

Student Handbook

2026-2027

VALLEY CENTER INTERMEDIATE SCHOOL

Dear Valley Center Intermediate School Families,

Welcome to the 2026-2027 school year! We are excited for a fresh start and anxiously await the return of all our students to the classroom. Our dedicated teachers and staff have been diligently preparing for the upcoming year. We trust you had a wonderful summer and are delighted about the new opportunities this school year will bring.

At VCIS, we actively encourage our students to embody our core values encompassed in "Be The CHANGE":

- C - Care for others
- H - Help One Another
- A - Always do what's right
- N - Never Give Up
- G - Get It Done
- E - Everyone Has Value

Our staff is committed to influencing every student academically, behaviorally, and socially. Together, we foster the development of positive character traits, guiding them toward leadership within our community. We look forward to partnering with our families to ensure every student thrives at VCIS and in their future endeavors.

The following student handbook has been prepared as a guide and is not meant to be all inclusive of all school policies. 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 USD No. 262, Board of Education, then the Board policies shall govern.

If you have any questions regarding any policy in this handbook or any questions regarding Valley Center Intermediate School, please give us a call or email. Let's have a great 2026-2027 school year!

Heath Elliott
Principal
Valley Center Intermediate School
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BOARD OF EDUCATION MEMBERS

Mr. Spike Anderson (President)
Mr. Mike McCormick (Vice President)
Mr. J.R. Bryant
Mr. Chris Eldridge
Mr. Ryan McCalla
Mr. Sean Miller
Ms. Dawn Stiglitz

ADMINISTRATION OFFICE

Mr. Heath Elliott, Principal
Mr. Ryan Jones, MS/IS Assistant Principal
Mrs. Nicole Burdette, Counselor
Mrs. Kylie Smith, Counselor
Mrs. Jena Berschauer, Administrative Assistant
Mrs. Tammy Johnson, Administrative Assistant
Mrs. Alyssa Mutt, Nurse

DISTRICT PHONE NUMBERS

Valley Center Intermediate School	**755-7050**
Valley Center Intermediate School - Fax	**755-7071**
Superintendent's Office	**755-7000**
Greg Lehr, Superintendent	
Jamie Lewis, Asst. Superintendent	
Valley Center High School	**755-7070**
Valley Center Middle School	**755-7060**
Abilene Elementary	**755-7020**
Valley Park Elementary	**755-7090**
West Elementary	**755-7030**
Wheatland Elementary	**755-7040**
Transportation	**755-7112**
Maintenance	**755-7108**

USD 262 MISSION

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

USD 262 VISION

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

Intermediate School Faculty and Staff:

Main Office Personnel		
Principal	Heath Elliott	Heath.Elliott@usd262.net
Secretary	Tammy Johnson	Tammy.Johnson@usd262.net
Secretary	Jena Berschauer	Jena.Berschauer@usd262.net
5th Grade Language Arts/Social Studies Teachers		
5th Grade	Amy Remington	Amy.Remington@usd262.net
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5th Grade Math/Science Teachers		
5th Grade	Sophie Girtz	Sophie.Girtz@usd262.net
5th Grade	Carridy McGregor	Carridy.McGregor@usd262.net
5th Grade	Christi Jones	Christi.Jones@usd262.net
5th Grade	Claire Yost	Claire.Yost@usd262.net
5th Grade	Sheila Schul	Sheila.Schul@usd262.net
6th Grade Math/Science Teachers		
6th Grade	Aubrey Bush	Aubrey.Bush@usd262.net
6th Grade	Annelise Collins	Annelise.Collins@usd262.net
6th Grade	Jessica May	Jessica.May@usd262.net
6th Grade	Melissa Stockwell	Melissa.Stockwell@usd262.net
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6th Grade Language Arts/Social Studies Teachers		
6th Grade	Leanna Buche	Leanna.Buche@usd262.net
6th Grade	Chelsea.Hansen	Chelsea.Hansen@usd262.net
6th Grade	Cori Wolff	Cori.Wolff@usd262.net
6th Grade	Jaimee Buchta	Jaimee.Buchta@usd262.net
6th Grade	Kelli Oldfather	Kelli.Oldfather@usd262.net
Exploratory Teachers		
General Music	Lori Scantlin	Lori.Scantlin@usd262.net
Art	Amy Duron	Amy.Duron@usd262.net
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Instrumental Music	Sara Woods	Sara.Woods@usd262.net
Instrumental Music	Mary Wilkerson	Mary.Wilkerson@usd262.net
Instrumental Music	Victoria Griffitt	Victoria.Griffitt@usd262.net
Physical Education	Crystal Coleman	Crystal.Coleman@usd262.net
Physical Education	Brandon Wolff	Brandon.Wolff@usd262.net
Health Professionals		
Nurse	Alyssa Hinman	Alyssa.Hinman@usd262.net
Special Education, ESOL and Additional Staff		
Counselor	Nicole Burdette	Nicole.Burdette@usd262.net
Counselor	Kylie Smith	Kylie.Smith@usd262.net
EL Teacher	Jeannette Blackwell	Jeannette.Blackwell@usd262.net
School Psychologist	Denise Bentley	Denise.Bentley@usd262.net
Social Worker	Michelle Taylor	Michelle.Taylor@usd262.net
Social Worker	Courtney Waldren	Courtney.Waldren@usd262.net
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Speech	Alisa Kirk	Alisa.Kirk@usd262.net

Special Education	Laura Hall	Laura.Hall@usd262.net
Special Education	Cami Kingsley	Cami.Kingsley@usd262.net
Special Education	Amanda Smith	Amanda.Smith@usd262.net
Special Education	Joshua Funk	Joshua.Funk@usd262.net
Special Education	Danielle Savage	Danielle.Savage@usd262.net
Special Education	Maggie Spratt	Maggie.Spratt@usd262.net
Gifted Education	Karen Olsen	Karen.Olsen@usd262.net
Title I Reading Support	Amanda Williamson	Amanda.Williamson@usd262.net
Title I Math Support	Gwen McDonald	Gwen.McDonald@usd262.net

ARRIVAL / DISMISSAL
Intermediate School Hours
8:00 School doors open
8:00 Breakfast Served
8:10 Soft Start in Classrooms
8:30 Warning Bell for Soft Start Clean Up
8:35 Classes Begin
3:50 Car Rider Dismissal/Bus Rider Dismissal

Car Line Drop-Off/Pick-Up Procedures:
Please drop-off and pick-up your student on the east side of the Intermediate School. Students can then enter the building using the northeast entrance by the cafeteria. VCIS has two turning lanes in the front car-line to help with traffic flow. The right lane should be utilized as a right turn only, and the left lane being a left turn only. Parents/guardians entering the car line should pull all the way up to the car in front of them to ensure space for incoming cars towards the end of the line. Parents/guardians can also utilize the carline on the north side of the building to help with congestion.

If parents/guardians do need to park and escort your child into the office for any reason please use the angled parking stalls located on the east side of the car line and enter through the main entrance on the east side of the intermediate school. There is no parking permitted in the lanes to help the car line run smoothly, decrease any congestion, and help keep our scholars safe.

Bus Drop-Off/Pick-Up Location:
Students will be dropped-off and picked-up on the northwest side (behind) of the Intermediate School. **Students should be notified by their parent/guardian of any changes in dismissal procedures before coming to school.** This can be accomplished by informing your child verbally and then by sending a written note to the school office and classroom teacher. In the event of an emergency, the office will accept a phone call to relay the information to the classroom teacher for dismissal procedures to be changed that day. Students who have temporary bus assignment change need to provide a written note from the parent requesting the change to the school office.

ASSEMBLIES / PROGRAMS
Assemblies and programs are planned to enhance learning opportunities. Some typical assembly themes include music, athletics, academic recognition, cultural presentations, and professional speakers. Special attention to etiquette and good citizenship is expected of all students.

ATTENDANCE AND TARDY POLICY
Regular attendance is necessary to the success of your student. Students with regular attendance maximize their learning opportunities. We believe that the major responsibility for regular school attendance belongs to the parent and student.

Consequently, the following regulations have been adopted:

A. 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. 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.

B. When a student is absent, parents are requested to call the school between the hours of 8:00 and 9:00 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 no contact is made, a written note or phone call is required from the parent or guardian when the student returns to school. We request that this occur within 48 hours of the absence. Parents requesting homework should call before 9:00 A.M. and homework may be picked up at the end of day.

C. For pre-planned absences, the student will present a written note 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 and have the work completed upon return.

D. Students with excused absences will be allowed to make up missed assignments and will be given full credit. It is the responsibility of the parent to make arrangements with the teachers. The student will be granted the number of days missed plus one to complete the assignments.

E. Absences will be recorded on a yearly basis.

1. Any time absences become a concern, a faculty member may request a parent conference. Teachers and counselors may be invited to a parent conference.
2. Exceptional cases: when a student is not in class and 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 absence but make-up work is always required.

F. Excused and Unexcused Absences

The principal or his designated representative shall be responsible for determining if an absence is excused or unexcused.

The following criteria will be considered in making this determination:

1. Excused Absences:

a. Personal Illness
b. Death in the family
c. Medical or legal appointment
d. Absence requested by parent 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

2. 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.

G. Excessive Absences

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.

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.

Prompt arrival at school is expected. If a student misses more than two (2) hours of instructional time it shall be considered a significant part of the school day. All students who arrive after the 8:35 a.m. tardy bell rings must report to the office before being admitted to class. Tardiness, due to late buses or doctors' appointments, are excused, all others are

unexcused. Students arriving between 8:35 a.m. and 10: 35 a.m. will be counted tardy. Those arriving after 10: 35 a.m. will be counted absent 1/2 day. Students that leave before 10: 35 a.m. will be counted absent for a full day. Students who leave between 10: 35 a.m. and 2:00 p.m. and do not return to school will be counted absent 1/2 day. Students who leave after 2:00 p.m., will be counted present for the full day. Should you need to pick up your child during the school day, you must come to the school's office and sign your child out. The office will then call the classroom.

BAND

Instrumental music is available to all fifth and sixth graders. At the beginning of each school year, the band instructor will meet with the students and demonstrate various types of band instruments available to them. The band director will also schedule a parent meeting. During the parent meeting it will be possible to rent or purchase a band instrument. *Students who enroll in band will be allowed to drop within two-weeks from the start of the first and second semester.

BEHAVIORAL EXPECTATIONS

Our school goal is that students will conduct themselves with respect and safety towards all peers, adults, and school property. All students will follow the school wide expectations in all areas as outlined in the Expectation Matrix:

Valley Center Intermediate School
Be The C.H.A.N.G.E. Expectations

	Classroom	Hallways	Cafeteria	Playground	Restrooms	Assemblies
C - Care for Others (Compassion)	• Hands/feet to self • Use kind words • Include others • Use good manners • Have a positive attitude	• Walk at all times • Keep hands, feet, and materials to self • Use good manners • Face forward	• Wait your turn • Include others • Be polite by using manners • Keep knees under the table	• Use kind words • Include others • Share equipment • Use good manners • Respect personal space	• Use good manners • Wait your turn • Keep hands, feet, and objects to self • Be courteous	• Keep hands, feet, and objects to self • Use active listening • Use good manners • Thank our guests
H - Help One Another (Teamwork)	• Encourage others • Work collaboratively • Listen to everyone's opinion • Do your fair share • Accept feedback respectfully	• Stay to the right • Greet others appropriately • Help others • Be a role model	• Help others • Solve problems collaboratively • Use share table appropriately • Show gratitude • Be kind	• Help others • Work together to solve problems • Practice good sportsmanship • Take turns • Disagree fairly	• Help others • Remind peers of voice level • Care for school property • Help conserve water	• Practice good sportsmanship • Track the speaker • Engage with presenter when requested • Seek to understand others perspective
A - Always Do What's Right (Integrity)	• Be honest • Practice self-control • Use materials appropriately • Do your own work	• Be honest • Keep hallway clean • Respect others' learning environments	• Be honest • Make healthy choices • Raise hand for assistance	• Be honest • Play fairly • Follow playground rules • Stay within zones	• Be honest • Respect privacy • Walk directly to restroom/class	• Be honest • Applaud using snaps or jazz hands • Pick up after yourself
N - Never Give Up (Perseverance)	• Actively listen and participate • Show perseverance • Growth mindset • Embrace challenges • Give Best Effort	• Keep locker organized • Avoid conflict with others • Stay with your class	• Lead by example • Eat first • Sit at assigned table/seat • Dump tray when requested	• Report problems or injuries to adults • Lead by example • Demonstrate leadership	• Lead by example • Throw all trash away appropriately • Report problems to adults	• Actively participate • Stay with class/teacher at all times • Utilize self-regulation
G - Get It Done (Responsibility)	• Follow directions • Be ready to learn • Actively participate • Complete work • Pick up after yourself • Own your choices • Use time wisely	• Follow all adult directions • Own your choices • Walk with a purpose • Be on time to class	• Clean up after yourself • Use time wisely • Eat your food appropriately • Follow all adult directions	• Follow directions • Use equipment correctly • Keep playground clean • Own your choices • Line up quickly	• Clean up after yourself • Return to class promptly • Flush toilet once • Wash your hands	• Follow directions • Enter and exit appropriately • Stay seated until dismissed
E - Everyone Has Value (Respect)	• Use appropriate voice level and language • Respect others' property	• Voice Level 0 or 1 • Respect others' property • Use appropriate language	• Voice level 0 or 1 • Ask permission • Stay in your space • Use appropriate language	• Use appropriate voice level and language • Practice empathy	• Voice level 0 or 1 • Respect others' privacy • Use appropriate language	• Use appropriate voice level and language • Listen and pay attention • Create a sense of belonging for others

In the event inappropriate actions are committed, the parents will be contacted concerning the student's behavior. If the inappropriate behavior continues, further discipline actions will be implemented by the administration. Actions could include any or all of the following without regard to any particular order:

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.

OFFICE-TIME-OUT
During the school day students may be placed in a time-out area in the office and provided opportunities to compose themselves and contemplate behavioral choices. They will fill out a Be the Change reflection sheet whenever they come to the office for an office time-out. Students are expected to take ownership for their choices, develop steps to improve future behavior, and make restitution as appropriate. Students will be supervised during this time and will return to their normal schedule once they have benefited from the time-out opportunity.

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. Parents will be notified by either email/phone call or a discipline form. Detentions typically take place the day after the offense has occurred.

DIVERSION
Unlike a conference, the student is given a particular consequence (i.e. 1 hour detention) that will not be applied unless the student is involved in a similar inappropriate act in a specified period of time. If the student repeats a similar inappropriate act, he/she will receive the consequence from the first incident as well as the consequence from the second incident.

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. Failure to work in ISS results in additional consequences. Violation of ISS rules may result in additional days of ISS or out of school suspension. 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. 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.

The following types of conduct are never permissible:
1. Fighting.
2. Defiance of school staff.
3. Use of profanity.
4. Refusal to prepare assignments or to participate in class.
5. Possession of weapons or other dangerous objects.
6. Possession or use of tobacco.
7. Possession or use of any controlled substance.
8. Gambling.
9. Vandalism.
10. Bullying/Harassment

If a student's actions are determined to be a misdemeanor or felony or involve weapons or illegal drugs at school, on school property, or at a school supervised activity, an immediate report will be made to the local law enforcement agency.

Expulsion/Long-Term Suspension
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:

a. willful violation of any published regulation for student conduct adopted and approved by the BOE;
b. conduct that substantially disrupts, impedes, or interferes with the operation of any public school;

c. conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
d. conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
e. conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
f. disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Per Kansas State Statute, 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.

Be The Change Behavior System
Valley Center Intermediate School has used a character card system since the building was created. This model has been changed and modified in the past couple of years to try and do what is best for our students. With that in mind, our behavior system now uses our VCIS core values as the foundation of this system.

The Character card system gives teachers the opportunity to provide immediate feedback for students not following the behavioral expectations of the school. When the teacher signs a student's card, the student has a verbal and visual reminder that the behaviors expressed were inappropriate. The card lets the students know where they stand in relation to consequences, providing a behavior changing phenomenon for students who might typically push the behavioral envelope. The card places the responsibility of positive behavior on the shoulders of the student. Consequences are outlined and students are taught expected behaviors.

The Character card system also allows the building to celebrate the positive behavior success of our students. With opportunities for extended freedoms, prizes and rewards, students should find themselves motivated by the positive possibilities rather than the negative consequences. Students have opportunities to earn rewards each month, and will receive a new character card each quarter.

Character Card Procedures:
- Students will be given a Character card each nine weeks.
- Students will carry this Character card every day.
- Students can receive a "mark" on their Character card for not demonstrating the following behaviors. These marks correspond with our VCIS core values.

C—Caring for Others, Showing You Care
H—Helping One Another
A—Always Do What's Right, Being Honest
N—Never Giving Up, Keep Going
G—Getting Stuff Done, Being Prepared
E—Everyone Has Value, Respect

When a student has accumulated five (5) marks they will be issued a consequence. The consequences will get progressively more severe as students accumulate more marks.

- Yellow card #1 (Starting Card) - 5 marks = Lunch/Recess detention

- Yellow card #2 - 5 marks = 1 hour detention
- Yellow card #3 - 5 marks = 2 hours of detention (split into two different days)
- Yellow card #4 - 5 marks = 1 day of in-school suspension
- Yellow card #5 - 5 marks = 3 days of in-school suspension
- Yellow card #6- 5 marks = 1 day of out-of-school suspension
- Yellow card #7 - 5 marks = 3 days of out-of-school suspension
- Yellow card #8 - 5 marks = 5 days of out-of-school suspension

If a student receives five marks on his or her Character card, an e-mail is sent to the parents to notify them of this consequence. Detentions will be issued after school or during lunch when schedules do not permit an after school detention.

Rewards & Recognition:
Weekly Rewards:

- Students who do not have any card marks on their cards for the week will be allowed to participate in Friday Free Seating in the cafeteria during lunch.

- **Buzz Bucks:** Students will receive 5 buzz bucks every Friday for not having any card marks that week. Students also have the opportunity to earn additional buzz bucks during their Specials classes for following building expectations.

Monthly Rewards:
Students who do not have any marks on their cards will receive pop-up incentives once a month. Some rewards include: Suckers, candy, snacks, etc.

Celebrations:
At the end of every quarter or semester, VCIS will host a school-wide celebration for students who have not received 5 card marks during the quarter or received a major office referral. This school-wide celebration will be organized by the faculty and staff. Students will have the opportunity to participate in a variety of activities as a celebration for their positive behavior.

B**ICYCLES / SCOOTERS / SKATES / SKATEBOARDS**
Bicycles/Scooters are to be parked in the racks provided outside the intermediate school. At all times bicycles and scooters should be walked on school grounds, school sidewalks or when using the crosswalks. Skateboards, skates, shoes with wheels and motorized scooters are not allowed. It is recommended that all bicycles and scooters be padlocked. USD 262 Valley Center School District will not be responsible for damaged or stolen property.

BULLYING/DISCRIMINATION/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's property;
c. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
d. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;

e. Cyberbullying; or
f. 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 "District Information" and the subcategory of "Title IX information" http://www.usd262.net/about/about-our-district.

BUS TRANSPORTATION
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 would at their own School. A copy of the Transportation Passenger Rules and Procedures will be made available at enrollment time. Riding a bus is a privilege and the privilege may be revoked if the students fail to comply with the rules and procedures.

CAFETERIA (Breakfast/Lunch Menu, Student Lunch Accounts, Cafeteria Policy)
Our cooks, working in cooperation with a registered dietitian, determine the daily menus for our school meal programs. The menus are posted one week prior to the next month on the district website. It is also published in the local newspaper on Thursday afternoon and monthly menus are sent home at the end of each month for the upcoming month.

Each student will have a food service account to purchase breakfast and/or lunch. Milk may also be purchased on the student account. Periodic payment reminders will be sent home with the student when the account balance is low. Prices for the lunch/breakfast program are set by the Board of Education during the month of July each year. Phone calls will be made to parents /guardians once account balances become negative. Meal fees can be paid either online through the parent portal or at any attendance center.

In the cafeteria:
1) Students are to get their trays and utensils and sit at their assigned table in a quiet, orderly manner. The cafeteria aide will help the student get an item that was forgotten or get an item that has dropped off his/her tray.
2) Students may visit quietly with classmates at their same table in an appropriate table voice.
3) Energy drinks are not permitted at VCIS. These drinks include but aren't limited to: Monster, Red Bull and Rockstar.
4) Students are to walk in a normal manner at all times and not run in the cafeteria.
5) Food, other than cold meals, may not be taken from the lunchroom unless requested by staff members.
6) Straws and/or milk cartons are not permitted to be taken from the cafeteria, unless requested by teachers.
7) Good manners, courtesy, and respect for the rights of others should be the guide for all students attending school, whether they are in the halls, classrooms, or in the cafeteria. Any student who follows these guidelines will have few, if any, discipline problems.

Valley Center USD 262 - Student Meal Policy:

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

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

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

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

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

CORE VALUES
We want the intermediate school to be a safe and supportive place for everyone. The core values adopted by our students and staff represent what VCIS stands for and believes is important for students to be successful in the world.

- **Be the Change**
  - **Care for others - Compassion**
  - **Help others – Teamwork**
  - **Always do what's right – Integrity**
  - **Never give up – Perseverance**
  - **Get it done – Responsibility**
  - **Everyone has value – Respect**
- **Making a Difference Beyond You**

These values will be the driving force for all decisions that are made at Valley Center Intermediate School.

DELIVERIES
Due to disruptions in learning, allergies to flowers/latex, and concerns with transportation, deliveries of flowers, gifts, balloons and other celebratory artifacts are discouraged. Students/staff will be notified of deliveries only at the end of the school day.

DRESS CODE
School attire is expected to be appropriate to learning activities. Clothing that calls attention to itself or is distracting is inappropriate. The following are examples of clothing not acceptable for school: slang or obscenities printed on clothing, see-through clothing, bare midriffs, halter-tops, and pajamas. 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.

EMERGENCY DRILLS
Fire drills are conducted four times a year, tornado drills twice a year and crisis drills three times per year in accordance with Kansas law.

During tornado drills, each classroom goes to our storm shelters located in the southwest part of VCIS. For fire drills, each class has an escape route to an outside area that is a safe distance from the building. Children are moved to these designated areas in a safe, quiet, and orderly manner. The school is prepared for a variety of emergency situations, including bomb threats and lock downs. All emergency drill response procedures are outlined in the VCIS Crisis Procedures. Scholars are expected to follow all procedures and directives of VCIS staff during emergency drills.

EMERGENCY INFORMATION
It is very important for the safety of the children that the School have up-to-date information on file for each student. Each student is required to have on file in the school office the following information:

- Parent (s) or guardian (s) name (s).
- A complete and up-to-date address.
- A current home phone number and the current parent (s) work phone numbers, and any cell phone numbers.
- A contact name and phone number of a friend or relative in case of an emergency when parent/guardian can't be reached.
- A physician's name and phone number.
- Any medical alert information of which we should be aware.

Please notify the school office if any of this information changes throughout the school year. Custodial parents and/or guardians are responsible to provide the school office with one of the following authentic documents as proof of current residency upon request: a copy of a utility bill with current name and address, i.e., water bill or electric bill; copy of a rental/lease agreement; or a copy of a contract to build a new residence in the USD 262 school district with date to begin construction within the next six months.

EMERGENCY SAFETY INTERVENTIONS
Please click on the link below to access all district Emergency Safety Intervention documents.
http://www.usd262.net/district/about_our_district/emergency_safety_interventions

FEES
The school charges a variety of fees for different services and materials. Fees should be paid promptly. If a student or his/her family has a financial problem that affects the payment of school fees, the situation should be brought to the attention of the administration so that suitable arrangements can be made. Parents have a responsibility to have fees paid prior to the end of the school term. Valley Center School USD #262 uses a collection agency-CCM Enterprises (phone # 316-612-9140) to process all returned checks. All returned checks will have a $30 return check fee. Any unpaid fees at the end of the school year will be turned over to CCM Enterprises for collection as well.

FIELD TRIPS
Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled

trip date. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs.

GRADING

VCIS utilizes an evidence-based learning or standards-based grading system. This system allows our teachers to show families exactly what skill students are working on and how they are progressing. Students will be assigned grades for both academics and behavior based on rubrics and common assessments. These grades will be posted every nine weeks on Parent Portal.

HEALTH MATTERS/ILLNESS/INJURY/MEDICATION POLICY/NURSE'S OFFICE

1. Diagnosis and treatment of illness and the prescribing and administering of drugs and medicines are not the responsibility of the public School and are not practiced by any school personnel, including school nurses, except under the following limited circumstances:

- 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:
- The name of the student who will receive the medication
- The name and description of the medication
- The dosage to be given
- Instructions for administration of the medication
- Suggested times for the administration of the medication
- A description of any possible side effects
- Any other instructions or warnings.

Influenza

USD 262 will enforce the Kansas Health Department regulation which requires persons who test positive for influenza to remain in home isolation until fever-free for 24 hours without the aid of fever-reducing medications, AND overall symptoms are getting better, ill persons may leave home isolation temporarily while seeking medical care. Doctors cannot exempt students from this regulation.

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 on a limited basis only. The principal and school nurse may deny administration of the request if they deem it 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 written permission form or authorization signed by the student's parent and includes, the following:

- The student's name.
- The name of the non-prescription medicine.
- The dosage to be given.
- Instructions for administration of the medication.
- Suggested time for the administration of the medication.
- A description of any possible side effects.
- Any other instructions or warnings.

The non-prescription medication must be in the original sealed container and clearly labeled with the student's name and the dosage recommendations. Due to the possibility of dangerous side effects, aspirin will not be administered to any student.

3. At the end of the school year, parents are requested to contact the school nurse regarding the disposition or return of all medicine. Any medicine left in the possession of the school district after the end of the school year will be destroyed. It may be easier for all concerned to adjust the medication times (unless specifically ordered by your doctor) i.e., give before coming to school, right after school and then before bedtime. Another helpful hint is to ask the pharmacist for an extra-labeled bottle, which you can send to school with just the medication your child will need.

*****Immunization Requirements:**

- **Diphtheria, Tetanus, Pertussis (DTaP)**: five doses required. Four doses acceptable if dose 4 given on or after the 4th birthday. Booster dose of **Tdap** required at 7th grade if more than 2 years since previous dose of Td.
- **Poliomyelitis (IPV/OPV)**: four doses required. Three doses acceptable if dose 3 given on or after the 4th birthday.
- **Measles, Mumps, Rubella**: two doses required.
- **Hepatitis B**: three doses required through grade 10.
- **Varicella (chickenpox)**: two doses required for Kindergarten and grade 1; one dose required grades 2-10 unless history of varicella disease is documented by a licensed physician. Two doses are currently recommended by the ACIP for all ages.

Please provide documentation of all immunizations to your school nurse.
Other health services provided are vision, hearing, and dental screenings. If you feel your child has a vision or hearing problem, please do not hesitate to call and check with the school nurse. Likewise, if you receive a note stating that your child may have a vision or hearing problem, keep in mind that these are only screenings; it is recommended that you have your child examined further by an eye or ear care specialist.

Dental screenings are done annually in the School by a dental hygienist. If your child is absent that day he/she will not be screened at a later time. These screenings are not to take the place of your regular check-up at the dentist. If the name of your dentist and the date of the last visit are on the student health form, your child will not be screened.

The school nurse's office is located adjacent to the office. The nurse is responsible for the maintenance of health records, routine health checks, and parental contact concerning health problems, care of minor injuries, assistance in health teaching, and vision and hearing screenings. Please be sure to contact the nurse if your child is absent from school due to a communicable disease. Precautions will be taken to protect other children in the school by sending home notes, especially in cases of strep and other communicable diseases.

In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the nearest hospital. **Please remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.**
Non-Compliance Deadline:
If parents are not in compliance with providing student immunization records, health forms, or birth certificates, students may be un-enrolled.

INSURANCE
Independent insurance companies offer student insurance at the beginning of each school year. This insurance is not offered or provided by the district, and the district makes no recommendation as to the quality of any insurance. Insurance forms are located in each school office and can be picked up at any time during the school year.

LIBRARY
The library is open on a regularly scheduled basis and is supervised by the librarian. Classes are held for the purpose of library instruction, as well as for the enjoyment of the materials and books. Students are allowed to use the library during library hours with the permission of their classroom teacher. Lost or damaged books must be paid for to replace them.

LOCKERS
Students may be assigned a locker prior to the start of the school year. Students are expected to keep their lockers clean and orderly. Students are not to change or share lockers with other students unless office personnel give prior approval. 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 searches may be made without notice to the student to whom such locker has been assigned.

LOST AND FOUND ITEMS
All clothing found, regardless of its value, is placed in the lost and found. Money, jewelry, or any other articles of value are turned in to the office. Students may claim items using proper identification. Unclaimed items will be donated

periodically throughout the school year. Please help reduce the collection by labeling your child's items with a first and last name.

MAKE-UP POLICY
Students who miss class due to an excusable absence will be given one day for each day they were absent to make-up any missed assignments.

MONEY
Children should not bring money to school unless there is a special reason: lunch money, school pictures, field trips, or ordering books. If a child has to bring money to school, he/she should leave it with his/her teacher or in the office for safekeeping.

MUSIC
All students at our school are enrolled in music classes. The music program provides opportunities for students to develop music skills and have a better understanding and enjoyment of music. The basic elements of music are presented to students through various experiences involving singing, playing instruments, listening, movement, expression, and music reading. Each grade level participates in one evening music concert during the school year.

NOTES HOME/NEWSLETTERS
Classroom and individual notices and reminders will be sent home periodically. The newsletter/e-mail could feature major facets of the school program and include timely information. In an effort to reduce paper waste, distribution lists for sending information via e-mail and/or the school's website will be established at the beginning of the school year and will be our primary method for distributing information.

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. Parent Portal can be accessed by clicking here. 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 VCIS office.

PARENT/TEACHER CONFERENCES
Parent/teacher conferences are scheduled during the first and third nine-week periods. A parent's attendance at conferences is very important. A parent may request a conference with his/her child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

PARTIES/REFRESHMENTS
At the Intermediate School, all birthdays will be scheduled at the teacher's discretion. 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 snacks and drinks and must be considered in relationship to the time of breakfast and lunch for the students.

Recommended Snack Nutrition Guidelines

- Fat – 35% or less total calories from fat
- Sugar – 35% or less of weight from total sugar (except for fruit without added sugar)
- Calories – 200 or less
- In order to increase food safety and decrease the risk to students with food allergies, packaged classroom treats with nutrition and ingredient labels should be considered.
- Teachers and parents will be provided healthy option suggestions.

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.

PETS
No pets, of any kind, are allowed at school without advanced permission from administration and the pet's current vaccination record. Under no circumstances is a potentially dangerous pet to be brought to school.

PHYSICAL EDUCATION
For your child's safety, athletic tennis shoes must be worn in all physical education classes. Failure to do so will result in non-participation and will affect the child's grade. Girls need to wear shorts under dresses or skirts. If your child needs to be excused or is unable to participate for more than three consecutive days of physical education classes, a physician's note will be required or they will be unexcused. If your child needs to be excused on a daily basis, not exceeding three consecutive days, a note signed by a parent/guardian will be required. Should there be any questions or concerns pertaining to physical education, please feel free to contact the physical education teacher at your school.

PTO
Parent teacher organizations have been highly involved in improving our School. All parents are urged to become involved and to actively participate in their school's PTO. Meetings are scheduled on a regular basis and they are announced in advance.

REPORT CARDS
Report cards will be posted one week following the completion of each nine-week grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades. .

SCHEDULE CHANGES
The master schedule and teaching assignments are built with regards to student needs and finding the best fit for each individual student. Once schedules are finalized in the summer prior to school starting, requests for teacher changes are difficult to accommodate. These change requests can be submitted to our counselor or principal via e-mail or google form.

SCHOOL CANCELLATION PROCEDURE
If weather conditions dictate the cancellation of school, the Superintendent will make the decision as soon as possible. Notifications will be sent to local news outlets and posted on the district website at www.usd262.net and on the District's Facebook site.

During school hours, school will be dismissed early whenever it is deemed necessary to do so in order to complete bus routes. **Parents should instruct their children where to go and what to do in case no one is at home.**

STUDENT ACTIVITIES
Activities are an important part of school and we want students to have the opportunity to participate in musicals, plays, field trips, etc. Academics, however, are our first priority. Students may be excluded from school activities due to behaviors or grades.

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. Lost or damaged/defaced ID cards must be immediately replaced and may require a $2 replacement charge if this is an ongoing issue. VCIS is not responsible for lost or stolen ID cards.

STUDENTS WHO WALK
Students who walk to school should come straight to school. Students should walk on sidewalks at all times (where available). Students should cross streets only at designated crosswalks. Please remember the safety rules: walk with a friend and never accept a ride from a stranger.

TECHNOLOGY/INTERNET USAGE
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, 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. All students and parents are required to sign a technology acceptable use policy. Inappropriate use of technology will result in the cancellation of those privileges and/or disciplinary action by school officials.

USE OF ARTIFICIAL INTELLIGENCE

The use of Artificial Intelligence technologies shall be responsible, ethical, and in compliance with applicable law and district policy. The superintendent shall establish and maintain a list of approved AI tools permitted to be used throughout the district. Only district-approved AI tools may be permitted.

While utilizing approved AI tools, staff and students shall comply with the following:

1. Demonstrate honesty, integrity, and responsibility in completing academic work, including only submitting and presenting work that represents the individual's own learning and understanding.
2. Use AI only to the extent that it supports learning without undermining the authenticity of an individual's efforts or the validity of the educational process.
3. Understand that AI technologies are only meant to supplement, not replace, human instruction, supervision, or judgment.
4. Use approved AI tools in a manner consistent with board policy, including Policy IIBF (Acceptable Use Guidelines), the Student Code of Conduct, and employee conduct requirements.
5. Properly cite or disclose the use of AI-generated content used in assignments, teaching materials, or official communications in accordance with this policy.
6. Only use AI for idea generation, editing, or skill development when expressly permitted by the teacher or administration.

Prohibited Uses:

No staff member or student shall use AI in violation of board policy or applicable law, including, but not limited to, the following:

1. Violate academic integrity by generating or submitting work without appropriate authorization or citation.
2. Use AI to generate or substantially complete assignments, essays, or assessments without explicit authorization.
3. Use AI to fabricate sources, falsify data, or impersonate another individual.
4. Submit AI-generated work as a student's own or fail to cite or disclose the use of AI or AI-generated work.
5. Produce, alter, or distribute synthetic or manipulated content that misrepresents or harms individuals, commonly referred to as deepfakes.
6. Produce, alter or distribute synthetic or manipulated content that violates school rules; individual rights, such as privacy, safety, reputation; or applicable law.
7. Access or disclose confidential or personally identifiable information in violation of law or district policy.
8. Circumvent district security systems or established procedures.
9. Use AI tools in violation of instructions or directives from teachers or administrators, board policy, or applicable law.

Violations of this policy may result in disciplinary action or loss of credit for plagiarism and shall be addressed in accordance with district disciplinary procedures and/or applicable law.

CELL PHONES AND PERSONAL ELECTRONIC COMMUNICATION DEVICES

Personal Electronic Communication Devices (including but not limited to, mobile or cellular phones, tablets, computers, watches, wireless headphones or earbuds, text messaging devices or personal digital assistants) are prohibited during the school day. Any such device(s) must be turned off and securely stored away from the student's person in an inaccessible location during the school day.

The office telephone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school).

VIDEO CAMERA USE

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.

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 VCIS. Upon arrival, each visitor must report to the office to register 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 72-6131, BOE Policy)

Penalties for Possession:

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

USD 262 PERTINENT INFORMATION
Valley Center School District
143 S. Meridian, Valley Center, KS 67147
www.usd262.net

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Valley Center School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Valley Center School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Valley Center School District to include this type of information from your child's education records in certain school publications. Examples include, but are not limited to:

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

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

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

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

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

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

- Name of student (print or type - must be legible)
- Student's school (2026-27school year)
- Student's grade (2026-27 school year)
- Parent's name (print or type - must be legible)
- Parent's signature

Send written notification to:

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

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

Notification of Rights under FERPA for elementary and secondary schools

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

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

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

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

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

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

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

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Valley Center School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

Drug Free/Gun Free School Zone

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

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

Notice of Nondiscrimination

USD 262 does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its employment practices or in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

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