

Valley Falls High School Student Handbook 2008-2009

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**VFHS Staff Rosters 2007-2008**

Loren Feldkamp  
Jacques Molleker  
Kelli Sullivan  
Ron Herbster  
Brenda Lloyd

District administrator  
Building Administrator  
Counselor, Work Study Coordinator  
Building Maintenance  
Office Manager, Administrative Assistant,  
Food Service Administrative Assistant,  
Service Learning Coordinator

Rod Bunde  
Larry Burns  
Seth Cooper  
Phil Davenport  
Margo Ellerman  
Gish, Trista  
Karla Lero  
Nola Milligan  
Barbara Moluf  
Ryan Nichols  
Katie Peintner  
Sharon Porter  
Carolee Prickett  
David Ramsey  
Liz Ratliff  
Jennifer Guffey  
Megan Turner  
Chris Twenhafel  
Suzanne Wedemeier

Science, Conditioning  
P.E., Health  
Mathematics, Computer Repair, Web Design  
Science  
Family & Consumer Science, P.E., Health  
Science  
Vocal Music  
Language Arts, Forensics  
Math, HCC Algebra  
Instrumental Music  
Social Science  
Business, Computers  
LD/BD Facilitator  
Industrial Education, Tech Prep  
Media Center  
Spanish, Social Science  
Art  
Gifted Facilitator  
Language Arts, Yearbook, Newspaper, HCC  
English

## **VFHS Organization Sponsors, 2007-2008**

Art Club	Megan Turner
Drama	Nola Milligan
Forensics	Devan Tucking
Future Business Leaders of America	Sharon Porter
Future Careers Leaders of America	Margo Ellerman
Instrumental Music	Ryan Nichols
Journalism	Suzanne Wedemeier
Junior Class	Rod Bunde, Margo Ellerman, Megan Turner
Knowledge Bowl	Jennifer Guffey
National Honor Society	Liz Ratliff
Senior Class	Nola Milligan, Suzanne Wedemeier
Service Learning Committee	Brenda Lloyd, Margo Ellerman, Rod Bunde
Student Council	Katie Peintner
Vocal Music	Karla Lero
Y-Teens	Ardith Spencer

## **Coaches**

Athletic Director	Rod Bunde
Spirit Squad	Megan Turner, Becky Nottingham
Football	Rod Bunde (head), Jeff Schneider
Volleyball	Seth Cooper (head), Lori Glissman, Ryan Nichols
Boys Basketball	Caleb Gatzemeyer (head), Lyle Smith, Mark Carter
Girls Basketball	Todd Gish (head), _____
Track	Seth Cooper (head), Ryan Nichols, Katie Peintner
Baseball	Jeff Schneider (head), Todd Gish
Cross Country	Lyle Smith
Softball	Caleb Gatzemeyer (head), Mike Glissman
Weightlifting	Rod Bunde, Seth Cooper

## **Activities Transportation**

It is expected that our student/participants will ride district transportation to and from all school-sponsored activities. Activity sponsors/coaches may allow student/participants to ride home with parents or parent designees provided that prior or post-game approval has been received in writing by the coach/sponsor from the **PARENT** of the student involved. It is the prerogative of activity sponsors/coaches to require students in their activity to ride school-provided transportation to and from an activity.

## **Activity Day Eligibility**

*A student must be in school by 11:00 a.m. and remain in school the remainder of the day to be eligible to participate in practices, contests, or any other school sponsored school activity.* Only the principal or the athletic director in his/her absence (the superintendent in the absence of both the principal and athletic director) may rule on exceptions to this guideline. Exceptions may be made for a family crisis, medical situations, i.e., appointments that could not be made at another time, funerals, etc. It is the responsibility of the coach/sponsor to insure participant eligibility in this regard prior to departure for any school-sponsored activity.

Students who are suspended from school may not participate in practice sessions, contests, or any other school sponsored activity during the period of suspension.

## **Advisory Program**

Advisory is a time when students and teachers can call organizational meetings, study for classes, obtain a pass to see individual teachers, pep assemblies, etc. This is not a free time and students are reminded that they are not to be out in the hall unsupervised. Students will need to report to advisory before they do anything else. Except for individual student help, all group activities will be coordinated through the office.

## **Athletic Rules Meeting**

All head coaches are required to prepare and submit for administrative approval clear, fair, and consistent set of activities rules for each athletic team that they coach. Each student/athlete and their parents must receive a copy of those rules before they will be allowed to participate in that sport. A parent/coaches meeting is scheduled before the start of each school sponsored athletic season.

## **Attendance Policy**

The Valley Falls Unified School District No. 338 strongly believes that regular attendance contributes to the probability of scholastic success, and to the development of attitudes of

consistent performance, which will carry over into adult life. Much of the value of any course is attained by:

1. Participation in the classroom experience.
2. The class sharing in discussions and demonstrations.
3. Personally receiving directions for assignments.
4. Viewing and listening to visual presentations.
5. Experiencing the continuity of course work.
6. Participating in group activities.
7. Attending lectures and taking notes.
8. Observing and learning from the presentation of other student's work.

Under Kansas Compulsory Attendance Law K.S.A. 72-1113, et. seq. regular school attendance is required of all students enrolled in elementary and secondary schools. Parents or guardians must assume responsibility for assuring that students age seven (7) years to eighteen (18) years comply with attendance policies. Any student not under the care of a parent or legal guardian should arrange with the attendance officer an agreement regarding compliance with attendance policy.

Students that are sixteen (16) or seventeen (17) years of age may be exempt from compulsory attendance under the terms and conditions of K.S.A. 72-1111(b). A parent (or person acting as parent) has the authority to exempt a student from attending if the following conditions are met:

1. A parent and the student must attend a final counseling session at the school. At that time, a disclaimer designed to encourage the child to remain in school or to pursue other educational alternatives will be presented to and signed by both the child and parent. The disclaimer will include information regarding the academic skills the child has not achieved, the difference in future earning power between a high school graduate and a dropout, and a listing of available educational alternatives.
2. A child who has received his or her general educational development (GED) credential has satisfied the compulsory attendance requirement.

#### **STEPS FOR PARENTS, GUARDIANS, AND STUDENT TO FOLLOW BEFORE AND AFTER AN ABSENCE**

1. Parents or guardians are asked to contact the school office the morning of a student's absence by **9:00 a.m.** If the school is not contacted by 9:00 a.m. about a student's absence, an attempt will be made to contact the parents or guardians to obtain the status of the student, based upon numbers that the parent or guardians have left with the school.
2. If upon return the absence is excused, make-up work will be assigned. If the absence

is unexcused, the student will not be given any credit but is encouraged to make up the work. Any work that was due on the day of the absence is due upon returning to class after the absence, unless special extenuating circumstances have occurred. The principal will determine if this will be allowed.

3. Students will have one day for each excused day missed plus one, to do the make-up work. Extended periods of absence due to prolonged illness may necessitate an extended period for make-up work. The Principal upon request of the student will decide if this is necessary. It is the student's responsibility to contact each teacher to obtain assignments.

### **EXCUSED ABSENCES**

In order for any absence to be considered "excused" students **must have parents or guardians call the school on or before the date of the absence or upon returning to school.** A phone call or written note must occur, but it does not automatically make the absence excused. The call or note from parents is required to aid the principal in his determination.

### ***Parents or guardians must take this responsibility for the absence to be excused.***

The State of Kansas delegates to the Board of Education, the responsibility of determining excusable reasons for absences. The following are excusable reasons for absence (make-up required credit received according to provisions of building guidelines):

1. Personal illness.
2. Illness or death in the family (mother, father, siblings, grandparents, aunts, uncles, cousins, and death of a close friend.)
3. Physician and dental appointments which can be verified.
4. Emergencies requiring a student's service or presence at home and which can be verified.
5. Obligatory religious observances of the student's own faith.
6. Family vacations and family business arranged in advance with the school administration (with class assignments arranged in advance and due upon return, or upon a date agreed upon by the teacher, whichever is later).
7. Participation in a school approved student activity.

Any absence for reasons other than those listed above and/or without parent knowledge and arrangement with school officials will be considered an unexcused absence (make-up work is suggested, however no credit will be received).

A student is considered absent from school if he or she is not present all or a significant part of the school day. A "significant part of the school day" is defined as follows:

1. Absent from one and one-half (1 ½) hours to four (4) hours is considered as being absent one-half (½) day.
2. Absence for more than four (4) hours is considered as being absent one day.

Administrative implementation Procedures:

1. The principal of each school shall be responsible for monitoring compliance with the attendance policy and shall be responsible for determining the acceptability and validity of excuses offered for excess absences within the guidelines of Board of Education Policy. The superintendent will monitor building procedures to assure consistency throughout the school system.
2. Each teacher shall maintain accurate attendance records and shall notify the Principal's office of absences and tardies in a manner determined and supervised by the principal. The procedure and means used at each school will be on file at the district office.
3. Building administrators will take action with students who are inexcusably absent from school or class. Corrective measures will be administered and may include such measures as detention, parent conferences, make-up assignments, a school service assignment, loss of credit, Saturday School, exclusion from school activities, or an alternative educational setting. Failure on the part of a student to respond to reasonable corrective efforts may result in a long-term suspension.
4. A student of compulsory attendance age inexcusably absent from school for three (3) consecutive days, or any five (5) days in a semester, will be classified as "children who are not attending school as required by K.S.A. 72-1113". The principal/designee shall file a report of such an occurrence with the proper authority immediately. An attendance/educational plan will be developed and implemented by the administrator to correct the problem. The lawful custodian will be notified and a copy forwarded to the proper authority. If the attendance problem is not corrected within thirty (30) days, an official referral will be forwarded to S.R.S. or the County Attorney - whichever is applicable - for their action.

*(In order to be excused, an absence must either be arranged in advance by the parent or the parent must notify the office by 9:00 a.m. on the morning of the student's return to school.)*

### **UNEXCUSED ABSENCES**

For unexcused absences of students under 18 years of age, truancy as defined by law will be reported to the proper authorities as required by law on the third consecutive day of unexcused absence or on the fifth day of total unexcused absences per semester.

On the third unexcused absence per semester, the student will stay an hour after school for each class period or fraction of a class period missed and the proper authorities will be notified if the absence is the third consecutive whole day of school. On the fourth infraction per semester the student will stay two hours after school for each class period or fraction of a class period missed and the proper authorities will be notified if the absence is the third consecutive whole day of school. The fifth infraction per semester will result in in-school suspension (ISS) from classes and the proper authorities will be notified if the absence is the fifth whole day of school. The sixth and each additional infraction per semester will result in an informal hearing to decide if a suspension is to be issued or in the case of those who have had prior suspensions, if a long-term suspension or expulsion should be issued.

### **PRE-ARRANGED ABSENCE**

Current policy list reasons that our students are excused by Board of Education policy. For other items there is a pre-arranged absence form. Some items may still not be excused even if there is a pre-arranged absence form. If parents or guardians have a question of concern please contact the building principal. This form must be presented to teachers at least two days before the absence. Students will be permitted to make up class work and tests, without assistance, but must make these arrangements *prior* to the absence. There will not be a day for a day policy with pre-arrange absences. Teachers will list what it is that a student will have to do and also set the deadline for it to count as full credit. This deadline will be set before the student leaves on his or her pre-arranged absence, so he or she is encouraged to plan early with his or her teachers. If the absence is marked disapproved by the building principal, the student can still go but student will abide by the student handbook policy for unexcused absences. The work will count for full credit as per the teacher's due date. Student will keep a copy of the pre-arranged absence and the office will keep a copy.

## **SCHOOL ACTIVITIES ABSENCES**

When a student is absent due to a school-sponsored activity, he/she will not be counted absent and will not need a call from home to be readmitted. Students absent because of a school-sponsored activity are required to procure assignments and complete work in accordance with the instructor's guidelines. Again, there will not be a day for a day missed policy with a school activity absence. Students should plan ahead and get assignment done early.

When a student has been ill for an extended period of time and returns, the principal, in conference with teachers and sponsors shall discuss whether the student should immediately miss additional classes because of school-sponsored events.

## **Automobile Use**

Students who are observed driving recklessly on or near school property will be reported by any school district employee to the high school principal. The principal will warn the driver of the incident at the first opportunity thereafter and a written notice will be mailed to the parents of the driver;

After a second warning, the student will be reported to the local civil authorities;

Further violation of these rules and regulations may result in disciplinary action by the school pursuant to the disciplinary code.

## **Book Bags, Backpacks, Gym Bags, and Purses**

Book bags, backpacks, gym bags, and concealing purses will need to be kept in the student's locker during regular school hours (8:00 a.m. to 3:15 p.m.). See **STUDENT LOCKER** policy.

## **Breakfast**

Our students are encouraged to participate in the breakfast program. It is the student's responsibility to allow adequate time to complete their breakfast meal. Breakfasts are to be eaten in the lunchroom (including breakfast brought in from another source.) Students eating breakfast will be counted as tardy if they fail to report on time to their first block class.

## **Bus Discipline Policy**

The following rules and regulations have been adopted to ensure the safest, most enjoyable and efficient transportation for all students. Most of these rules and regulations

have been taken from the Kansas State Regulations for School Bus Transportation.

- 1) The operator of any school bus shall be responsible for the order and conduct of the pupils transported.
- 2) The operator has the authority to assign seats as needed.
- 3) Pupils should obey promptly and willingly, the reasonable directive of the driver.
- 4) Outside of ordinary conversations, classroom conduct is to be observed. Shouting, vulgar language or gestures are not permitted.
- 5) Pupils must remain seated with feet on the floor in front of them - not in the aisle or draped over the seat back.
- 6) Students may not board or depart from a bus at any other stop that which has been properly authorized by the parent or school authorities.
- 7) Pupils will not extend hand, arms, head or objects from the bus windows.
- 8) Pupils are not permitted to shout, or gesture to passing vehicles or pedestrians.
- 9) Students may adjust windows only when permitted to do so by the driver.
- 10) Pupils may not throw any object including trash or paper either from within or out of the bus while waiting for, riding, or after leaving the bus.
- 11) Riders must stay out of the driver's seat and may not tamper with operating equipment.
- 12) Eating and drinking food and beverages on the bus may be permitted by individual drivers.
- 13) Students may not exit from the emergency door unless directed by the driver.
- 14) The use of tobacco, drugs, or alcohol in any form shall not be permitted on the bus.
- 15) Animals, knives, matches, firearms, including cap and water pistols, explosives, glass and other similar breakables, or any other items creating a safety hazard are not permitted on the bus.
- 16) Musical instruments and school authorized equipment are to be kept out of the aisle.
- 17) Students are to keep their hands, feet, and objects to themselves.

Violation of the bus rules and regulations may result in either a short or long term removal from the privilege of riding the bus to and from school and/or activities.

Consequences may vary depending upon the misconduct of the student. The final decision will be made by the building principal.

## **Cell Phones**

During school hours cell phones and other electronic devices are to remain turned off and in student lockers. Cellular phones have become more and more prevalent and their use for after-school and during outside activities is invaluable; however, the cellular phones can cause a considerable distraction in the learning process during school. Penalties for cell phone usage between the hours of 8:00 a.m. and 3:15 p.m. (and during homework session, Saturday school and detention) without prior authorization from faculty (in their presence):

First offense (per year):	Warning, surrendering of the phone, call parent and one hour detention. Student may pick the cell phone up after school.
Second offense:	Surrendering of the phone and Saturday School
Third offense:	Surrender of phone, Parent meeting and One day of ISS
Fourth offense	Surrender of phone, Parent meeting and Three days of ISS
Fifth offense	Surrender of phone, Parent meeting and One day of OSS
Sixth offense and up	Surrender of phone, Parent meeting and Three days of OSS

*Any cell phone, camera phone, video camera, camera, etc., used in an inappropriate way including, but not limited to, taking pictures in a locker room, restroom, etc., will be given a severe penalty up to and including expulsion.*

## Classification of Students

Freshmen: Those students possessing 0-8 units of credit in their first year of high school.

Sophomores: Those students possessing a minimum of 5 units of credit at the beginning of the school year and must be starting at least their 3<sup>rd</sup> semester of study (2nd year of high school attendance).

Juniors: Those students possessing a minimum of 14 units of credit at the beginning of the school year and must be starting at least their 5<sup>th</sup> semester of study (3rd year of high school attendance).

Seniors: Those students possessing a minimum of 18 units of credit at the beginning of the school year and must be starting at least their 7<sup>th</sup> semester of study (4th year of high school).

## Class Schedule

<u>8:00-8:50</u>	<u>1st. Hour</u>
<u>8:53-9:43</u>	<u>2nd. Hour</u>
<u>9:46-10:36</u>	<u>3rd. Hour</u>
<u>10:39-12:04</u>	<u>4th. Block/BLACK DAYS</u>
	<u>OR</u>
	<u>4TH. Block/GOLD DAYS</u>
<u>12:04-12:37</u>	<u>HS LUNCH</u>
<u>12:37-2:02</u>	<u>5TH. Block/BLACK DAYS</u>
	<u>OR</u>
	<u>5th. Block/GOLD DAYS</u>
<u>2:05-2:55</u>	<u>6th. Hour</u>
<u>2:57-3:15</u>	<u>ADVISORY</u>

## **College Visitation Days**

The counselor will provide students all assistance needed relating to colleges of their choice, but the counselor will not go with the students for college visitations. Before any visitation is set up during school time, it must be cleared through the principal's office with a prearranged absence form, and may be considered as an excused absence if arranged through the counselor's office. One day for juniors and two days for seniors is standard.

## **Complaints and Grievances**

Students who have a concern about the application of a school rule or regulation may file a complaint through procedures established in the board's rules and regulations. The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level.

Any student may file a complaint with the principal against the application of any school rule or regulation applied against the student. The complaint must be in writing within 20 days following the application of the rule or regulation against the student, and must specify the basis of 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.

## **Computer Use (interpretation From section IIBG of Board Policies)**

Use of or access to district computers and computer software is limited to district employees, students, and patrons. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Students shall not use electronic communications, including e-mail and the Internet, to harass staff, students, or other individuals.

Board of education policy IIBG prohibits students from accessing personal or private e-mail accounts at school.

### **No Right to Privacy:**

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

following guidelines approved by teachers and 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 a student in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

**Ownership:**

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the Board.

**Internet:**

Inappropriate use and/or transmission of any material in violation of any United States or state regulation are prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

**Computer Network Use Guidelines:**

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any inappropriate language.
- Do not reveal your personal address or phone numbers or that of other students or colleagues.
- Note that electronic mail (e-mail) on district computers is not private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to authorities.
- All communications and information accessible via the network should be assumed to be private property which is subject to copyright laws.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages).
- Do not place unlawful information on any network system.

### **Consequences of Violation of Technology Policies:**

All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of U.S.D. #338 concerning use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

#### **Level 1: Warning**

Students will lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

#### **Level 2: Pattern of Abuse, Repeated Abuse or Flagrant Violations:**

Student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

#### **Level 3: Expellable Offense**

Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Student may also be expelled from school for accumulated violations. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

### **Detentions**

Students receiving a detention from either a teacher or administrator will be required to be able to serve said detention before or after school the next day or any day following. The teacher or administrator that assigns the detention will determine this. Parents will be required to arrange transportation from Valley Falls High School to home after the

required detention time has been served. No detention will exceed 60 minutes in length on any given day. Students earning additional detention time will serve the extra time after school the next day. If transportation arrangements cannot be made for the student to serve the detention the next day, students will be allowed one extra day for these arrangements to be made if and only if parents or guardians request the extra day in writing. Student jobs, after school activities, etc will not be reason to miss a scheduled detention. If the student misses a scheduled detention, the time will be doubled. If it is missed again, there will be more severe punishments. If a student repeatedly misses scheduled detention times, and it appears that doubling the detention is deemed ineffective, the administrator will also evoke stricter sanctions and punishments.

## **Dress Code**

The personal appearance of each student is the responsibility of the parent and the student. Students are expected to present themselves neatly and cleanly groomed. The personal appearance of students shall become the responsibility of the school when the types of dress or personal grooming habits are disruptive to the function of the school and/or other members of the school society. Clothing or accessories that over-expose, cause disruptions, promote alcoholic products or tobacco products, illegal and/or illicit drugs, or display indecent saying and/or designs shall not be allowed in school. Clothing displaying gang related materials, materials related to questionable social behaviors or unacceptable social values will not be allowed in school. This code applies to all school sponsored activities on and off school grounds.

The following items constitute a partial list of clothing that are not allowed: loose fitting tank tops and sleeveless shirts, no spaghetti straps, midriffs, half-shirts, halters, tube-tops, tank-tops, garments without shoulder straps, fishnet shirts (without shirt underneath). Garments designed to be worn as underclothing are not acceptable at school. No hats or headbands are permitted. Students must wear proper footwear. Sunglasses are not to be worn in the building unless they are prescription lenses or approved by the nurse.

Violations of the dress code will be handled in the following manner:

1<sup>st</sup> Offense – Warning (change of clothes required)

2<sup>nd</sup> Offense – Written up (Report to principal and 1 hour detention)

3<sup>rd</sup> Offense – ISS (1 day) and parent conference

4<sup>th</sup> Offense – OSS (1 day) and parent conference

## **Drug Free Policy**

Our school's drug free policy is mandated by the Federal Drug Free Schools and Communities Act (PL 102-226) and is stated as follows: Substance Abuse (5700), Drug-Free School, Federal Government- Drug Free Schools- the unlawful manufacture, possession, use, distribution, or being under the influence of illicit drugs, alcohol, "look-alike" drugs, prescription and non-prescription (except when taken as directed by a

physician by the person for whom they are prescribed), or any mind altering substance by students on school premises or as a part of any school activity (including district provided transportation) is prohibited. Included in this policy are any substances represented as controlled substance, i.e., steroids, tobacco and tobacco products, inhalants, and drug paraphernalia. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted. This policy is required by current law of the Safe and Drug Free School and Communities Act.

Curriculum - All of the district's students shall be made aware of the legal, social, and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both illegal and harmful.

The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age appropriate and developmentally based to reach students at all ages and levels of education within the district.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Any violation of the terms of this policy will be reported to the parent/guardian and the appropriate law enforcement officials and will be subject to the following sanctions: These sanctions will be accumulative with the K-6 and 7-12 levels.

I. Drug and Alcohol

1. First Offense- A violator shall be subject to the following sanctions:
  - a. Suspension from school up to and including five (5) days.
  - b. Suspension from all district activities for a period of not less than twenty (20) school days. Weekend activities are included in this suspension during this time span, but are not counted towards the twenty (20) school days.
  - c. Student will also attend a drug and alcohol assessment from a Valley Falls School District approved list of verifiable treatment centers at the students and/or parents' expense (usually an assessment is free). Student and parents will follow recommendations of the assessment and will release the information of the assessment to the school district.
  - d. If the student is out for athletics or activities... See Student Activity Handbook
2. Second Offense- A second-time violator shall be subject to the following sanctions:
  - a. Suspension from school from 5-10 days;

- b. Suspension from all district activities for a period of not less than 90 school days. Weekend and vacation activities are included in this suspension during this time span, but are not counted towards the 90 school days.
    - c. Student will also attend a drug and alcohol assessment from a Valley Falls School District approved list of verifiable treatment centers at the students and/or parents' expense (usually an assessment is free). Student and parents will follow recommendations of the assessment and will release the information of the assessment to the school district.
    - d. If the student is out for athletics or activities... See Student Activity Handbook
  3. Third and Subsequent Consequences - A student who violates the terms of this policy for a third time, and any subsequent violations, shall be subject to the following sanctions:
    - a. Suspension from school for 10 days and/or expulsion from school for up to 180 school days;
    - b. Suspension from participation in and attendance at all district activities for 180 school days;
    - c. Student will also attend a drug and alcohol assessment from a Valley Falls School District approved list of verifiable treatment centers at the students and/or parents' expense (usually an assessment is free). Student and parents will follow recommendations of the assessment and will release the information of the assessment to the school district.
    - d. If the student is out for athletics or activities... See Student Activity Handbook
- II. Tobacco Products
  1. First Offense - A first time violator shall be subject to the following sanctions:
    - a. In-School Suspension for one (1) school day.
    - b. Referral to the Counseling Program.
  2. Second Offense - A second time violator shall be subject to the following sanctions:
    - a. In-School Suspension for three (3) school days.
    - b. Referral to the Counseling Program
  3. Third and Subsequent Offense - A student who violates the terms of this policy for a third time, and any subsequent violations, shall be subject to the following sanctions:
    - a. In-School Suspension for five (5) school days.
    - b. Referral to the Counseling Program.

Any violation of the terms of this policy regarding tobacco and tobacco products will be reported to the parent/guardian and will be subject to the following sanctions. These sanctions will be accumulative within the K-6 and 7-12 levels and in the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents or legal guardians

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in the board policies and Kansas Statutes, K.S. A. 72-8901, et.seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student.

A copy of this policy and available counseling and rehabilitation programs will be provided to all students. Parents or students should contact the directors of the programs to determine the cost and length of the program.

### **Dual Participation in Multiple Sports/Activities During a Season**

If an athlete/student is to participate in more than one sport/activity during the same season, the following must occur:

- A. Both coach/sponsor must inform the athlete/student how it may affect his/her status on their team.
- B. Both head coach/sponsor must agree on items that include practices, game commitments, etc.
- C. The athlete/student must choose a primary sport or activity so if conflicts arise he/she will honor his/her commitment to the primary sport or activity.

If both head coach/sponsor cannot agree on a plan for the athlete/student to be in two sports or activities during the same season, the athlete/student must choose only one sport or activity in which to participate.

### **Eligibility policy**

All students must be eligible under the terms of Rule 13 of the Kansas State High School Activity Association. Additional requirements dictated by Board of Education Policy 5125 concerning eligibility are listed below.

The academic eligibility status of students participating in activities shall be jointly determined by the principal, athletic/activity director, and counseling office. A head coach/sponsor may not exceed these standards for a student to participate in their sport, however, they may impose short term suspensions from practice or games for failure to complete assignments on time, failure to hand in homework, inappropriate attitude towards academics, etc.

- A. All students currently enrolled in grades 7 through 12.

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.

**B. Students in grades 9 through 12.**

The student may not fail two or more classes of unit weight, or its equivalency, the previous semester or the last semester of attendance.

**C. Students in grades 7 and 8.**

The student may not fail two or more classes of unit weight, or its equivalency, the previous quarter or the last quarter of attendance. This also applies to eighth graders transitioning into high school.

Eligibility will also be determined weekly for all students on Friday by 9 a.m. Teachers will have student grades entered into the student data management system (Power School) and available for the principal by 9 a.m. Friday morning.

If a student is failing a class, the student will have two weeks to raise that particular grade before the principal or student improvement team (SIT) intervenes (This is referred to as the Academic Probationary Period). If by the third Friday or any Friday following the Academic Probationary Period, the student still has not raised the letter grade, the student will be ineligible on a week by week basis for any and all activities including participation and/or observing activities (week starts and ends Sunday to Sunday). When a student is on probation or ineligible, every effort will be made by the teacher to grade the late assignment in a two-day time frame. There are always circumstances that may not allow the teacher to grade the work in a two-day time frame. After the fourth week of each semester, a required homework session will be available after school from 3:20 to 4:30 p.m. Monday through Thursday where student can get help from teachers. Students and/or their parents may, at anytime during this process, request an appeal to the building principal who will look into the individual circumstances surrounding the student and their grade or progress. The principal will have the final say on eligibility.

**Fees**

Construction Science	\$15.00	
Biology	\$10.00	
Anatomy	\$10.00	
Chemistry	\$10.00	
Physics	\$10.00	
7-12 Business Classes	\$10.00	
Textbooks	\$ 65.00	
Breakfast (K-12)	\$ 26.00 (20 days @ \$1.30)	Adult - \$ 1.70
Lunch	\$ 42.00 (20 days @ \$2.10)	Adult - \$ 3.00
Each additional milk costs	\$ .30 per carton	Adult - \$ .35

## Field Trips

All field trips need approval from the principal. In order to receive approval, all field trips need to be listed on the monthly district transportation forms. These forms are due to the principal on or before the 15th of each month prior to the field trip being taken. For example, a transportation form for October field trips will be due into the office on or before September 15th. All teachers will then receive a copy of the field trips that have been planned for the upcoming month.

**Field trips may not be approved for the month of May because of the spring sports schedules.**

## Food/Beverage Policy

The candy and pop machines will be located in the high school. All snacks need to be eaten outside or on non-carpeted areas of the school. **No open food or drink container is to be taken into the halls or to your locker.** Individual classroom rules will dictate students' consumption of food and drink (including water) in the classroom.

**Water in a clear bottle with a sealable, leak-proof lid will be allowed on the halls and in lockers.**

Pop and candy will be taken from students who refuse to abide by this policy, and it will not be returned to them.

## Grading Scale

The following grading scale is used throughout our school;

- A= 90-100%
- B= 80-89 %
- C= 70-79 %
- D= 60-69 %
- F= 59% and Below

Pluses (+) and minuses (-) may be added to the letter grade by a teacher. These descriptors will not; however, count positively or negatively towards the Grade Point Average calculation for that student. Valley Falls High Honor Roll: Gold - 4.0 GPA; Black - 3.6-3.99; and Dragon - 3.2-3.59 will be done on a semester basis.

## Graduation Requirements

### A. ACADEMIC GRADUATION REQUIREMENTS

Candidates for graduation from Valley Falls Unified School District No. 338 must have successfully completed a minimum of twenty-six (26) units of credit in grades 9-12. Specific area requirements in grades 9-12 for Valley Falls U.S.D. 338 are as follows:

Language Arts	4 units	Mathematics	2 units
Social Studies	3 units	Computer Apps I and II	1 unit
Laboratory Science	2 units	Phys. Ed./Health	1 unit
Service Learning	18 hours per year	Electives	13 units
Total Credits	26 units		

Starting with the graduating class of 2009, candidates for graduation from Valley Falls Unified School District No. 338 must have successfully completed a minimum of twenty-six (26) units of credit in grades 9-12. Specific area requirements in grades 9-12 for Valley Falls U.S.D. 338 are as follows:

Language Arts	4 units	Mathematics	3 units
Social Studies	3 units	Computers	1 unit
Science	3 units	Phys. Ed./Health	1 unit
Fine Arts Credit	1 unit	Electives	10 units
Service Learning	18 hours per year		
Total Credits	26 units		

Seniors who are not in good standing from school at the time of graduation will not be allowed to participate in the graduation ceremony regardless of the number of credits earned.

A student must have completed all graduation requirements including all service learning requirements as well as paying for any and all school fees to be allowed to participate in the graduation ceremony. The principal has the right to waive this in an unusual situation.

### B. ALTERNATIVE METHODS OF EARNING CREDIT TOWARD GRADUATION

Alternative methods of earning credit are available to students, as described in the State of Kansas 701 Bulletin dated May 1, 1983. All alternative programs must have the written approval of the building principal.

1. Independent study

2. Competency examination
3. Part-time cooperative training program
4. Adult education
5. Military service educational experience
6. Work/study program
7. Special Education for handicapped students
8. Homebound and hospitalized students
9. Correspondence courses
10. General Education Development Program (G.E.D.)

### **Hall Passes/Student Planner**

All students will need their planner to be signed out of class to use the restroom, to go to his or her locker while class is in session, etc. The planner will need to be signed and taken with the student if he or she travels to the elementary building, goes to another teacher's class, goes to the office to sign out, obtain an excused tardy, etc. Students will be given their first planner and those who lose them will pay \$10 for each replacement. If the student forgets their planner, a planner sheet will be issued by the office. This will be a one time event. After that the student will not be allowed to leave the classroom unless they purchase another planner.

An office pass is required for all parking lot visits during the school day.

### **Hazardous Substances**

Unauthorized possession of any hazardous substance on school property is prohibited. Any person violating this regulation may be subject to disciplinary action, may be held financially, and legally responsible for damages or injuries caused.

### **Homecoming Guidelines for Floats**

The purpose of preparing for homecoming activities is to help build school spirit and to take pride in our school and community.

- Float committees will be appointed at the time class officers and Stuco representatives are elected. This will be done during the first week of school.
- The float committees for each class will be responsible for bringing ideas for the float to the sponsor before it begins to be built.
- No profane word usage will be allowed on signs or any other part of the float. If this does happen, the float will not be allowed to be in the parade.
- Students will not work on floats without a sponsor being present.
- Floats will be constructed during the day of homecoming.

## Homecoming/King & Queen of Courts

### Candidates for Homecoming Royalty

Any senior student who is in good standing and meets Valley Falls eligibility requirements is eligible to become a candidate. The Student Council secretary will compile a list of all seniors, both male and female. Under the supervision of Student Council, all seniors shall vote for ten (10) candidates (5 female and 5 male). There does not have to be an equal number of King and Queen candidates. The candidates will then be presented to the entire student body, who will select their top choices for King and Queen in an election that is coordinated and supervised by Student Council. The tallying of ballots shall be done by the principal and the student council sponsor, with the results kept secret until the announcement of winners at the crowning ceremony. Foreign Exchange students are eligible to be honorary candidates only. The previous year's King and Queen will be invited to crown the new King and Queen candidates during half time of the football game and immediately before the high school varsity boy's basketball game.

Homecoming King and Queen may **not** be selected as part of the King and Queen of Courts royalty.

Dance participation at these activities is limited to adults who are alumni of Valley Falls, all staff, parents of students, board of education members, high school students and their dates.

## Homework Assignments

Students missing school are encouraged to make prior arrangements if possible in regards to school work missed. For students unable to make such prior arrangements, a daily homework sheet will be completed for them by their teachers if requested by 9 a.m. The completed homework sheets will be in the principal's office at the end of the day, and it will be the absent student's responsibility to make the necessary arrangements to pick up these sheets.

## Honor Roll

4.0	Gold
3.60-3.99	Black
3.20-3.59	Dragon

## Honors Classes

Valley Falls U.S.D. 338 has adopted an honors curriculum in certain courses to promote academic excellence for students who pursue the highest standard of classes. These classes will be offered on the Valley Falls campus to include community

college/university classes, anatomy, American history, biology, calculus, chemistry, earth and space science, English 9, 10, and 11, IMP mathematics I and II, trigonometry, pre-calculus, physics, U.S. government/civics, and world history.

These classes will require higher expectations, advanced levels of content material, and the standards for grading will be significantly higher than those of other courses. In addition, a comprehensive semester final examination may be required which will comprise a major percent of the total course grade.

To be eligible for valedictorian and salutatorian awards at the end of the student's senior year, a student must hold the highest G.P.A. in his or her class. In addition to the GPA, a student must have completed honors classes to be added to the GPA. For this calculation, each A in honors will be worth .4 points, each B worth .3 points, each c worth .2 points and each D worth .1 points. These points will be added together and divided by the number of years the student attended Valley Falls High School. The resulting quotient will be added to the GPA. The student with the highest resulting sum will be valedictorian and the second highest will be salutatorian. Transfer students will only be allowed to transfer grades based on a 4 point scale and honors distinction will be determined for transfer courses by a committee of teachers at the high school.

## **In-School Suspension (ISS)**

Students choosing by their actions to defy classroom and/or school behavioral expectations can be assigned to ISS by the building administrator. While in ISS, a student will be given all classroom assignments and homework as needed. ISS students are allowed to complete all work missed during this suspension. Students in ISS are INELIGIBLE to participate in any school-sponsored activity on the day of the ISS and will miss the next scheduled competition date.

## **Jurisdiction of the School For Student Behavior And Discipline**

Students are responsible to the school for their behavior:

- Before school
- During school hours (including lunch period)
- After school
- Before, during and after school-sponsored events (at home or out of town), and
- At other times "if engaged in conduct detrimental to the operation of the school" or "detrimental to the morale of the school."

## **Jurisdiction of School Personnel**

Students are expected to comply with the directions of faculty (teachers and substitute teachers), student teachers, administrators, adult volunteers and school staff members

during any period of time when under the authority of the school.

## **KATS Transportation**

Students enrolled in the Kaw Area Technology School programs are provided district transportation to and from those classes. Our students ride on the bus with JCN students. The JCN bus will pick up Valley Falls students at approximately 7:15 a.m. west of the building at and will return at approximately 11:50 a.m. Students are expected to be on the JCN bus to return to Valley Falls at 11:05. The KATS students upon returning to Valley Falls High School will report to a specified room until the end of the period.

Students who are attending KATS will be expected to ride the school bus to and from Topeka each day. Any student who misses the morning bus is not to drive to Topeka but is expected to report to the high school office and may call their parents/guardians have them or another adult (Over 21 years old) drive them to the Kaw Area Technical School, call their parents/guardians to be excused to go back home, or the student may remain at school in the high school office for the day.

Students will be allowed to drive to KATS when:

- (1) parents/guardians have signed the release form to allow their son or daughter to drive,
- (2) it is an excusable reason to drive (see the form), and
- (3) it is in the office the day before the scheduled time to drive.

When Valley Falls does not have classes and the Kaw Area Technical School does have classes there will still be a bus provided; however, this is a great time for students to make up any class time missed and to receive extra help. On these days, students are allowed to drive themselves as long as they follow the procedure listed above. Any student who chooses not to follow this policy will be assigned:

- 1<sup>st</sup> incident: 1 hour detention
- 2<sup>nd</sup> incident: 2 hours detention
- 3<sup>rd</sup> incident: 1 day ISS
- 4<sup>th</sup> incident: 2 days ISS
- 5<sup>th</sup> incident: Immediate removal from the program.

There are special circumstances when students might need to drive with another student. These will be addressed on an as needed basis but will require additional planning ahead. Students caught riding to or from KATS with another student, without permission from both sets of parents and the principal, will face stiffer penalties than listed above and will be assigned:

- 1<sup>st</sup> incident: 3 hours detention
- 2<sup>nd</sup> incident: 2 days ISS
- 3<sup>rd</sup> incident: Immediate removal from the program.

KATS students are expected to report immediately to class upon their daily return from the technical school and they may stop by their vehicle at this time to drop off or pick up school items. KATS students not doing so will be counted as tardy, unexcused, or truant depending on how late they are to class or the individual situation.

Students will not be allowed to attend classes at KATS if they are serving either in-school or out-of school suspension(s). If students are suspended from KATS classes, they are also suspended from classes at the high school.

## **Locker Rooms**

The P.E. teachers and/or coaches will attempt to keep the locker area locked whenever possible. The contents of lockers in this area are the sole responsibility of the **STUDENTS** involved. The school and its personnel cannot be held responsible for unsecured student property in this area.

## **Lunch Break**

The lunch period at Valley Falls High School is a closed lunch period. No student is to leave the school grounds surrounding the main high school building without permission from the principal. Failure to observe this rule will be considered insubordination or refusal to follow a reasonable request. Seniors may have open lunch at the discretion of the principal.

All students participating in the hot lunch program as well as those individuals bringing their lunches are expected to eat in the cafeteria and remain in the cafeteria until the last five minutes of the lunch period. All students are to report to the cafeteria when the bell rings to dismiss classes for lunch. Those who bring their own lunches are to eat in the cafeteria, and those not eating lunch may sit in the cafeteria and visit until the last five minutes of the lunch period.

## **LUNCH ROOM RULES**

1. Students will line up by classes in the lunch line. Classes or individuals that have a hard time understanding the direction of the lunchroom monitors will be relocated to the back of the line so they have time to reflect on the wisdom of the monitors.
2. Dismissal could be by tables if the lunchroom is left in an unruly state, or students are becoming unruly.
3. If a student makes a mess, they will be required to clean it up.
4. No food or drinks can be taken out of the lunchroom.
5. Students are asked to be respectful of others property.
6. Any student cutting in line in their perspective class will be placed at the back of the line for a minimum of 5 days.
7. Trading of food at breakfast or lunch is discouraged.

8. Students will be allowed to leave the lunchroom with a note from a teacher.
9. Individual students who can not follow these rules will eat separate from his or her peers and or face stiffer penalties.

## **Make-Up Work**

It is the responsibility of students to obtain all materials and information that were covered in class(es) missed due to an absence. Students should plan in advance of their absence when they are aware that they will be missing schoolwork. They should confer with each teacher in order to make up as much work as possible before the absence occurs.

If the absence was excused, a teacher will allow a day plus one (two (2) days) for every day missed for make-up work or tests to be completed.

However; if the absence is unexcused and late, class work missed may be requested by the student, completed, and turned into the teacher to be evaluated for ***NO CREDIT***.

## **Medication Policy**

Students are not allowed to have in their possession (lockers or on their person) medication of any type (prescription or over the counter) at any time while at school. All student medications are to be stored and administered through the Principal's Office.

## **NCAA Initial-Eligibility Clearinghouse**

All students who are planning to compete in athletics at a Division I or II college after graduating from high school need to meet specific academic requirements that have been established by the NCAA. Please make an appointment with counselor to review the core courses that you must take in high school for the purpose of being eligible for college athletic competition.

## **National Honor Society**

In accordance with the National Association of Secondary School Principals, Valley Falls High School recognizes outstanding students by conferring membership in the National Honor Society. Candidates for membership are identified at the end of their sophomore and junior years. Members are inducted into the society as juniors or seniors. Criteria for candidates include:

1. Be a junior or senior who has attended Valley Falls High School at least one full semester.
2. Have an accumulated GPA of at least 3.6. (If the student has taken at least two honors classes then a GPA of 3.5 is sufficient.)
3. Have a minimum of an average of 25 Service Learning Hours per year of attendance at VFHS.

4. Participate in leadership and service activities. (Out of school activity count).
5. Have completed and submitted a Candidate Survey Form, which includes evaluations from teachers, leaders and sponsors, and an administrative review from the high school administration.

Members are expected to maintain and promote the qualities of Leadership, Character, Service, and Scholarship. Membership can be transferred to other chapters of NHS if the student changes school districts. Unless dismissed, the student remains a member for life.

Members of the Valley Falls School National Honor Society undergo a review each semester. This report includes an administrative review, a GPA and Service Learning Hours check, and an evaluation by the National Honor Society Council. Members who are not maintaining the principles of NHS may be warned or dismissed based upon the results of these periodic reviews.

### **Non-Custodial and Co-Custodial Parents**

Unless prohibited by law or Court Order, the board of education shall provide information to parents, whether custodial, non-custodial, regarding school progress and activities of their child. The District recognizes that many divorced parents continue to share parenting responsibilities and that each parent should have equal access to information regarding their child's school progress and activities.

Upon written request of a parent to the child's school principal, the school will subsequently and routinely mail to that parent copies of all school information which is normally provided. Such information will include copies of report cards, class newsletters, and school newsletters. Daily work normally sent home with the child would not be mailed. These mailings will continue for the remainder of the school year in which the request is made. Non-custodial parents and parents with shared custody who do not normally receive materials from the school may annually request this service.

### **Non-Discrimination Clause**

The Valley Falls High School does not discriminate on the basis of race, color, national origin, sex, age or disability in administration or access to, or treatment, or employment in its programs and activities. If you have any question regarding the above, please contact:

Valley Falls High School  
Jacques Molleker, Principal  
Telephone (785) 945-3229

## **Notice to Parents and Students of Rights under the Family Education Rights and Privacy Act (FERPA)**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 and older) are afforded various rights with regard to education records which are kept and maintained by USD No. 338. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exception. Disclosure of information from your educational records to other persons will occur only if:
  - a. we have your prior written consent for disclosure;
  - b. the information is considered "director information" and you have not objected to the release of such information; or
  - c. disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This includes the right to request a hearing at which you may present evidence to show why the records should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD No. 338 has failed to comply with FERPA's requirements. The address of this office is: 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
5. The right to obtain a copy of USD No. 338's policies for complying with FERPA. A copy may be obtained from: Loren Feldkamp, Superintendent, Unified School District 338 Office, Valley Falls, KS. 66088.

For purposes of FERPA, USD No. 338 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: Name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD No. 338 at Unified School District 338 Office, Valley Falls, Kansas 66088, on or before September 1<sup>st</sup>, 2007. If a refusal is not filed, USD No. 338 assumes that there is no objection to the release of the directory information designated.

## **Office of Civil Rights for Vocational Educational Guidelines**

In compliance with Executive Order 11246, Title II of the Education Amendments of 1976, Title VI of the Civil Rights Act of 1972; Title IX Regulation Rehabilitation Act of 1973; and all other Federal, State, School rules, law, regulations, and policies, U.S.D. # 338 shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates. It is the intent of U. S. D. 338 to comply with both the letter and spirit of the law, making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been show by U.S.D. 338.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Mr. Loren Feldkamp, Superintendent of Schools of USD 338  
700 Oak  
Valley Falls, KS 66088  
(785) 945-3214

Title IX complaints can also be filed with:

Regional Office for Civil Rights  
324 East 11th. Street  
Kansas City, Missouri 641

All students attending U.S.D. 338 may participate in educational programs and activities, including but not limited to health, physical education, music and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

## **Out-of-school Suspension (OSS)**

Students choosing by their actions to defy classroom and/or school behavioral expectations can be assigned to OSS by the building administrator. While suspended from school, students will be eligible to complete and/or make up school work missed during their OSS and will be given full credit provided these assignments are completed when the student returns to school. Students in OSS are INELIGIBLE to participate in any school sponsored activities, INCLUDING practices during the course of their OSS and on any week-end and/or holiday date that immediately follows or is included within the OSS. The principal can apply additional consequences to the terms of an individual OSS as deemed appropriate.

## **Parking Lot**

Students may **NOT** go to the parking lot without a pass or approval from a faculty member. An office pass is required for any student who visits the parking lot. Once students arrive at school and come into the building, students are expected to remain at school for the day. Detentions will be assigned to students who do not follow this procedure.

## **Principal's Office**

The principal's office is a place of business, and the secretary handles many duties concerning confidential and financial concerns. Students are not allowed to be behind the secretary's desk or designated work area at any time.

## **Probation**

There are basically two ways in which probation can be applied to the educational setting at Valley Falls High School. They are as follows:

1. One probation situation can be in place when a student is guilty of an infraction which would normally carry with it a certain penalty. This penalty would be suspended for a certain time period on the condition that behavior and academic performance during the time of the probation (or suspension of penalty) remained at or above acceptable levels. If the behavior or academic performance would become unacceptable during that time, the penalty would then be enacted. **Example:** A student is facing a penalty of three days ISS. Instead of the three days of ISS, the student is given a probation through the end of the semester. The student is required not to break school rules and to pass all classes during that time. If, at the end of 6 weeks, the student is failing a class or commits another act that is against school rules, the three-day ISS penalty would be applied immediately with no further consideration.
2. Another probation situation would occur when a student is guilty of an infraction and a penalty is imposed. The student might serve a part of the penalty, and then proceed through the remainder of the penalty on probation conditioned as in #1. **Example:** A student might be given a long-term 90-day suspension. Upon completion of a certain number of those days (perhaps 10) the student would return to school for the remainder of the 90-day period with the understanding that the dropping of grades below a certain level, or any other misbehavior, would then result in the continuation of the 90-day suspension until the full 90-days of suspension have been served.

Students suspended for more than one out-of-school day may also be placed on probation.

Students on probation may or may not be allowed to participate in or attend school activities. This will be determined by the administration.

## **Progress Reports**

Our goal is to send home weekly grades and this should eliminate the need for the following progress reports. Parents may also access the district computer system to see their student's grades at any time.

(Progress reports are designed to inform parents of potential problems in regards to the academic achievement of their son/daughter. Progress reports can be sent by faculty members at any time during the course of the year. Progress reports must be sent at the mid point of a nine-week grading period to all parents regardless of the student's academic standing. Required progress reports will be sent approximately three (3) days after the mid-point of a nine-week grading period.

It is expected that teachers will notify parents before giving the student an "F".

## **Qualified Admissions**

The 1996 Kansas Legislature approved House Bill 2668, which establishes admissions standards for the Kansas Regents Universities. The Qualified Admissions standards will be applied to the freshmen class entering in the fall semester of 2001. The statute includes several "doors" for the admission of the 1997-98 freshmen students to the Regents universities. Students must

1. Earn a 2.0 GPA on a fourteen (14) unit pre-college curriculum; or
2. Score 21 or better on the ACT; or
3. Rank in the top one-third of their high school graduating class.

The Pre-college Curriculum includes:

English	4 units
Natural Sciences	3 units
Mathematics	3 units
Social Sciences	3 units
Computer Tech.	1 unit

Specific courses are designated to meet these requirements. See the counselor for details.

### State-Sponsored Scholarships

High school graduates may be eligible for one of three state- sponsored scholarship programs.

- State Scholarship Program
- Minority Scholarship Program
- Kansas Teachers Scholarship

To be eligible for one of these scholarships, students must complete all of the required courses for the pre-college curriculum plus additional three (3) units as follows:

- Math - 1 additional unit (total of four (4) required)
- Foreign Language - two (2) units required in one foreign language
- Natural Science - Biology, Chemistry, and Physics

Admissions are also guaranteed for applicants who have graduated from an accredited high school and are twenty-one (21) or older and those who have earned twenty-four (24) or more credit hours from a Kansas community college. There is also a provision for the universities to admit up to 10% of the freshmen class as exceptions to the admissions standards.

### **Radios/Walkmans/CD Players/Cell Phones/Pagers/Gaming Devices/ Cameras/Video Cameras/PDAs/Laptops/ Etc.**

Personal audio-visual equipment may be used in the school only within the classroom and with the direct knowledge and approval of the consenting faculty member and principal.

The penalties for misuse of electronic devices will follow the same system as that of cell phones located on page 13.

### **Relationships**

Proper boy-girl relationships are expected at all times. Overt physical displays of affection are not acceptable at any time. Physical contact which exceeds hand holding will result in disciplinary action. Repeat offenders may be suspended.

### **Safe School Helpline**

The Safe School Helpline is (877) 626-8203. This number is to be called by anyone who witnesses any illegal activity that threatens our school. This will be an anonymous telephone call, and your name is never asked. Once the Helpline receives a call, they inform school officials about the nature of the telephone call, and the investigation is done locally.

### **Saturday School**

Students at risk of failing or actually failing to meet our behavioral expectations and/or academic outcomes can be required to attend Saturday School. These classes will be coordinated through the Principal. Saturday School can be used for academic intervention or behavioral consequences.

Saturday School can be scheduled from 8:00 a.m. to 12:00 p.m.

Students who fail to attend Saturday School or are late to Saturday School without a written doctor's notice dated with the day of the Saturday School will be given a hearing on the next day school is in session and will most likely face a 3-day in school suspension or more (up to and including OSS) depending upon the reason for the absence and/or the frequency of missing Saturday School opportunities.

## School Closing

In the event that we are forced to close school due to inclement weather conditions, notifications will be made on 580 AM, 94.5 FM radio, 103.9 FM radio, 93.7 FM radio; and television channels 13, 27, and 49. We will attempt to make the decision as early as possible in the morning.

There may be occasions when threatening weather forces us to dismiss the school early. This notification will be made over the same radio and news stations.



## School Dance Policy

Valley Falls High School dances are designed for Valley Falls High School students with these guidelines:

1. The principal must give permission to hold a school dance at least two weeks in advance of the dance date.
2. Four faculty sponsors must be secured or two faculty and two parent chaperones must agree to attend the dance or event and help supervise.
3. No student may enter a dance 30 minutes after the scheduled starting time unless previous arrangements have been made with the sponsor.
4. No student will be readmitted to a dance once he or she has left the building where the dance is held.
5. No drinking or smoking is allowed on school grounds or at any school function on or off school grounds.
6. Any outside guest must be signed up three (3) days in advance for those dances allowing outside dates, and the sponsoring student will be responsible for the actions of his or her guest. The guest must be a high school freshman or older, but not more than 3 years out of high school.
7. A student or guest may be removed from a dance for breaking school rules and/or any of the above guidelines. Students attending a dance are under the jurisdiction of the school and are subject to school disciplinary procedures, including suspension and expulsion.
8. A student must meet eligibility requirements to attend school dances.

## **School Hours**

Our school day runs from 8:00 a.m. to 3:15 p.m. daily.

## **Senior Early Release**

To allow students greater flexibility, the Valley Falls School District will offer senior students the opportunity to pursue a wider variety of options during the last semester of their senior year. This will allow students to enroll in college classes previously unavailable to them due to scheduling constraints associated with meshing the college and VFHS schedules or students could be released to work, earning more money for future educational experiences or endeavors. Students who chose this option may not be eligible for athletics or activities sponsored by the KSHSAA since they require a student to be enrolled in a minimum of five classes for participation in extra-curricular activities. The following guidelines for participation in the early release program are as follows:

1. Only seniors who have enough credits to graduate with their class may elect to participate in this program.
2. All students who desire to participate in the senior early release program must have their applications approved by the counselor, principal, and parent. The principal will have the final say in the level of participation that the student may be involved in.
3. Applications must be completed and returned to the guidance office during the spring semester of the student's junior year by May 15 (except for the Class of 2007).\*
4. In extreme emergencies, the May 15 deadline may be circumvented by joint approval from the counselor, administration, and parents.
5. Students must be enrolled in at least one course (senior English) the second semester of their senior year.
6. Courses taken at VFHS during the second semester must be consecutive hours.
7. Students may not enroll in Work Study and participate in this program. (There would be no need for this concurrent enrollment.)

## **Service Learning**

Students are required to complete (18) hours of Service Learning per year as a requirement for graduation. This program is coordinated by the Service Learning Committee of Mrs. Lloyd, Mrs. Ellerman, and Mr. Bunde. In an effort to simplify this program, to increase program effectiveness, and to promote increased student ownership, the Service Learning Program is:

- Required at a rate of (18) hours per year in high School.

- 9<sup>th</sup> and 10<sup>th</sup> grade students will be guided through Service Learning Program by attending required activities scheduled by the school and taught in the classroom.
- All projects will be planned, scheduled and accomplished within the framework set forth by the Service Committee.
- Students need to have all Service Learning Projects pre-approved using the forms supplied by the High School Office. Summer projects must be pre-approved by June 7<sup>th</sup> by committee members and the Principal.
- Any 9<sup>th</sup> or 10<sup>th</sup> grade student absent on the Service Learning dates provided will need to submit a proposal within one week prior to making up any service learning time.

All service learning services should be provided to within one of these categories:

- senior citizens / handicap
- non-profit and /or service organizations
- peer tutoring/ mentoring

or any other projects as approved by the Service Learning Committee.

Students would not be given credit for working for a relative or their place of employment. Nepotism rules would apply. At the conclusion of the project we would also ask the person that the service was provided for, to sign a form stating what task was performed.

### ***Service Learning Dates and Deadlines***

- Last Tuesday of August – discuss service learning requirements with juniors and seniors.
  - address what needs to be included in the proposals.
  - address those individuals which are behind in hours.
- Second Friday of September – Proposals are due from juniors and seniors.
- Last day of September – return proposals to students.
- April 15 – Service Learning final computer generated document is due (juniors and seniors).

### **Eligibility policy will apply to students failing to meet the deadlines stated above.**

To successfully accomplish their Service Learning Project, each 9-10<sup>th</sup> grade student will be expected to:

1. Determine and define their Service Learning Class Project, some of which may be on going projects.
2. Attend Service Learning opportunity dates set by the high school.
3. Any freshmen or sophomore who does not attend a scheduled Service Learning date must turn in a written proposal to the Service Learning Committee within one week after the missed date.
4. Ineligibility rules will apply to students failing to make-up this service.
5. The 9-10<sup>th</sup> grade extra hours will not carry over to the Junior or Senior years nor will they replace the required events set up by the school. We encourage students to do community service as it is an important part in the application for scholarships and is a positive factor when searching for jobs. (It looks good on the transcripts and applications.)

In order for juniors and seniors to successfully accomplish their Service Learning Project they will be expected to:

1. Turn in a Service Learning Proposal to the Service Learning Committee by second Friday of September. The proposal should include the service to be provided and the time frame the service is going to be provided. The proposal also should include a signature from the adult who will be in charge. Nepotism rules apply.
2. As a Junior the student may complete their 36 hour requirement if they desire
3. Final documents are due on or before April 15. This document will include a computer generated documentation of the Service provided. This should include: visual documentation and a summary of the service provided and how this service benefited our community. It is also required that the person that the service was provided for, sign a form stating what task was performed.
4. Ineligibility rules will apply to students failing to make-up this service.

## **Sexual Harassment**

Sexual Harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

### **Signs/Posters**

All signs/posters displayed in the school must be approved by the faculty sponsor(s) and the principal's office before being displayed. If the sign/poster is not school sponsored, it must be approved by the principal's office.

### **Smoke Free Campus**

Effective July 1, 1997, USD No. 338 shall have a smoke-free/tobacco-free campus. The use of tobacco in any form will not be permitted on any school property.

### **Sportsmanship**

Those who are in attendance at Valley Falls High School activities will adhere to Citizenship/Sportsmanship rule #52 of the KSHSAA. Sportsmanship is a way of thinking and behaving.

- Be courteous to all participants, coaches, officials, staff, and fans.
- Know the rules, abide by and respect the official's decisions.
- Win with character, 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 behavior to reflect upon your school and its activities.

All actions are to be **for, not against;**  
**positive,** not negative or disrespectful!

### **Student Aide**

This program is available to qualified Juniors and Seniors only, and it will be administered by the counselor. The requirements are as follows:

1. Administrative approval (required 2.0 GPA before enrolled with minimal discipline or attendance issues)
2. Completion of a Student Contract
  - a. Staff Approval
  - b. Parental approval
  - c. Counselor approval
3. Student will earn a credit toward graduation.
4. "A", "B", and "F" grades will come from the staff member and principal.
5. Student will keep grades above an "F" at all times and if they start to falter, they will work on their homework during this time (this will not count against the student when determining their grade unless the problem is ongoing).

Students enrolled in a student aide program are required to keep their cooperating staff member informed of their whereabouts at all times. Failure to comply with program guidelines or abuse of student aide privileges will result in students being suspended from this program and this may happen at any time.

Student aides will not leave campus unless approved in advance with the office and the student's parent.

Grades will be determined in the following manor:

- A – Student is exemplary in the performance of student aide. To earn an "A" grade requires the approval of the staff in charge and the principal and must be earned because the student performs above and beyond the call of duty.
- B – Student is above average in the performance of student aide. A "B" grade requires the approval of the staff in charge and the principal and must be earned because the student performs above average.
- C – Student is average in the performance of student aide. A "C" grade given requires the approval of the staff in charge only.
- D – Student is below average in the performance of student aide and is usually not helpful to the staff member. A "D" grade requires the approval of the staff in charge only.
- F – Student is failing in the performance of student aide. An "F" grade requires the approval of the staff in charge and the principal. Student will not be allowed to be a student aide if this occurs.

## **Student Academic Policy**

All 7-12 students will keep their grades above an "F" letter grade on a week by week basis. If on Friday, a students grade drops to an "F", the student will have two weeks to raise that particular grade before the principal or student improvement team (SIT) intervenes (This is referred to as the Academic Probationary Period). If by the third Friday or any Friday following the Academic Probationary Period, the student still has not

raised the letter grade, the student will be ineligible on a week by week basis for any and all activities including participation and/or observing activities (week starts and ends Sunday to Sunday). When a student is on probation or ineligible, every effort will be made by the teacher to grade the late assignment in a two-day time frame. There are always circumstances that may not allow the teacher to grade the work in a two-day time frame. After the fourth week of each semester, a mandatory homework session will be available after school from 3:20 to 4:30 p.m. Monday through Thursday where student can get help from teachers. **Students and/or their parents may, at anytime during this process, request an appeal to the building principal who will look into the individual circumstances surrounding the student and their grade or progress. The principal will have the final say on eligibility.**

## **Student Activity Bus**

The district will provide transportation to school sponsored activities for non-participating students provided that fifteen (15) students sign up to ride. Sign up sheets for Activity Buses will be in the Principal's office and must be complete by 3:30 p.m. of the school day preceding the activity. It is expected that cheerleaders will ride the activity bus whenever one is provided.

## **Student Conduct**

The following rules are developed as per Board of Education Policy JDCA.

The Board of Education of Valley Falls District No. 338 believes that discipline, in the broadest sense, is all of the actions that support and guide student activities within a school. In this regard, discipline relates to the overall climate established to implement the expressed purposes and objectives of this school district in the most effective manner. Discipline includes the training, strengthening and perfecting of student self-control in such a way as to contribute to the academic and social growth of each student.

1. CODE OF STUDENT BEHAVIOR.
  - a. The Board of Education of Valley Falls Unified School District No. 338 believes that schools must have reasonable rules relating to student behavior which are consistently enforced. We believe that all Valley Falls schools must maintain positive, educational climates, which are conducive to effective learning. We believe that Valley Falls students should adhere to appropriate codes of behavior for their personal development and for the benefit of a positive learning climate within the schools and within the community.
  - b. School District staff are instructed to help instill and to administer the enforcement of fair, firm and consistent behavioral codes within their

buildings which will help insure an appropriate learning climate in the School District. The behavioral expectations for students should be age-level appropriate and made clear to the students, staff and parents. Positive school citizenship should be encouraged and reinforced within the entire school community.

2. UNACCEPTABLE BEHAVIOR.

- a. The Valley Falls Schools District's philosophy of discipline is intended to assist students in understanding that school rules function like laws in society. Both fulfill a need to protect individual and group rights. Following school rules and the laws of the larger society means accepting limitations so that individuals act in ways which do not threaten the rights, property, or safety of others. In school or society, students and adults accept responsibility for their actions as they accept the rights of citizenship.
- b. The Board of Education of Unified School District No. 338 will, to the full extent of its legal power, insure that every student has an opportunity to attend school and receive an education without fear of harm or injury to person or property. The Board will not allow persons with disruptive intent to endanger the safety of students or school personnel, to damage property, to interfere with the educational process, or to attempt to close the schools. Acts of behavior which interfere with the maintenance of an effective learning environment or which are antagonistic to the welfare of other students will not be considered acceptable. A student who commits any of the following acts may be subject to disciplinary action:

- Violation of school rules;
- Failure to comply with reasonable request(s), defiance, and/or insubordination;
- Making threats, intimidation, extortion, and/or bodily harm;
- Possession, transfer, consumption, sale or being under the influence of alcoholic beverages or drugs;
- Possession or use of weapon;
- Smoking and/or possession of tobacco products;
- Harassment of other students
- Theft;
- Forgery
- Arson;
- Vandalism;
- Trespassing;
- Violation of compulsory attendance laws, excessive tardies, and/or absences;
- Unruly conduct which disrupts school;
- Violation of Board Policy; or

- Other matters covered by KSA 72-8901 et. seq.

Corrective measures for those students who commit acts of unacceptable behavior or violations of school rules and regulations should be described to the students. Those measures may include, but are not limited to: Counseling, conference, parent involvement, referral to specialists/agencies, detention periods, work sessions, exclusions from class, in-school and out-of-school suspension, Saturday school, and expulsion. Valley Falls Staff members shall not use corporal punishment.

A student may be suspended or expelled, for reasons set forth in Kansas Law, by the following certified personnel: superintendent, principal, assistant principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy and rule. Any suspension or expulsion shall be according to the procedures as set forth in Kansas Law. The superintendent shall conduct any expulsion hearing resulting from possession of a weapon as defined in K.S.A. 72-8901 (h).

#### **Short-Term Suspension (see also OSS)**

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension, including the reason for the suspension shall be given to the student and the student's parents or guardians within 24 hours after the suspension has been imposed.

At the informal hearing, the student shall be notified of the following: The right to be present at the hearing, to be informed of the charges, to be informed of the basis for the accusation and to make statements in defense of or in mitigation of the charges or accusations. Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing. When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time. The principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.

#### **Long-Term Suspension or Expulsion (see also OSS)**

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer from a list approved by the board.

The person conducting the hearing shall explain the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based and to provide an opportunity for the student, the student's parents or guardians, counsel and witnesses to present information pertinent to the case.

Formal hearings shall be conducted according to procedures outlined in current Kansas law. The student and parents or guardians shall be given written notice of the time, date and place of the hearing. The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks. The hearing may be conducted by a certified employee or committee of certified employees. At the conclusion of the hearing, a written report and the findings required by law shall be prepared by the person or committee conducting the hearing. Records of the hearing shall be available to students and parents or guardians according to Kansas law.

Any student suspended for more than ten (10) days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.

#### Student Rights During the Formal Hearing

The student shall have the right:

1. to counsel of his/her own choice;
2. for parents or guardians to be present;
3. to hear or read a full repost of testimony of witnesses;
4. to confront and cross-examine witnesses who appear in person at the hearing;
5. to present his or her own witnesses;
6. to testify in his or her own behalf and to give reasons for his or her conduct;
7. to an orderly hearing; and
8. to a fair and impartial decision based on substantial evidence.

Students who are suspended for more than ten (10) days or expelled from school may appeal to the board within ten (10) days of receiving written notice of the hearing results.

### **Student Council By-Laws**

As a voice of the Student Body, the Student Council of Valley Falls High School will abide by the following principles:

- \* the concerns of all students will be equally considered in the making of all decisions;
- \* each student will be given an equal opportunity to participate in student government;
- \* each student will have equal representation through the elected council.

By operating with these principles the Student Council hopes to serve the best interests of the Student Body as a whole.

#### **Article I Officers**

Section 1. The officers shall consist of president, vice-president, secretary and

treasurer/historian

Section 2. The president and vice-president must be juniors or seniors. All other offices are open to eligible high school students.

Section 3. Duties of Officers:

- A. All officers must be students in good standing. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing.
- B. The duties and powers of the officers shall be:

### **President**

It shall be the duty of the president to preside over all meetings, prepare agendas for each meeting, and understand the duties of all other officers. The president must also meet with the sponsor at least twice a month. Additional duties of the president include appointing committees and taking on the role of an ex-officio member.

### **Vice-President**

It shall be the duty of the vice-president to perform all duties of the president in his or her absence and to attend all board meetings. Additional duties of the vice-president include keeping in contact with area student councils, chairperson of the election committee, running elections, and exchange minutes with the other organizations to enhance cooperation and avoid conflicts.

### **Secretary**

It shall be the duty of the secretary to keep a record of the proceedings at all of the meetings. Additional duties of the secretary include providing copies of the minutes to all officers, school board members, and any other interested persons. The secretary must also handle all correspondence.

### **Treasurer/Historian**

It shall be the duty of the treasurer/historian to take roll at all meetings, provide the present balance at each meeting, keep an accurate account of all receipts and expenditures, and create a scrapbook that illustrates activities accomplished throughout the year.

## **Article II** Class Representatives

Section 1. The class representatives shall consist of one (1) male and one (1) female from each class (9-12).

Section 2. Selection will be determined by the following procedures: Any student

wanting to be considered for the position of class representative must compile a list of signatures from fifteen (15) supporting members of their class and must be approved by the staff. Upon the completion of the above requirements, students may then be eligible to participate in the final selection determined by a class vote.

Section 3. The duties and powers of the class representative shall be:

- A. Mandatory attendance at all meetings;
- B. A class report must be made voicing the opinions or concerns of the class they represent when needed;
- C. They will be responsible for the planning of schedules appointing class representatives to complete the required responsibilities of this division of the student government (e.g. snack/pop machines)

**Article III** Impeachment Process

Section 1. Warnings

- A. Warnings will be issued for the following conditions:
  - 1. Missing one (1) regular and one (1) officer meeting in a row or, in the case of class representatives, two (2) regular meetings in a row without an acceptable reason.
  - 2. Coming to one (1) regular and one (1) officer meeting in a row without being properly prepared: not having the agenda, the minutes, the treasurer's report, etc.
  - 3. Two (2) cases of disruptive behavior during the meetings.
- B. Warning Policy
  - 1. Only one (1) warning will be issued for each of the conditions.
  - 2. All warnings must be in writing and must be documented.
  - 3. The warnings will be issued by the highest ranking official not in offense.
  - 4. The secretary is in charge of documenting warnings, unless the secretary is in offense; in which case the vice-president shall document the warning.

Section 2 Impeachment Charges

- A. Grounds for Impeachment are as follows:
  - 1. Not fulfilling all written duties.
  - 2. Being caught in violation of the warning criteria after being issued a warning for those criteria.
- B. After impeachment charges have been brought forth; the accused person, the person bringing the charges, the student council officers, and the student council sponsor shall have a meeting to determine whether there is sufficient evidence for the impeachment process to continue.
- C. A two-thirds (2/3) majority vote is required in order to have an official removed from office after impeachment charges have been brought forth. The student body can bring forth impeachment charges. The student council and the faculty are the

only ones who can remove the person from office

### Section 3 Replacing Removed Officials

- A. If the president is removed from office, the vice-president will become president for the remainder of the school year. In this case or in the case that any other official is removed from office, the president will appoint someone to the vacant office. The Student Council must approve the appointee.

### Article III Amendment Procedures

1. Any student, faculty member, parent or community member may present a proposal regarding a problem or concern. The student council must be notified in advance to schedule their amendment proposal into their meeting.
2. They must have a written proposal and at least one idea and solution that address their concern. Student Senate representatives will then take the proposal to their class during advisory and get the feelings of students. Then the Student Senate must decide whether the proposal is reasonable enough to be brought before the building principal.
3. An initial approval must then be given by the building principal to continue through the procedure.
4. If approved, the proposal will be voted on by the student council needing a 2/3 vote to pass.
5. Then if approved the student body (9-12) will vote on the proposal. The proposal must have a 2/3 majority in order to pass.

### Students Leaving School

After a student has reported to school and the bell to begin the first class has rung, the student is not to leave the building at any time except after reporting to the office and receiving permission or after the school day has ended.

- If a student finds it necessary to leave during the day, he/she **must** report to the office for the secretary to make the proper arrangements.
- Permission to leave the building will not be granted unless the parents grant permission with a phone call. **PLEASE NOTE--**Parental permission for the student to leave will not necessarily result in the absence being excused. The decision to excuse or not excuse rests with the principal. If the reason for leaving does not appear to the principal to be necessary, the time missed will be considered an unexcused absence. That will be communicated to the student and parent before he/she leaves. **ALSO PLEASE NOTE--**Calls by parents after a student has left the school without permission will **NOT** result in an excused situation. – **THIS IS TRUANCY!**
- Failure of the student to follow the proper procedure when leaving the building will result in disciplinary action.
- A student checking out and missing more than 1/2 of the class period will be counted absent.

## **Student Lockers**

Each high school student will be assigned an individual locker and a means of securing that locker. The contents of that locker are the sole responsibility at all times of the **STUDENT to whom the locker is assigned**. The school and its personnel cannot be held responsible for unsecured contents of student lockers. Students trading or changing lockers do so at their own risk. Since the lockers are school property; the principal or a designated representative may search any locker at any time upon reasonable belief that the locker contains firearms, explosives, liquor, flammable materials, dangerous weapons, narcotics, or other matter that is prohibited by law or school regulations. Such searches may be made without notice to the student to who such locker has been assigned.

**All lockers must be shut and locked at all times (unless students are accessing them). All book bags, backpacks, gym bags, and concealing purses are to be stored in the student's locker from 8:00 a.m. to 3:15 p.m.**

## **Student Organizations and Clubs**

The school district encourages students to broaden their knowledge and citizenship by the formation of clubs or other groups organized to promote or pursue specialized activities outside the regular classroom environment. In order for these organizations to be sanctioned by the school, the following criteria must be followed: (a) The membership is open to all interested and eligible students; the approval of the building principal and the board of education must be obtained; and a member of the faculty attends the meeting or activities as an official advisor.

School sponsored clubs are those directly under the control of school personnel. Non-school clubs may not conduct their activities on school property without prior permission from the board of education. School sponsored organizations and clubs will hold their regular meetings during scheduled advisory club days.

## **Student Publications**

School-sponsored student publications shall be under the control and supervision of the building principal and his designated faculty representative. All material published in school-sponsored publications must have the prior approval of the faculty sponsor.

## **Summer School**

**The high school offers a summer school program for students who did not pass a class during the semester. Students must have a minimum of a 50% to participate in one of their required classes (English, mathematics, science, or social studies). This should allow students to make up work to keep up with their classes so that they do not fall behind. Students will be in summer school up to one month but may leave once they**

have finished all of their objectives. Successful students who complete all assigned work will have a 60% (D-) added to the class in the students' transcripts with the appropriate credit.

## Tardies

Most tardies to school will be unexcused. A student is tardy any time that he or she enters a classroom after the tardy bell has rung without a written excuse from a teacher, principal, or secretary. Tardies are usually caused by carelessness rather than necessity, and they constitute a disruption to normal classroom procedures and activities.

Students at Valley Falls High School will be counted tardy if they are not in class according to classroom procedure when the final bell rings.

Any student detained by a teacher must obtain an "excused tardy" slip from the detaining teacher for admittance to the next class. The first teacher has the right to determine the reason for the tardy as either "excused" or "unexcused".

### UNEXCUSED TARDIES PER SEMESTER:

1 <sup>st</sup> Offense =	Warning by teacher
2 <sup>nd</sup> Offense =	Warning by teacher
3 <sup>rd</sup> Offense =	- 30 minute detention with teacher as determined by the teacher before or after school - Note home to parents - Students late or missing tardy detention will serve Saturday School
4 <sup>th</sup> Offense =	- 2 – 30 minute detentions with teacher as determined by the teacher before or after school - Note home to parents - Students late or missing tardy detention will serve Saturday School
5 <sup>th</sup> Offense =	- 2 – 60 minute detentions with the principal as determined by the principal after school - Note home to parents - Students late or missing tardy detention will serve Saturday School
6 <sup>th</sup> Offense to 10 <sup>th</sup> Offense =	Saturday School - Note home to parents
11 <sup>th</sup> Offense and Subsequent Offenses =	3-Days OSS minimum up to and including expulsion - Note home to parents - Meeting with parents before student returns each time

## **Telephone Policy**

The telephone in the Principal's office is for student use in emergency situations only. All student telephone needs of a non-emergency type are to be handled on the telephone, which is located in the cafeteria.

## **Visitors Policy**

**Student visitors are not allowed at Valley Falls High School.** Parents are encouraged to visit and are always welcome. Please let us know when you will be coming so that we can inform the appropriate staff when to expect you.

## **Wednesday Night Activities**

The school district has a long-term understanding with local churches that Wednesday night is reserved for church activities. For that reason all high school activities are to be completed (including showers, etc.) no later than 6:30 p.m. This includes all activities sponsored by our school. [Exceptions may be requested by the administration in the event of excessive rescheduling of activities due to inclement weather.]

## **Weight Room**

The weight room will be used for a variety of physical education and health classes. It contains equipment that requires staff supervision at all times. Students are not to be in the weight room except for classes or with direct staff supervision.

## **Weapons**

A student shall not knowingly possess, handle or transmit any object that can be reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

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

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of Policy 5105.1 (Probation).

As used in this policy, the term “firearm” means any weapon (including a starter gun) 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 such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term “destructive device” means 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 one-quarter ounce, mine or other device similar to any of these devices.

## **Weapons Probation**

Any expulsion may be deferred by the Board of Education and the student involved may be placed on probation for a set period of time. Said punishment, suspension or expulsion shall remain deferred so long as the conditions of probation are met by the student.

Any student placed on probation shall be given a written list of the terms and conditions of his probation. The student shall sign a statement to the effect that he/she had said terms and conditions fully explained to him/her and his/her parent or legal guardian, that he understands them, that he is willing to abide by them, and that, if he fails to do so, the punishment originally imposed may be reinstated at the discretion of the person granting such probation.

## **Work Study Program**

This program is available to qualified juniors and seniors only, and it will be administered by the counselor. The requirements are as follows:

1. Administrative approval (required 2.0 GPA before enrolled with minimal discipline or attendance issues)
2. Completion of a Work Study Student Contract
  - a. Program description (including times, dates, etc.)
  - b. Parental approval
  - c. Work study coordinator approval
3. Satisfactory completion of Weekly Work Study Time Reports.
4. Feedback from the employer will be sought.
5. Grade will be assigned by counselor.

Students enrolled in a Work Study Program are required to keep the Work Study Coordinator informed of their status at all times. Failure to comply with program guidelines or abuse of work study times could result in students being suspended from this program.

**Work study students who leave campus must also sign out prior to leaving and must sign in upon return. Failure to do so may result in disciplinary action.**

## ZAP PROGRAM

### ZERO'S AREN'T PERMITTED (ZAP)

**Why ZAP? Zeros Aren't Permitted (ZAP) is a program designed to increase expectations of those students who continually choose to fail. It is first and foremost expectation of higher standards for students. It involves the entire staff expressing the belief that the assignments or projects are important enough to be turned in and that the students have the ability required to complete the assignment. When the belief is expressed and maintained that a student will be successful, it follows that the student meets the expectations.**

**In effective schools, goals and expectations are well defined, and shared by everyone involved in the school. Academic excellence is clearly valued and students are expected to work hard. Students know they are expected to succeed and their school believes they will. Standards are high but realistic ... Rules are clear and consistently enforced.**

**It is critical to remember that when teachers communicate, directly or indirectly, low expectations to students, they induce students to achieve at low levels. Conversely, when teachers communicate high expectations to students, students rise to meet these high expectations, and a positive, self-fulfilling prophecy effect is put into place. When high expectations are the norm in a school, the expectations spiral continues upward, produces even better results and everyone in the school benefits.**

**The Valley Falls High School faculty believes that all assignments and projects are important enough to be turned in and that each student has the ability required to complete the assignment. Failing to turn in an assignment is a missed opportunity for the student to learn. Missed opportunities are corrected by providing the student an extended learning opportunity in which to complete the assignment. The assignment receives a 50% reduction in grade.**

**ADMINISTRATIVE ZAP's – The following consequences will apply when a student fails to report to an assigned ZAP Extended Learning Opportunity:**

<b><u>MISSED ZAP</u></b>	<b><u>CONSEQUENCE</u></b>	<b><u>REQUIRED CONFERENCE</u></b>
<b>1<sup>st</sup> through 3<sup>rd</sup> 4<sup>th</sup> &amp; 5<sup>th</sup> 6<sup>th</sup> &amp; 7<sup>th</sup> 8<sup>th</sup> &amp; 9<sup>th</sup> 10<sup>th</sup></b>	<b>1 day Saturday School 3 days ISS 5 days ISS 5 days OSS 10 days OSS</b>	<b>Student/Principal Student/Principal Parent/Student/Principal Parent/Student/Principal Parent/Student/Principal/ Superintendent prior to readmission</b>
<b>11<sup>th</sup> &amp; beyond</b>	<b>Long term suspension/ Expulsion</b>	<b>Parent/Student/Principal/ Superintendent prior to readmission</b>

**NO Grade Higher than 50% will be given on ZAP'd work!!!**

**The student will be required to remain in the extended learning opportunity only until the assignment is completed (ZAP time period is 3:20-4:30 p.m.). If the student turns the assignment in at an acceptable level (75%) before the extended learning opportunity is required, the student does not need to show up to the extended learning opportunity. Teachers must sign the ZAP form and the student must return the form to the office after the work is completed. If the ZAP is not signed and returned to the office, it will be re-issued the following day.**

**After the work is completed, the teacher will then grade the assignment and reduce the score/grade by 50%; "No show" ZAP forms will be forwarded to the Principal's office for further action.**