



**The Learning Center
Student Handbook
2018-19**

Welcome to The USD 262 Learning Center (TLC). It is our desire to help you fulfill the academic and personal goals that you have established for yourself. We ask you to put forth your best effort and allow us to help you achieve success through positive work habits and self-motivation.

The Learning Center is a school where each student will experience individualized learning while pursuing academic goals. TLC is a place where students, adults and staff respect personal and school goals and promote independent learning. Each student is given the tools to become a self-regulated learner and acquire life-long learning skills.

Please review this handbook and its contents so you are aware of the expectations we hold for you.

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

USD 262 Vision

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

The Learning Center Purpose

The Learning Center (TLC) serves in-district 9th-12th grade students who have received permission from the Valley Center High School to attend, as well as adult students who are seeking to earn their high school diploma. The Learning Center provides all students with computer-based instruction that meets Valley Center High School graduation requirements. This virtual program allows students the flexibility to study off campus and to enroll in individualized courses that can be completed at an independent pace. TLC works with students to develop a learning plan designed to help each student achieve academic success and promote self-motivation.

This handbook is arranged alphabetically by topic. Although it includes policy and guidelines specific to The Learning Center, the policies and guidelines of the Valley Center High School also apply to the Learning Center. Please see the High School handbook at www.USD262.net. If you have any questions about The Learning Center, we welcome all phone calls and visitors. Our hours are:

Monday– 8am-5pm

Tuesday– 8am-7pm

Wednesday 8am-5pm

Thursday 8am-5pm

Friday 8am-noon

School: (316) 755-7080

Fax: (316) 755-7081

E-mail: jeff.tracy@usd262.net

rebecca.khosravipour@usd262.net

shawwna.driscoll2@usd262.net

The Learning Center Staff

Rebecca Khosravipour

Principal /Director

Rebecca became the director/principal of The Learning Center during the 2016-17 school year, however she has served the Valley Center School District since 2000. During her tenure in Valley Center, she has also served as an MTSS interventionist, K-12 Instructional Coach, an assistant principal, and an elementary teacher. In addition to her duties at the Learning Center, she serves as the Director of Learning for the school district. In this role, her main focus is to work collaboratively with teachers and administrators to improve student learning by ensuring that district curriculum, instruction, and assessment are aligned to the district's strategic plan and the Kansas College and Career Ready Standards. She also oversees the district's new teacher induction program, and collaboratively facilitates the Professional Development Council, District Leadership Team, and the District MTSS Team. Prior to coming to Valley Center, Mrs. Khosravipour was an elementary teacher for the Piper School District in the Kansas City area. Rebecca is a graduate of Emporia State University where she earned her Bachelor of Science in Elementary Education. Her master's degree in School Leadership was earned from Baker University.

Jeff Tracy

Adult Program Educator

Jeff Tracy is an instructor at The Learning Center working with students from 9th grade through adults. After completing his Bachelor's degree in Biology at Fort Hays State University in 1995, he went to work for an environmental company in Wichita, KS. In 1998, he went back to school at Wichita State University to obtain his teaching license. He has been teaching in the Valley Center School district for the past 9 years as a science teacher at Valley Center High School. Having worked in industry prior to education, he brings a plethora of real world applications to share with the students. In his spare time, Jeff enjoys spending time with his family, hunting and fishing.

Shawna Driscoll

Instructional Aide

Shawna was hired to serve as an instructional aide at the Learning Center at the beginning of the 2016-17 school year. Shawna has a very special story to share as she is a former student of The Learning Center. Shawna proudly graduated with her Valley Center High School Diploma in May of 2016. She has a passion for helping all students realize their potential and goes above and beyond to make meaningful connections with each student. Shawna is also the proud mother of three Valley Center students, so she is also busy supporting our schools as an active parent and community member.

Valley Center U.S.D. 262 Learning Center

Student Handbook

Academic Integrity

TLC students have many opportunities to become actively involved in the learning process. It is imperative that students are responsible for doing their own work. In the event that a student is involved in academic dishonesty (i.e., cheating, plagiarism, etc.), disciplinary action will follow which may include 0% for assignment, re-doing the assignment, being required to complete an alternative assignment in order to receive credit for the course, or suspension, expulsion, or dismissal from the Learning Center.

Attendance/Truancy

For 9th-12th grade age students, it is required to complete **two on-site** 6.5 hour count days. Specific times for the attendance of these count days will be set by the teacher. Although TLC is a virtual school, an average of 30 hours of study (six hours of school work per day/five days a week) is required to be completed. Required documentation of time spent in study is obtained through the Apex On-line curriculum and academic learning logs. Parents/guardians of 9th-12th grade students assume educational responsibility for tracking and monitoring the attendance of their students. **A student not meeting mandatory attendance requirements may be reported truant to the Sedgwick County District Attorney's Office, as required by K.S.A. 72-3121. Truancy must be reported after three consecutive unexcused absences or five absences in a given semester or seven absences in a school year.**

Adult students should plan and commit to regular learning times that meet the pacing necessary to complete their graduation timeline. **Two consecutive weeks of inactivity will result in deactivation from the software. A \$10 reactivation fee will be charged should you choose to continue.**

All students, unless otherwise restricted, are welcome to work on-site during normal business hours. Students should enter and exit through the front (West) door.

Bullying

The Learning Center does not tolerate bullying or harassment of any form. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district. Harassment and bullying of students and employees are prohibited by applicable law and board policy, and are not tolerated by the board per Kansas State Statute **KSA 72-6147 stated below.**

Bullying means: A) any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- (i). Harming a student or staff member, whether physically or mentally;

- (ii). Damaging a student's or staff member's property; or
- (iii). Placing a student or staff member in reasonable fear of harm to the student or staff member;
- (iv). Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- B) Cyberbullying; or
- C) Any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-1138 and amendments thereto.

TLC strives to maintain a safe and civil environment for students to learn and attain high academic standards and to promote healthy human relationships. Students should report immediately to TLC staff all situations involving bullying or direct personal threat. Bullying can also be reported by calling the Kansas Bullying Prevention Hotline at 1-800-332-6378.

Classification by Completed Credits

Students are classified by the number of credits successfully completed, as follows:

Freshman: Students with 6 or fewer credits

Sophomores: Students with 6.5-12.5 credits

Juniors: Students with 13-18.5 credits

Seniors: Students with 19 or more credits

Computer Policy

The computers at TLC are provided for your use during normal business hours. Handle the computers carefully, working only in those programs to which you are given access. All students must agree to the District Acceptable Use policy. **No Student will be allowed to:**

- Handle, unplug, or attempt to alter any cabling or connections.
- Damage any computer equipment, files, hardware, or disks.
- Use a program disk or file to initiate any program or process on the network.
- Harass, insult, or attack others via the network.
- Access or attempt to access the Internet without permission.
- Attempt to "cheat the system" with the computer software.
- Download files from the Internet.
- Attempt to "hack" the network, lab, or any component thereof.
- Play computer games without staff permission.
- Violate any part of the USD 262 internet/network use policy.

Discipline

General Discipline

Self-discipline is the goal of The Learning Center; it is essential for success in this setting. Any behavior that interferes with learning reduces the effectiveness of both teachers and students. Students who demonstrate inappropriate behavior or have fallen below the required attendance or academic standard will face disciplinary action or dismissal. This action will be at the discretion of the TLC staff.

Network abuse, inappropriate or violent behavior, bullying, alcohol, drugs, tobacco, harassment, non-compliance, and weapons will result in disciplinary action. Any student who violates this policy may be subject to removal from the program.

Alcohol/Drug Use and/or Possession

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

The consumption, possession, use, distribution, manufacture, dispensation, or being under the influence of controlled substances, illicit drugs, alcohol, or tobacco (including vaping & e-cigarettes) by students on property owned, leased, or used by the school district or at its sponsored or supervised activities is specifically prohibited. These standards of conduct are mandatory and are a condition of your continued attendance at The Learning Center.

Staff of The Learning Center cannot foresee all possible situations that may be encountered during the school year. The policies stated above may be modified, added to, and/or strengthened during the course of the school year. Students will be expected to adhere to all guidelines and policies set forth by the school, both written and spoken.

Discrimination

State and Federal law prohibits discrimination. Valley Center USD 262 complies with all non-discriminatory rules and regulations and does not permit discrimination against students on the basis of race, color, national origin, gender, religion, age, or disability. This holds true for all students who are participating in educational programs and/or extracurricular school activities.

Dual Credit Opportunities

Students may qualify to attend area postsecondary institutions while attending TLC.

Participation in postsecondary programs requires that the student be on track to graduate based on the Individual Learning Plan for that student.

Enrollment Process/Fees

For current/returning Learning Center students in good standing: Completion of the online enrollment form and payment of enrollment fees is required at the beginning of each new school year.

For new Grade 9-12 students: A recommendation and referral from the Valley Center High School administration is required for all new 9th-12th grade students requesting admittance to The Learning Center. Following this referral, new students must complete an on-line enrollment for The Learning Center. Prior to final approval for attendance at The Learning Center, both the student and his/her parents/guardians are required to complete a face-to-face interview and orientation with the Learning Center instructor. **It is expected that students approved to attend The Learning Center will do so for the remainder of the semester in which they have enrolled.**

Please note that acceptance at TLC is at the discretion of the staff. We reserve the right to accept students dependent upon the nature of the student referral and individual need. Additionally, students may be removed from the program at the discretion of TLC staff and in conjunction with VCHS administrators. HS policies apply to all students and can be found at www.usd262.net (Schools, High School, Student Handbook) **The Valley Center High School enrollment fee schedule applies to all 9-12th grade Learning Center students.**

New Adult students may enroll at the Learning Center any time during normal business hours. Adults are required to complete the Learning Center enrollment form, submit transcripts from former attendance centers, and work with TLC staff to design an individual plan of study leading to a high school diploma. **There is no enrollment fee for adult students as long as a MINIMUM of one full credit (2 courses) is completed between the beginning of the school year and June 30th. Failure to complete one full credit will result in a re-enrollment fee of \$100 for the following year.**

Graduation Policy

For students in grade 9-12, twenty-six (26) units of credit are required for graduation. Passing grades must be earned for credit to be granted. Specific course requirements will be identified by TLC staff.

For all adult students, twenty-one (21) units of credit are required for graduation. Specific course requirements will be identified by TLC staff.

No student may participate in graduation exercises unless all requirements for graduation have been met.

Harassment Policy

No student or staff member should be subject to harassment for any reason by any student or staff member. It is the policy of TLC 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, digital, or physical, will not be tolerated and will constitute grounds for disciplinary action. Legal agencies may be contacted.

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school/work environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material.

Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching;

suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

BOE: JGEC

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

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

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.

Internet Policy

Students will strictly follow the Acceptable Use of Internet Policy for USD #262. Parents and students are required to sign the district agreement.

Interrogation and Search of Students and Property

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

The Learning Center supports and encourages the Valley Center Police Department, in cooperation with other law enforcement agencies, to conduct random canine searches of searches of the facility, as well as the parking lots, for illegal drugs and/or weapons.

Parking

Students at the Learning Center should park in the front or side parking lots. Students are to enter and exit The Learning Center through the front door only.

Personal Appearance – Dress Code

The general atmosphere of a school must be conducive to learning. TLC supports the philosophy for students to strive for success in all areas: academics, behavior, and how they present themselves. Comfortable and casual clothing is the norm at the Learning Center. If the teacher deems a student's clothing to be inappropriate, the teacher will bring it to the student's attention, and the student will be asked to make necessary changes in clothing in order to remain at the Learning Center.

Personal Property

The Valley Center School District is not responsible for the damage, theft, or loss of personal property on school grounds. Students are cautioned not to bring large sums of money or other valuables to the Learning Center.

Positive Prevention

The goal of The Learning Center is to support the student in successfully altering behavior that hinders academic progress and endangers the student's health. School officials may request substance abuse tests when there is reasonable suspicion of substance abuse. If the substance abuse test is positive, the student may be subject to discipline and will be encouraged to participate in counseling to gain drug education and life skills guidance. TLC will provide a list of available counseling services. Parental consent is required. Cost of services and transportation to services will be the responsibility of the student and parents.

Progress and Achievement

In order to remain a student in good standing, 9th-12th grade students are expected to earn 3.5 credits (7 courses) each semester. Parents must monitor, on a weekly basis, the progress report sent from Edgenuity regarding their student's progress. Credits and grades earned become a permanent part of the student's transcript. Failure to complete 7 courses per semester will change student status and may jeopardize student's eligibility for future enrollment at The Learning Center.

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.

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 15 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

Work Study

In addition to gaining credit at school, students are also able to gain credit from a work-study program. Students are able to earn 0.5 units of credit per semester for 90 hours of work completed on the job. Students who want to enroll in work study must receive permission from The Learning Center staff.

USD 262 Pertinent Information

Acceptable Use Policy

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

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

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

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

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

Violating any local, state, or federal statutes;

Accessing another individual's materials, information, folders or files without permission;

Violating copyright, plagiarizing or otherwise using the intellectual property of another individual or organization without permission;

Failing to follow a district policy while using the district's technology or failing to follow any other policies or guidelines established by district administrators or their designees;

Transmitting obscene, abusive, sexually explicit, or threatening language;

Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;

Harassing, defined as persistently annoying of another, interfering with another's work, insulting, or attacking others;

Giving out personal information online such as full name, home address, phone number or Social Security number or arranging to meet anyone via the Internet;

Creating mailing lists for non-school purposes with district email addresses from the district's Internet site, network, or servers;

Downloading software that has not been approved by district staff;

Downloading materials from the Internet for any use other than school-related activities;

Using credit cards with any online service;

Using a district supplied email account or chat room access for non-school related activities;

Using the Internet not in support of education and research consistent with the purposes of USD 262;

Giving out personal passwords

Attempting to log on or logging on with another's' password; Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;

Wasting storage or other technology resources intentionally;

Using the network for commercial, advertisement or political purposes;

Gaining unauthorized access to resources or entities;

Invading the privacy of individuals;

Seeking to gain or gaining unauthorized access to information resources or other computing devices or attempting to bypass district security measures;

Altering improperly the setup of computers (e.g., desktops, icons, wallpapers, screensavers, installed software);

Copying illegally, installing or using software that has not been approved by district staff;

Using district hardware, software, storage space or network for non-school-related activities; Any student identified as a security risk or having a history of problems with other computer systems may be denied access to district technology.

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

Any statement of personal belief found on computers, networks, the Internet, other on-line services, or any other telecommunication system is the author's individual point of view, and not that of the school district, school, or district staff. No representations to the contrary shall be published without written approval from district administrators. District administrators or their designees

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

USD 262 Annual Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the school or district receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school/district official] a written request that identifies the records 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school or district to amend a record should write the school principal [or appropriate school/district official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school

would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

Directory information: 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/Guardian Name(s)**
- **Address Telephone**
- **Electronic mail address Photograph**
- **Most recent school attended Video images**
- **Audio recordings Major field of study**

- **Dates of attendance Grade level**
- **Degrees, honors, and awards received Height/Weight of athletic team members**
- **Participation in officially recognized activities/sports**

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 January 2, 2018 (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
- Student's grade
- Parent/Guardian'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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school or 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

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.)

Weapon's Policy

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

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

Unpaid Meal Charges

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 the equivalent value of ten meals to this account. 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 officer, or online. Students, parents, and guardians of students are expected to prepay meal costs.

Weather

If weather conditions dictate the cancellation of school, the superintendent will make the decision as soon as possible. Announcement of school cancellation or early dismissal will be made as soon as possible on Facebook, Twitter, local radio and TV stations.

Website

www.usd262.net

Wellness Plan

Vision: To improve the health and wellness of all employees and students in order to "Feel Better, Be Healthy, and Live Longer".

Goals:

1. Improve the mental, physical, and environmental wellness of all employees and students.
2. Increase healthy options for all employees and students.
3. Build partnerships within the community in order to provide health and wellness resources for our staff and students.
4. Promote a plan and put it into action.

Nutrition Guidelines:

Nutritional Quality of Foods and Beverages Sold and Served on Campus

Meals served through the National School Lunch and Breakfast Programs will meet the following guidelines:

- Be appealing and attractive to children.
- Be served in clean and pleasant settings.
- Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- Offer a variety of fruits and vegetables;
- Serve only low-fat and fat-free milk and nutritionally-equivalent non-dairy alternatives (defined by USDA)

The implementation of meal guidelines shall be the sole responsibility of the food services director. From time to time, the food service director will offer opportunities for students, parents and staff, to taste-test new items, participate in surveys, to assist in selecting foods for the school hot lunch and breakfast programs. The nutritional value of the meals served shall be made available upon request from the food service director who shall keep a written record of the nutritional value of all food served.

USD 262 Food Service Goals

School Breakfast:

- Strive to maximize serving of fruits and whole grains.
- Offer cereals with at least 1 gram of fiber per serving.
- Work toward decreasing sugar content of foods offered.

School Lunch:

- Offer at least 10 different fruits and/or vegetables in each five day week.
- Work toward increasing whole grain servings.

Free & Reduced-Priced Meals:

USD 262 will encourage families to take part in the free and reduced-priced meal program. The district will maintain the confidentiality of those individuals who choose to complete an application for free and reduced-price school meal benefits.

School Stores and Other Food Sales

The foods and beverages sold individually outside the reimbursable school meals program through vending machines or direct sales will meet Smart Snacks guidelines established by USDA and supervised by the building principals.

A La Carte items are limited to:

- Portion sizes will be the same or smaller than those served in the breakfast and lunch programs.
- Will meet Smart Snack general standards for foods as established by USDA
- Whole grain rich products
- First ingredient will be a fruit, vegetable, dairy product or protein foods
- Combination food with at least ¼ cup fruit and/or vegetable
(Yogurt & fruit, hummus & vegetables, etc.)

Standards for Beverages:

- Water - plain, carbonated or uncarbonated, no size limit
- Milk - unflavored nonfat or low fat, flavored nonfat 8oz - max for elementary
12oz - max for middle and high schools
- Juice - 100% fruit or vegetable, 100% juice diluted w/water - no added sweeteners
8oz - max for elementary
12oz - max for middle and high schools

Other Beverages - High School only

- Calorie free flavored waters - 20oz max
- Low calorie beverages 8oz size - no more than 40 calories
12oz size - no more than 60 calories

Snacks/rewards

Snacks served during the school day, used as reward/reinforcement incentives or served during the after school program or other school enrichment programs (including summer school) shall make a positive contribution to the child's diets and health. Emphasis will be on healthy snacks and drinks and must be considered in relationship to the time of breakfast and lunch for the students.

Recommended Snack Nutrition Guidelines

- Fat – 35% or less total calories from fat
- Sugar – 35% or less of weight from total sugar (except for fruit without added sugar)
- Calories – 200 or less
- In order to increase food safety and decrease the risk to students with food allergies, packaged classroom treats with nutrition and ingredient labels should be considered.
- Teachers and parents will be provided healthy option suggestions.

Goals to Promote Student Wellness:

The District has established the following student wellness goals that are designed to promote student wellness in a manner that the District determines to be appropriate:

1. **Nutrition Education:** To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the USDA.

2. **Physical Activity:** To implement a curriculum that meets or exceeds the health and physical education objectives established by the USDA.

3. **Other School Activities:** To offer other suitable opportunities for students to engage in health-promoting activities.

Nutrition Education and Physical Activity Promotion

Unified School District 262 aims to teach, encourage, and support healthy eating by students. USD 262 will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste-testing, farm visits, and other activities promoting a healthy lifestyle;
- promotes fruits, vegetables, whole grain products, low-fat (2%) and 1% fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;
- teaches media literacy with an emphasis on food marketing (public relations for what we are doing); and
- includes training for teachers and other staff.

Integrating Physical Activity in the Classroom Setting

For students to receive the nationally-recommended amount of daily physical activity (i.e. at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.

Toward that end USD 262:

- will complement physical education through the classroom health education program by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television and playing video-games;
- will encourage teachers to incorporate opportunities for physical activity into other subjects (i.e. math, language arts, social studies) and to provide short physical activity breaks between lessons or classes, as appropriate.

Physical Activity Opportunities and Physical Education Daily Physical Education (P.E.) K-12: Unified School District 262 will implement weekly physical activity (recess included) for all students (K-7,9), including students with disabilities, special health-care needs, and allowing students the opportunity to have physical education (or its equivalent) of 100 minutes/week for elementary school students. With recess time added, students have the opportunity for 150 minutes a week of physical activity. Physical education is available as an elective for grades 8 and 10-12.

Physical Education teachers will strive to have students spend at least 50% of the time in physical education class participating in moderate to vigorous physical activity.

Physical Activity Opportunities Before and After School: In USD 262, an interscholastic sports program shall be offered to meet a range of student needs for grades 7-12.

Use of School Facilities Outside of School Hours: USD 262 will work closely with the Valley Center Recreation Commission to determine the best use of the school facilities outside regular school hours to promote a healthy and physically fit lifestyle. All use of the facilities must be approved by building and district administration and must follow USD 262 Board of Education guidelines. Special care must be given to insure that no activities are unsupervised at any time.

Communication with Parents:

USD 262 will support parent's effort to provide a healthy lifestyle for their children. Through a variety of means, USD 262 will provide information to help parents understand the role the schools are playing in the health of their child and to provide information to help parents to better understand what a healthy lifestyle is in regard to diet and daily physical activity. A copy of the district's policy and the food and beverages that meet the district's standards will be made available to parents in a variety of means.

Examples of Implemented Student Health & Wellness Programs

Daily Movement Brain Breaks (Elementary Schools): The GoNoodle activities are dancing/moving activities that teachers can access online. They regularly use these for brain breaks and indoor recess.

Jump Rope For Heart (West/Abilene/Wheatland): Fundraiser for the American Heart Association. Students jump rope for a certain amount of time over a week to raise money. They learn about heart health in their physical education classes.

Hoops for Heart (Intermediate):

Planksgiving (Intermediate): "Planksgiving" is during the month of November and every class planks for 5 seconds to start and then move up to a minute by the end of November.

Morning Walking Club (West): Every Tuesday and Thursday students, staff, and parents can walk laps in the building from 8:00-8:15 am and for every lap students complete they earn points for a certificate/prize.

Healthy Snack Alphabet (Various Teachers): Encourage healthy snacks for different letters of the alphabet and special events. i.e. making natural applesauce with apples in the crockpot.

Workout Wednesdays (Wheatland): Workout Wednesday is done a couple of times a year. Everyone wears workout clothes and we do some whole school fitness activities in the morning during announcements. 15-20 mins. Then teachers incorporate activities throughout the day.

Developing Student Health & Wellness Programs

Semester Department Lesson:

Each department or grade level teacher will be asked to intentionally create one lesson per semester devoted to health & wellness education for their students.

Nutritionist Speaker in Health Classes (Secondary Level):

Through resources at the Sedgwick County Health Department, each secondary level PE/Health class will be receive information from a nutritionist. This will be arranged by the District Wellness Committee leader and the physical education teachers.

2018-2019 Student Wellness Challenges & Incentives:

Starting in the 2018-2019 School year, some staff challenges will be offered to students with appropriate incentives provided if budget allows. Those programs are outlined below under the staff section. The District Wellness leader will handle communication and tracking for these programs and with the help of the Wellness Committee and the superintendent, appropriate prizes/incentives may be given for each challenge to the top performers.