VALLEY CENTER HIGH SCHOOL
STUDENT HANDBOOK
2026-2027

PRINCIPAL'S MESSAGE

At **Valley Center High School**, we are building something extraordinary. This is where our community invested in growth—where opportunity expands, and students always come first. Here, "the empty chair" isn't just a phrase—it's a daily commitment to putting learners at the center of every decision. This is where Hornets don't just dream big… **they learn to fly.**

As a comprehensive high school and proud members of the **Kansas State High School Activities Association** and the **Ark Valley Chisholm Trail League**, we are committed to excellence in every space—academically, athletically, and beyond. From the classroom to competition, from activities to the arts, our students are surrounded by opportunities to grow, lead, and succeed both inside and outside our walls.

Our administrative team—Eric Flaton, Kim Baldwin, Kristen Allen, Chad Wilmott, and Kent Hipp—stands ready to support you, and our dedicated staff—from custodians and support professionals to teachers and coaches—shares one powerful mission: **student success**. Every role matters. Every person contributes. Every student benefits.

We challenge our students to bring that same pride and purpose each day: show up, be on time, be ready, and be all in. When they do, we'll walk beside them as they take their first steps in **SOARing** toward a confident, positive future.

So let's rise together and Make an Impact.
Go Hornets. Fight Hornets.

EW Flaton, Principal

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

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

USD 262 BOE Policy Information --- http://www.usd262.net/district/board_of_education

PROGRAM OF STUDIES

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

Credit is granted upon successful completion of a course, ½ credit per semester. Advisory is .25 credits totaling 1 credit over your 4 years. A student may earn 7.25 credits each year.

BOARD OF EDUCATION MEMBERS

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

ADMINISTRATION OFFICE

Mr. Eric Flaton, Principal
Mr. Kent Hipp, Assistant Principal
Ms. Kim Baldwin, Assistant Principal
Mr. Chad Wilmott, Assistant Principal/Athletic Director
Ms. Kristen Allen, Assistant Principal/Postsecondary Programs Coordinator
Ms. Janeigh Dantzson, Counselor
Ms. Courtney Uptmor, Counselor
Ms. Amy McDonald, Counselor
Ms. Carole Bowman, Secretary
Ms. Jessica Leduc, Secretary
Ms. Becki Ricks, Secretary
Ms. Michelle Romig, Registrar
Ms. Stacy Barbour, Bookkeeper
Ms. Lindsay McDonald, Nurse

TELEPHONE NUMBERS

Valley Center High School Office 755-7070
Valley Center High School Office Fax 755-7071
Athletic Office 755-7076
Athletic Office Fax 755-7077
Superintendent's Office 755-7000
    Greg Lehr, Superintendent
    Jamie Lewis, Asst. Superintendent
Valley Center Middle School 755-7060
Valley Center Intermediate 755-7050
Abilene Elementary 755-7020
West Elementary 755-7030
Wheatland Elementary 755-7040
Transportation 755-7112
Maintenance 755-7108

USD 262 MISSION

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

USD 262 VISION

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

ALMA MATER

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

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

Fight Song

Fight on for victory, our Hornet team is number one.
Fight on for victory, we'll keep you on the run.
Fight fight fight.
Fight on for victory, we'll give to you our best.
So Go
Hornets
Fight
Hornets
Win mighty Hornets for VCHS.

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SCHEDULE

Monday - Friday

Period 1: 7:40 am – 8:29 am

Period 2: 8:34 am – 9:23 am

Advisory: 9:28 am – 9:50 am

Period 3: 9:55 am – 10:44 am

Period 4: 10:49 am – 11:38 am

Period 5 & Lunch Options:

- **First Lunch:** Lunch 11:43 – 12:13 | Class 12:18 – 1:07
- **Second Lunch:** Class 11:43 – 12:32 | Lunch 12:37 – 1:07

Period 6: 1:12 pm – 2:01 pm

Period 7: 2:06 pm – 2:55 pm

ACADEMIC INTEGRITY

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

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

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

ACCIDENT & ILLNESS

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

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

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

USD 262 will enforce the Kansas Health Department regulations. Each person with a positive influenza test shall 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.

ACTIVITY TRIP POLICY

It is the policy of VCHS, in regard to official activity trips authorized by the school, that all performing members or all designated members of a special class or group participating in the activity shall utilize school transportation both to and from the event or activity. Parents will be allowed to transport only their student under extenuating circumstances and when prior arrangements have been made with the school sponsor. A written note from the parent is required.

ADVISORY PERIOD

Advisory Period will be part of the student daily schedule. Teachers will be assigned students and attendance will be taken. School attendance, tardy, and discipline policies will be followed. Club meetings, surveys, voting, etc, and the opportunity to see other teachers for make-up or extra help may be appropriate at times for Advisory Period. Advisory is also a time for students to explore careers, employability skills, post-secondary opportunities, as well as work on their Individual Plan of Study. Make note Advisory is a class for academic credit.

ALCOHOL/DRUG USE AND/OR POSSESSION

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

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

ARTIFICIAL INTELLIGENCE

The use of Artificial Intelligence ("AI")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.

ATTENDANCE POLICY

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

Attendance Requirements

- Students under the age of 18 (age 21 or graduation for special education students) are required by law to attend school. Referrals are made to the Sedgwick County District Attorney for those in violation. (Kansas Compulsory Education Law K.S.A. 72-3120).
- A truancy violation will be filed with the Sedgwick County District Attorney for any student who has accumulated **three (3) consecutive days** of unexcused absences, **five (5) total days** of unexcused absences in a semester, or seven **(7) total days** of unexcused absences in a school year. (Kansas Compulsory Education Law K.S.A. 72-3120).
    - Eight (8) class period absences equals one (1) day absent.
- Parents/Guardians may excuse a student without supporting documentation for up to 10 absences per semester. Any additional absences without supporting documentation will be considered unexcused.
    - Students arriving to school/class over 15 minutes late will be counted absent for that class period.
    - Students will be considered to have one unexcused absence for every three tardies accumulated in a class period, regardless of number of minutes late.
    - Absence count starts over at 0 at the beginning of each semester.
- The following reasons may be considered excused, and will NOT count toward the 10 absences:
    - School related athletics and activities

o Illnesses or injuries verified by a doctor's note
o Medical or dental appointments verified by a doctor's note
o Funerals with prior notification
o Obligatory religious observances of the student's own faith with prior notification o Administrator Approved Absence

▪ Administrator Approved Absence forms are located in the front office ▪ Forms must be turned in 3 days prior to absence in order to be considered. ▪ Forms require signatures from all teachers before administrator approval.

▪ Prior to approval, administrators will take into consideration: attendance, grades, behavior, school calendar, number of previous requests.

▪ If an emergency exists, the administrative team will determine if the absence will be deemed excused or unexcused.

- Any absence not falling in the excused categories will count toward the 10 total absences per semester, or will be considered unexcused if it exceeds the 10 absences.
- Students with unexcused absences are subject to disciplinary action up to and including possible expulsion.

VCHS Staff Procedures

- The school will notify parents at home or work of unauthorized absences as soon as possible after they occur. If parents call early in the day to report absences, we can avoid making additional calls.
- An automated voice message may go out if your student has not arrived to school by the end of 2nd period.
    - Please make sure your contact information is current, adjustments to contact information can be made in the parent portal.
- After a student has accumulated seven (7) absences in any class period, VCHS staff will notify parents. At this time, the student may be required to have a meeting with an administrator and teacher to discuss absences, grades, and make-up work.
- Standard practices for make-up work for all absences will apply (see Make Up Policy p.26)

AUTOMOBILES AND PARKING

Driving:

1. When driving in school zones on city streets, maintain a 20-mph speed limit.
2. Always stop for pedestrians.
3. Be particularly cautious in the parking lots.
4. Observe a 10-mph speed limit in the parking lot.
5. Careless and/or reckless driving (ie. squealing tires etc.) is prohibited.

Parking:

All student parking, on school property, will be west and south of the building in the parking lots. Student vehicles are not to be parked in fire zone areas, in a handicapped area (without a proper

permit), across a painted stripe, or in any area reserved for staff.

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

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

BULLYING

Valley Center 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's 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;
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.

BUS TRANSPORTATION

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

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

CAMERAS AND VIDEO RECORDERS

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

CHECK IN AND OUT PROCEDURE

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

Exceptions:

- Students arriving or leaving for a school-sponsored activity will not check in or check out.
- Seniors granted early release during the second semester of their graduating year.

CLASSIFICATION BY COHORT YEAR

Students at Valley Center High School are classified by cohort year.

COMPLAINTS AND GRIEVANCES

Any student may file a complaint with the Principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation to the student, and must specify the basis for the complaint. The Principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed. BOE: JCE
The Board of Education encourages all complaints regarding the district to be resolved at the lowest possible administrative level.

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

COMPUTERS AND E-MAIL

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

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer.

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

CRIMESTOPPERS

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

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

The Crimestoppers in Schools program in Sedgwick County has created the Speak Up! program, which allows students, staff, and parents the ability to send anonymous tips through a secure website or smartphone app. USD 262 students have the ability to provide anonymous tips to keep schools safe by using text messaging and/or through a secure web link to P3 Tips. All messages are encrypted and routed through secure servers to protect the sender. Whether sending a text or online tip, the user is given an alias and a unique ID before the message is sent to the Speak Up Coordinator. This allows the user and the coordinator to have a two-way dialog without revealing the sender's identity. The funding for the service is provided by Crime Stoppers of Wichita/Sedgwick County.

There are three ways to submit an anonymous tip:
- Click Submit a Tip to be taken directly to a secure tip reporting website.

- On your smartphone, download the free P3 Tips app from the App Store or Google Play. Then, follow the onscreen prompts to submit your tip.
- Call (316) 267-2111.

More information about the Speak Up program can be found here: Speak Up!

DANCES

Throughout the school year, students have the opportunity to attend a variety of social events, including dances. The following guidelines apply for school dances:

- All student school rules apply.
- Students must be "in-good standing" to attend. Please check the extracurricular section for the "in-good standing" explanation.
- As a preventive measure, attendees may be subject to **a random breath or other analysis or test for alcohol, controlled substances, illicit drugs or tobacco**.

- The following apply to any/all guest requests:
  - All guests are to be registered in the office or through My School Dance prior to the event utilizing the appropriate guest request form.
  - Guests will be expected to present a photo I.D. upon admission to all events.
  - The VCHS student will assume full responsibility for his/her guest.
  - VCHS student and guest must arrive together.
  - Once any student leaves the dance, he/she will not be re-admitted, and My School Dance may alert parents if a student leaves early.

DELIVERIES

Due to disruptions in learning, allergies to flowers/latex, student harassment issues, and concerns with transportation, deliveries of flowers, gifts, balloons and other celebratory artifacts are discouraged. Students who are expecting deliveries may only check with the office during passing periods or after school.

Food deliveries for students are only allowed by relatives. Food deliveries for students are not permitted at VCHS by any outside agencies such as DoorDash, GrubHub, pizza places, or other food entities.

DETENTIONS

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

If a student fails to show up for an office detention as assigned, an in-school suspension may be assigned to replace the detention. **Work and/or a school activity is not an acceptable excuse for skipping a detention.**

DISCIPLINARY PROCEDURES

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

KSA 72-6114: The Board of Education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel, any pupil or student guilty of any of the following:
(a) Willful violation of any published regulation for student conduct adopted or approved by the board of education;
(b) Conduct which substantially disrupts, impedes or interferes with the operation of any public school;
(c) Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
(d) Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
(e) Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
(f) Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

The following disciplinary consequences are available when school policies have been violated but are not necessarily used entirely in the following sequence. Though there is a need for some administrative discretion, these and other disciplinary consequences are to be enforced uniformly and fairly for all. Other consequences could be added as necessary, and progressive

consequences may be enforced for those with multiple violations. All violations are subject to suspensions of at least one to ten days depending on their severity. These procedures are based on the belief that students "can and must" control their behavior while allowing for some possible mistakes in the learning process. Students are responsible for their choices.

A. Office detention: The student may be assigned up to 4 hours detention by the Administration.

B. Short Term In-School Suspensions: The student may be assigned, for controlled study, to the In-School Suspension Room (ISS) up to 5 consecutive days.

C. Short-term Suspensions Out-of-School: This suspension may be a one to ten day suspension from school to afford the student, parents and school the time needed to give careful study to the behavior problem.

D. Long-Term Suspension or Expulsion Out-of-School: The student may be suspended for a five to ten day period, with a formal due process hearing held no later than the last day of the suspension, or a date agreed upon with a parent, to determine whether the suspension will be extended up to 90 school days or an expulsion from school up to 186 school days will be made.

E. Per Kansas State Statute 72-6136 notification to law enforcement will be given for all students found in possession of a weapon or illegal drug or who have engaged in an act or behavior which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, at school, upon school property or at a school supervised activity. A report will be made to the appropriate law enforcement agency as soon as practicable, but not to exceed 10 days from the student act, excluding holidays and weekends. In turn, law enforcement will notify the division of vehicles as soon as practicable, but not to exceed 10 days from the date of the student's act, excluding holidays and weekends. The law enforcement report shall include the student's name, address, date of birth, driver's license number and a description of the act committed by the student. Students may lose their Driver's license for up to one year as a result of this notification. Additionally, Social Services may be notified. This could result in an investigation to insure the wellbeing of the student expelled.

F. School or community service: School or community service may be assigned at administrator's discretion.

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

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

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

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

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

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

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

BATTERY AND ASSAULT: Threatening or striking another individual.

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

CELL PHONES AND OTHER ELECTRONIC 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.

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

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

DISPLAYS OF AFFECTION: Displaying unnecessary and inappropriate public affection.

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

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

DRUGS OR DRUG PARAPHERNALIA VIOLATIONS: The consumption, possession, use, distribution, or under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, intoxicant, and/or possession of paraphernalia of

any type anywhere on the school grounds or at any school sponsored or supervised activity, whether within the school district or out of town.

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

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

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

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

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

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

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

HARASSMENT: Harassment of any type by word or action.

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

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

SELLING OF MERCHANDISE: Students are prohibited from selling, distributing, or possessing for sale any outside merchandise, stolen property, or illegal paraphernalia on USD 262 property during the school day.

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

STEALING: The unlawful taking and carrying away of property or money of another, and/or

possession of stolen merchandise.

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

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

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

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

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

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

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

DISCRIMINATION/HARASSMENT

State and Federal law prohibits discrimination. Valley Center USD 262 complies with all non-discriminatory rules and regulations and does not permit, nor tolerate discrimination against students on the basis of race, color, national origin, sex, religion, age, or disability. This holds true for all students who are participating in educational programs and/or extracurricular school activities.

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.

DRESS CODE

Proper dress and grooming are necessary in order to have the best learning environment. It is recognized that the student and the parents are primarily responsible for proper dress and grooming. The goal is to maintain the best learning environment possible and the rights of the students to dress and groom themselves as they please will be recognized, as long as doing so does not interfere in maintaining such a learning environment.

STUDENT DRESS:

1. The bottom of the shirt must meet the top of the pants when standing naturally and cover the chest and stomach.
2. Shorts must be of an appropriate length and worn at the student's natural waist.
3. The following clothing items are prohibited: jewelry, lettering, appliqués, or tattoos of profanity, with sexual connotations, double meanings, or promoting alcohol, drugs, tobacco, violence, and/or associated with gangs and/or illegal items or actions;
4. Body painting will not be allowed as a substitute for clothing.
5. Blankets are not allowed during the school day.
6. Any hats or hoods must be worn in a manner to not hide the students face and are not allowed in conjunction with a face mask.
7. Strapless clothing is not permitted.

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

ELIGIBILITY REQUIREMENTS

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

a. Scholarship - The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or the last semester of attendance.

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

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

Emergency Safety Intervention Resources

https://www.usd262.net/district/emergency_safety_interventions

EXTRACURRICULAR ACTIVITIES

STUDENT IN GOOD STANDING POLICY: All participants in activities in USD 262 must be "in good standing." This shall be determined by several factors within the school and outside the school. "Good Standing" will be determined by the administration based on: 1. Factors within the school include (but are not limited to):

1. Discipline and behavior guidelines as stated in the district and student handbooks and sponsor guidelines.
2. Attendance guidelines as stated in the district and student handbooks and sponsor guidelines.
3. Academic eligibility as determined by KSHSAA (passed 5 classes previous semester) and USD 262 (currently passing 5 classes).
4. Students who serve consequences of violations may regain "good standing" status.

2. Factors outside the school include (but are not limited to):

1. Student arrested for, entering into an agreement to divert prosecution for, or being convicted of any felony or misdemeanor, or a juvenile offender complaint being filed against the student; the coach/sponsor, administrator, or superintendent may, in their discretion, find that the student is not in "good standing" even if charges are dismissed.
2. Students engaging in any activity or behavior that may, in the judgment and discretion of the coach/sponsor, administrator, or superintendent, constitute a violation of the values and objectives of the USD 262 athletic/activities program. Some examples: CHEMICAL SUBSTANCES, FELONY CRIMES, MISDEMEANOR CRIMES, etc.

A student must be in attendance (in class) at least the last half of the school day (minimum last 3 periods) to practice or participate in any outside class activity. This applies to music performances, debate and forensics competition, field trips, musicals or plays, and athletics.
If a student is absent for more than half day, a parental explanation of the unavoidable circumstance or emergency that caused the absence may be the reason for the administration to allow the student to participate. This guideline does not affect eligibility as defined by the Kansas State High School Activities Association. (KSHSAA: 13-1-3)
A student must also be a "bona fide student" in "good standing," determined by the Administration and/or the Rules and Regulations of the KSHSAA, to participate in activities for Valley Center High School. The student must be currently enrolled and attending a minimum of five (5) classes for the entire school year at Valley Center High School or through the USD 262 Virtual Program. If the student desires participation in music, debate, drama, robotics, speech, or other connected activities, they must be enrolled and attending that particular course here at VCHS.

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. 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.
4. Virtual students must meet attendance requirements, by logging the appropriate minutes to make adequate progress through the curriculum.
5. 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.

FEES

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

FOOD AND DRINK IN THE CLASSROOM

Only bottled water will be allowed in the classroom. Food and other beverages are prohibited unless approved by the teacher.

GRADING SYSTEM

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

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

GRADUATION REQUIREMENTS

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

2026-2027 Graduates:

1. Four credits of English language arts, which shall include reading, writing, literature, communication, and grammar. The building administrator may waive up to one unit of this requirement if the administrator determines that a pupil can profit more by taking another subject
2. Three credits of history and government, which shall include world history; United States history; United States government, including the Constitution of the United States; concepts of economics and geography; and, except as otherwise provided in S.B.R. 91-31-32, a course of instruction in Kansas history and government
3. Three credits of science, which shall include physical, biological, and earth and space science concepts and which shall include at least one unit as a laboratory course
4. Three credits of mathematics, including algebraic and geometric concepts
5. One unit of physical education, which shall include health and which may include safety, first aid, or physiology. This requirement shall be waived if the school district is provided with either of the following: (A) A statement by a licensed physician that a pupil is mentally or physically incapable of participating in a regular or modified physical education program; or (B) a statement, signed by a lawful custodian of the pupil, indicating that the requirement is contrary to the religious teachings of the pupil
6. 1/2 unit of fine arts, which may include art, music, dance, theatre, forensics, and other similar studies selected by a local board of education
7. 10.5 credits of elective courses
8. ½ credit speech, which may include debate, forensics, speech, communication in the workplace, or college credit speech
9. ½ credit financial literacy

For 2028 Graduates:

1. Four credits of English language arts, which shall include reading, writing, literature, communication, and grammar.
2. Three credits of history and government, which shall include world history; United States history; United States government, including the Constitution of the United States; concepts of economics and geography; and, except as otherwise provided in S.B.R. 91-31-32, a course of instruction in Kansas history and government
3. Three credits of science, which shall include physical, biological, and earth and space science concepts and which shall include at least one unit as a laboratory course
4. Three credits of mathematics, including algebraic and geometric concepts

5. One unit of physical education, which shall include health and which may include safety, first aid, or physiology. This requirement shall be waived if the school district is provided with either of the following: (A) A statement by a licensed physician that a pupil is mentally or physically incapable of participating in a regular or modified physical education program; or (B) a statement, signed by a lawful custodian of the pupil, indicating that the requirement is contrary to the religious teachings of the pupil
6. 1 unit of fine arts, which may include art, music, dance, theatre, forensics, and other similar studies selected by a local board of education
7. 1 Credit STEM
8. 9 credits of electives including
9. ½ credit speech, which may include debate, forensics, speech, communication in the workplace, or college credit speech
10. .5 in Financial Literacy.
11. Students will complete two or more postsecondary assets from their Individual Plan of Study. Students should have one Career and Real-World example and one Academic example.

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

HALL PASSES

A student who leaves a class, without permission from the teacher, will be considered as skipping the class. The teacher of the assigned class must agree, and provide permission, before you may leave for another classroom or area. Students found in unauthorized areas will be subject to disciplinary action. VCHS will require all students to use SmartPass during the school day.

HARASSMENT POLICY

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

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as

well as the creation of an intimidating, hostile, or offensive school/work environment. Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to:

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

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

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

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." https://www.usd262.net/about/about-our-district

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, at 143 S. Meridian or call 755-7000.

HOMEWORK REQUESTS ABSENT STUDENT

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

HONOR ROLL

Students who excel in the classroom will be recognized each semester on the following criteria: Honor Roll 3.5 grade point average

Additionally, Sophomores, Juniors, and Seniors who earn a 4.0 cumulative grade point

average for the school year will be recognized with an Academic Letter.

I.D. CARDS

An ID card is needed for identification, library checkout and lunch accounts. Lost or damaged ID cards **must be immediately replaced.** A $5 replacement charge will be assessed.

LIBRARY

Payment for a lost book is the responsibility of the student. Once a “lost” book is paid for, it becomes the property of the student. If the “lost” book is later found, no refund will be given.

LOCKERS

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

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

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

LUNCH PROCEDURE

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

VCHS does not have "Open Lunch". Leaving school during lunch, without permission from the office, will be treated as skipping. Students may be released to go out to lunch only if a parent calls in to excuse them, and the student is called out before 11:00 am., and they are expected to check out/in through the office. Students checking out for lunch must return prior to the end of the regular assigned lunch period, or the tardy/absence will be considered unexcused. Violations may result in loss of privileges.

Students classified as juniors or seniors are eligible for a long-term excusal to leave for lunch. In order to qualify for a long-term lunch excuse, parents/guardians must complete the Long-Term Lunch Excusal Form and have a school office member witness them sign the form in person. Students will still be required to check out of the office daily even when a Long-Term excuse form is on file. Being tardy when returning from lunch 3 times or 3 unexcused absences, from any hour, in a semester may result in the student losing long-term excuse status.

MAKE-UP POLICY

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

The typical make-up time limit is the number of days missed plus one (i.e. student absent 2 days --- work must be completed and turned in on the third school day after the last absence). Assignments that are long-range (research papers, shop or art projects, etc.) are due on the date/period originally assigned regardless of absences in the interim.

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

MEAL FEES

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

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

When a student's meal account balance falls below a balance sufficient to pay for two meals, the

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

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

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

MEDICATIONS and NURSE INFORMATION

HEALTH ROOM:

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

MEDICATIONS:

Medication Administration by School Personnel

Article V – Students, Section 2 – Medication, BOE Policy

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

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

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

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

The following information must be complete before the over the counter medication can be given:
1. A complete "Request for Administration of Medication".
2. The over the counter bottle with correct medication and dosage.

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

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

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

IMMUNIZATIONS:

Any student who has not provided current documentation of required immunizations will be excluded from school after September 20, 2026 per Kansas law: KSA 72-6265, for the 2026-2027 school year. K.A.R. 28120 defines immunizations required for any individual who attends school or early childhood programs operated by a school. Detailed school immunization requirements by age group are listed here or can be found at:
http://www.kdheks.gov/immunize/download/2016-17_School_Requirement_Memo.pdf

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

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

INSURANCE:

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

ORGANIZATIONS/CLASS OFFICERS

A student must maintain a “C” average, minimum, to hold office in any class or organization. If a student's average drops below a “C” (2.0), for a nine-week period, the student must resign any office held and is ineligible to hold office for the remainder of the school year. Any student who is not in "Good Disciplinary Standing" is ineligible to run for any elected position until such standing is reinstated by the administration.

PARKING PERMITS

Students that park on VCHS property must have a parking permit assigned to their vehicle

through the high school office each school year. This permit must be visible to the administration while the vehicle is on VCHS property during normal school hours. Permits are transferable from vehicle to vehicle. The initial permit will be given to the student, while lost or damaged permits may be replaced in the high school office for $1.00. Failure to have a vehicle registered may result in disciplinary action.

PERSONAL PROPERTY

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

SCHEDULE CHANGES

- Individual schedules are built from student requests during pre-enrollment in the spring. Once the master schedule has been established, it is very difficult to change individual schedules.
- All schedule changes must be requested within the first five school days of the semester.
- Schedule change forms are located in the guidance office.
- All schedule changes will require counselor, principal, and parent approval.
- In courses dropped after the first five school days of the semester, the Student will receive “WF” on their transcript for the semester in that course and will receive no credit. Regular attendance at school is still expected and students may be enrolled in another class.
- Students who are capable of successfully completing the class, and who meet eligibility requirements will be expected to remain in the class.
- Schedule changes will not be made to join friends, switch teachers, or change lunch periods.

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

SEARCH AND SEIZURE

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

SENIOR RELEASE

Seniors who have completed at least 23 credits by the end of their 7th semester of high school may request Senior Release for the beginning and/or end of the school day their last semester of high school. These seniors must meet with their counselor at the end of the fall semester, complete a graduation plan, and submit an application, which must be signed by the parent. Students participating in KSHSAA sanctioned activities must be enrolled in five courses at their high school. Students with senior release are not allowed to be on campus during the release time.

SPORTSMANSHIP

Good sportsmanship is expected from both spectators and players when representing Valley Center at school contests. Poor sportsmanship or actions considered in poor taste will not be tolerated. Support your Valley Center, with positivity.
Sportsmanship is a general way of thinking and behaving. The following Kansas State High School Activity Association sportsmanship policy, rule 52, items are listed below for clarification:

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

Failure to represent Valley Center with positivity and respect may result in removal from events where rule 52 is followed.

STUDENT INSURANCE

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

STUDENT RECORDS

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

SUSPENSIONS FROM SCHOOL

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

TARDY POLICY

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

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

- **1st - Warning**
- **2nd - Teacher contact parent**
- **3rd - Teacher contact parent and assign detention**
- **4th - Teacher contact parent and assign detention**
- **5th - Behavior referral including prior documentation and Administrator assigned consequences**
- **Every 5 tardies after will result in Behavior Referral and Administrator assigned consequences**

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

TECHNOLOGY ACCEPTABLE USE POLICY

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

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

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

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

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

- Violating any local, state (K.S.A. 21-3755), or federal statutes;
- Accessing another individual's materials, information, folders or files without permission;
- Violating copyright, plagiarizing or otherwise using the intellectual property of another individual or organization without permission;
- Failing to follow a district policy while using the district's technology or failing to follow any other policies or guidelines established by district administrators or their designees;
- Transmitting obscene, abusive, sexually explicit, or threatening language;
- Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- Harassing, defined as persistently annoying of another, interfering with another's work, insulting, or attacking others;
- Giving out personal information online such as full name, home address, phone number or Social Security number or arranging to meet anyone via the Internet;

- Creating mailing lists for non-school purposes with district email addresses from the district's Internet site, network, or servers;
- Downloading software that has not been approved by district staff;
- Downloading materials from the Internet for any use other than school-related activities;
- Using credit cards with any online service;
- Using a district supplied email account or chat room access for non-school related activities;
- Using the Internet not in support of education and research consistent with the purposes of USD 262;
- Giving out personal passwords
- Attempting to log on or logging on with another's' password;
- Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
- Wasting storage or other technology resources intentionally;
- Using the network for commercial, advertisement or political purposes;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Seeking to gain or gaining unauthorized access to information resources or other computing devices or attempting to bypass district security measures;
- Altering improperly the set up of computers (e.g., desktops, icons, wallpapers, screensavers, installed software);
- Copying illegally, installing or using software that has not been approved by district staff;
- Using district hardware, software, storage space or network for non-school-related activities;

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

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

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

Prior to use of school technology, networks, the Internet, other online services, each student

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

*The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. Any use of the Internet for illegal, inappropriate or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, or federal laws. Inappropriate use shall be defined as a violation of the "intended use" of the Internet as determined by the teacher or administrator.

TECHNOLOGY SAFETY MANAGEMENT NOTIFICATION

USD 262 uses Technology Safety Management to assist our goal of protecting students and staff. Linewize is a software system designed to monitor and respond to potential threats regarding the harming of oneself or others by using a combination of artificial intelligence and trained safety experts to provide real-time review and analysis of students' use of district-provided online platforms. If a threat is detected that the system believes needs attention, notices are sent to administrators who follow up accordingly.

Although this system can prove beneficial, USD 262, Valley Center Public Schools, are not assuming any duty or obligation to continuously monitor student accounts or use of equipment. USD 262, Valley Center Public Schools utilize this service recognizing that it is only an aid and does not guaranty either prevention or detection of student activity.

USD 262, Valley Center Public Schools do not provide any warranty of services, or USD 262 staff monitoring of students sessions whatsoever, whether express, implied, or statutory, including, but not limited to, any warranty of merchantability or fitness for a particular purpose or any warranty that the service will be error-free or perform as intended. In no respect shall USD 262, Valley Center Public Schools incur any liability for any damages, including, but not limited to, direct, indirect, special, or consequential damages arising out of, resulting from, or any way connected to the use of the service, monitoring or failure to monitor, action or inaction taken as a result of the use of the service, inaccurate reporting or service failure, whether or not based upon warranty, contract, tort, or otherwise; whether or not injury or death was sustained by persons or property or otherwise; and whether or not loss was sustained from, or arose out of, the results of, any software, or any services that may be provided by USD 262, Valley Center Public Schools. It is expected that parents will immediately report any violations of school policy, including, internet use policies, improper computer use and unauthorized internet activity.

TRAINED DOGS AND SEARCH

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

TUTORING

Tutoring is available in the library on scheduled days throughout the school year.

USD 262 PERTINENT INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

According to federal guidelines, directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and

Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories — names, address and telephone listings — unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

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

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

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

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

- Name of student (print or type - must be legible)
- Student's school (2026-2027 school year)
- Student's grade (2026-2027 school year)
- Parent's name (print or type - must be legible)
- Parent's signature

Send written notification to:

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

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

** These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section*

544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Notification of Rights under FERPA for elementary and secondary schools

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

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

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

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

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

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

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

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

Drug Free/Gun Free School Zone

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

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

VALLEY CENTER LEARNING CENTER

The Learning Center (TLC) provides virtual learning opportunities for students in grades 6-12, with approval from Valley Center High School or Middle School, as well as for adult learners pursuing a high school diploma. TLC offers computer-based instruction aligned with Valley Center High and Middle school standards, creating a flexible, self-paced learning environment for off-campus study. The program is designed to support at-risk students who are behind in credits or at risk of dropping out. Through collaboration, TLC develops personalized learning plans that promote academic success, self-motivation, and progress toward graduation.

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

- Adult students seeking a diploma who have dropped out of school in the past.
- Students referred by the traditional school Student Improvement Team.
- Administrative approval.
- Successful completion of an Edgenuity course if you are still enrolled in Valley Center High or Middle School.

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

VIDEO CAMERA USE IN SCHOOLS

Video cameras may be used in any school building, school bus, or on any property of the school district to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard

school facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

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

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

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

If the video shows more than one student violating school rules, that portion of the video is the educational record of each student 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

All visitors should report to the administrative office upon arrival. A visitor's pass will be issued to anyone determined to have a need to enter the building. Visitors pass should be worn through the duration of the visit.

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 supervised activity. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

DEFINITION OF WEAPONS AND DESTRUCTIVE DEVICES:
As used in this policy, the term "weapon" and/or destructive device means:

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

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

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

WEATHER

If weather conditions dictate the cancellation of school, the superintendent will make the

decision as soon as possible. Announcement of school cancellation or early dismissal will be made as soon as possible over social media, local radio, and TV stations.

WEBSITE

www.usd262.net

WITHDRAW PROCEDURES

If you must withdraw from Valley Center High School to drop services or transfer to another district, you must contact the counseling office. A withdraw meeting between a principal, counselor, parent, and student must occur if the student will no longer attend ANY high school. Teachers may be invited. All textbooks, Chromebook with charger, library books that have been checked out, and any athletic/activity gear need to be returned. All financial obligations need to be taken care of with the bookkeeper. If these items are not returned, you will be charged. Refunds may or may not be given. You are then officially removed from the enrollment list. If you return to the high school to attend activities, you will be considered a visitor.

STUDENT CLUBS

- DECA
- Empowered & Educated Student Voices
- Environmental Club
- FBLA
- FCCLA
- HOSA
- Newspaper
- Letterwomen's Club
- Link Crew
- National Honors Society
- Pep Club
- Robotics
- Scholars Bowl
- SHOW
- Skills USA
- Student Council

NON-SCHOOL SPONSORED STUDENT CLUBS

- Art Club
- Auto Club
- Book Club
- Clay Target
- Club America
- Drama Club
- D & D
- ESports
- FCA
- Friendship Club
- Knitting Club
- Outdoor Sports

- Pride/GSA
- SADD/SAFE
- Science Club
- Spanish Club
- STEM Club
- Table Tennis
- Varsity Club
- Zero Reasons Why

INTERSCHOLASTIC SPORTS AND ACTIVITIES

- Baseball
- Basketball
- Cheerleading
- Chess
- Cross Country
- Dance Team
- Debate
- E-Sports
- Football
- Forensics
- Golf
- Instrumental Music
- Musical
- Scholars' Bowl
- Soccer
- Softball
- Spring Play
- Swimming
- Tennis
- Track & Field
- Vocal Music
- Volleyball
- Wrestling
- Yearbook

ACTIVITY AND ATHLETIC HANDBOOK

ACTIVITY PARTICIPATION PHILOSOPHY

The athletic/activity programs of USD #262 are an integral part of the educational program. Participation in these programs is a privilege. We believe that a comprehensive program of inter-scholastic competitive athletics and activities provides a vital learning experience for all students. It is our belief that participation in these activities promotes principles of leadership, competitiveness, fair play, self-discipline, and prepares students for life after school. The pursuit of personal and team goals is vital for the perpetuation of a healthy democratic society.

ACTIVITIES DEFINED:

All KSHSAA sanctioned athletic/activity programs and/or events sponsored by USD #262, both on or off school property.

ACTIVITIES REGULATIONS

School rules apply to all students who participate in athletic/activity programs, both on and off school grounds. Students who are suspended from school are not eligible to participate in practice or an activity during the period of their suspension. (A suspension begins when the penalty is imposed and continues through reinstatement in school).

In order to participate in athletics/activities, a student must meet the following requirements in order to be a student in “good standing”. Any student who quits a team after cuts are made may not join another team in the current season without the approval of the coach and the administration. Coaches, directors, and administrators may declare a student not in “Good Standing” at any time. “Good Standing” requirements are as follows:

Eligibility:

• All Kansas State High School Eligibility guidelines apply.

• Students must pass a minimum of five (5) courses in the previous semester and must be currently enrolled in a minimum of five (5) courses not previously taken.

• Students must have attended Valley Center High School for one calendar year or Valley Center Middle School for a minimum of 18 weeks, or the student must make a bona fide move as defined by the Kansas State High School Activities Association.

Students failing to meet the eligibility requirements listed above are not considered to be in “good standing” and are not eligible to participate.

Academics:

• Students involved in athletic/activity programs must maintain a passing grade in a minimum of five (5) classes at all times throughout the year. The administration will run weekly grade reports. If any student participating in KSHSAA sponsored activities does not meet the minimum requirements, the student will lose their good-standing status and may not participate in any athletic/activity competition or practice until they can show they meet the academic minimums.

*Coaches/sponsors may have a more strict policy for their program .

-DRUG & ALCOHOL POLICY

Participation in extracurricular activities is a privilege. We expect our students to abide by certain standards largely due to their visibility to our school and community. Athletes are also involved in a physical activity that necessitates that they be more aware of staying physically and emotionally fit. As a result, athletes should be governed by rules of conduct. The following are the required and recommended areas that should be covered by the athletic coaches & activity sponsors:

1. Alcoholic beverages.
2. Tobacco in any form.
3. Drugs- illegal or unauthorized chemicals. Prescription medicines are exempt when used as specified by a physician.

Any violations of the above will result in disciplinary action being taken. The following consequences will be assigned for violations. However, administration retains the right to omit steps and impose consequences found in the second and third offense categories.

ALCOHOLIC BEVERAGES AND TOBACCO

This policy includes the use or possession of any alcohol, tobacco (include e-cigs/vaping) or any paraphernalia related to the use of either one.

First Offense/ Per High School Career

1. The athlete will miss the entire next date of competition. Date of competition refers to the next time the athlete would compete against an opponent not from Valley Center.
2. The athlete will be expected to practice.

Second Offense/ Per High School Career

1. The student will not compete for the remainder of the season or nine weeks of competition, whichever is longer. This consequence will carry over into subsequent sport seasons in which the athlete wishes to participate.
2. The student will not receive a letter in the season in which the second violation occurs.

3. Prior to returning to competition, the athlete, parent(s), head coach/sponsor and the athletic director will meet to discuss possible solutions in an effort to prevent further violations.

Third Offense/Per High School Career

1. The athlete will be ineligible to participate in any school-based athletic competition for 365 calendar days.

VALLEY CENTER ATHLETICS/ACTIVITIES DRUG & ALCOHOL POLICY ILLEGAL DRUGS & UNAUTHORIZED CHEMICALS

First Offense/ Per High School Career OR

1. The student will not compete for the remainder of the season or nine weeks of competition, whichever is longer. This consequence will carry over into subsequent sport seasons in which the athlete wishes to participate.

Or

1. Student meets with licensed substance abuse counselor and abides by and completes all recommendations from the counselor (Paid for by Student), and
2. Student/Parent agree to random drug testing paid for by the student, and
3. Miss one or more competition date(s) as deemed appropriate by the Head Coach/Sponsor & Athletic Director. The activities total remaining competition/performance dates will be considered when determining the number of dates missed. Student must also complete step 1 (counseling program) before returning to participation, and
4. Other consequences as deemed necessary by the Head Coach/Sponsor & Athletic Director (ie. Extra conditioning, community service, etc.)

Second Offense/ Per High School Career

1. The athlete will be ineligible to participate in athletic competition for 365 calendar days.

Behavior:

Students participating in an athletic/activity program are expected to conduct themselves as responsible representatives of their school. Behavior of participants will be monitored by coaches, sponsors, and school officials for the duration of the activity, whether on or off campus.

Participants will be subject to disciplinary action if they violate any school and/or Board of Education Policies.

ATTENDANCE AT SCHOOL

Students absent due to illness must be in attendance the majority of that student's school day in order to participate in activities held that same day. Students are also required to attend school all day following a weeknight activity. Exceptions to this policy must be approved by the building administration.

• First violation-warning from administration

• Second violation –one week suspension from the athletic/activity program

• Third violation-dismissal from the athletic/activity program

DUAL PARTICIPATION/CONFLICT OF ACTIVITIES:

Dual participation in activities requires the approval of the school administration. Students who participate in more than one activity should understand the time commitments involved and be aware that schedule conflicts may occur. For a student to be allowed dual participation, the student, parent, school administration, and the coaches/sponsors must agree to follow a written participation plan. If a conflict should occur, the following guidelines will be followed:

• If one of those activities is a state-sponsored competition/performance, the state-sponsored activity/performance will always take precedence.

• If one of the activities is a practice and the other a competition, the competition/performance will always take precedence.

• The student will be allowed to choose between the two activities in all other instances, provided they have informed the coaches and/or sponsors at least one week prior to the conflict.

Coaches and sponsors shall not use undue influence to persuade a student to choose one activity over another.

RULE 52 CITIZENSHIP/SPORTSMANSHIP

The concept of “sportsmanship” must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

PHILOSOPHY – Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for youth as respected representatives of society. Sportsmanship is good citizenship in action! ALL ACTIONS are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE OR DISRESPECTFUL! *It should be noted that these guidelines are not meant to be all inclusive and are not intended to replace any rules that coaches and/or sponsors have in place for specific activities.