handle, unplug, or attempt to alter any cabling or connections.
Damage any computer equipment, files, hardware, or disks.
Use a program disk or file to initiate any program or process on the network.
Harass, insult, or attack others via the network.
Access or attempt to access the Internet without permission.
Attempt to "cheat the system" with the computer software.
Download files from the Internet.
Attempt to "hack" the network, lab, or any component thereof.
Play computer games without staff permission.
Violate any part of the USD 262 internet/network use policy.

Discipline

General Discipline

Self-discipline is the goal of The Learning Center; it is essential for success in this setting. Any behavior that interferes with learning reduces the effectiveness of both teachers and students. Students who demonstrate inappropriate behavior or have fallen below the required attendance or academic standard will face disciplinary action or dismissal. This action will be at the discretion of the TLC staff.

Network abuse, inappropriate or violent behavior, bullying, alcohol, drugs, tobacco, harassment, non-compliance, and weapons will result in disciplinary action. Any student who violates this policy may be subject to removal from the program.

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 consumption, possession, use, distribution, manufacture, dispensation, or being under the influence of controlled substances, illicit drugs, alcohol, or tobacco (including vaping & e-cigarettes) 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 at The Learning Center.

Staff of The Learning Center cannot foresee all possible situations that may be encountered during the school year. The policies stated above may be modified, added to, and/or strengthened during the course of the school year. Students will be expected to adhere to all guidelines and policies set forth by the school, both written and spoken.

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.

District/State Assessments

All students enrolled in TLC are required to take any and all district/state assessments at their grade level. District level assessments and screeners will be administered during designated windows throughout the school year. For State Assessments student may elect to take them in person or virtually. Schedules will be provided to families with the dates, times, and locations where the Kansas State Assessments will be administered. If special accommodations are needed, please contact the director to make arrangements. A trained proctor must monitor all district and state assessments. Participation in these assessments is mandatory and compliance will result in priority status for future enrollments. Failure to participate may result in not being accepted in our program in subsequent school years. Any student not in attendance for state assessments must have a signed waiver completed by a parent/guardian.

Dual Credit Opportunities

Students may qualify to attend area postsecondary institutions while attending TLC. Participation in postsecondary programs requires that the student be on track to graduate based on their Individual Learning Plan for that student.

Enrollment Process/Fees

For current/returning Learning Center students in good standing: Completion of the online enrollment form and payment of enrollment fees is required at the beginning of each new school year. All returning students, as well as a parent/guardian must attend an orientation meeting scheduled at the beginning of the fall semester.

New Students Grade 6-12: A recommendation and referral from the Valley Center High/Middle School administration is required for all new 6th-12th grade students requesting admittance to The Learning Center. Following this referral, new students must complete an on-line enrollment for The Learning Center. Prior to final approval for attendance at The Learning Center, both the student and his/her parents/guardians are required to complete a face-to-face interview and orientation with the Learning Center instructor. **It is expected that students approved to attend The Learning Center will do so for the remainder of the semester in which they have enrolled.**

Please note that acceptance at TLC is at the discretion of the staff. We reserve the right to accept students dependent upon the nature of the student referral and individual need. Additionally, students may be removed from the program at the discretion of TLC staff and in conjunction with VCHS & VCHMS administrators**.** HS/MS policies apply to all students and can be found at www.usd262.net. **The Valley Center High School and Middle School enrollment fee schedules apply to all 6-12th grade Learning Center students.**

New Adult students may enroll at the Learning Center any time during normal business hours. Adults are required to complete the Learning Center enrollment form, submit transcripts from former attendance centers, and work with TLC staff to design an individual plan of study leading to a high school diploma. **There is no enrollment fee for adult students as long as a MINIMUM of one full credit (2 courses) is completed between the beginning of the school year and June 30th. Failure to complete one full credit will result in a re-enrollment fee of $100 for the following year.**

Graduation Policy

For students in grade 9-12, twenty-six (26) units of credit are required for graduation. Passing grades must be earned for credit to be granted. Specific course requirements will be identified by TLC staff.

For all adult students, twenty-one (21) units of credit are required for graduation. Specific course requirements will be identified by TLC staff.

No student may participate in graduation exercises unless all requirements for graduation have been met. \\

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 TLC 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, digital, or physical, will not be tolerated and will constitute grounds for disciplinary action. 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:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching;
- 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 the 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, Jamie Lewis. His office is at 143 S. Meridian and his phone number during school hours is 755-7000.

Individualized Educational Plan or 504

Students with an IEP enrolled in ESVCA will follow a plan developed by the IEP team. Upon enrollment a case review will be scheduled.

Internet Policy

Students will strictly follow the Acceptable Use of Internet Policy for USD #262. Parents and students are required to sign the district agreement.

Interrogation and Search of Students and Property

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

The Learning Center supports and encourages the Valley Center Police Department, in cooperation with other law enforcement agencies, to conduct random canine searches of the facility, as well as the parking lots, for illegal drugs and/or weapons.

Parking

Students at the Learning Center should park in the front or side parking lots. Students are to enter and exit The Learning Center through the front door only.

Personal Appearance – Dress Code

The overall environment of a school should foster a positive learning experience. TLC aligns with the belief that students should aim for success in academics, behavior, and personal presentation. The Learning Center typically embraces a relaxed dress code. However, if a teacher deems a student's attire inappropriate, the teacher will address the concern with the student and request necessary adjustments in clothing to ensure compliance with the Learning Center standards.

Personal Property

The Valley Center School District disclaims responsibility for any damage, theft, or loss of personal belongings that may occur on school grounds. Students are advised against bringing significant amounts of money or valuable items to the Learning Center.

Positive Prevention

The objective of The Learning Center is to assist students in effectively changing behaviors that impede academic advancement and jeopardize their well-being. School authorities may request substance abuse tests if there is reasonable suspicion of substance misuse. In the event of a positive test result, the student may face disciplinary measures and will be encouraged to engage in counseling for drug education and life skills guidance. A list of available counseling services will be provided by TLC, with parental consent being mandatory. The student and parents will be responsible for covering the costs of services and transportation.

Progress and Achievement

To maintain good standing as a student, 9th-12th graders are required to earn 3.5 credits (7 courses) per semester. Parents should regularly review the progress reports sent by Edgenuity to monitor their student's academic performance. The credits and grades obtained will be permanently recorded on the student's transcript. Failing to complete 7 courses per semester may alter the student's status and could affect eligibility for future enrollment at The Learning Center.

Similarly, 6th-8th graders are expected to fulfill all assigned coursework through Edgenuity to remain in good standing. Failure to complete the assigned courses may impact their eligibility for enrollment in subsequent 9-week periods throughout the school year.

Video Camera Surveillance

Video cameras may be employed in any school building, on school buses, or on any property owned by the school district to ensure the health, welfare, and safety of all staff, students, and visitors, as well as to protect school facilities and equipment. The superintendent has the discretion to determine appropriate locations for video camera usage. The district will take measures to inform staff and students through notifications to parents and students and notices to employees about the possibility of video surveillance on school premises.

Information obtained from video cameras is strictly intended for supporting the orderly operation of USD 262, Valley Center Public Schools' facilities, and for law enforcement purposes; it may not be used for any other reason. Video surveillance records may serve as evidence in disciplinary actions, administrative proceedings, or criminal proceedings, and may become part of a student's educational record or a staff member's personnel record. The use of surveillance cameras/videos should not substitute for or be incorporated into the formal observation process of USD 262 without the written consent of the evaluator and evaluatee.

Video recordings may be disclosed to law enforcement personnel and school officials with legitimate educational interests. Subject to and in compliance with applicable law, parents or guardians of students facing disciplinary charges may review relevant portions of any video related to the charge upon written request to the school principal.

Similarly, school personnel may request to view relevant portions of any video related to disciplinary charges against them, also by submitting a written request to the school principal. It is important to note that the district retains security camera video recordings for a limited period, so any request under this policy must be made within 15 calendar days of the event. Due to compliance with FERPA (The Family Educational Rights & Privacy Act), school officials are prohibited from releasing copies of video recordings containing identifiable information about other students without legitimate educational interests or to students or parents without the written permission of the parent or guardian of all such identifiable students, except through subpoena or court order.

Work Study

In addition to gaining credit at school, students are also able to gain credit from a work-study program. Students are able to earn 0.5 units of credit per 90 hours of work completed on the job, for a maximum of 4 total credits. Students who want to enroll in work study must receive permission from The Learning Center staff.

USD 262 Pertinent Information

Acceptable Use Policy

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:

1. Violating any local, state, or federal statutes;
2. Accessing another individual's materials, information, folders or files without permission;
3. Violating copyright, plagiarizing or otherwise using the intellectual property of another individual or organization without permission;
4. 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;
5. Transmitting obscene, abusive, sexually explicit, or threatening language;
6. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
7. Harassing, defined as persistently annoying of another, interfering with another's work, insulting, or attacking others;
8. 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;
9. Creating mailing lists for non-school purposes with district email addresses from the district's Internet site, network, or servers;
10. Downloading software that has not been approved by district staff;
11. Downloading materials from the Internet for any use other than school-related activities;
12. Using credit cards with any online service;
13. Using a district supplied email account or chat room access for non-school related activities;
14. Using the Internet not in support of education and research consistent with the purposes of USD 262;
15. Giving out personal passwords
16. 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;
17. Wasting storage or other technology resources intentionally;
18. Using the network for commercial, advertisement or political purposes;
19. Gaining unauthorized access to resources or entities;
20. Invading the privacy of individuals;
21. Seeking to gain or gaining unauthorized access to information resources or other computing devices or attempting to bypass district security measures;
22. Altering improperly the set-up of computers (e.g., desktops, icons, wallpapers, screensavers, installed software);
23. Copying illegally, installing or using software that has not been approved by district staff;
24. 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 expressed 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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

USD 262 Annual Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the school or district receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school/district official] a written request that identifies the records 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school or district to amend a record should write the school principal [or appropriate school/district official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

Directory information: 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/Guardian Name(s)
Address Telephone
Electronic mail address Photograph
Most recent school attended Video images
Audio recordings Major field of study
Dates of attendance Grade level
Degrees, honors, and awards received Height/Weight of athletic team members
Participation in officially recognized activities/sports

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 January 2, 2018 (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
- Student's grade
- Parent/Guardian'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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school or 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

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, JCDAA and JCDBB.)

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.

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**

Unpaid Meal Charges

The district's meal charging requirements are as follows:

- An account for students paying full or reduced price for meals may be established with the district. Students may charge no more than the equivalent value of ten meals to this account. 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 federal law concerning unpaid meal charges. Payments for school meals may be made at the school, district office, or online. Students, parents, and guardians of students are expected to prepay meal costs.

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 on Facebook, Twitter, local radio and TV stations. However, there will be no time reduction for emergency school closures such as snow days, or pandemic closures. In the event of such school cancellations, students are expected to maintain their weekly time and progress expectations.

Website

www.usd262.net

Virtual Students Extracurricular Participation

Virtual students may be eligible for extracurricular activities upon administrative approval. The following conditions apply:

1. Virtual students must reside within USD 262 boundaries or have an approved Out-of-District Application.
2. Virtual classes must be taken through USD 262.
3. If the student desires participation in band, music, debate or speech activities, they must be enrolled and attending in that academic course at the school, if such course is offered and the school requires enrollment for participation per KSHSAA and House Bill 2506.
4. Virtual students must pass five units of credit in the previous semester to retain eligibility.
5. Virtual students must be currently enrolled in five or more courses not previously passed, to establish and retain eligibility each semester. These classes must start at the beginning of the semester and be maintained throughout the semester in order to participate in the selected activity.
6. Virtual students must meet attendance requirements, by logging the appropriate minutes to make adequate progress through the curriculum.
7. Virtual students must submit their intent to participate in extracurricular activities to the TLC director and VCHS athletic director (2 weeks) prior to the start of the semester in which the activity is held.
8. Virtual students are required to provide their own transportation to the member school for the minimum of one class and any classes elected above and beyond.