

VALLEY CENTER MIDDLE SCHOOL STUDENT HANDBOOK 2017-2018

HOME OF THE HORNETS!



Valley Center Middle School

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USD 262 – Valley Center Public Schools

Mission Statement

The Staff and Students will develop the Knowledge, Skills, and Character necessary for current and futures Success.

Vision Statement

To be a Premier School District, Known for Excellence in Education, Innovative Instruction, Outstanding Programs, and Dedication to Students.

Table of Contents

WELCOME	Page 3
Student Handbook Interpretation	Page 4
ACADEMICS & GRADES	Page 4
Academic Expectations; Academic Hall of Fame; Academic Integrity;	Page 4
Grading Policy; Honor Roll;	Page 5
ACTIVITIES & ATHLETICS	Page 5
Activities Policy; Preseason Requirements; Participation Fees	Page 5
Teams Try Outs; KSHSAA Rules; Eligibility Requirements;	Page 6
Changing Sports; Lettering; Equipment (Uniforms)	
Severe Weather; Sportsmanship; Consequences; Extracurricular Activities (Attendance Requirements)	Page 7
ATTENDANCE	Page 7
Attendance Policy	Page 7
Excused & Unexcused Absences	Page 8
Illness & Accident; Tardies	Page 9
BEHAVIOR MANAGEMENT	Page 9
School Goal; Behavior Goal	Page 9
VCMS Conduct Point System; Corrective Measures	Page 10
Expulsion & Long Term Suspension	Page 11
BULLYING & HARRASSMENT	Page 11
Bullying & Harassment Policy	Page 11
DRESS CODE	Page 12
ELECTRONIC DEVICES	Page 13
Communication/Entertainment Devices; Inappropriate Use of the Internet	Page 13
PERTINENT INFORMAITON	Page 13
Book Bags; Bicycles/Scooters/Skates/Skateboards; Bus Transportation	Page 13
Cameras & Audio/Video Recorders Devices; Collection Process;	Page 14
Crimestoppers; Complaints & Grievances; Dances; Deliveries; Hall Passes	
Library Policy; Lockers; Lost & Found; Lunch Policy & Period	Page 15
Medication at School; Note Writing; Parent Portal	Page 16
Personal Property; Promotion & Recognition; Public Display of Affection;	Page 17
Schedule Changes; School Safety Hotline; School Cancellation Procedures;	
Social Media; Student ID Cards; Telephone Use by Students; Visitors;	
Weapons Policy	Page 18
Definition of Weapons; Penalties: Drug Free/Gun Free Zone	Page 18
FERPA	Page 19-20
Asbestos Notification; Notification of Non-Discrimination	Page 21

A message from Valley Center Middle School Principal

Welcome to the Valley Center Middle School

This is going to be an exciting school year both in our classrooms and through our many extra-curricular activities. As partners in your child's education and emotional growth, I hope this year provides many happy memories and treasured moments. These experiences are shaped through commitment to our core values: exposure to challenging curriculum, ongoing skill acquisition, relevant instruction, and an environment that is safe both physically and emotionally.

While I am very proud of, and confident in, the VCMS staff, I am a firm believer that parents and caregivers are their child's primary instructor. We cannot be successful without your support and encourage you to be an active partner. My pledge to you is to maintain communication and provide information necessary for you to make decisions related to your child's progress toward his or her personal goals.

As a parent myself, I know there are times when decisions made by school officials may be confusing or even unsettling. Should this occur, please contact me and let's find a way to resolve the issue through open and rational dialogue. We may not find a way to agree, but I am certain we can find a way to understand.

It is an honor to be your Middle School Principal, and I am looking forward to a great year.

Respectfully,

Mr. Pete Bastian, Principal

STUDENT HANDBOOK INTERPRETATION

The student handbook has been prepared through the work of VCMS students, parents, teachers, and administrators. It is a guide and is not intended to be all inclusive of each "school policy." Interpretation of items in the handbook and those things that are not in the handbook shall be the responsibility of the building principal. In the event the rules and regulations set forth in this handbook conflict in any way with the policies set forth by the U.S.D. No. 262 Board of Education, then the Board policies shall govern.

The school office will be open from 7:00 A.M. to 3:30 P.M. The office number is 755-7060. Our FAX number is 755-7061. Students are discouraged from entering the building before 7:00 A.M. unless requested to do so by a teacher. Students should use either the west doors near the cafeteria or the north doors by the gymnasium to enter school prior to 7:30 A.M. Students are to report to the gymnasium upon their arrival each day. Students should have a pass if they want to see a teacher before 7:30 A.M. Students are to be out of the building by 3:00 unless they are working with a teacher or participating in an extracurricular activity. **School Day 7:40-2:50**

For school information and our activity calendar, please visit the district website at www.usd262.net.

ACADEMICS & GRADES

ACADEMIC EXPECTATIONS

The faculty and staff at Valley Center Middle School believe that all students possess the ability to be successful when good attitude and effort are exhibited.

1. Students will comply with the policies of the Board of Education and the rules and regulations of VCMS.
2. Students will respect and obey the authority of the staff and administrators of VCMS.
3. Students will display proper conduct to and from school and refrain from acts of misconduct while on school grounds, in buildings, or when representing the school.
4. Students will be diligent in study. To be diligent in study, a student shall:
 - a. come to class prepared to learn (have in possession all necessary materials),
 - b. do the caliber of work consistent with the student's ability and grade level,
 - c. complete all assigned work on time,
 - d. pay attention to the teacher,
 - e. exhibit good citizenship at all times,
 - f. cooperate with all school staff and students, and
 - g. be regular and punctual in attendance.

ACADEMIC HALL OF FAME

Students who maintain a 4.0 GPA throughout each nine weeks of 7th and 8th grade shall have their name inscribed on the academic hall of fame plaque.

ACADEMIC INTEGRITY

Students who cheat on tests or other graded assignments will be subject to disciplinary action determined by the teacher and/or administration, from the following options:

- a. Teachers may discount the work totally or partially; or
- b. Student may be required to do the work (test) in isolation; or
- c. Student may be required to complete an alternate assignment to establish knowledge or preparation.

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

GRADING POLICY

Letter Grade Level of Work % Scale

A (4.00) Superior 90-100

B (3.00) Above Average 80-89

C (2.00) Average 70-79

D (1.00) Below Average 60-69

F (0.00) Failing 59-below

Teachers are at liberty to add plus or minus marks to letter grades or go only with the letter grade on the grade sheet. Semester grades are figured by averaging the previous two nine week's grades.

HONOR ROLL

- **Principal's Honor Roll**—A student must compile a 4.0 (A) grade point average on his or her semester grade card to meet the criteria for the Principal's Honor Roll.
- **Hornet Honor Roll**—A student must earn a 3.50-3.99 grade point average on his or her semester grade card to qualify for the Hornet Honor Roll.
- **VCMS Honor Roll** – A student must earn a 3.0-3.49 grade point average on his or her semester grade card to qualify for the VCMS Honor Roll.

ACTIVITIES & ATHLETICS

ACTIVITIES POLICY

It is the belief of the coaches and administration at Valley Center Middle School that in order for students to be treated fairly, certain guidelines need to be established and followed throughout the athletic program. It is our belief that the policies of this handbook will assist in the development of well-rounded "Student-Athletes" with the emphasis on the Student. Finally, since athletics are extracurricular, extra expectations apply to our student-athletes. They are our representatives when we go to other schools or communities, so we expect the highest level of student conduct. This is only possible if they practice this conduct daily in their regular curricular schedules. Student participants and spectators must be in attendance by the beginning of fourth hour and be academically eligible to attend evening activities.

PRESEASON REQUIREMENTS

For a student to be eligible to try out for a team, start participating on a team, or attending practice, the student and/or parents must:

- * Attend a Parent Meeting - There will be a meeting in August to discuss the handbook for any parent or guardian who would like to attend.
- * Complete a Physical Form (rev. 3/09) - Physical forms may be picked up from the office or downloaded from the KSHSAA website. Physicals may be taken any time after May 1st proceeding the school year for which it is applicable. The physical must be complete. The student and parents must complete the first, third, and fourth page. The second page is to be completed by the physician.
- * Complete Additional Information and Consent Forms - In addition to the Physical Form, parents and students are required to complete a form which includes Emergency Contact information and an acknowledgement of an Assumption of Risk when participating in activities.

Students who have attended another middle school prior to their attendance at Valley Center Middle School must have a transfer form on file with the office.

PARTICIPATION FEES

Students are required to pay a one-time \$65.00 athletic fee. Student fees should be paid prior to the first day of practice. If the sport has try-outs, the student must pay the fee within five (5) days after try-outs have been completed. If special circumstances prevent the payment of fees within the required time constraints, extensions may be granted by the VCMS administration.

TRY OUTS

Students are expected to be in attendance for each day of try outs. Students that cannot make the original try out because of a medical injury may be allowed to try out at a later date. It will require a meeting with the parent(s) and head coach.

ASSIGNMENTS

Students participating in activities are responsible for getting all work assigned turned in at the same time as the other students. Example: If a student is going to miss the last hour, he or she is responsible for turning in assignments that are due in class that day before he or she leaves. That student is also responsible for any work assigned in the class period that he or she will be missing. The assigned work is due at the same time as the students who were there to attend class. Pre Make-Up Slips are available in the office for students to get assignments from teachers prior to the date the student will be absent.

KSHSAA RULES

The Kansas State High School Activities Association has many rules. The rules listed below are consulted with frequently asked questions. If you have any questions about KSHSAA rules please call the Athletic Director's office. *This is definitely one place where "an ounce of prevention is worth a pound of cure."* *In fact once done, there are some things that CANNOT be reversed!*

- * You cannot participate on a team outside of school in the same sport during the season of that sport. Example: School Volleyball and USVBA Volleyball at the same time.
- * You cannot accept cash or merchandise awards. Example: If you run in a fun run and they give gift certificates to the winners, you cannot accept them. You can accept merchandise that is given to everyone as part of the entry fee, not won.

ELIGIBILITY REQUIREMENTS

For a student to be eligible to try out and/or participate on a team, the student must meet the following criteria:

- ** **KSHSAA rules for a semester.** The student must pass 5 subjects of unit weight in the previous semester.
- ** **Middle school policy.** The student must meet the above criteria and have a 2.0 GPA at the end of each quarter. Weekly eligibility is based on grades and GPA.
 - Any student who is failing one class must maintain a 2.5 GPA to participate in weekly competitions.
 - Any student who is failing two or more classes is ineligible to participate.
 - School administration reserves the right to make exceptions as deemed appropriate by the teaching/coaching staff.

CHANGING SPORTS

If a student wants to change sports after a season has started, (1st day of practice or try outs), then he or she must have the permission of both coaches and the administration. If an athlete quits a team without the permission mentioned above or if they are dismissed from the team by the coach, then they cannot participate in another sport during that sport season.

LETTERING

Any student who completes the sport season and is in "Good Standing" with the head coach shall earn a "Letter" in that sport. Good standing refers compliance with team rules and working to the best of your ability. All equipment must be turned in or paid for before the awards can be received.

EQUIPMENT (Uniforms and Other)

When students check out school equipment, it becomes the student's responsibility until it is checked back in at the end of the season. *All equipment must be cleaned and returned before the student is eligible for the next season of sport.* All equipment shall be checked in on the date(s) set by the head coach. Students who have equipment that has been lost or stolen shall be charged the replacement cost. "Normal Wear" is expected. However, students turning in equipment that has been damaged due to improper washing or misuse will be charged the replacement cost.

SEVERE WEATHER POLICY

When school has been canceled because of poor weather conditions, practices and activities scheduled for that day are also canceled. We also have a district heat plan that is followed when the temperature and/or humidity (heat index) reaches dangerous levels.

SPORTSMANSHIP

1. Students attending athletic games or activities must adhere to school regulations and policies. Students who plan to attend Middle School games need to know the following:
2. You are expected to remain in the bleachers except to go the restrooms or the concession stand.
3. You are to stay on the VCMS side of the field or the court and not go to the visitor's side unless accompanied by a parent.
4. You are not to leave the building or go outside the admission area.
5. You are expected to display proper sportsmanship. You can yell in support of our team, but that does not include negative comments to or about the opposing team, school, or officials.
6. You are expected to wear normal school attire to activities unless prior approval is requested and approved by the administration.
7. You are expected to comply immediately with requests made by teachers, game supervisors or administrators.
8. To attend or participate in any extracurricular activity, a student must be in good standing. Students who are serving ISS, out-of-school suspension, expulsion, or not meeting eligibility policy are not in good standing and are not permitted to attend or participate in any extracurricular activities such as dances, practices, or athletic contests.

Consequences: Students who do not follow the above mentioned rules may receive disciplinary consequences. The consequences may include removal from the activity, activity suspension for one or more games, detention, OSS or ISS. Students who are substantially disruptive may receive activity suspension for the remainder of the season or possibly for the remainder of the semester or school year.

EXTRACURRICULAR ACTIVITIES (Attendance Requirements)

A student must be in attendance at school by the start of 4th period to be eligible to participate in or attend a practice, game, or an extracurricular activity on that day. Additionally, if a student goes home from school because of illness, that student is not eligible to participate later that same day. This applies to music performances, dances, and athletics. Some exceptions may be approved by the administration. Academic and behavioral guidelines also apply to participate.

ATTENDANCE

ATTENDANCE POLICY

Regular attendance is necessary to maximize the benefits of the educational opportunity. Consequently, the following regulations have been adopted:

The Compulsory Attendance Law makes it mandatory that any child under the age of seven (7) years who is enrolled in school or who has reached the age of seven (7) years and is under the age of eighteen (18) years shall attend school continuously each school year. Any child who is inexcusably absent from the school of enrollment on any three (3) consecutive school days or five (5) school days in any semester or seven (7) school days in any school year, whichever of the foregoing occurs first, shall be considered truant and not attending school as required by the Compulsory Attendance Law (K.S.A. 72-1111, et seq., or as it may be amended by the Kansas legislature). A child is inexcusably absent from school if the child is absent or misses more than two (2) hours of instructional time in the school day. In accordance with Kansas law, all school age children who are not attending school will be reported to either the Secretary of Social and Rehabilitation Services or to the Sedgwick County District Attorney, whichever is appropriate for the age of the child.

- a. When a student is absent, parents are requested to call the school between the hours of 7:15 A.M. and 9:30 A.M. to report the nature of a student's absence. If no phone call is received in the office by this time, an attempt will be made to contact a parent or guardian to determine the reason for the absence. If the parent or guardian does not call or send a note within 48 hours of the absence, an unexcused absence/tardy will be recorded.

- b. For pre-planned absences, the student will present a written note from a parent and request assignments at least two days in advance. This prevents last minute confusion or delays from occurring. Students should request assignments in advance through the office and will have one day for each day absent to complete work. Students should be prepared to spend additional class time upon return to catch up on missed instructional time.
- c. Students with excused absences will be allowed to make up missed assignments and will be given full credit. It is the **responsibility** of the student to make arrangements with the teachers. The student will be granted the number of days missed plus one to complete the assignments. Parents may request work by contacting the office after their student has had two consecutive absences.
- d. Unexcused Absences & Suspensions: Assignments are due upon return to school, unless other arrangements area approved per the classroom teacher.
- e. Students may not leave the school campus without first receiving permission of the custodial parent and the permission of the principal or his designated representative. When permission has been granted, the student must obtain an exit pass and check out through the office before leaving school grounds. When students arrive at school in the morning, they are not allowed to leave the middle school grounds. This means that if a student arrives on the bus or is dropped off by a parent, he or she cannot go to the convenience store, across the street to the intermediate building or to the tennis court area.

Absences will be recorded on a yearly basis.

- 1. When the 6th absence to any class occurs, an official letter will be sent home to inform parents of total days missed.
- 2. After 10 absences, an administrator will send written notification to the parents/guardians.
- 3. Any time absences become a concern, a faculty member may request a parent conference. Teachers and counselors may be invited to a parent conference. Excessive absences may result in a student not participating in an activity.
- 4. Exceptional Cases: When a student is receiving school-approved, outside instruction, such as, homebound, hospital-bound, or institutional-bound situations, the student is not counted absent nor does this policy apply. When a student is not in class due to a school activity, this in not counted as an absence but make-up work is always required.

Excused and unexcused absences:

The principal or his/her designated representative shall be responsible for determining if an absence is excused or unexcused. The following criteria will be considered in making this determination:

Excused Absences:

- a. Personal Illness
- b. Death in the family
- c. Medical or legal appointment
- d. Absence requested by parent in writing and approved by administration prior to the absence.
- e. Doctor-ordered absence
- f. School activities (must be a participant)
- g. School-sponsored educational field trips
- h. In-School Suspension or Out-of-School Suspension
- i. Other as approved by the administration

Unexcused/Inexcusable Absences for Substantial part of a School Day:

- a. "Substantial Part of the School Day" is defined as being inexcusably absent after more than two (2) hours of instructional time.
- b. All absences that do not fall into the categories of excused absences.
- c. Leaving school when school is in session without obtaining permission and signing out in the office.

Excessive Absences:

Students who have accumulated 10 days or 80 hours of student absences in one year will be considered to have excessive absences. When a student acquires **10 days or 80 hours of student absences**, a letter shall be sent to the parent/guardian advising the parent/guardian that a doctor's note must accompany further student absences or the absences shall be considered an unexcused absence. If the student comes to school on the 11th day without a doctor's note, then the school will start counting the absences as unexcused and the Compulsory Attendance Law will be followed.

For the purposes of this policy, the term "absence" is defined as a period in which the student is not in attendance in a class to which he/she is assigned.

ILLNESS & ACCIDENT

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

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

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

TARDIES

A student will be considered tardy when the final bell rings if they are not in class according to classroom procedure. If a teacher detains a student, that teacher is obligated to give the student a pass for admittance to the next class. **A student more than 15 minutes "late" to class will be considered absent.** Teachers will deal with students who are tardy by marking the student's conduct card for the infraction. First hour tardies must be excused by a parent at the time the student arrives at school. Students that are late to first hour must check in through the office before going to class. Accumulation of tardies and/or conduct infractions will result in disciplinary action.

BEHAVIOR MANAGEMENT

SCHOOL GOAL

1. To establish respect as an expected behavior from all students toward administrators, teachers, staff, students, and property.
2. To establish an effective discipline system dealing with infractions in a firm and consistent manner.

BEHAVIOR CODE

1. Students shall respect constituted school authority. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of juveniles or minors.
2. Student conduct shall reflect the consideration of the rights and privileges of others and demonstrate cooperation with all members of the school community.
3. High personal standards of courtesy, dress, decency, morality, clean language, honesty, integrity, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students. (The following types of conduct are never permissible: fighting, disrespect or defiance of school staff, profane language, failure to comply, possession of weapons or other dangerous objects, possession or use of tobacco, electronic cigarettes, vaporizers and pipes, or alcohol, possession or use of any controlled substance (drug), gambling, truancy, cheating, stealing, harassment of others, or vandalism.) The admittance to and the continued attendance in public school is a privilege dependent upon the compliance with the laws of the State of Kansas and the rules and regulations of USD 262. Students shall assume their share of responsibility in maintaining a positive school climate in all classes and activities. When a student chooses not to comply with the law and/or the rules, the privilege of attending school may be revoked. The failure of a student to

continue to act responsibly usually constitutes misconduct, and the student is liable to detention, suspension, or expulsion.

VCMS CONDUCT POINT SYSTEM

Accumulation of conduct points will result in the following:

- Purple Level 5 Points = ½ Hour Detention
- Green Level 10 Points = 1 Hour Detention
- Yellow Level 15 Points = Two 1 Hour Detentions
- Red “A” Level 20 Points = In-School Suspension (1 Day), Parent Contact/Conference
- Red “B” Level 25 Points = In-School Suspension (3 Days), Parent Contact/Conference, Counselor Referral
- Red “C” Level 30 Points = Out-Of-School Suspension (5 Days), Student/Parent(s) meet with Evaluation Review Team
- Red “D” Level 35 Points = Suspension to Expulsion

Conduct Points may include, but are not limited to the following:

- 1 – Tardy
- 2 – Out of Bounds/No Hall Pass
- 3 – Disrespect/Noncompliance
- 4 – Language/Profanity

CORRECTIVE MEASURES FOR MISCONDUCT

CONFERENCE: Each student is an individual, and the control and correction of student misconduct would first involve teacher-student conferences. If acts of misconduct continue, parents may be asked to confer with the teacher and/or other school personnel. The desired goal is to resolve problems and forestall serious disciplinary action.

DETENTION: A teacher or principal may detain a student. The nature of the misconduct and policy will dictate the amount or length of the detention period.

IN-SCHOOL-SUSPENSION (ISS): A student continues to attend school in a restricted setting. The student is required to use his/her time and energies working on class assignments and/or other learning material. A student on ISS is not eligible to practice or participate in any school activity, actively or as a spectator, during the days covered by the suspension. This restriction includes, but is not limited to, athletics, plays, dances, debates, field trips, performances, commencement, etc.

OUT-OF-SCHOOL SUSPENSION (OSS): A student may be suspended from school by the principal for a period not to exceed ten (10) days. Reasonable effort will be made to provide verbal notification to parents. Written notification will follow and a copy of such notification will be filed with the superintendent. Procedural due process as required by state statutes shall be followed. While suspended, a student may not return to any school property without administrative permission. A student on OSS is not eligible to practice or participate in any school activity, actively or as a spectator, during the days covered by the suspension. This restriction includes, but is not limited to, athletics, plays, dances, debates, field trips, performances, commencement, etc.

EXPULSION/LONG TERM SUSPENSION (Pursuant to KSA 72-8901)

- a. The Board of Education may suspend or expel or, by regulation, authorize any certified employee or committee to suspend or expel any pupil guilty of:
- b. willful violation of any published regulation for student conduct adopted and approved by the BOE;
- c. conduct that substantially disrupts, impedes, or interferes with the operation of any public school;
- d. conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- e. conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- f. conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or

- g. disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Per Kansas State Statute 72-89c02(a), notification to law enforcement will be given for all students found in possession of a weapon or illegal drug or who have engaged in an act or behavior which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, at school, upon school property, or at a school supervised activity. A report will be made to the appropriate law enforcement agency as soon as practicable, but not to exceed 10 days from the student act, excluding holidays and weekends. In turn, law enforcement will notify the division of vehicles as soon as practicable, but not to exceed 10 days from the date of the student's act, excluding holidays and weekends. The law enforcement report shall include the student's name, address, date of birth, driver's license number and a description of the act committed by the student. Students may lose their Driver's license for up to one year as a result of this notification. Additionally, Social Services may be notified. This could result in an investigation to insure the wellbeing of the student expelled.

[Disciplinary actions will be handled by building administration as deemed appropriate]

BULLYING & HARRASSMENT

BULLYING

Valley Center Middle School does not tolerate bullying or harassment of any form. There are many forms of bullying, whether it is a comment made to another student, a comment made on the internet or a shove in the hallway, bullying will not be tolerated. VCMS has four rules in regards to bullying:

- 1) Students/Staff will not bully others.
- 2) Students/Staff will try to help students who are being bullied.
- 3) Students/Staff will make it a point to include students who are easily left out.
- 4) When a student knows somebody is being bullied, the student shall notify an adult at school and an adult at home.

If the issue involves a direct threat, we encourage students/staff to come to the office immediately to report the situation. If students would rather remain anonymous, they can fill out the online bullying form found on the Valley Center Middle School webpage. You can also report bullying by calling the Kansas Bullying Prevention Hotline at 1-800-332-6378. The staff at Valley Center Middle School takes every bullying report seriously and bullying will not be tolerated. We encourage parents to tell their children to "speak up" and tell school staff members, teachers or administrators about the bullying. By working together we can help our students become productive, accepting young adults. Students who have bullied others in violation of school policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibitions shall be reported to local law enforcement.

HARRASSMENT POLICY

No student or staff member should be subject to harassment for any reason by any student or staff member. It is the policy of VCMS and the Board of Education that all students and staff members will work with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, or disability. Acts of harassment, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and will constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted. Sexual harassment includes all unwanted, uninvited, and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school/work environment. This can include:

- 1) sexually suggestive looks or gestures;
- 2) pressure for date or sex;
- 3) deliberate touching, cornering, or pinching;
- 4) threats, demands, or suggestions that favors will be granted in exchange for sex, or tolerance of sexual advances;
- 5) sexual jokes, pictures, or teasing;
- 6) sexually demeaning comments;
- 7) unwanted attempts to kiss or fondle;
- 8) badgering of any kind.

A student, his/her parent, a student other than the victim, or a staff member may make reports of harassment. All reports concerning students are to be given to a counselor, assistant principal, and/or principal for initial action (investigation). All reports of harassment will be investigated, and appropriate action will be taken by the Administration. False reports of harassment will be handled as a discipline matter concerning misleading information. For a complaint of harassment to be fully resolved, it will be necessary for the victim to make a written report to be used as evidence against the accused. If a claimant of harassment is not satisfied with the resolution of their complaint by the Administration, the claimant may file a grievance with the District Grievance Officer, Mike Bonner. His office is at 143 S. Meridian and his phone number, during school hours, is 755-7000.

DRESS CODE

Students should dress in a manner which will not be disruptive to the educational process. If at any time the principal or teacher believes that a student's attire is a disruption, that student will be sent to the office and asked to change. Writing on the body is also prohibited. The school reserves the right to disallow or restrict any clothing worn by students to school or school activities that might be associated with a gang or gang activity. Any extra-curricular group may require a more stringent dress code, and those students wishing to participate will abide by the code for that group.

- a. Student who wear clothing that is inappropriate or that exposes chest, shoulders, bare midsection or buttocks such as: bare midriffs, bare backs, spaghetti strap tops with bra straps showing, fishnet shirts, sheer tops with bra straps showing, halters, tube tops, or tops without shoulder straps will be required to change.
- b. Pants, jeans, sweats, overalls and shorts are to be worn at waist level.
- c. No excessively loose clothing that exposes undergarments will be allowed.
- d. Spandex shorts are not allowed unless worn under other shorts.
- e. Clothing with inappropriate, abusive, crude, profane, obscene, suggestive, and/or distasteful language and/or artwork will not be allowed. Examples: clothing with alcohol, drugs, tobacco, weapons, explosives, gore, sexual innuendoes, etc.
- f. Clothing must be worn in the manner for which it was designed. Clothing designed as under garments must not be worn as outer garments.
- g. Footwear must be worn at all times during school. Shoes with wheels are not allowed. Bedroom slippers are not permitted.
- h. Students are not allowed to wear hats, caps, or other headgear while in the building prior to or during the regular school day.
- i. No colored or dark glasses should be worn except under a doctor's prescription or direction.
- j. The wearing of heavy coats in the classroom is not permitted unless allowed by the classroom teacher. Coats may be subject to search at any time at the discretion of the administration.
- k. Chains longer than six (6) inches, or jewelry that could cause injury (i.e. spikes, sharp edges) will not be allowed.
- l. Gang writing and/or symbolism are not allowed on school papers, notebooks or any material at school or school activities. This includes marking(s) on the body. Gang related colors, language, gestures, or designs are not allowed in the school or at school activities.
- m. Students are not permitted to remove their shirts to participate in physical education classes.
- n. Pierced body parts or jewelry that may pose a safety hazard to a student will not be permitted. There shall be no expectation of medical attention in regard to the cleaning and maintenance of piercings by school personnel.

ELECTRONIC DEVICES

COMMUNICATION/ENTERTAINMENT DEVICES

Communication/electronic devices, cell phones, and other electronic devices are allowed to be brought to school by students. Students may use electronic devices in the hallway before/after school and at lunch. However, students are not permitted to look at said devices while walking in the hallway due to safety concerns. Students may also use electronic devices in the classroom, with teacher permission. Students may NOT use electronic devices in the restroom or locker room. Students shall have no expectation of privacy concerning the use or possession of electronic devices on school property or school related activities and events. Electronic devices include, but are not limited to, cell phones, pagers, MP3 players, iPod's personal digital assistants (PDA's), compact disc players,

portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person or place to another. Administration reserves the right to search the data stored in electronic devices as deemed necessary. If a student is using an electronic device without permission, that student may have the device confiscated, be assigned detention or the student's parents/guardians may have to pick up the electronic device.

INAPPROPRIATE USE OF THE INTERNET

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

- (1) the intentional introduction of viruses;
- (2) corruption of systems, files, and resources; and
- (3) sending or receiving copyrighted files, programs, or materials without permission.

Any use of the Internet for purposes in conflict with approved Board of Education policies and procedures is prohibited. Students shall have no expectation of privacy when using district e-mail or computer systems. Email messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students 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.

PERTINENT INFORMATION

BOOK BAGS

Book bags, purses, or gym bags should be stored in lockers. Book bags, purses, or gym bags will not be allowed in the classroom unless preapproved by the teacher. Students will be allowed to take their book bags and personal items to Seminar with individual teacher approval.

BICYCLES/SCOOTERS/SKATES/SKATEBOARDS

Students may ride their bikes to school. Bikes are to be stored in the bike racks in front of the school and securely chained for security purposes. Valley Center Middle School is not responsible for damaged or stolen property. Students are required to push their bikes when on VCMS sidewalks or loading zones and are encouraged to use safe riding practices. Skateboards, skates, shoes with wheels, and motorized scooters are not allowed.

BUS TRANSPORTATION

School Board Policy JGGR (excerpt): All students in our school system who ride a bus are subject to passenger rules and procedures until they get off the bus at their school or the bus stop near their home. Students must conduct themselves on the bus as they should at their own schools. Each bus student will receive the district transportation passenger rules and procedures and sign a transportation contract. Bus riders or non-riding students who commit acts directed towards the bus driver or students on the bus are subject to disciplinary action at school.

CAMERAS AND AUDIO/VIDEO RECORDERS

Cameras, audio/video recorders and camera phones must be authorized by the administration for use on school property or at school sponsored activities. At no time are cameras, audio/video recorders, or camera phones allowed in the locker rooms or restrooms. Students using or in possession of these items at school, on school property, or at school sponsored activities without prior administrative approval *will have them confiscated and held in the office until a parent can pick them up*. The improper use of cameras, audio/video recorders, or camera phones will result in disciplinary action

COLLECTION POLICIES

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

CRIMESTOPPERS

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

- *Call 755-7060 and ask for the counselor
- *You NEVER give your name. Use a code name.
- *Cash rewards are given to the first person with the correct information that solves the crime or leads to the recovery of drugs and/or weapons at school.

COMPLAINTS AND GRIEVANCES

The Board of Education encourages all complaints regarding the district to be resolved at the lowest possible administrative level. When appropriate, complaints should be taken first to teachers, second to counselors and finally to the administration. Any student may file a complaint with the principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the application of the rule or regulation to the student, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed. Whenever a complaint is made directly to the Board of Education as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution.

DANCES

School dances may be held periodically during the school year. The dances will be held in the gym or cafeteria. Parents are encouraged to become involved and help sponsor the school dances during the year. Only VCMS students are permitted to attend school dances. Students must be in attendance by the beginning of fourth hour and have permission slips signed by parents to attend a dance. Students must also have their ID cards and the admission fee. Students who are in ISS, suspended/expelled from school, involved in inappropriate behavior on the day of the dance, or failing any class will not be allowed to attend. Students whose behavior during the week of the dance substantially disrupts school or events may also be suspended from the dance. School rules and policies apply unless otherwise stated in the permission slip. Students will not be allowed to leave the dance prior to the scheduled time without written permission of the parents. If a student does leave the dance, they will not be readmitted.

DELIVERIES

Deliveries of flowers, gifts, balloons and other celebratory artifacts are discouraged due to disruptions in learning, allergies to flowers/latex, student harassment issues, and concerns with transportation. Students will be allowed to pick up items at the end of the school day.

HALL PASSES

A student who leaves a class or fails to arrive in class, without permission from the teacher, will be considered as skipping class. The teacher of the assigned class must agree (and provide written permission) before a student may leave for another classroom or area. Students are not to be in areas that are unauthorized without a pass.

LIBRARY POLICY

VCMS Library will be open from 7:35 a.m. to 3:00 p.m. on school days. Students must be accompanied by a teacher (class group) or have a pass from a teacher to be in the library at any time except before or after school. A student must have his/her I.D. card to check out library materials. Students with “outstanding” library obligations will not be allowed to check out library materials until the obligation is paid. Payment for a lost book is the responsibility of the student. If the “lost” book is later found, a refund will be given, less the amount of the overdue fine. Students may have three books checked out at one time unless arrangements have been made with the librarian for additional books. Books are checked out for two weeks with the possibility of an additional two weeks if the student is in good standing and owes no library fees. Once a book is checked out to a student, the book is his or her responsibility. If the book is damaged or lost, the student will make restitution by payment or by working off the debt through scheduled work time in the library.

LOCKERS

Students will be assigned a locker prior to the start of the school year. Students are expected to keep their lockers clean, orderly, and LOCKED AT ALL TIMES. Students are not to change or share lockers with other students unless office personnel give prior approval. Do not share your combination with other students. These guidelines pertain to PE lockers as well. Students are responsible for items left out or left unlocked in the locker room during PE or after school during athletic practice. Each student has exclusive control over his/her locker, desk, workstation, or other similarly assigned areas of school property. However, this possession is in regards to other pupils; but such possession is NOT exclusive against school officials. *The building administrator reserves the right to search any locker at any time if he/she believes the locker contains matter prohibited by law or school regulations.* Such search may be made without notice to the student to whom such locker has been assigned. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers. Failure to follow these rules will result in disciplinary action.

LOST AND FOUND

The Middle School retains lost and found articles in the office or suitable location. Students who are missing an item should first attempt to find it on their own, then check the lost and found area in the office. Due to the volume of items accumulated, administration may authorize lost and found items to be donated to charity after reasonable attempts have been made to return property to its rightful owner.

LUNCH POLICY AND PERIOD

MEAL FEES

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

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

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

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

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

VCMS operates a 30-minute CLOSED lunch period. Students may bring lunch, or purchase lunches through the hot lunch program or the snack bar. Parents may restrict their child from purchasing snack bar items by contacting the VCMS office. Money can be deposited into a student's account before school, between classes up to fourth hour, and after school. School ID cards are used as lunch tickets. **Students are not allowed to charge or use another person's ID card.** Each and every person who uses our cafeteria has the right to eat in a clean and orderly area. Students are allowed to bring a lunch but energy drinks are **not** permitted. These drinks include but are not limited to: Monster, Red Bull and Rockstar. Students are responsible for cleaning their table and area before being dismissed. If students fail to keep the lunchroom clean of trash and leftovers, the snack bar will be closed and/or removed permanently.

MEDICATIONS AT SCHOOL

Valley Center USD # 262 will provide no medicine, either prescription or nonprescription over-the-counter medicines, to any student. The school district (through the school nurse, nurse's aide, or designated employee of the district) will administer medicine only under the following circumstances:

1. Prescription medicines may be administered, in accordance with Board Policy, by a licensed professional nurse or school personnel delegated by such licensed professional nurse upon receipt of written authorizations by the student's physician and student's parent. The first authorization must be signed by the student's physician and contain the physician's prescription and approval for the administration of the medication. The parent's written authorization shall be a signed permission form requesting the district to administer the medication and releasing the school district and personnel from liability. These authorizations must include:
 - (1) the name of the student who will receive the medication;
 - (2) the name and description of the medication;
 - (3) the dosage to be given;
 - (4) instruction for administration of the medication;
 - (5) suggested times for the administration of the medication;
 - (6) a description of any possible side effects; and
 - (7) any other instructions or warnings. All prescriptions must be in the original pharmacy container, clearly marked as to the patient, type of medicine, and dosage.

2. Non-prescription medicines will be reviewed on a case-by-case basis. Approvals will be typically on a limited basis only. The principal or nurse may deny administration request if they deem that it is not in the best interest of the student to take the medicine. Non-prescription medicines may be given, upon decision of the principal or nurse, only if accompanied by a permission form signed by the parents which includes:
 - (1) the student's name,
 - (2) the name of the non-prescription medicine, and
 - (3) the dosage to be given.The non-prescription medicine must be in the original sealed container and clearly labeled with the name and dosage recommendations. Due to dangerous side effects, at no time will any school district employee administer aspirin to a student.

At the end of the year, parents are requested to contact the school nurse regarding instructions to dispose of or return the medicines. Any medicine left in the possession of the school district at the end of the school year will be appropriately discarded.

NOTE WRITING

Personal note writing is not allowed. Disciplinary action may be taken against students who write, pass, read, or are in the possession of personal notes at school.

PARENT PORTAL

All parents, and students, are encouraged to take advantage of the district's on-line Parent Portal to stay up-to-date on student grades, attendance, behavior, and more. While a valuable communication tool, Parent Portal is not a "real-time" grade book. Teachers need to be allowed a reasonable amount of time to input grades before expecting to see them on-line. Grades fluctuate the first two weeks of a grading period due to a minimal number of assignments/quizzes/tests so please allow some flexibility in regards to checking Parent Portal the first part of any semester. Parent Portal accounts can be initiated by contacting the Middle School office.

PERSONAL PROPERTY

The Valley Center School District is not responsible for the damage, theft, or loss of personal property on school grounds. This includes, but is not limited to, classrooms, hall lockers, and gym lockers. Students are cautioned not to bring large sums of money or other valuables on school grounds. Shoes, jackets, and other articles of clothing should be labeled for identification purposes. The Valley Center School district is not responsible for the damage, theft, or loss of personal property at any activity or event that students attend or participate in off school grounds.

PROMOTION and RECOGNITION

Promotion at the middle school will be determined on an individual basis. Final decisions on promotion will be made by the administration based on the student's academic performance and needs. In regards to 8th grade recognition, if a student is failing a class or is not in good standing because of behavior (Red conduct card) then the administration can deny a student's participation.

PUBLIC DISPLAYS OF AFFECTION

Students are to refrain from any type of display of affection. (Students are not permitted to hold hands, kiss, hug, or fondle other students). Violation of this policy may result in disciplinary action.

SCHEDULE CHANGES

The master schedule and teaching assignments are built with consideration of what students request for electives during pre-enrollment in the spring. Once schedules are finalized in the summer prior to school starting, request for elective changes are difficult to accommodate. Elective change requests are rarely approved, but any schedule changes regarding electives must be requested within the first 2 weeks of the first semester.

SCHOOL SAFETY HOTLINE

The State has a toll free number to report impending school violence to the Kansas Highway Patrol. Help keep your school safe! Call the Kansas School Safety Hotline: 1-877-626-8203. Report any information that might threaten the safety of the school or students. Information received on this hotline will immediately be shared with local law enforcement and school officials.

SCHOOL CANCELLATION PROCEDURE

If weather conditions dictate the cancellation of school, the superintendent will make the decision as soon as possible. Notifications will be posted on the district website at www.usd262.net and also on the U.S.D. 262 Facebook and Twitter page. Announcements will be made by 6:45 A.M. using the following radio and television stations:

KWCH-CHANNEL 12, KKRD FM 107.3, KFDI 1070, KRBB FM 98 KAKE- CHANNEL 10,
KQAM 1410, KEYN FM 103.7, KICT 95, KSNW-CHANNEL 3, KFH 1330, KRZZ FM 96.3,
KNSS 1240, KZSN FM 102.1

SOCIAL MEDIA

VCMS maintains both Facebook and Twitter accounts to communicate information to patrons, and such conduits of information are invaluable for highlighting school events. Parents are encouraged to actively monitor their child's social media consumption. The amount of time students spend texting and posting can easily impact their ability to concentrate on learning. Furthermore, social media often becomes a bastion of negativity and enables harassment among students. VCMS administrators may treat harassing or threatening social media exchanges as disruptions to the school environment. Students who feel they are victims of cyberbullying, either at home or at school, are encouraged to report the event to an adult immediately.

STUDENT ID CARDS

An ID card is needed for lunch, library use, and identification. Students must be prepared to show the ID card to any staff member at any time while at school or home/away activities. The card will also allow the student free admission to all home middle school athletic activities. Lost or damaged/defaced ID cards must be immediately replaced with a \$2 replacement charge. VCMS is not responsible for lost or stolen ID cards.

TELEPHONE USE BY STUDENTS

If a student stays after school with a teacher, the student should use the phone in that teacher's room. Office phones are to be used only for emergencies.

VISITORS

Parents and patrons are encouraged to visit VCMS. Upon arrival, each visitor must report to the office to register and get a visitor's pass. Student visitors will not be allowed without administrative and teacher approval at least 24-hours prior to the day of the visit.

WEAPONS POLICY

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

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

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- any weapon which will, or may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. (See KSA 72-89a01, BOE Policy)

PENALTIES FOR POSSESSION:

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. The superintendent or the superintendent's designee shall conduct expulsion hearings for possession of a weapon. Students violating this policy shall be referred to the appropriate law enforcement agency (ies) and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

Drug Free/Gun Free School Zone

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

In order to ensure the highest possible standards of learning as well as the safety, health and well-being of all students, USD 262 endorses a substance abuse prevention policy and procedures. The unlawful manufacture,

distribution, dispensing, possession, sale or use of a controlled substance is prohibited in the district. This policy is designed to aid all students in abstaining from the use of alcohol/drugs, intervene early when student use is detected, take corrective disciplinary action when necessary, and provide aftercare support for the student when necessary. (See Board policy JCDAB, JCDA and JCDBB.)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

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

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

If you do not want Valley Center School District to disclose directory information as outlined above, you must notify Valley Center School District, in writing, by August 21st (or for new students enrolling in Valley Center School District, at the time of enrollment).

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

- Name of student (print or type - must be legible)
- Student's school (2010-11 school year)
- Student's grade (2010-11 school year)
- Parent's name (print or type - must be legible)
- Parent's signature

Send written notification to: USD 262-Assistant Superintendent, 143 S. Meridian, Valley Center, KS 67147

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

Notification of Rights under FERPA for elementary and secondary schools

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

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

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

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

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

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

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Valley Center School District to comply with the requirements of FERPA. The name and address of the Office that

administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

Asbestos Notification

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) passed in 1986, Valley Center USD 262 hereby notifies parents/guardians, students, teachers and other school employees that the district has a Management Plan in effect and semi-annual surveillances are performed. The Management Plan is available for review at the USD 262 Administrative Office.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District 262 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability or age in admission or access to, or treatment or employment in, its programs and activities. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, Americans with Disabilities Act, and the Age Discrimination Act may contact the school district's ADA and Section 504 coordinator/Assistant Superintendent, 143 S. Meridian, Valley Center, KS 67147, Telephone: 316-755-7000.

If you have any questions or concerns regarding this subject, please contact the District Administrative Office at 143 S. Meridian, Valley Center, KS 67147. Telephone 755-7000