

# Elementary School Handbook

## 2017-2018



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Welcome to the Valley Center Elementary Schools. This year promises to be an exciting year filled with wonderful learning experiences for our students. Valley Center is a special place where parents and teachers join in providing the most positive learning environment possible. We are very proud of the Valley Center tradition of mutual cooperation, respect, trust, and communication among students, parents, teachers and administration.

Our teachers will provide you with an overview of the grade level expectations, a sketch of the subject area or curriculum expectations, and any special procedures or requirements. Please review these and retain them for future reference. Our rules, policies and procedures help us to provide a safe and positive learning environment. We hope these expectations will provide for a smooth transition this year.

Parent involvement is vital to the success of our students. We welcome you to get involved! Conferencing regularly with teachers, eating lunch with your child, assisting with homework, volunteering your time, and joining PTO are excellent opportunities for involvement. As we work together teaching positive character traits, holding high expectations for education, and modeling good citizenship, we prepare our students to be productive members of their communities.

The following student handbook has been prepared as a guide and is not meant to be all inclusive of all school policies. Interpretation of items in the handbook and those things that are not in the handbook shall be the responsibility of the building principal. In the event the rules and regulations set forth in this Handbook conflict in any way with the policies set forth by U.S.D. No. 262, Board of Education, then the Board policies shall govern.

### TABLE OF CONTENTS

<b>Agenda Notebook/Parent Portal</b>	<b>3</b>
<b>Arrival/Dismissal/Early Dismissal</b>	<b>3</b>
<b>Assemblies/Programs</b>	<b>3</b>
<b>Attendance/Tardy Policy</b>	<b>3-4</b>
<b>Behavioral Expectations</b>	<b>4-5</b>
<b>Bicycles/Scooters/Skates/Skateboards</b>	<b>5</b>
<b>Bullying</b>	<b>5</b>
<b>Bus Transportation/Shuttle Bus Service</b>	<b>6</b>
<b>Cafeteria Information</b>	<b>6</b>
<b>Unpaid Meal Charges</b>	<b>7</b>
<b>Remaining Meal Account Balances</b>	<b>7</b>
<b>Counselor</b>	<b>7</b>
<b>Deliveries</b>	<b>7</b>
<b>Emergency Drills</b>	<b>7</b>
<b>Emergency Information</b>	<b>7-8</b>
<b>Fees</b>	<b>8</b>
<b>Field Trips</b>	<b>8</b>
<b>Grading Scale</b>	<b>8</b>
<b>Health Matters/Illnesses/Medication Policy</b>	<b>8-9</b>
<b>Homework Make-up Policy</b>	<b>10</b>
<b>Insurance</b>	<b>10</b>
<b>Kindergarten</b>	<b>10</b>
<b>Library</b>	<b>10</b>
<b>Lost and Found</b>	<b>10</b>
<b>Money</b>	<b>10</b>
<b>Music</b>	<b>10</b>
<b>Notes Home/Newsletters</b>	<b>10</b>
<b>Parent/Teacher Conferences</b>	<b>10</b>
<b>Parties/Refreshments</b>	<b>11</b>
<b>Pets</b>	<b>11</b>
<b>Physical Education</b>	<b>11</b>
<b>Playground Supervision</b>	<b>11</b>
<b>PTO</b>	<b>11</b>
<b>Report Cards</b>	<b>11</b>
<b>School Attire</b>	<b>11</b>
<b>School Cancellation Procedures</b>	<b>11</b>
<b>Student Activities</b>	<b>11</b>
<b>Study Skills</b>	<b>12</b>
<b>Technology/Internet Usage</b>	<b>12</b>
<b>Telephone/Cell Phone Policy</b>	<b>12</b>
<b>Video Camera Use in Schools</b>	<b>12-13</b>
<b>Visitors</b>	<b>13</b>
<b>Walking Students</b>	<b>13</b>
<b>FERPA</b>	<b>13-15</b>
<b>Acceptable Use of Technology Policy</b>	<b>16-17</b>

## **AGENDA NOTEBOOKS AND PARENT PORTAL**

In an effort to promote communication, an agenda notebook has been provided for each student in grades 3 and 4. Our staff will use it as a homework/communication folder. The agenda notebook will help students become better organized and will allow timely communication with parents concerning assignments and notes from the teacher on a daily basis.

Another information tool available to parents is our Infinite Campus Parent Portal. The Parent Portal is a family-centered student information system accessible via the internet. Information about Parent Portal can be found on our district web-site at [www.usd262.net](http://www.usd262.net). You can obtain your password and directions on how to access your child's information and grades from the school's office.

## **ARRIVAL / DISMISSAL / EARLY DISMISSAL**

### **ELEMENTARY SCHOOL HOURS**

- 8:00 School doors open (no supervision before this time)**
- 8:20 Morning Routine in the gym**
- 8:25 Students dismissed to classrooms**  
**Classes Begin – Tardy bell rings**
- 3:43 1<sup>st</sup> bell - all bus students to line up**
- 3:45 2<sup>nd</sup> bell - all students dismissed**
- 4:00 End of contracted day for teachers**

**Abilene** - Students being delivered to or picked up from school should use the south parking area. The west lot is reserved for bus traffic.

**West** - Students being delivered to or picked up from school should use the north parking lot. The east lot is reserved for bus traffic.

**Wheatland** –Students being delivered to or picked up from school should use the southwest or west parking lots. Dismissal is from the west lane by the cafeteria for car riders. Bus riders use the northeast lot.

**Students should be notified by their parent/guardian of any changes in dismissal procedures before coming to school.** This can be accomplished by informing your child verbally and then by sending a written note to the school office and classroom teacher. In the event of an emergency, the office will accept a phone call to relay the information to the classroom teacher for dismissal procedures to be changed that day. Students who have a temporary bus assignment change need to provide a written note from the parent requesting the change to the school office.

## **ASSEMBLIES / PROGRAMS**

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

## **ATTENDANCE AND TARDY POLICY**

Regular attendance is necessary to the success of your student and will be recorded on a daily basis. Students in regular attendance maximize their learning opportunities. We believe that the major responsibility for regular school attendance belongs to the parent and student. Consequently, the following regulations have been adopted:

A. The Compulsory Attendance Law makes it mandatory that any child under the age of seven (7) years who is enrolled in school or who has reached the age of seven (7) years and is under the age of eighteen (18) years shall attend school continuously each school year. Any child who is inexcusably absent from the school of enrollment on any three (3) consecutive school days or five (5) school days in any semester or seven (7) school days in any school year, whichever of the foregoing occurs first, shall be considered truant and not attending school as required by the Compulsory Attendance Law (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.

B. When a student is absent, parents are requested to call the school between the hours of 8:00 and 9:00 A.M. to report the nature of a student's absence. If no phone call is received in the office by this time, an attempt will be made to contact a parent or guardian to determine the reason for the absence. If no contact is made, a written note or phone call is required from the parent or guardian when the student returns to school. We request that this occur within 48 hours of the absence. Parents requesting homework should call before 9:00 A.M. and homework may be picked up at the end of day.

C. For pre-planned absences, a parent should request assignments at least two days in advance. This prevents last minute confusion or delays from occurring. Students should have the work completed upon return.

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

### **E. Absences**

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

#### **1. Excused Absences:**

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

#### **2. Unexcused/Inexcusable Absences for Substantial part of a School Day:**

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

#### **3. Excessive Absences**

Students who have accumulated 10 days or 80 hours of student absences in one year will be considered to have excessive absences. Any time absences become a concern, a faculty member may request a parent conference. Teachers and counselors may be invited to a parent conference. 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.

Prompt arrival at school is expected. If a student misses more than two (2) hours of instructional time it shall be considered a significant part of the school day. All students who arrive after the 8:30 a.m. tardy bell rings must report to the office before being admitted to class. Tardiness, due to late buses or doctors' appointments, are excused, all others are unexcused. **Students arriving between 8:30 a.m. and 10:30 a.m. 10:30 am will be counted tardy. Those arriving after 10:30 a.m. will be counted absent 1/2 day. Students that leave before 10:30 am will be counted absent.** Students who leave between 10:30 a.m. and 1:50 p.m. and do not return to school will be counted absent 1/2 day. Students who leave after 1:50 p.m., will be counted present for the full day. Should you need to pick up your child during the school day, you must come to the school's office and sign your child out. The office will then call the classroom.

#### **4. Exceptional Cases**

When a student is not in class and receiving school-approved, outside instruction, such as, homebound, hospital-bound, or institutional-bound situations, the student is not counted absent. When a student is not in class due to a school activity, this is not counted as an absence but make-up work is always required.

## **BEHAVIORAL EXPECTATIONS**

**Our school goal is that students will conduct themselves with respect and safety towards all peers, adults, and school property.** In the event inappropriate actions are committed, the parents will be contacted concerning the student's behavior. If the inappropriate behavior continues, further discipline actions will be implemented by the administration. Actions could include the following: conference with student and/or parents, detentions (both during and/or after the school day), and suspensions (in and/or out of school). The following types of conduct are never permissible:

1. Fighting.
2. Defiance of school staff.
3. Use of profanity.
4. Refusal to prepare assignments or to participate in class.

5. Possession of weapons or other dangerous objects.
6. Possession or use of tobacco.
7. Possession or use of any controlled substance.
8. Gambling.
9. Vandalism.

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

Per Kansas State Statute 72-89c02(a), notification to law enforcement will be given for all students expelled from USD 262. In turn, law enforcement will notify the division of vehicles as soon as practicable but not to exceed 10 days, excluding holidays and weekends, after receipt of the report and shall include the pupil's name, address, date of birth, driver's license number and a description of the act committed by the pupil. Expelled 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.

**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. (See KSA 72-89a01, BOE Policy)

#### **BICYCLES / SCOOTERS / SKATES / SKATEBOARDS**

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

#### **BULLYING**

Valley Center's Elementary Schools do 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 or on the playground, bullying will not be tolerated. The Valley Center Elementary Schools have four rules in regards to bullying:

- 1) Students and staff will not bully others.
- 2) Students and staff will try to help students who are being bullied.
- 3) Students and 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 to report the situation immediately to their classroom teacher or nearest staff member. If students would rather remain anonymous, they can fill out the online bullying form found on each school's building webpage or leave a message for their school's counselor or principal.

We encourage parents to tell their children to "speak up" and tell school staff members, teachers or administrators about any bullying situation. By working together we can help our students become more productive and accepting individuals. Students who have bullied others in violation of school policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibitions shall be reported to local law enforcement.

## **BUS TRANSPORTATION / SHUTTLE BUS SERVICE**

All students in our school system who ride a bus are subject to passenger rules and procedures until they get off the bus at their school or the bus stop near their home. Students must conduct themselves on the bus as they would at their own schools. A copy of the Transportation Passenger Rules and Procedures will be made available at enrollment time. Riding a bus is a privilege and the privilege may be revoked if the students fail to comply with the rules and procedures.

Shuttle bus services are available for students attending all three elementary schools. In order to ride a shuttle bus, students must be at Abilene, West, or Wheatland no later than 7:55 a.m. Shuttle bus service will also be provided at the conclusion of the school day to return to Abilene, West, or Wheatland. For safety reasons all non-school related items such as but not limited to balloons, glass items, animals, etc. are not permitted on the buses.

## **CAFETERIA- Valley Center USD 262 - Student Meal Policy**

Students of Valley Center USD 262 are required to pay meal fees in advance. Payment will be accepted in each attendance center office. Each student will have a meal account where advance payments will be posted. When a student's meal account balance falls below the amount that is sufficient to pay for two meals, the student and/or parent/guardian will receive payment reminder calls and emails.

If a student's meal account balance becomes negative, the student will only be allowed to charge a maximum amount that is the equivalent of ten (10) meals. Because the student meal cost is different per grade, this maximum amount will vary. A representative from the district will make direct contact with the family as well. The parent/guardian must either provide a lunch from home until there is a positive balance in the student's meal account, or send cash to pay for that day's meal. If a student's lunch balance is greater than the cost of ten meals and the child does not bring cash or a meal from home, the student will be provided with a cheese sandwich and milk or another alternate meal.

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".

Lunch balances may be turned over to a collection agency if money is not paid by June 1<sup>st</sup> of each school year.

Refunds for food service monies collected for student meal accounts shall be made at the time of student transfer, withdrawal, or at the close of the school year, by request.

The superintendent or designee may make adjustments to this policy as needed on a case by case situation.

Our cooks, working in cooperation with a registered dietitian, determine the daily menus for our school meal programs. The menus are posted one week prior to the next month on the district web site. It is also published in the local newspaper on Thursday afternoon and monthly menus are sent home at the end of each month for the upcoming month.

Milk may be purchased on the student account. Prices for the lunch/breakfast program are set by the Board of Education during the month of July each year.

### **In the cafeteria:**

- 1) Students are to get their trays and utensils and sit at their assigned table in a quiet, orderly manner. Children must ask permission to leave their table. The cafeteria aide will help the student get an item that was forgotten or get an item that has dropped off his/her tray.
- 2) Students may visit quietly with classmates at their same table in an appropriate table voice. We want the cafeteria to be as normal as possible so students can enjoy their mealtime. If the noise level becomes too loud, a pre-arranged signal will alert the students that the loud talking should cease. Students who do not respond to these warnings will be subject to a loss of privileges. Individuals who cause problems in the lunchroom will be disciplined on an individual basis.
- 3) Students are not allowed to trade food. This applies to hot and cold meals.
- 4) Soda pop is discouraged in the cafeteria.
- 5) Students are to walk in a normal manner at all times and not run in the cafeteria.
- 6) Food, other than cold meals, may not be taken from the lunchroom unless requested by staff members.
- 7) Straws and/or milk cartons are not permitted to be taken from the cafeteria, unless requested by teachers.
- 8) Good manners, courtesy, and respect for the rights of others should be the guide for all students attending school, whether they are in the halls, classrooms, or in the cafeteria. Any student who follows these guidelines will have few, if any, discipline problems.

## **UNPAID MEAL CHARGES**

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.

The district's meal charging requirements are as follows.

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 federal 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. The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

## **REMAINING MEAL ACCOUNT BALANCES**

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](mailto:molly.rainey@usd262.net) within 30 days following the last day of school.

## **COUNSELOR**

Valley Center is fortunate to have counselors assigned to the buildings. They are involved in providing whole class instruction, small group discussion, and individual counseling. They are interested in the educational progress of all the students. Please contact your counselor for assistance.

## **DELIVERIES**

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

## **EMERGENCY DRILLS**

Fire drills are conducted once each month and tornado drills are conducted three times a year. Detailed escape plans are posted inside the door of each classroom.

During tornado drills, each classroom goes to a designated area within the building. For fire drills, each class has an escape route to an outside area that is a safe distance from the building. Children are moved to these designated areas in less than 75 seconds in a safe, quiet, and orderly manner.

The school is prepared for a variety of emergency situations, including bomb threats and lock downs.

## EMERGENCY INFORMATION

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

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

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

## FEES

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

## FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs.

## GRADING SCALE 4<sup>th</sup> Grade

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

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

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

Many other health services are provided by your child's school nurse/nurse assistants. These include vision, hearing, and dental screenings. If you feel your child has a vision or hearing concern, please do not hesitate to call and visit with the school nurse. They will be able to provide a screening to help with identifying issues with your child's vision and hearing. Dental screenings are done annually in the schools by a dental hygienist from the Sedgwick County Health Department. This service is provided for those children who are identified by enrollment questions as not seeing a dentist routinely. If the name of your dentist and the date of the last visit are listed on the enrollment form, your child will not be screened.

In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the nearest hospital. **Please**

**remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.**

**Below are some health guidelines for deciding if your child should attend school or not:**

**Fever** – students should be fever free for 24 hours without the use of fever lowering medications like Tylenol (acetaminophen) or Motrin (ibuprofen). A fever is determined to be anything greater than 100.0 F.

**Vomiting and Diarrhea** – Should remain home until they are symptom free for 24 hours prior to returning to school.

**Infections** – Any child who has been on antibiotic therapy for 24 hours is no longer considered infectious and may return to school as long as also fever free those 24 hours.

**There are times when medications may need to be given at school. Our district medication policy is as follows:**

**Medication Policy:**

**Valley Center USD 262 Medication Policy  
Article V – Students, Section 2 – Medication, BOE Policy**

**Section 2 – Medication**

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

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

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

B. Non Prescription Medication - Over the counter medication may be given at school by the RN or designated person after an assessment is completed by the RN. Over the counter medication will be kept locked in the health room and dispensed by the RN or designated person. When a health condition requiring this medication has been alleviated, this medication will be sent home.

The following information must be complete before the over the counter medication can be given:

1. A complete “Request for Administration of Medication”.
2. The over the counter bottle with correct medication and dosage.

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

All medications prescribed by a physician must be in the original pharmacy container, clearly marked as to the patient, type of medicine and dosage. Over the counter medications must be in the original container and clearly labeled with the student's name and the dosage recommendations. At the end of the school year, parents are requested to contact the school nurse regarding the disposition or return of all medicine. Any medicine left in the possession of the school district after the end of the school year will be destroyed.

### **HOMEWORK MAKE-UP POLICY**

Students who miss class due to an excusable absence will be given one day for each day of absence to make up any missed assignments.

### **INSURANCE**

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

### **KINDERGARTEN**

Children entering kindergarten are required to be five years old on or before August 31st for the school year in which they are enrolling. Enrollment takes place in the spring. Parents must bring birth certificates, immunization records, and health assessments in order to complete the enrollment. Proof of residency (e.g. utility bill, etc.) inside USD 262 boundaries is required to complete registration.

### **LIBRARY**

The library is open on a regularly scheduled basis and is supervised by the librarian. Library classes are held for grades K-4 and for special classes in the school. They are held for the purpose of library instruction, as well as for the enjoyment of the materials and books. Students are allowed to use the library during library hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, use audio-visual materials, and do reference work or work on special projects. There is no fine for overdue books, but lost or damaged books must be paid for to replace them. The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual materials is available through the library for teacher use in the classroom.

### **LOST AND FOUND ITEMS**

All clothing found, regardless of its value, is placed in the lost and found. Money, jewelry, or any other articles of value are turned in to the office. Students may claim items after proper identification. Unclaimed items will be donated periodically throughout the school year. Please help reduce the collection by labeling your child's items with a first and last name.

### **MONEY**

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

### **MUSIC**

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

### **NOTES HOME/NEWSLETTERS**

School, classroom and individual notices and reminders will be sent home periodically. In an effort to reduce paper waste, distribution lists for sending information via e-mail and our school's student information system will be established at the beginning of the school year and will be our primary method for distributing information. For families without internet access, paper copies will still be sent home with students.

### **PARENT / TEACHER CONFERENCES**

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

## **PARTIES/REFRESHMENTS**

The refreshments at parties should be limited to one item. The teacher should be notified by parents to schedule parties and treats in advance to avoid conflicts. Please consult the USD 262 Health and Wellness policy located on the District's webpage.

## **PETS**

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

## **PHYSICAL EDUCATION**

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

## **PLAYGROUND SUPERVISION**

Supervised recesses are provided at various times throughout the day. Adults are on the playground during regularly scheduled breaks. The playground is not supervised before and after school. Students are expected to leave for home immediately following dismissal. Students should wear shoes appropriate for outdoor/indoor play. **Open-toed shoes, sandals, and flip flops are discouraged for safety purposes.**

## **PTO**

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

## **REPORT CARDS**

Report cards will be issued one week following the completion of each nine-week grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades. Grade cards will be posted through Parent Portal. First and final report cards will be printed for parents.

## **SCHOOL ATTIRE**

School attire is expected to be appropriate to learning activities. Clothing that calls attention to itself or is distracting is inappropriate. The following are examples of clothing not acceptable for school: slang or obscenities printed on clothing, see-through clothing, bare midriffs, halter-tops, and pajamas. (Exceptions can be made for school-sponsored spirit days.) Shorts and skirts must be at finger-tip length or longer.

## **SCHOOL CANCELLATION PROCEDURES**

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](http://www.usd262.net) and on the District's Facebook and Twitter sites. Announcements will be made by 6:45 A.M. using the following radio and television and radio 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

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

## STUDENT ACTIVITIES

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

## STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- Come to class prepared with pencil, paper, and other necessary materials.
- Be an active participant in class. Listen well and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Parents should review the agenda books daily. As a "rule of thumb" parents may expect approximately 10 minutes of homework per grade level each weeknight. For example, a first grade student may have 10 minutes of homework while a fourth grade student may have 40 minutes of homework.

## TECHNOLOGY/INTERNET USAGE

USD 262 is committed to providing all students with technology-based learning opportunities that facilitate resource sharing, research, cooperative learning, and communications. The use of computers, networks, Internet, and other online services shall be in support of education and research consistent with the district's mission and goals. Access to technology in USD 262 is a privilege which brings with it responsibilities. All students and parents are required to sign a technology acceptable use policy. Inappropriate use of technology will result in the cancellation of those privileges and/or disciplinary action by school officials.

## TELEPHONE/CELL PHONE

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

**Communication/electronic devices, cell phones, and other electronic devices are allowed to be brought to school by students, but must be turned off and kept in the students' backpack during the school day and while in the building. Students' use of electronic devices during the school day is prohibited. 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, MP3 players, iPod's, iPads, 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. On the first infraction, a student's electronic device may be confiscated to be returned to the student at the end of the day, or parents or guardians may be required to pick up the electronic device. Additional infractions may result in disciplinary action and revoking the privilege of having an electronic device during the school day. USD 262 Valley Center School District is not responsible for lost or damage to any personal electronic device.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called "texting, sexting, emailing, etc.") may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and/or lifetime inclusion on sexual offender registries.

## VIDEO CAMERA USE IN SCHOOLS

Video cameras may be used in any school building, school bus, or on any property of the school district to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard school facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

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

Any information obtained from video cameras may only be used to support the orderly operation of the USD 262, Valley Center Public Schools' facilities, and for law enforcement, and may not be used for any other purpose. Video surveillance records may be used as evidence in any disciplinary action, administrative proceeding or criminal proceeding, and may become a part of a student's educational record or a staff member's personnel record. The use of surveillance cameras/video should not be used in lieu of, or as part of the USD 262 formal observation process without the written consent of the evaluate and evaluator.

Video recordings may be disclosed to law enforcement personnel and to school officials with legitimate educational interests. Subject to and in compliance with applicable law, parents or guardians of students charged with disciplinary violations may view the relevant portions of any video relating to the charge upon written request to the school principal. Should other students be involved in the disciplinary violation and identifiable on the video, written permission must be granted by the parent/guardian of each identifiable student involved in the violation.

School personnel may also view the relevant portions of any video relating to any disciplinary charge against them upon written request to the school principal. Parents, guardians, or school personnel should be aware that the district maintains security camera video recordings for a limited period, so any request under this policy must be made within seven (7) calendar days of the event. Because the schools are bound by FERPA (The Family Educational Rights & Privacy Act), copies of video recordings containing other identifiable students shall not be released by school officials without legitimate educational interests or to students or parents without the written permission of the parent or guardian of all such identifiable students, or through subpoena or court order.

## **VISITORS**

We welcome parents and visitors to our schools. **Parents and visitors must register in the office, sign the visitor log and wear a visitor's badge before visiting other areas in the building.** Notices are placed at each school's entryway, regarding procedures for visitor registration. It is best if parents and visitors wait until the third or fourth week of school before visiting as this allows the teacher and students time to become familiar with the daily routine. Pre-school children must be accompanied by their parents. School-age children may visit after prior consent with the teacher and administration'.

## **WALKING STUDENTS**

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

## **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 21<sup>st</sup> (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 (2014-15 school year)
- Student's grade (2014-15 school year)
- Parent's name (print or type - must be legible)
- Parent's signature

Send written notification to:

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

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

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

#### **Notification of Rights under FERPA for elementary and secondary schools**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a

parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

#### **Drug Free/Gun Free School Zone**

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

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

#### **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.

#### **Asbestos Notification**

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

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

## **Acceptable Use of Technology**

### **Technology Acceptable Use Policy for Students**

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

#### **District Responsibilities**

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

#### **Student Responsibilities**

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

#### **Permission**

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

#### **Inappropriate Use**

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

##### **General**

- Violating any local, state (K.S.A. 21-3755), or federal statutes;
- Accessing another individual's materials, information, folders or files without permission;
- Violating copyright, plagiarizing or otherwise using the intellectual property of another individual or organization without permission;
- Failing to follow a district policy while using the district's technology or failing to follow any other policies or guidelines established by district administrators or their designees;

##### **Internet**

- Transmitting obscene, abusive, sexually explicit, or threatening language;
- Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- Harassing, defined as persistently annoying of another, interfering with another's work, insulting, or attacking others;
- Giving out personal information online such as full name, home address, phone number or Social Security number or arranging to meet anyone via the Internet ;
- Creating mailing lists for non-school purposes with district email addresses from the district's Internet site, network, or servers;
- Downloading software that has not been approved by district staff;
- Downloading materials from the Internet for any use other than school-related activities;
- Using credit cards with any online service;
- Using a district supplied email account or chat room access for non-school related activities;
- Using the Internet not in support of education and research consistent with the purposes of USD 262;

##### **Hardware, Software, Network**

- Giving out personal passwords
- Attempting to log on or logging on with another's' password;
- Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
- Wasting storage or other technology resources intentionally;
- Using the network for commercial, advertisement or political purposes;
- Gaining unauthorized access to resources or entities;

- Invading the privacy of individuals;
- Seeking to gain or gaining unauthorized access to information resources or other computing devices or attempting to bypass district security measures;
- Altering improperly the set up of computers (e.g., desktops, icons, wallpapers, screensavers, installed software);
- Copying illegally, installing or using software that has not been approved by district staff;
- Using district hardware, software, storage space or network for non-school-related activities;

**Security Risk**

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

**Disclaimer**

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

**Statements of Personal Belief**

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

**Student Access Contract**

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

**Student**

*I understand that when I am using the district hardware, software, network, the Internet or any other telecommunication medium, I must adhere to all rules of courtesy, etiquette, policies, guidelines and laws regarding access and information as prescribed by federal, state, and local laws, and I must accept and abide with the attached Technology Acceptable Use Policy for Students.*

*My signature below, and that of my parent (if pupil is under the age of 18), means that I have read and agree to follow the guidelines of the attached Technology Acceptable Use Policy for Students while using services provided by USD 262. I waive any right to privacy in my use of the Internet, electronic communications, files, folders and network use, and I consent to the access, monitoring and disclosure of my use of the Internet, electronic mail and the network by authorized USD 262 employees. Violation of these guidelines is unethical and may constitute a criminal offense. Violations will result in disciplinary action and/or appropriate legal action*

Student's Printed Last Name

Student's Printed First Name

Date

Student's Signature

**Parent or Guardian**

*(If the applicant is under the age of 18, a parent or guardian must also sign read and sign this agreement.)*

*As the parent/guardian of student listed above, I understand that the teaching staff of USD 262 cannot monitor all of the information my child is accessing or downloading while in the classroom/library nor while the child is away from the school. The district will provide filtered Internet access within the district and will do its best to monitor student access. I agree not to hold USD 262, any of its employees, any institutions or networks providing access responsible for the performance of the system or the content, costs, or material accessed through it. I understand the technology is provided for only educational purposes.*

*In order to ensure smooth system operations to assure compliance with laws and policies, appropriate district administrators have the authority to monitor all accounts including my child's accounts, folders and files.*

*I hereby give my permission for my child to use the Internet in the classroom/library and waive any right to privacy my child may have as to his/her use of the Internet, electronic communications and the network. On behalf of my child I consent to the access, monitoring and disclosure of my child's use of the Internet, electronic communications, folders, files and use of the network to authorized USD 262 employees. I agree that my child will abide by district guidelines and conditions. Violation of these guidelines is unethical and may constitute a criminal offense. Violations will result in disciplinary action and/or appropriate legal action.*

Parent or Guardian's Printed Last Name

Parent or Guardian's Printed First Name

Date

Parent or Guardian's Signature