

Mill Valley High School

Student and Parent Handbook 2026–27



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We ARE Mill Valley

ACHIEVEMENT • RESPONSIBILITY • EMPOWERMENT

Mill Valley Mission Statement: We ARE focused on Achievement in academics, social emotional growth, athletics and activities, we ARE focused on students taking Responsibility for their education both in and out of our building, and finally, we ARE focused on Empowering students to become all they can be.

Through a cooperative partnership with students, school, home, and community, Mill Valley's mission is to foster individual Achievement and Responsible citizenship by Empowering students through a rigorous curriculum to develop honor, integrity, and life-long learning

As a member of the USD 232 school community, Mill Valley High School is dedicated to fostering an environment which promotes education and well-being regardless of ability, age, appearance, gender, nationality, race, religion, sexual orientation, and socioeconomic status. Celebrating uniqueness as well as commonalities enriches all educational programs, activities, and interactions. Respect for human diversity will be encouraged, followed, and enforced by the USD 232 schools.

Student Support:

Principal:

Dr. Gail Holder- Curriculum & Instruction

Associate Principals:

Athletic Director: Chase Shumsky

Special Education: Cheyenne Zwahlen

Activity Director/Attendance: Kent Mailen

Counselors:

Trish Chandler

Erin Hayes

Chris Wallace

Megan Mixon

Additional Support Personnel:

Media Center: Ashley Agre

Counseling Receptionist: Amy Maskill

School Resource Officer: Darion Hillman

Social Worker: Katie Hess

Bookkeeper: Darlene Deas

Registrar: Deana Thom

Attendance: Julie Rugenstein

Building Secretary: Jennifer Hansen

Athletic Secretary: Amber Richter

School Nurses: Heather VanDyke & Michelle Jackson

This student/parent handbook contains the following important information for students, parents, and staff regarding the daily operation of Mill Valley High School: policies, procedures, and penalties related to student infractions of various laws and rules, including those in the areas of attendance, discipline, and Seminar. These policies, penalties, procedures, and rules will be administered in a spirit of consistency, fairness and flexibility; thus, exceptions to a statement in this handbook occasionally may be made with the approval of the principal or his designee. Rules published in this handbook are representative of the rules published in the Board of Education Policies and the District Student and Parent Handbook. Not all rules of behavior can be written and inserted in an agenda or handbook. However, we expect students to follow all rules and reasonable requests from authority and avoid violating the rights of others. Parents and students are encouraged to read relevant Board Policies available on the district website.

Disclaimer:

All rules are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as become necessary for the routine operations of the school.

Civility Policy:

The De Soto Unified School District 232 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of the De Soto School District to treat everyone – fellow employees, students, parents, patrons, visitors, anyone having business with the district – with fairness and respect. The district also expects that anyone having interaction(s) with employees of the district will treat them with professionalism, courtesy, dignity, and respect.

Notice of Nondiscrimination:

Discrimination against any student based on race, color, sexual orientation, gender identity, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. USD 232 District Office 35200 W. 91st., De Soto, KS, (913) 667-6200 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Academics

Grading:

Grades convey an evaluation by the teacher of the student's progress in school. The teacher is usually the sole judge of the grade earned by each student.

The grade reporting system is:

A = Excellent B = Above Average C = Average

D = Passing F = Failing

Additional marks used for specific occasions are as follows:

P = Pass Credit NC = No credit INC = Incomplete W = Withdraw WDP =
Withdraw Pass WDF = Withdraw

Grade Point Average and Weighting:

A weighted grading system is used to determine De Soto student honors and distinctions, including class rank. Universities will be informed of the weighted grading system when they receive the student's USD 232 transcript.

Letter grade | Standard Courses No Weight | Pre-AP/Honors - Partial Weight |
AP, College Now & Dual Credit – Full Weight

A | 4.0 | 4.5 | 5.0

B | 3.0 | 3.5 | 4.0

C | 2.0 | 2.5 | 3.0

D | 1.0 | 1.0 | 1.0

F | 0 | 0 | 0

Academic Misconduct:

USD 232, recognizes, by policy, four avenues of academic misconduct

1. Cheating – using unauthorized notes, study aids or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. Plagiarism – submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct sources.

Direct copying from books, Internet, etc. (unless in the form of attributed quotations). This includes using any type of AI or ChatGPT to generate work and claiming it as your own.

Direct copying from other student's work without formally quoting and acknowledging the original author.

Paraphrasing material from books without stating that these are the ideas of other authors.

3. Obtaining an unfair advantage – (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other student's academic work.

4. Aiding and abetting academic dishonesty – (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) providing false information in connection with any inquiry regarding academic integrity.

A student who engages in any form of academic misconduct will forfeit credit for the work in question and be subject to additional disciplinary measures. Such measures may include but are not limited to: in-school or out-of-school suspension and/or loss of participation in extracurricular activities.

Academic Dual Credit:

In USD 232, students can register and take dual-credit courses throughout their high school experience. Dual-credit courses are high school courses that allow students to earn both high school credit and college credit at the same time. For more information see the course selection guide on the school's website, or a counselor.

Academic Off Campus / EDTEC programs

Off-Campus Programs: A qualified USD 232 student can participate in off-campus programming. If students are interested in these programs, please see their school counselor for more information.

Graduation Requirements:**For the Classes of 2026 and 2027**

English/Communications (4.5 credits)

Math (4.0 credits)

Social Studies (3.5 credits)

Science (3.0 credits)

Physical Education (1 credit)

Health credit (0.5 credit)

Fine Arts Credit (1.0 credit)

Technical Education (2.0 credits)

Electives (5.5 credits)

For the Class of 2028 and Beyond

English /Communications (4.5 credits)

Math (4.0 credits)

Social Studies (3.5 credits)

Science (3.0 credits)

Physical Education (1.0 credit)

Health credit (0.5 credit)

Fine Arts Credit (1.0 credit)

STEM Elective (1.0 credit)

Optional Electives (6.0 credits)

Financial Literacy (0.5 credits)

***Specific courses are required in each area. See your counselor or the USD 232 Course Guide for additional information.**

Commencement:

Commencement exercises will include those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the graduation ceremony if warranted.

Seminar:

Seminar will serve several purposes for the students and the faculty of Mill Valley High School. Students will be engaged in academic work during seminar. Teachers and students should view seminar period as an opportunity to further enhance classroom instruction and learning. All procedures and guidelines will be reviewed and given out by instructors.

Students not receiving a passing grade:

Students who fail a core class are responsible for recovering the credit through summer school (if offered) or night school and/or may be required to repeat the course. Information on summer school and night school is available from the Counseling Office.

Schedule changes / course withdrawals

According to district policy, the final decision as to whether a student is allowed to change classes will be determined by the administrator with the classroom teacher, counselor, and the parent/guardian. The parent/guardian does not have the right to petition the board for a change of class. Students allowed to withdraw following the conference will receive either:

WNC= Withdrawal No Credit (on recommendation from the teacher or administration and the withdrawal occurs before mid-term grades)

WDF= Withdrawal Fail (if withdrawal occurs after mid-term grade with a failing grade average).

WDP= Withdrawal Pass (if at the time of the withdrawal from class, student was receiving a passing grade).

With all these transcript distinctions, students recognize that they receive no credit for the withdrawn class.

Course Withdrawal:

1. A withdrawal after 15 school days in a semester course.

Becomes a "WDP" if a student is passing the course at the time of withdrawal which will not be factored into the student's cumulative GPA.

Becomes a "WDF" if a student is failing the course at the time of withdrawal. A "WDF" counts the same as an "F" when computing the grade point average.

2. Loss of credits will accrue to the student who has withdrawn from school due to dropping out completely or expulsion.

Schedule Changes:

Schedule changes will only be made for the following reasons:

- A. The student needs to enroll in a required class.
- B. The student is enrolled in a class for which he/she has already received credit.
- C. The student has not met the prerequisites for the class.
- D. The student has an incomplete schedule.
- E. A teacher recommends the student advance to a higher-level course or that the student moves out of the course due to the failure of 1st semester.

If your students COMMIT to the course (by enrolling and parents signing off) and are CAPABLE (teacher gives consent), then students are expected to COMPLETE the course.

Withdrawal from School

A withdrawal form must be obtained from the Student Service Office and signed by each of the student's teachers for the withdrawal to be considered official. All books must be returned, and fees paid.

Attendance

Attendance Philosophy:

Regular attendance is an important part of education. Only by attending classes can a student receive the full benefit of instruction. Class participation is one of the areas of student performance used to determine grades. Students are expected to attend all classes every day. Families are urged to schedule vacations and appointments for students when school is not in session. The primary responsibility for good attendance rests with the student and parent.

Attendance Specifics:

Students are given five excused parent requests per year and five sick days without requiring a doctor's note. Any absence beyond the ones listed will require a doctor's note or the absence will be unexcused. If/when a student accumulates 10 unexcused absences, the school is required to file truancy with the District Attorney's office.

Administrative Authority:

School officials determine what constitutes an excusable absence. A call from the parent does not guarantee the student will be excused.

Kansas compulsory attendance statutes:

Regular attendance is required of all pupils enrolled in elementary and secondary school under current Kansas compulsory attendance statutes. It is a parental responsibility under current Kansas statutes to require the regular school attendance "of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years," unless the child is exempted by statute.

Certificate of Attendance:

Students who have attended senior high school the equivalent of four years and have completed the required units of work, but who do not meet other graduation

requirements, may receive an attendance certificate instead of a regular graduation diploma. Further information may be obtained from the Student Service Office.

District policy for excused absences:

The State of Kansas delegates to the Board of Education the responsibility of determining reasons for excusable absences. The following are reasons for excusable absence:

1. Personal illness. A physician's note will be required for chronic absenteeism.
2. Serious illness or death of a member of the family or close friend.
3. Obligatory religious observance of the student's own faith.
4. Participation in a school approved activity.
5. Physician or dentist appointments that can be verified by appointment card.
6. Court appearance that can be verified through court services' officer.
7. Verifiable, emergency situations requiring immediate action. Limit of five.
8. An absence which has been requested in writing and approved in advance by the building administrator.

Parents will be notified after five and again after ten absences making them aware of their student's attendance record. A student who is absent from class or school without an excusable reason, as outlined above, will be considered unexcused.

MVHS allows students up to five (5) "no doctor's note needed" sick days per year and five (5) parent request days. After these are used, additional illness-related absences require a doctor's note. To ensure absence is accurately recorded, when reporting absence please include the reason for the absence (i.e., sick day, parent request, illness with provided doctor's note).

District policy for unexcused absences:

An unexcused absence is one that has been classified as such by the school administration. An absence will be classified unexcused if it does not fit one of the BOE eight stated reasons for excusable absence or if the school attendance procedure is not followed by the student and the parent/guardian.

A student is inexcusably absent if (a) such absence is not excusable under the rules of the BOE, (b) he/she leaves school during school hours without permission, (c) he/she does not attend class, (d) he/she does not attend a required conference or detention period, or (e) he/she fails to comply with school attendance procedures.

Some examples of unexcused absences may include oversleeping, missing your ride to school, car trouble, shopping, paying fines, errands and studying. Unexcused absences of three days in succession, five days per semester or seven days per year shall result in a truancy report being filed with the appropriate authorities.

The consequences of unexcused absences related to classroom work will be determined by the individual classroom teacher. Such consequences will be communicated by the teacher in writing to students in each class at the beginning of each semester. Missing more than 20 minutes of a block will result in an absence, not a tardy. Unexcused absences may result in a school consequence, such as an after-school detention, Friday Night School, or ISS.

Absences and make-up work:

Teacher discretion is paramount in this decision-making process. Teachers have the final say in make-up work completion.

Excused ABSENCES and make up work:

Students whose absences are excused are given an opportunity to make up missed work. However, no amount of make-up activity can completely duplicate the classroom participation missed during an absence. The importance of daily participation will vary according to the nature of the class. Individual teachers will enforce standards in their subject areas.

If student knows in advance of his/her absence, he/she MUST acquire all work PRIOR to the absence. (ie: vacation, college visit, family commitment etc.)

After any excused absence (ie: illness/unavoidable absence), it is the student's responsibility to make the initial contact with his/her teacher(s) to determine make-up assignments and schedule times for taking any assignments or tests missed. Students absent one week or less will be allowed double the amount of time they are absent in which to make up missed work. It is reasonable to allow two consecutive days for every one day of excused absence to make up work. For absences longer than one week, the time allowed will be one week plus the number of days absent. Students are expected to fulfill long-term assignments as originally scheduled.

Students are not allowed additional time to make up tests/classroom assignments when they are absent or leave early to participate in extracurricular activities. It is the student's responsibility to contact his/her teacher prior to the event/activity to acquire the work and then to have the work completed by the next class meeting time.

UNEXCUSED ABSENCES AND MAKE UP WORK:

Students who have unexcused absences may not be permitted to complete work for full credit, or at all based, on the assignment and the teacher classroom guidelines/discretion.

If student is suspended from school (OSS), he/she has the right to make up the work during his/her absence apart from "in class participation" activities/points. The suspension of a student does NOT warrant additional time for completion of assignments. Students must complete and turn in schoolwork during suspension. The student is responsible for reaching out to teachers to inquire about work missed during the suspension period.

Procedure for reporting absences:

Absence Reporting

Please call (913) 422-4351 on the day of the absence.

Press (1) Attendance or Request to have student leave campus

Press (2) Counseling Center

Press (3) Registrar (Transcripts, Address Change)

Press (4) School Nurse (Update medical status/medications)

Press (5) Main Office (Speak to an administrator, bookkeeper, athletic secretary)

Please give the following information:

1. Your name and relationship to student.
2. Student's name and grade of student.
3. Date and hours missed.
4. Reason for absence.

A telephone call or email will be required each day the student is absent unless prior arrangements have been made.

Important information regarding absences:

All absences that have not been excused on the day of the absence will be listed as unexcused. It is the responsibility of the student and parent or guardian to have an unexcused absence cleared with the Attendance Office within 48 hours or the absence will remain unexcused permanently. Students that are 20 or more minutes late to class will be listed as absent unexcused.

Tardiness / tardy policy:

A tardy is defined as any student being late to the classroom without an approved pass or excuse. The following progression of consequences will be observed:

1st tardy 30-minute detention

2nd tardy 30-minute detention

3rd tardy 45-minute detention

4th tardy Administrative Action

Detention must be served the day of or day after it is received.

If the detention is not served on either of these days, it will result in a Friday School.

Truancy:

Unexcused absences may evolve into truancy under the Statutes of the State of Kansas. With certain limited exceptions, every student between the ages of 7 to 18 is required by law to attend school. (See Compulsory Attendance) If a student is absent from school without a valid excuse, either all, or a significant part of a day, three consecutive days, five or more days in any one semester, or seven days in a school year, he/she is truant. "A significant part of the day" is defined as three (3) or more class periods. All cases of truancy must be reported to the appropriate statutory authorities. Kansas Law allows police officers to take a student found off school grounds during the school day into custody and directs the officer to deliver the student to the school.

Student Demonstrations and Walkouts:

In compliance with Kansas state law, students are strictly prohibited from leaving a school building or school grounds to participate in a walkout, protest, or rally during scheduled instructional hours without prior written parental consent. A parent or legal guardian must submit a signed, written request to the attendance office at least 24 hours prior to any planned walkout. In accordance with applicable laws and policies, the principal will determine whether the absence will be excused. Students who leave class or school grounds without a valid, pre-

approved parental permission slip will be marked with an unexcused absence. These instances are subject to standard truancy and disciplinary protocols. School personnel are legally barred from encouraging, facilitating, or coordinating student-led demonstrations during the school day.

Behavior & Discipline

All students are expected to conduct themselves in a manner conducive to learning and appropriate for high school age students while in school and at all school-sponsored activities.

Acts of behavior considered unacceptable:

Acts of behavior which interfere with the safe and orderly operation of a good learning environment, or which are antagonistic to the welfare of staff or other students will be considered unacceptable. Examples, without limitation, of those specific acts of misbehavior by students in respect to school activities or at any school activity which are deemed to be grounds for disciplinary action, including suspension or expulsion, are:

1. Breaking of school or classroom rules
2. Academic Dishonesty
3. Failure to comply with reasonable request
4. Fighting
5. Intimidation/harassment, threats by word or deed
6. Obscenity/profanity
7. Open defiance/insubordination
8. Possession, consumption, selling or being under the influence of illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood-altering substances or alcoholic beverages.
9. Possession or use of weapons (including fireworks, mace).
10. Possession, use, consumption or sale of narcotics or drugs
11. Smoking, chewing or smell, or possession of any tobacco product is prohibited (KS. Statute-Students will be charged a fine for those under 18). Visible smoke/odor is prima facie evidence that a student is smoking. This includes electronic nicotine delivery systems, cigarettes and paraphernalia (charger, batteries, liquid, juice, etc.) "Electronic nicotine delivery system" or

“(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

12. Stealing

13. Excessive tardies

14. Threats (by word or deed)

15. Excessive absences/truancy

16. Unruly conduct that disrupts the school, including unauthorized demonstrations or walkouts

17. Vandalism

18. Disrespect to staff members or school employees

19. Inappropriate conduct at activities

20. Promotion of gang-related affiliations or activities including graffiti, gang signs, or gang clothing

21. Inappropriate computer/technology equipment use

22. Public displays of affection (PDA) Violation.

23. Other matters covered by Kansas State Statutes.

Anti-bullying initiative / bullying:

State and Federal Law and Board policy expressly prohibit bullying in any form, including electronic means (cyberbullying) and harassment at school, on school property, and at all school-sponsored activities, programs, or events. Harassment or bullying in any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts—i.e. internet, cell phone, or wireless hand held device) that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on school property, at any school-sponsored function, or in a school vehicle. If the bullying or harassment is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of

substantially disrupting the orderly operation of the school, school officials may follow school policies in handling the bullying harassment violation.

Detention and Friday school:

Detentions may be assigned before or after school by the classroom teacher or the administrative team. If work or extracurricular activities interfere with detentions, it is the responsibility of the student to serve the detention and make arrangements with employers, coaches or sponsors. Failure to serve detentions will result in further disciplinary actions.

Suspension:

At times It becomes necessary to take more serious action in attempting to maintain a positive educational climate at Mill Valley High School. If previous measures have not corrected behavior problems, suspension procedures in accordance with KS 72-6114 will apply. In cases of short-term OSS (no more than 10 days) the student may make application to the building principal for making up major exams or projects that substantially affect his/her grade. Long-term suspensions (suspensions exceeding five days) are of a most serious nature. These suspensions may necessitate a hearing. Recent changes in legislation makes it possible for schools to long-term suspend/ expel students for more than the end of the current semester if violent or illegal acts necessitate the suspension. Districts may share that information with other districts and those students suspended may not be able to attend in another district during the term of the consequence. Students who have been given an OSS consequence may not attend any school sanctioned event, home or away, including neutral locations. Failure to comply with this statute will result in further disciplinary action and may include trespassing notification to local police authorities.

Grounds for expulsion and suspension:

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy.

Suspension/ expulsion hearings shall be conducted by the superintendent/designee or other licensed employee, or committee of licensed employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Dress and grooming:

The general atmosphere of a school must be conducive to learning. If a student's appearance attracts undue attention to the extent that it may become a disruptive

factor in the educational process, they will be sent to the office. An administrator or designee will ask the student to make the necessary changes or will be given a shirt or appropriate clothing to wear. If the change does not take place in the time allowed, the administrator will prescribe the disciplinary action. Dress code violations will be handled according to the student management program.

Additionally, a student's clothing or appearance which is vulgar, indecent, obscene or insulting, or which promotes or encourages behavior such as smoking, drinking, drug use, physical or sexual violence or the use of illegal substances, or which promotes illegal activities is prohibited.

Outdoor clothing, such as headgear, sunglasses, gloves, coats, blankets etc. is to be removed upon entering the building and stored in the locker or other designated area provided by the school.

The following list is representative of inappropriate and distasteful attire that will not be permitted at school or school sponsored activities:

- Shirts that expose the midriff on either males or females.
- Clothing with excessive holes that end up being suggestive or distasteful in nature.
- Clothing which exposes undergarment (underwear) on either males or females.
- Short shorts or short skirts.
- Hats/head coverings are not allowed-EXCEPTION head coverings that are cultural or religious in nature.
- Excessively baggy pants, trousers or shorts worn below the waistline.
- Attire of any sort that promotes, suggests or glamorizes gang affiliation, alcohol or violence - (bandanas, shirts with weapon(s) on display, etc.)
- Spaghetti straps (less than one-inch width strap), halter-tops, low-cut tops or muscle shirts (shirts with long armholes).
- Bringing blankets to the classroom.

This list is not meant to be exhaustive. The administration reserves the right to make judgments on attire and will request students who violate this code to make necessary changes or leave the school premises. All students are required to wear shoes when in the building.

Personal Electronic Devices:

Beginning with the 2026–2027 school year, a new Kansas law prohibits student access to personal electronic devices during the school day (bell to bell), including phones, tablets, wireless headphones, airpods, earbuds, and

wearables (like smart watches). Rules will be strictly enforced. The school is not responsible for lost, stolen, or damaged devices. See Board of Education policy for details.

Students will be issued a MacBook Air. Students who misuse this device or violate the AUP agreement are subject to lose privileges of the MacBook Air device as well as any other consequences outlined by the district.

Violations of the Cell Phone Policy:

First Violation : Device will be confiscated and will be returned to the student after they have served a 30-minute detention. (same day as violation)

Second Violation: Device will be confiscated and parents must come to the school to pick up cell phone.

Additional Violations: Device will be confiscated, turned into front office. Parents must come to the school for a meeting with administration. Additional consequences will be assigned per administrators.

Upon any additional violations, the device will be confiscated and dealt with according to the student management program. For all violations, the student's name will be recorded by an administrator.

Due to the potential for invasions of privacy and instances of cheating, the use of any audio/video equipment will not be allowed during school hours or at any time in the bathrooms or locker rooms. Violations of this policy will be dealt with by the administration and, possibly, the legal system.

Public display of affection:

Students must maintain high levels of conduct at all times while at school or school-sponsored activities. While positive relationships with other students are encouraged, displaying affection towards another student must follow specific guidelines. Couples may not exceed holding hands while inside the school building or on school grounds.

Search & seizure / questioning students:

The school recognizes that students maintain their rights of privacy while attending school and that those rights include the right to be free from unreasonable searches by school personnel. These rights will not be disturbed unless it is necessary to do so to enforce the law or school rules. In all

circumstances, students shall be treated with dignity and respect. All searches by the principals shall be carried out in the presence of another adult witness. In order to clarify the rights of the students and responsibilities of the school, Mill Valley High School adopts the following policy:

General: An administrator may search a student's person, locker, or vehicle if there are reasonable grounds for that search. As used in this policy, reasonable grounds for search exist if the circumstances would cause a reasonable person to suspect that the search will turn up evidence that the student has violated or is violating the law or the rules of the school.

Search of Student's Person: A search of a student's person may occur only if reasonable grounds exist for the search. Strip searches, exclusive of shoes and outerwear, shall not be conducted by school authorities. Generally, searches of a student's person shall be limited to (1) searching the pockets of the student; (2) searching any object in the student's possession such as a purse or backpack; or (3) a "pat down" of the student's clothing.

Search of Student Lockers: All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use and convenience of the students. Under state law, students do not have any expectation of privacy in their locker or its contents. All locks used on lockers or storage areas are to be provided or approved by the school and unapproved locks may be removed and destroyed. The principal, or designee, may search a particular student's locker and its contents if there are reasonable grounds for that search. If possible, the student whose locker is to be searched shall be present at the time of the search.

Search of Motor Vehicles: A student may be denied the privilege of bringing a motor vehicle onto school premises unless the student, the owner of the vehicle and the parent of the student consent to the search of that vehicle when there is reasonable grounds for that search. If possible, the student whose vehicle is to be searched shall be present at the time of the search.

If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

See Board Policy JCAC for a complete explanation of interrogations and investigations.

Sexual and/or racial harassment:

The BOE encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

The Director of Human Resources, USD 232, 35200 West 91st Street, De Soto, KS 66018, phone 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements. The full policy regarding sexual harassment is section JGEC, available online at: <https://www.usd232.org/Page/151>

Substance abuse / Zero Tolerance Drug Free Schools:

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession (including being under the influence), use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited.

As a condition of continued enrollment in the district, students shall abide by the *terms of this policy. *Students shall not unlawfully manufacture, sell, distribute, dispense, possess, use or be under the influence of illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood-altering substances, or alcoholic beverages at school or on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to all disciplinary actions approved by the board.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

First Offense: A first-time violator shall be subject to one or more of the following sanctions: A punishment up to and including long-term suspension. Additional consequences as defined by the co-curricular/extra-curricular participation guidelines.

Second Offense: A second time violator shall be subject to the following sanctions:

A punishment up to and including long-term suspension.

Additional consequences as defined by the co-curricular/extra-curricular participation guidelines

A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

Third and Subsequent Offenses

A student, who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

A punishment up to and including expulsion from school

Additional consequences as defined by the co-curricular/extra-curricular participation guidelines

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies and Kansas statutes. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

All district employees shall report immediately to the school principal any observed use, sale, transfer or possession of any drug, medication, other chemical substance, or the paraphernalia associated with administering drugs. The principal, with the possible assistance of the School Nurse and/or School Resource Officer, will conduct an investigation of the facts surrounding these reported observations, possibly including a review of the student's health record, and shall contact parents or legal guardians when necessary.

Any district employee who observes a student exhibiting an apparent health disturbance shall refer this student to the school nurse for further observation. If after this observation, the nurse has reasonable grounds to believe that the student's behavior or health disturbance may be related to the use of a restricted substance, the nurse shall alert the school principal who will then immediately contact the student's parents or legal guardians and urge that a physician be consulted.

A list of available drug and alcohol counseling and rehabilitation programs along with names and addresses of contact persons for each program is available in the appendix. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Parents or students should contact the directors of the programs to determine the cost and length of the program. (See Appendix for actions to be taken) The administration may reduce suspension periods, if the student and parents provide proof of entry into approved intervention programs and subsequent successful completion of the full program course as outlined in the *Probationary Document*.

Students in violation of the Zero Tolerance Drug & Alcohol Policy will be deemed a student good standing. Seniors found to be in violation of this policy may be excluded from graduation exercises if it is determined by the building administration that the student's presence at graduation exercises would be a disruptive/poor influence or a threat to the orderliness of the graduation ceremony. Seniors excluded from graduation exercises will receive their diplomas by mail at a later date, provided they have met graduation requirements.

Tobacco / nicotine policy:

The use, possession, or promotion of any tobacco product by any student is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property. Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. "Electronic nicotine delivery system" or "(ENDS)" means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

Technology use / acceptable use:

Students will access technology, computers, information networks, and the Internet to achieve the learning outcomes of the district's academic programs. It is the student's responsibility to access files that are consistent with the learning outcomes/objectives of these academic programs. Use of USD 232 technology, computer resources and the Internet constitute the student's agreement to these terms. Any violation of these terms and conditions may cause the student's access privileges to be revoked and will result in disciplinary action taken by USD 232 including possible legal action.

Unauthorized school activity:

Students participating in any unauthorized and unscheduled school group activity shall be subject to suspension, expulsion, or such other disciplinary action as may be prescribed by the administration and the Board of Education. Students taking part in unauthorized group leave (skip day) may be required to attend additional day(s) after the end of the regular school term. "Senior Skip Day" is considered an unauthorized activity and participants are subject to disciplinary action.

Video cameras:

Video cameras may be used to record and monitor the conduct of students riding in district vehicles to help ensure orderly and safe operation. Video cameras may also be used to record and monitor student behavior in or around any district facility.

Weapons:

Students and staff have the right to work and study in a safe environment free of fear from violence. Students will not knowingly possess, handle, transport, display, offer to sell, barter, or exchange, or threaten to use any object at school, on school property or at a school-sponsored event that can reasonably be considered a weapon by administration or staff. This includes any item being used as a weapon or destructive device, or any facsimile of a weapon. Knives and chains will be considered weapons and will be confiscated. In the event a student of the district or a visitor is found to be in violation of this guideline, the school administration shall notify the appropriate law enforcement agency. A student who brings a weapon of any kind to school may be suspended or expelled for extended periods (up to 186 days) in accordance with the BOE policies and laws of the state of Kansas.

Personal Property:

The school is not responsible for the loss of personal property. Students should not carry large amounts of money or expensive personal property to school. If it is necessary to do so, please check the money or item in the office. Do not leave clothing, books or other property in the hall, restrooms, or classrooms.

Accidents, Injuries & Insurance:

Students are sometimes injured at school or school sponsored activities. The school does not maintain an insurance policy on students for such accidents. Student insurance is available for a nominal cost through companies working with the school district. Applications are available from the building office or

district web site. Parents are provided this information at enrollment and are requested to purchase or waive the insurance.

Each accident in the school building, on the school campus, at athletic practice sessions, or at any sponsored event at school or away must be reported immediately to school personnel sponsoring the activity. An accident report is also to be filed with the nurse.

Counseling Office:

USD 232 maintains a counseling program for the benefit of students. There are several reasons why students may wish to confer with the school counselor:

1. To have someone listen to and work with personal problems.
2. Gain information concerning vocations and careers.
3. To receive help with class scheduling.
4. To plan for future class enrollments.
5. To gather information concerning colleges, trade schools, military service, scholarships and other information about post high school training.
6. To receive interpretation of test results.

Emergency Safety Interventions (ESI):

The BOE is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. The BOE encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully

isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

Using face-down (prone) physical restraint;

Using face-up (supine) physical restraint;

Using physical restraint that obstructs the student’s airway;

Using physical restraint that impacts a student’s primary mode of communication;

Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and

Use of mechanical restraint, except:

Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;

Any device used by law enforcement officers to carry out law enforcement duties; or

Seatbelts and other safety equipment used to secure students during transportation.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

Date and time of the intervention,

Type of intervention,

Length of time the intervention was used, and

School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data District administration shall report ESI data to the State Department of Education as required.

Local Dispute Resolution Process: The BOE encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a

written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the BOE by providing a copy of the complaint to the Clerk of the Board and the Superintendent.

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and Superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the State Board of Education.

Illness or injury during school:

A student who is too ill to remain in class is to report to the nurse's office. If necessary, school personnel will call the parents/guardians. School personnel, including the nurse, are not authorized to prescribe medicine, perform treatments or make a diagnosis. We only practice first aid. Students who are ill or injured are not to be taken or sent home until parents or other designated responsible people have been contacted.

Medication policy:

The supervision of medications shall be in strict compliance with board policies and guidelines. For any medication, prescription or over-the-counter, to be self-administered or administered by school personnel, the parent must give consent and must agree to release the school district and personnel from liability. The consent and release from liability must be in writing on the proper District Medication Form.

Students in grades 9 through 12 may carry and take their own prescription medication unless the prescribing health professional specifically orders the medication to be administered through the health room. Medication is to be

carried in prescription bottles with the name of the medication and directions attached. Controlled drugs, such as Ritalin and narcotic pain medications, must be kept in a locked area of the office or health room and administered by the nurse or the designee. Students with chronic conditions should have a record of medications on file in the health room.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

Common over-the-counter medication for minor discomforts (Tylenol, Midol, Advil) may be carried by the students in grades 9 through 12 with parental permission. The student should carry what is needed for that day and it should be carried in the original container that is clearly marked. A limited amount of Acetaminophen and Ibuprofen is stocked in the health room for student use with parental written permission. The building administrator may choose to discontinue the administration of medication provided he/she has first notified the parents or medical person in advance of the reasons for and date of the discontinuance. In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

First Aid:

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- Send for medical help
- Make the student as comfortable as possible while waiting for competent medical assistance to arrive notify the principal.
- If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose are those employees who have successfully completed an approved Red Cross first aid program.

Record release / FERPA / student records:

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to the educational records which are kept and maintained by the school. Please refer to the Student and Parent Handbook for an explanation of these rights.

Reports to local DCF:

Any district employee who has reason to know or suspect a child has been injured because of physical, mental, or emotional abuse or neglect or sexual

abuse, shall promptly report the matter to the local Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open.

The employee making the report will *not *contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

Hotlines:

National Suicide Prevention Lifeline | 800.273.TALK

Johnson Co. Mental Health | 913.826.4200

Johnson Co. Mental Health Crisis Line (24/7) | 913.268.0156

Northwest Multi Service Center | 913.715.8970

Synergy House (short-term emergency shelter for youth) | 816.741.8700

The Kansas School Safety Hotline | 877.626.8203

SAFE HOME (24/7) | 913.262.2868

General Information:

Availability of asbestos plan:

Contact the USD 232 Facilities Department at 913-667-6220.

Cafeteria / commons / nutrition:

To protect USD 232 students from being exposed to food allergens, and to prevent adulterated food, or food not meeting district wellness policy to enter the school, USD 232 reserves the right to require a segregated seating arrangement when outside food is brought into the MVHS cafeteria.

Change of address / phone number:

Please notify the school registrar within seven days if any of the following change:

Numbers for home or parents' work; or

Mailing or street address; or

Emergency contacts.

Driving / Parking:

Parking on campus is a privilege extended to the students of Mill Valley High School. For the purposes of organization and security, the administration of Mill

Valley High School has developed a list of guidelines and consequences for violation of parking privileges on the campus. All students must register the car they drive with the SRO. PRIOR to parking the vehicle on school property students must visibly display their parking permit/sticker. The parking lot is the property of USD 232 and as such, cars parked in it are subject to search and inspection by authorized personnel and / or school officials. Students may receive a school-issued parking ticket for failure to comply with parking lot regulations. In addition, if students are told to move their vehicles and they are late for a class, they will be subject to class consequences (tardies etc) Students may lose driving privileges after third parking violation. FRESHMAN STUDENTS WILL NOT BE ALLOWED TO DRIVE OR PARK ON CAMPUS.

1st time parking violation - \$5 Fee

2nd time parking violation - \$10 Fee

Each subsequent parking infraction increases in \$5 increments.

Enforcement of parking infractions is the responsibility of the administration. Several key rules govern parking on campus. Among these are:

1. NO parking in designated handicap or visitor parking spaces
2. Park within the marked lines
3. Loitering in the parking lot is NOT allowed; once on campus, proceed into the building
4. Follow posted speed limits -15 MPH
5. Students are not allowed to go to their cars during the school day without permission from an administrator or the SRO.
6. Not having a car tag hanging in full view.

Driving Violations

Students driving on campus will always display prudent and cautious driving behavior. Reckless driving and speeding will be dealt with severely. The administration and local law enforcement will determine punishment for this type of driving. The administration may suspend parking and driving privileges any time for any reason.

Emergency / school closings:

Whenever the superintendent of schools believes it is unsafe for students and employees to endure inclement weather conditions, schools will be closed. The decision is based on whether it is safe for students and employees to travel on the streets or to safely negotiate school driveways and parking lots. In case of severe weather, snow, ice, etc., the official announcement for school closings will be made over local television stations. Listen to those stations or get up-to-the-minute school closing information online at [\[www.usd232.org.\]\(http://www.usd232.org/\)](http://www.usd232.org) Parents may also sign up online for free* text messages or email alerts by going to the district website. *Text/Data rates may apply. Check with your service provider. In the event of early dismissal, school busses will run normal routes. Parents who have special instructions regarding their student(s) in case of early dismissal should inform the office at enrollment. All school activities will be canceled for the day unless students and parents are notified otherwise. If inclement weather continues the following day, patrons will be notified accordingly. Otherwise, you may assume classes will be in session the following day. In all such cases, the final decision about whether students may safely attend school rests with the parent who may keep them at home or come to school and pick them up if they so desire.

Fees:

A student resource/material fee will be assessed each year. Additional fees are charged in classes where resources/materials are used and retained by the student.

Field trips:

Occasionally field trips will be planned to carry out curricular or extra-curricular activities. When students are on field or activity trips, they are not considered absent from school, however, students are responsible for any missed work. Students who have excessive absences during a semester may not be allowed to go on field trips. Sponsors should give advance notification to teachers, administration and the attendance secretary of all students attending any field trip.

Fire and severe weather / tornado drills:

Fire drills are required by law at regular intervals and are an important safety precaution. When the fire alarm or other signal is given, it is imperative that everyone promptly vacates the building by the prescribed route which is posted in each room. A fire drill plan is posted in each room, and students should be aware of the route to be taken for any given hour of the day. Students are to remain outside the building until a signal is given to return inside. Each teacher will be responsible for assisting any student with a disability in their charge to the

nearest accessible exit or safe refuge area. Each building administrator will be responsible for assisting any visitor with a disability to the nearest accessible exit or safe refuge area.

Severe weather drills will be conducted during the school year. During a tornado drill or tornado warning, all students are taken to designated areas until an “all clear” is sounded. Students should know where they are assigned to go during a storm warning drill.

After the “all clear”, students may only be released to their parents or to an authorized adult. If the severe weather warning extends beyond the school day, children will remain at school until the “all clear” sounds or are picked up by their parent(s)/ guardian(s) or authorized adult.

ID cards:

Each student will be issued an ID card, which is to be always carried by the student. It is to be shown upon request of any staff member and needs to be presented to gain admission to many school functions. If a student loses the ID card, it must be replaced immediately.

Permission to publish / release information:

Student photographs, names, and/or student work may be used in the building/district publications, local media, and/or other publications deemed appropriate by the building/district. The information will be used for program descriptions and/or student participation.

You have a right to deny the release of / or designation of any / all of the above student work and directory information by completing the Student Media and Directory Information Permission Form. The form must be returned to your student’s school within two (2) weeks of enrollment. If this form is not filed indicating your denial for releasing information, USD 232 assumes there is no objection and any or all student information deemed public, schoolwork, activities, pictures and directory information listed above may be released to the media.

School buses / bus discipline:

The bus conduct and safety rules are designed to promote safety on the school bus at all times. The safety of all students is our top priority; therefore, each student is expected to cooperate fully by obeying all the rules.

The authority of the bus driver will be recognized and supported by all for everyone’s safety. The noise level on the bus must be low so the driver can

communicate with students and be able to hear traffic sounds such as sirens. Students must quickly respond to the directions of the bus driver.

Transportation privilege may be taken away if students violate any of the safety and conduct rules. If transportation privileges are denied, the parent or guardian is responsible for getting their child to and from school.

To promote a safe, orderly, efficient and enjoyable bus ride to and from school, these rules must be followed:

Be on time. Board and leave the bus only at your regularly assigned stop.

Always obey the driver promptly and respectfully.

Be seated promptly and remain seated.

Keep all books and materials on your lap or contained in a backpack/bag.

Be courteous and do not use profane language.

Speak in low tones.

Never push, shove, scuffle, fight, or horseplay.

Never throw objects inside or outside the bus.

Do not eat or drink on the bus.

Keep the bus clean. Deposit trash in the containers at the front of the bus upon leaving.

The driver is authorized to assign seats.

Student in good standing:

A student meeting one or more of the following criteria shall automatically be deemed NOT in good standing:

The student failed to maintain a 95% attendance rate in the last school year, excluding excused absences under board policy JBD and/or any relevant student handbook language

The student is truant as defined by state statute and board policy JBE – any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first

The student or the student's parent or person acting as a parent provided false or fraudulent information in the application process

The student is not a resident of Kansas

The student is not making acceptable progress toward graduation

The student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun

The student has had two in-school suspensions or one out of school suspension in the current school year, excluding suspensions a manifestation determination determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan

The student violated codes of conduct

The student has been given a long-term suspension or expulsion by the district in the current school year.

*Final determination related to a student being in "Good Standing" will ultimately be made by the building principal at each school.

Textbooks:

All texts are loaned to students for their use during the school year. Students may be asked to purchase supplemental texts such as paperbacks or workbooks. The student purchases all other supplies.

Students who pay the book rental fee are furnished the use of:

Appropriate books from the current textbook list. (Some books are furnished as individual copies and others as room copies.)

Workbooks authorized by the BOE.

Periodicals that are authorized on a classroom basis.

School owned textbooks and supplementary books lost, destroyed or extensively damaged shall be paid for by the student at the current replacement cost.

Use of building / building hours:

The building will be open for student use at 7:30 a.m. For safety and security purposes, students are not to be in the building after 3:05 p.m. unless they are engaged in a supervised activity.

Visitors:

To ensure safety and security, all visitors must enter through the main entrance and check in at the office to receive a Visitor's Pass and/or guide before proceeding to contact any other person in the building or on the grounds. Students may not bring student visitors from other schools unless it is a part of an authorized school activity or event.

Activities & Athletics:**Purpose / governing rules (KSHSAA):**

USD 232 believes students act responsibly when given fair rules. These rules reinforce the fact that academic success is the primary goal. School activities and athletics are an important part of a student's success. However, participation is a privilege that must be earned and maintained. The following behavioral expectations have been established to help each student understand the importance of attendance and proper behavior to ensure their academic success and so they represent the district with dignity and respect.

USD 232 complies with all Kansas State High School Activities Association (KSHSAA) rules.

The following rules are considered the minimum required. Coaches and/or sponsors maintain the right to impose additional requirements. These requirements will be discussed in the "pre-season" meeting for the activity.

Expectations – Attendance:

Good attendance is the key factor in academic success. Students participating in athletics and activities are required to attend at least a half-day of classes (defined as two full blocks excluding seminar period) to participate in practices, competition, and performances. If an emergency arises and a student must be absent for any part of the day, the coach and the administration must be contacted and give approval for participation. It is the responsibility of the student to see their teacher before they miss class due to an activity or event. All work shall be made up in accordance with the make-up work policy.

Expectations – Behavioral:

Each student who participates in co-curricular and extra-curricular activities is a representative of the school district and is expected to always conduct themselves in a lawful and appropriated manner. Each student is expected to demonstrate leadership and discipline in the classroom, on the playing field and

in a performance. Students that receive disciplinary actions from school or law enforcement officials are required to notify their coach and/or sponsor within 24 hours of the incident. Students are expected to take responsibility for his/her actions and comply with consequences in a cooperative manner. These expectations apply to activities not only on school property, but also to travel on district transportation, off site school sponsored activities, off site school conduct that causes or results in disruptive behavior on school property, and illegal or violent acts off site that pose a threat to the safety of students or staff, or disrupt the learning environment.

Expectations - Academic / Eligibility:

USD 232 requires that all students must pass six (6) subjects (based upon a cumulative weekly basis) in the previous semester to be eligible for participation in activities and athletics.

In addition to these requirements, USD 232 requires students to have a “C” average in all current classes with no F’s in order to compete or perform. Students’ grades will be checked every week by the athletic director. If a student does not meet academic guidelines, the athletic director will give the student a one (1) week warning of pending academic probation. If the student fails to improve grades to meet the academic standards within one (1) week of the warning, the student will be put on academic probation. During academic probation the student will not be allowed to compete but will be required to attend practices/rehearsals.

At the end of the week the student’s probationary status will be reviewed and the student will either be taken off probation or remain on probation for another week. If after two weeks the student shows no signs of improvement, the coach/sponsor, student and administrator will decide the next step. A student may be released from a team, group or club if adequate effort is not seen in deficit academic areas.

Penalties / substance-abuse guidelines:

Penalties will accumulate during any activity season from August through July and will affect all activities in which the offending student is participating at the time. Penalties incurred near the end of a season may be enforced at the beginning of the next season of participation. Penalties may include but not be limited to:

***First Violation**

At minimum, the student shall forfeit eligibility for the next two (2) consecutive inter-scholastic event dates or two (2) weeks of a competition season (beginning with the first competition date) in which the student is a participant, whichever includes the greater number of contests. Students are not allowed to suit up on the date(s) of their activity suspension. However, at the discretion of the Building Administrative Team, disciplined students may attend games but may not suit up. Students can still practice with a team or individual sport during a competition suspension for violating the substance policy. No exception is permitted for a student who becomes a participant in a treatment program.

***Second Violation**

At minimum, the student shall forfeit eligibility for the remainder of the current activity season or remain ineligible for any governed activity for the next six (6) week period, whichever is greater, excluding buffer week, KSHSAA non-practice dates, holidays and spring break.

***Third Violation/Serious Violation**

As determined by the Building Administrative Team, a student may become ineligible for multiple seasons of activities not to exceed a period of one year from the date of the last violation.

*Seriousness of the violation may warrant movement to higher levels of consequence.

Students who violate this policy will be temporarily suspended from the team, placed on continued suspension or dismissed from the team as outlined by the Tobacco, Alcohol and Drug Policy.

For additional information, please refer to the district drug policy by going to the district homepage at www.usd232.org and following the link to Mill Valley High School. The document is titled Tobacco, Alcohol and Drug Policy.

A student who is assigned in-school suspension is not in good standing and is thereby prohibited from representing his or her school in any school activity during the period of suspension.

NOTE: The district hires coaches/sponsors to manage their activities. Coaches may have stricter rules than what is provided by these guidelines. If a coach or sponsor has stricter expectations, those rules shall be provided to the student and parent by the coach in writing and returned to the coach signed by the parent prior to the start of the activity. The substance abuse guidelines provide a baseline to which all extracurricular and co-curricular programs will adhere. Coaches/Sponsors may go above and beyond these guidelines with full support from the administration and Board of Education. Students are expected to follow all written rules of the team activity in which they are involved.

Activity pass / student ID:

The student activity ticket (ID card) allows students to go to all home athletic events except seasonal playoff games. Students must pay the Activity Fee for the (ID card) to enable student access to those school events.

Physical exam & parental acknowledgement:

No student is eligible to represent his or her high school in interscholastic athletics until a physical is on file with the principal. The physical and KSHSAA form must consist of a signed statement by a practicing physician certifying that the student has passed an adequate physical examination and is physically fit to participate in interscholastic athletics. A parent or legal guardian must also sign this statement. The physical examination and KSHSAA form must be on file prior to the first practice.

Extracurricular fundraising

All organizations wishing to conduct projects for the purpose of raising funds must have approval from the Board of Education. Applications should be submitted by the organization sponsor and approved by the principal or AD.

School dances

The following rules will apply to all school dances:

1. Only students of Mill Valley High School and their guests may attend.
2. Guests will only be admitted with a guest permit. Permits will be issued and approved by the administration. Guests must present photo identification for admittance.
3. Guests are subject to the same regulations as Mill Valley High School students.
4. Recently graduated students under the age of 21 and students enrolled in a high school will be allowed to attend as guests.

5. Students in the 8th grade or below will not be admitted.
6. No admission will be allowed after the first hour of the dance.
7. Students may leave the dance at any time, but they will not be readmitted.
8. Alcohol, tobacco, or drugs will not be tolerated. If it is the opinion of a sponsor that any student is under the influence of any substance, admittance will be denied and efforts will be made to notify their parents/guardians.
9. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, will be asked to leave, and parents will be contacted.
10. School dances are a school sponsored activity and the same student expectations apply to student behavior. Any action that is unacceptable in regards to the PDA policy during the school day applies to dances as well. A student exhibiting crude or sexually inappropriate behavior at a dance, as observed by administration or chaperones will be asked to cease the activity or they will be asked to leave the dance.

Anti-bullying statement:

De Soto USD 232 is a place where the business of education can be conducted in a welcoming environment free of intimidation, violence, and fear. This setting provides an educational climate that fosters a spirit of acceptance and care of every child. It is a place where behavioral expectations are clearly communicated, consistently enforced, and fairly applied.

Student anti-bullying pledge:

We, the students of De Soto USD 232, agree to join together to stamp out bullying at our school. We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, nationality, sexual orientation, gender identity, and expression.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

As a student at Mill Valley High School, I agree to:

Value student differences and treat others with respect.

Not become involved in bullying incidents or be a bully.

Report honestly and immediately all incidents of bullying to a faculty member.

Support students who have been or are subjected to bullying.

Talk to teachers and parents about concerns and issues regarding bullying.

Work with other students and faculty, to help the school deal with bullying effectively.

Encourage teachers to discuss bullying issues in the classroom.

Participate fully and contribute to assemblies dealing with bullying.

Acknowledgment of receipt of handbook

Approved: USD 232 Board of Education

By receipt of the handbook, the student and parent acknowledges the following.

This handbook contains the yearly required notification on the following issues:

Technology Access and Authorized Use Policy (AUP)

Nondiscrimination

Family Educational Right to Privacy Act

Directory Information

Drug Free Schools and Communities Policy

Inoculations/ Immunizations

Availability of Asbestos Plan

As a condition of enrollment, the student is required to abide by all regulations contained in this handbook as well as other policies and procedures established by the board of education.

If the student chooses not to abide by the regulations contained in this handbook, any other policy and procedure established by the school or board of education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school.

Required Annual Notices

These notices are provided to families each year. Full policies are maintained in the USD 232 Board Policy Manual at www.usd232.org/policy; the policy code is

cited with each notice below. Notices that appear in full elsewhere in this handbook are cross-referenced in 9.7. Each summary should say exactly what the cited policy says - confirm against the current manual before publishing.

Protection of Pupil Rights Amendment (PPRA):

Under the federal Protection of Pupil Rights Amendment, parents may inspect instructional materials and any survey covering protected topics, and may opt their student out of certain surveys, evaluations, and non-emergency physical exams. The district provides this notice annually under Board Policy IDAE (Student Privacy Policy).

Full policy: Board Policy IDAE. Details at www.usd232.org/policy.

Students Experiencing Homelessness (McKinney-Vento):

Students who lack a fixed, regular, and adequate nighttime residence have the right to immediate enrollment, school stability, and equal access to programs under the federal McKinney-Vento Act, even without the records or proof of residency normally required. Families who believe they may qualify can request assistance through the district.

Full policy: Board Policy JBCA (Homeless Students). See www.usd232.org/policy.

Youth Suicide Awareness and Prevention (Jason Flatt Act):

USD 232 maintains a student mental health awareness and suicide prevention program and provides suicide awareness training to staff. Related training materials are available to parents and guardians upon request. If you or someone you know needs support, call or text 988, the Suicide and Crisis Lifeline.

Full policy: Board Policy IDAB (Support Programs - Student Mental Health). See www.usd232.org/policy.

Student Data Privacy (Kansas Student Data Privacy Act):

In addition to rights under FERPA (see 5.7), the Kansas Student Data Privacy Act governs how student data submitted to the statewide longitudinal data system is collected, shared, and protected. The district provides an annual written notice of these rights, which requires a parent or guardian signature.

Full policy: Board Policy IDAE (Student Privacy Policy). See www.usd232.org/policy.

Military Recruiter Access to Directory Information:

Under federal law, secondary schools release a student's name, address, and telephone listing to military recruiters and institutions of higher education on request. Parents or eligible students may opt out; by contacting the district office (Board Policy JRB).

Full policy: Board Policy JRB (Release of Student Records). See www.usd232.org/policy.

Special Education Child Find and Section 504:

USD 232 identifies, locates, and evaluates students who may have a disability and need special education or Section 504 services. Parents who suspect their student may qualify may request an evaluation and are entitled to written notice of their procedural rights.

Full policy: Board Policy IDACA (Special Education Services). See www.usd232.org/policy.

Notices Provided Elsewhere in This Handbook:

The following required notices appear in full within this handbook, with their board policy codes: FERPA (5.7; Board Policy JR); Notice of Nondiscrimination / Title IX (1.9; JGEC and JGECA); Bullying (4.3 and 8.1; JDDC); Emergency Safety Interventions (5.3; GAAF); Availability of Asbestos Plan (6.1; AHERA notice); Weapons (4.17; JCDBB).

Additional notices that may apply include immunization requirements (Board Policy JGCB) and the local wellness policy (Board Policy JGCA).