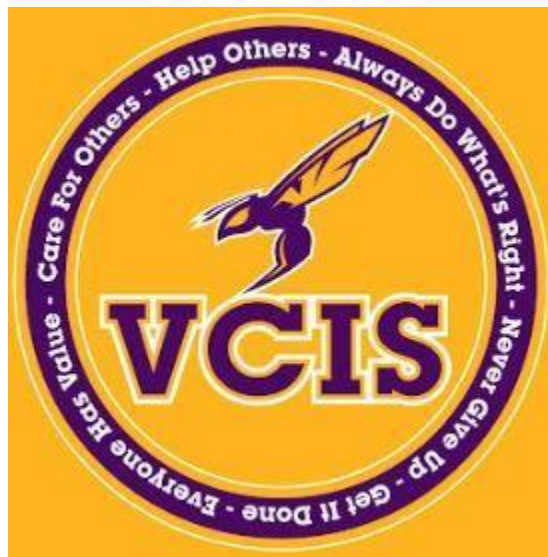


Valley Center Intermediate School

Student Handbook

2023-24



VALLEY CENTER INTERMEDIATE SCHOOL

Dear Valley Center Intermediate School Families,

Welcome to a new school year! We are excited to see our scholars very soon, and are looking forward to inspiring the leaders of tomorrow. At VCIS we challenge scholars to “Be The CHANGE” which represent our core values:

C- Care for others
H- Help Others
A- Always do what’s right
N- Never Give Up
G- Get It Done
E- Everyone Has Value

These values will be the driving force for all decisions that are made at Valley Center Intermediate School. They will be used in classroom lessons and implemented throughout the building in 2022-2023. This year will be momentous as we continue the journey to become changemakers together!

Our staff is dedicated to making an impact on all scholars academically, behaviorally and socially. Together we support scholars in developing positive character traits while shaping a pathway to be leaders in our community. We can’t wait to partner with our families to ensure all scholars are successful at VCIS and for their future!

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.

If you have any questions regarding any policy in this handbook or any questions regarding Valley Center Intermediate School, please give us a call or e-mail. Let’s have a great 2023-24 school year!

Lauren C. Frederic
Principal
Valley Center Intermediate School
737 N Meridian Ave
Valley Center, KS 67147
(316) 755-7060
lauren.frederic@usd262.net

Valley Center USD 262 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age as to treatment of students in programs and as to employment. 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, 143 S. Meridian, Valley Center, KS, 67147, Telephone: (316) 755-7000

TABLE OF CONTENTS

<u>SCHOOL PERSONNEL</u>	p. 5	<u>LOST AND FOUND ITEMS</u>	p. 16
<u>ARRIVAL / DISMISSAL / EARLY DISMISSAL</u>	p. 6	<u>MAKE-UP POLICY</u>	p. 16
<u>ASSEMBLIES / PROGRAMS</u>	p. 6	<u>MONEY</u>	p. 16
<u>ATTENDANCE AND TARDY POLICY</u>	p. 6	<u>MUSIC</u>	p. 16
<u>BAND</u>	p. 7	<u>NOTES HOME/NEWSLETTERS</u>	p. 16
<u>BEHAVIORAL EXPECTATIONS</u>	p. 7	<u>PARENT PORTAL</u>	p. 16
<u>BICYCLES / SCOOTERS / SKATES / SKATEBOARDS</u>	p. 10	<u>PARENT/TEACHER CONFERENCES</u>	p. 16
<u>BRING YOUR OWN DEVICE (BYOD)</u>	p. 10	<u>PARTIES/REFRESHMENTS</u>	p. 16
<u>BULLYING/HARASSMENT/ DISCRIMINATION</u>	p. 10	<u>PERSONAL PROPERTY</u>	p. 16
<u>BUS TRANSPORTATION</u>	p. 11	<u>PETS</u>	p. 17
<u>CAFETERIA</u>	p. 11	<u>PHYSICAL EDUCATION</u>	p. 17
<u>CORE VALUES</u>	p. 12	<u>PTO</u>	p. 17
<u>DELIVERIES</u>	p. 12	<u>REPORT CARDS</u>	p. 17
<u>DRESS CODE</u>	p. 12	<u>SCHEDULE CHANGES</u>	p. 17
<u>EMERGENCY DRILLS</u>	p. 12	<u>SCHOOL CANCELLATION PROCEDURE</u>	p. 17
<u>EMERGENCY INFORMATION</u>	p. 13	<u>STUDENT ACTIVITIES</u>	p. 17
<u>FEES</u>	p. 13	<u>STUDENT ID CARDS</u>	p. 17
<u>FIELD TRIPS</u>	p. 13	<u>STUDENTS WHO WALK</u>	p. 17
<u>GRADING</u>	p. 13	<u>TECHNOLOGY/INTERNET USAGE</u>	p. 17
<u>HARASSMENT POLICY</u>	p. 13	<u>TELEPHONE/CELL PHONE</u>	p. 18
<u>HEALTH MATTERS/ILLNESS/INJURY/ MEDICATION POLICY/NURSES'S OFFICE</u>	p. 14	<u>VIDEO CAMERA USE</u>	p. 18
<u>INSURANCE</u>	p. 15	<u>VISITORS</u>	p. 19
<u>LIBRARY</u>	p. 15	<u>WEAPONS POLICY</u>	p. 19

District Buildings:

Abilene Elementary

Principal, Mr. Nick Grummert
522 N. Abilene
Valley Center KS 67147
755-7020
Fax 755-7021
Nick.Grummert@usd262.net

Wheatland Elementary

Principal, Ms. Rachel
McClaran
800 Meadow Rd
Valley Center Ks 67147
755-7040
Fax 755-7041
Rachel.McClaran@usd262.net

West Elementary

Principal, Mr. Mark Hoy
501 N Sheridan St
Valley Center Ks 67147
755-7030
Fax 755-7031
Mark.Hoy@usd262.net

Intermediate School

Principal, Ms. Lauren Frederic
737 N. Meridian
Valley Center, Ks 67147
755-7050
Fax 755-7051
lauren.frederic@usd262.net

Middle School

Principal, Mr. Chad Cramer
800 N. Meridian
Valley Center, KS 67147
755-7060
Fax 755-7061
Chad.Cramer@usd262.net

High School

Principal, Mr. Eric Flaton
9600 N. Meridian
Valley Center, KS 67147
755-7070
Fax 755-7071
eric.flaton@usd262.net

District Office:

Superintendent, Greg Lehr

Assistant Superintendent, Dr. Mike Bonner
Mike.Bonner@usd262.net

USD 262 Central Office

143 South Meridian
Valley Center, KS 67147
755-7000
Fax 755-7001

Valley Center USD 262 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age. Persons having inquiries may contact the school district's ADA and Section 504 coordinator, 143 S. Meridian, Valley Center, KS, 67147, Telephone: (316) 755-7000

Main Office Personnel		
Principal	Lauren Frederic	Lauren.Frederic@usd262.net
Secretary	Tammy Johnson	Tammy.Johnson@usd262.net
Secretary	Jena Berschauer	Jena.Berschauer@usd262.net
4th Grade Language Arts Teachers		
4 th Grade	Breanna Chavez	Breanna.Chavez@usd262.net
4 th Grade	Gwen McDonald	Gwen.McDonald@usd262.net
4 th Grade	Dallas Richardson	Dallas.Richardson@usd262.net
4 th Grade	Ellie Kee	Ellie.Kee@usd262.net
4 th Grade	Jessica Milleson	Jessica.Milleson@usd262.net
4th Grade Math Teachers		
4 th Grade	Claire Yost	Claire.Yost@usd262.net
4 th Grade	Carridy McGregor	Carridy.McGregor@usd262.net
4 th Grade	Aryn Sander	Aryn.Sander@usd262.net
4 th Grade	Karen Spring	Karen.Spring@usd262.net
4 th Grade	Julie Hickman	Julie.Hickman@usd262.net
5th Grade Math Teachers		
5 th Grade	Melissa Stockwell	Melissa.Stockwell@usd262.net
5 th Grade	Devin Martin	Devin.Martin@usd262.net
5 th Grade	Christi Jones	Christi.Jones@usd262.net
5 th Grade	Gina Zimmerman	Gina.Zimmerman@usd262.net
5 th Grade	Sheila Schul	Sheila.Schul@usd262.net
5th Grade Language Arts Teachers		
5 th Grade	Amy Remington	Amy.Remington@usd262.net
5 th Grade	Amy Manes	Amy.Manes@usd262.net
5 th Grade	Elise Corcoran	Elise.Corcoran@usd262.net
5 th Grade	Jaimee Buchta	Jaimee.Buchta@usd262.net
5 th Grade		
Exploratory Teachers		
General Music	Kyle Lefler	<u>Kyle.Lefler@usd262.net</u>
STEM	Cori Wolff	Cori.Wolff@usd262.net
Art	Amy Duron	Amy.Duron@usd262.net
Digital Literacy	Paige Stegman	Paige.Stegman@usd262.net
Instrumental Music	Crystal Rathburn	Crystal.Rathburn@usd262.net
Instrumental Music	Mary Wagoner	Mary.Wagoner@usd262.net
Instrumental Music	Jan Verboom	Jan.Verboom@usd262.net
Physical Education	Crystal Coleman	Crystal.Coleman@usd262.net
Health Professionals		
Nurse		
Special Education, ESOL and Additional Staff		
Counselor	Nicole Burdette	Nicole.Burdette@usd262.net
Counselor	Emie Novack	Emie.Novack@usd262.net
EL Teacher	Jeannette Blackwell	Jeannette.Blackwell@usd262.net
School Psychologist	Jessica Mefford	Jessica.Mefford@usd262.net
School Psych. Secretary	Jamie Capper	Jamie.Capper@usd262.net
Social Worker	Michelle Taylor	Michelle.Taylor@usd262.net
Speech	Jaime Andrews	Jaime.Andrews@usd262.net
Special Education	Michael Stevens	Michael.Stevens@usd262.net
Special Education	Cami Kingsley	Cami.Kingsley@usd262.net
Special Education	Amanda Smith	Amanda.Smith@usd262.net
Special Education	Joshua Funk	Joshua.Funk@usd262.net

Special Education	Danielle Savage	Danielle.Savage@usd262.net
Special Education	Mariah Banning	Mariah.Banning@usd262.net
Gifted Education	Karen Olsen	Karen.Olsen@usd262.net
Title I Reading Support	Amanda Williamson	Amanda.Williamson@usd262.net
Title I Math Support	Tia Massey	Tia.Massey@usd262.net

ARRIVAL / DISMISSAL / EARLY DISMISSAL

Intermediate School Hours

8:00	School doors open
8:00	Breakfast Served
8:00	Soft Start in Classrooms
8:30	Warning Bell for Soft Start Clean Up
8:35	Classes Begin
3:50	Car Rider Dismissal
3:55	Bus Rider Dismissal

Drop-Off/Pick-Up Location:

Please drop-off and pick-up your student on the east side of the Intermediate School. Students can then enter the building using the main entrance on the east side of the intermediate school or the northeast doors by the cafeteria.

Bus Drop-Off/Pick-Up Location:

Students will be dropped-off and picked-up on the west side (behind) of the Intermediate School. **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 temporary bus assignment change need to provide a written note from the parent requesting the change to the school office. If COVID-19 policies are in place, students may not be able to ride other buses.

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. Students with 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. 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, the student will present a written note from a parent and request assignments at least two days in advance. This prevents last minute confusion or delays from occurring. Students should request assignments in advance and 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 will be recorded on a yearly basis.

1. Any time absences become a concern, a faculty member may request a parent conference. Teachers and counselors may be invited to a parent conference.
2. 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 nor does this policy apply. 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.

F. Excused and Unexcused Absences

The principal or his designated representative shall be responsible for determining if an absence is excused or unexcused.

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. In-School Suspension 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.

G. Excessive Absences

USD 262 is committed to the philosophy that every student should attend school each day whenever possible. Regular attendance allows students to benefit from the educational opportunities provided by school staff. When students are absent, they miss valuable learning experiences, including, but not limited to: direct teacher instruction, class discussion, problem solving, teamwork, and social skills. Research shows a direct correlation between regular attendance and student success.

Chronic Absenteeism is defined as a student missing 10 percent or more of school days, for both excused and unexcused reasons. This places students at risk of not being successful academically.

BAND

Instrumental music is available to all fifth graders. At the beginning of each school year, the band instructor will meet with the students and demonstrate various types of band instruments available to them. The band director will also schedule a parent meeting. During the parent meeting it will be possible to rent or purchase a band instrument.

*Students who enroll in band will be allowed to drop within two-weeks from the start of the first and second semester.

BEHAVIORAL EXPECTATIONS

Our school goal is that students will conduct themselves with respect and safety towards all peers, adults, and school property. All students will follow the school wide expectations in all areas as outlined in the Expectation Matrix:



Valley Center Intermediate School Be The C.H.A.N.G.E. Expectations

	Classroom	Hallways	Cafeteria	Playground	Restrooms	Assemblies
C - Care for Others (Compassion)	- Hands/feet to self - Use kind words - Include others - Use good manners - Have a positive attitude	- Walk at all times - Keep hands, feet, and materials to self - Use good manners - Face forward	- Wait your turn - Include others - Be polite by using manners - Keep knees under the table	- Use kind words - Include others - Share equipment - Use good manners - Respect personal space	- Use good manners - Wait your turn - Keep hands, feet, and objects to self - Be courteous	- Keep hands, feet, and objects to self - Use active listening - Use good manners - Thank our guests
H - Help One Another (Teamwork)	- Encourage others - Work collaboratively - Listen to everyone's opinion - Do your fair share - Accept feedback respectfully	- Stay to the right - Greet others appropriately - Help others - Be a role model	- Help others - Solve problems collaboratively - Use share table appropriately - Show gratitude - Be kind	- Help others - Work together to solve problems - Practice good sportsmanship - Take turns - Disagree fairly	- Help others - Remind peers of voice level - Care for school property - Help conserve water	- Practice good sportsmanship - Track the speaker - Engage with presenter when requested - Seek to understand others perspective
A - Always Do What's Right (Integrity)	- Be honest - Practice self-control - Use materials appropriately - Do your own work	- Be honest - Keep hallway clean - Respect others' learning environments	- Be honest - Make healthy choices - Raise hand for assistance	- Be honest - Play fairly - Follow playground rules - Stay within zones	- Be honest - Respect privacy - Walk directly to restroom/class	- Be honest - Applaud using snaps or jazz hands - Pick up after yourself
N - Never Give Up (Perseverance)	- Actively listen and participate - Show perseverance - Growth mindset - Embrace challenges - Give Best Effort	- Keep locker organized - Avoid conflict with others - Stay with your class	- Lead by example - Eat first - Sit at assigned table/seat - Dump tray when requested	- Report problems or injuries to adults - Lead by example - Demonstrate leadership	- Lead by example - Throw all trash away appropriately - Report problems to adults	- Actively participate - Stay with class/teacher at all times - Utilize self-regulation
G - Get It Done (Responsibility)	- Follow directions - Be ready to learn - Actively participate - Complete work - Pick up after yourself - Own your choices - Use time wisely	- Follow all adult directions - Own your choices - Walk with a purpose - Be on time to class	- Clean up after yourself - Use time wisely - Eat your food appropriately - Follow all adult directions	- Follow directions - Use equipment correctly - Keep playground clean - Own your choices - Line up quickly	- Clean up after yourself - Return to class promptly - Flush toilet once - Wash your hands	- Follow directions - Enter and exit appropriately - Stay seated until dismissed
E - Everyone Has Value (Respect)	- Use appropriate voice level and language - Respect others' property	- Voice Level 0 or 1 - Respect others' property - Use appropriate language	- Voice level 0 or 1 - Ask permission - Stay in your space - Use appropriate language	- Use appropriate voice level and language - Practice empathy	- Voice level 0 or 1 - Respect others' privacy - Use appropriate language	- Use appropriate voice level and language - Listen and pay attention - Create a sense of belonging for others

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 any or all of the following without regard to any particular order:

CONFERENCE

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

OFFICE-TIME-OUT

During the school day students may be placed in a time-out area in the office and provided opportunities to compose themselves and contemplate behavioral choices. They will fill out a Be the Change reflection sheet whenever they come to the office for an office time-out. Students are expected to take ownership for their choices, develop steps to improve future behavior, and make restitution as appropriate. Students will be supervised during this time and will return to their normal schedule once they have benefited from the time-out opportunity.

DETENTION

A teacher or principal may detain a student. The nature of the misconduct and policy will dictate the amount or length of the detention period. Parents will be notified by either email/phone call or a discipline form. Detentions typically take place the day after the offense has occurred.

DIVERSION

Unlike a conference, the student is given a particular consequence (i.e. 1 hour detention) that will not be applied unless the student is involved in a similar inappropriate act in a specified period of time. If the student repeats a similar inappropriate act, he/she will receive the consequence from the first incident as well as the consequence from the second incident.

IN-SCHOOL-SUSPENSION (ISS)

A student continues to attend school in a restricted setting. The student is required to use his/her time and energies working on class assignments and/or other learning material. Failure to work in ISS results in additional consequences. Violation of ISS rules may result in additional days of ISS or out of school suspension. A student on ISS is not eligible to practice or participate in any school activity, actively or as a spectator, during the days covered by the suspension. This restriction includes, but is not limited to, athletics, plays, dances, debates, field trips, performances, commencement, etc.

OUT-OF-SCHOOL SUSPENSION (OSS)

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

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.
10. Bullying/Harassment

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.

Expulsion/Long-Term Suspension

The Board of Education may suspend or expel or, by regulation, authorize any certified employee or committee to suspend or expel any pupil guilty of:

- a. willful violation of any published regulation for student conduct adopted and approved by the BOE;
- b. conduct that substantially disrupts, impedes, or interferes with the operation of any public school;
- c. conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- d. conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- e. conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- f. disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Per Kansas State Statute, notification to law enforcement will be given for all students found in possession of a weapon or illegal drug or who have engaged in an act or behavior which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, at school, upon school property, or at a school supervised activity. A report will be made to the appropriate law enforcement agency as soon as practicable, but not to exceed 10 days from the student act, excluding holidays and weekends. In turn, law

enforcement will notify the division of vehicles as soon as practicable, but not to exceed 10 days from the date of the student's act, excluding holidays and weekends. The law enforcement report shall include the student's name, address, date of birth, driver's license number and a description of the act committed by the student. Students may lose their Driver's license for up to one year as a result of this notification. Additionally, Social Services may be notified. This could result in an investigation to insure the wellbeing of the student expelled.

Be The Change Behavior System

Valley Center Intermediate School has used a character card system since the building was created. This model has been changed and modified in the past couple of years to try and do what is best for our students. With that in mind, our behavior system now uses our VCIS core values as the foundation of this system.

The Character card system gives teachers the opportunity to provide immediate feedback for students not following the behavioral expectations of the school. When the teacher signs a student's card, the student has a verbal and visual reminder that the behaviors expressed were inappropriate. The card lets the students know where they stand in relation to consequences, providing a behavior changing phenomenon for students who might typically push the behavioral envelope. The card places the responsibility of positive behavior on the shoulders of the student. Consequences are outlined and students are taught expected behaviors.

The Character card system also allows the building to celebrate the positive behavior success of our students. With opportunities for extended freedoms, prizes and rewards, students should find themselves motivated by the positive possibilities rather than the negative consequences. Scholars have opportunities to earn rewards each month, and will receive a new character card each quarter.

Character Card Procedures:

Each month all scholars will be given a character card tied to our core values:

C-Care for Others
H-Help One Another
A-Always Do What's Right
N-Never Give Up
G-Get it Done
E-Everyone Has Value

The character card system provides proactive and reactive responses for behaviors tied to our building wide expectations/values. The character card system allows the building to celebrate the positive behavior success of our students by earning weekly and monthly rewards for following our school wide expectations. The character card system also allows for the opportunity to provide immediate feedback for students not following the behavior expectations. Teachers provide a verbal conversation and visible reminder when scholars are not demonstrating expected behavior.

Character Card Procedures

- Scholars are given a character card at the beginning of each month
- Scholars receive weekly and monthly incentives for not receiving card marks
- Scholars can receive a mark on their card for not demonstrating building expected behaviors.
- Scholars can receive consequences for negative behaviors for each card mark received
- Scholars will need to have their card in order to receive rewards, if scholars lose their card they will miss out on rewards for 5 days before receiving a new card.

Character Card Weekly/Monthly Rewards

Weekly Rewards:

At the end of every week scholars with no card marks will have the opportunity to earn rewards. Some privileges include: Electronic device days, front of the line and free seating during lunch; and many other incentives as determined by the classroom teacher.

Monthly Rewards:

At the end of every month scholars with no card marks will have the opportunity to earn a reward or celebration. This school-wide celebration will be organized by the faculty and staff. Students will have the opportunity to participate in a variety of activities as a celebration for their positive behavior.

Buzz Bucks

Scholars will receive 5 buzz bucks every Friday for not having any card marks that week. Scholars also have the opportunity to earn additional buzz bucks during their Specials classes for following building expectations.

Character Card Mark Consequences

1. Conference with student
2. Student completes reflection sheet that is emailed to parents
3. Student completes reflection sheet and phone call to parent
4. Student completes reflection sheet in reflection room with staff member
5. Student completes reflection sheet during lunch in the office and discipline referral submitted in Infinite Campus
6. One hour of ISS
7. Two hours of ISS
8. Half day of ISS
9. Full day of ISS
10. Team meeting with student, parent, teacher, mental health staff, and principal

Individual Behavior Plans

If scholars continue to not follow building wide expectations, at the team meeting it could be determined the student needs an individual behavior plan to further support their social emotional/behavioral needs.

BICYCLES / SCOOTERS / SKATES / SKATEBOARDS

Bicycles/Scooters are to be parked in the racks provided outside the intermediate school. 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.

BRING YOUR OWN DEVICE (BYOD)

Acceptable Devices

Students at VCIS can use a variety of personally owned devices including, but not limited to: tablet devices, “smart” phones, laptops, personal digital assistants (PDAs), netbooks, as well as any device with similar capabilities. This device list could be expanded based on new technologies and devices being introduced to the public. Unacceptable devices include, but are not limited to: gaming devices or consoles, laser pointers, modems or routers, DVD/Blu-Ray players, and televisions.

Educational Uses

The personally owned devices may be used for a number of different educational purposes. Some of the uses include classroom activities, homework, and any other educational opportunity that this tool enhances. Students are expected to act responsibly and thoughtfully when using any electronic device. If a student is using the device to cheat on an assignment or assessment then that student is subject to disciplinary action. Students are expected to check with school administrators and/or teachers when they are unsure if a device is acceptable for use in school.

threat

Appropriate/Inappropriate Use and Communication

Personally owned devices are permitted for use during the school day for educational purposes and/or in approved classrooms/locations only. Students may not utilize any technology to harass, threaten, demean, bully, humiliate, intimidate, embarrass, or annoy their classmates or others in the community.

Students must be aware of appropriateness of communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.

It is prohibited to use any personally owned devices in locker rooms, restrooms, and nurse’s offices.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including suspension, criminal charges, and expulsion.

Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, or other content service providers.

Personally owned devices must access the internet via the District's content filtered wireless network.

The District shall not be liable for the loss, damage, misuse, or theft of any personally owned device.

The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.

BULLYING

Valley Center Schools do not tolerate bullying of any form.

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:

- a. Harming a student or staff member, whether physically or mentally;
- b. Damaging a student or staff member in reasonable fear of harm to the student or staff member; or
- c. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- d. Cyberbullying; or
- e. Any other form of intimidation or harassment prohibited by the district.

If the issue involves a direct threat, we encourage students/staff to come to the office immediately to report the situation. If students would rather remain anonymous, they can fill out the online bullying form found on the webpage. Bullying can be reported via the Speak Up program. The staff takes every bullying report seriously and bullying will not be tolerated. We encourage parents to tell their children to "speak up" and tell school staff members, teachers or administrators about the bullying. 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.

DISCRIMINATION/HARASSMENT

No student or staff member should be subject to harassment for any reason by any student or staff member.

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, and harassment due to race, color, religion, sex, age, national origin, genetic information, or disability.

Harassment involves bullying behavior (see above) directed at someone because of their race, color, religion, sex, natural origin, age, or disability.

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 of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement.

Any incident of discrimination, including acts of harassment, shall promptly be reported to the building principal, another administrator, the counselor, another certified staff member, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any student who engages in discriminatory conduct shall be subject to disciplinary action, up to and including expulsion from school.

For a complaint of harassment to be fully resolved, it may 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, Robert Reed. His office is at 143 S. Meridian and his phone number, during school hours, is 755-7000. Information regarding Title IX complaints including procedures for filing a complaint can be found on the district website under “District Information” and the subcategory of “Title IX information” <http://www.usd262.net/about/about-our-district>.

BUS TRANSPORTATION

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 School. 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.

CAFETERIA (Breakfast/Lunch Menu, Student Lunch Accounts, Cafeteria Policy)

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.

Each student will have a food service account to purchase breakfast and/or lunch. Milk may also be purchased on the student account. Periodic payment reminders will be sent home with the student when the account balance is low. Prices for the lunch/breakfast program are set by the Board of Education during the month of July each year. Phone calls will be made to parents /guardians once account balances become negative. Meal fees can be paid either online through the parent portal or at any attendance center.

In the cafeteria:

- 1) Students are to get their trays and utensils and sit at their assigned table in a quiet, orderly manner. 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.
- 3) Energy drinks are not permitted at VCIS. These drinks include but aren't limited to: Monster, Red Bull and Rockstar.
- 4) Students are to walk in a normal manner at all times and not run in the cafeteria.
- 5) Food, other than cold meals, may not be taken from the lunchroom unless requested by staff members.
- 6) Straws and/or milk cartons are not permitted to be taken from the cafeteria, unless requested by teachers.
- 7) 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.

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 the 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 1st of each school year.

Money remaining in meal accounts at the end of the school year will roll-over to the following school year. For graduates and students moving out of the district, account balances will be used to help pay any outstanding school fee obligations. If the student does not have such obligations, the balance will be transferred to other household members. If after all of the above options have been exhausted and the account has a remaining balance greater than \$10.00, parents seeking a

refund may submit a refund request to the Food Service Director at molly.rainey@usd262.net within 30 days following the last day of school.

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.

CORE VALUES

VCIS students and staff worked on creating core values during the 2014-2015 school year. We want the intermediate school to be a safe and supportive place for everyone. The core values adopted by our students and staff represent what VCIS stands for and believes is important for students to be successful in the world.

- **Be the Change**
 - o **Care for others - Compassion**
 - o **Help others – Teamwork**
 - o **Always do what’s right – Integrity**
 - o **Never give up – Perseverance**
 - o **Get it done – Responsibility**
 - o **Everyone has value – Respect**
- **Making a Difference Beyond You**

These values will be the driving force for all decisions that are made at Valley Center Intermediate School. They will be used in classroom lessons and implemented throughout the building in 2022-2023.

DELIVERIES

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

DRESS CODE

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. If at any time the principal or teacher believes that a student’s attire is a disruption, that student will be sent to the office and asked to change.

EMERGENCY DRILLS

Fire drills are conducted four times a year, tornado drills twice a year and crisis drills three times per year in accordance with Kansas law.

During tornado drills, each classroom goes to our storm shelters located in the southwest part of VCIS. 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 a safe, quiet, and orderly manner. The school is prepared for a variety of emergency situations, including bomb threats and lock downs. All emergency drill response procedures are outlined in the VCIS Crisis Procedures. Scholars are expected to follow all procedures and directives of VCIS staff during emergency drills.

EMERGENCY INFORMATION

It is very important for the safety of the children that the School 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.

EMERGENCY SAFETY INTERVENTIONS

Please click on the link below to access all district Emergency Safety Intervention documents.

http://www.usd262.net/district/about_our_district/emergency_safety_interventions

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 School 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. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs.

GRADING

VCIS utilizes an evidence-based learning or standards-based grading system. This system allows our teachers to show families exactly what skill students are working on and how they are progressing. Students will be assigned grades for both academics and behavior based on rubrics and common assessments. These grades will be posted every nine weeks on Parent Portal.

HEALTH MATTERS/ILLNESS/INJURY/MEDICATION POLICY/NURSES'S OFFICE

1. Diagnosis and treatment of illness and the prescribing and administering of drugs and medicines are not the responsibility of the public School and are not practiced by any school personnel, including school nurses, except under the following limited circumstances:

- Prescription medicines may be administered, in accordance with Board Policy, by a Licensed Professional Nurse or school personnel delegated by such licensed professional nurse upon receipt of written authorizations by the student's physician and student's parent. The first authorization must be signed by the student's physician and contain the physician's prescription and approval for the administration of the medication. The parent's written authorization shall be a signed permission form requesting the district to administer the medication and releasing the school district and personnel from liability.

These authorizations must include:

- The name of the student who will receive the medication
- The name and description of the medication
- The dosage to be given
- Instructions for administration of the medication
- Suggested times for the administration of the medication
- A description of any possible side effects
- Any other instructions or warnings.

Influenza

USD 262 will enforce the Kansas Health Department regulation which requires students who test positive for influenza to remain in home isolation for five days following the onset of the illness, or until fever-free for 24 hours without the aid of fever-reducing medications, whichever is longer, except when seeking medical care (traveling to/from medical appointments). Doctors cannot exempt students from this regulation.

COVID-19

USD 262 will use recommendations from the Sedgwick County Health Department, Kansas Department of Education and other agencies to determine policies and procedures regarding COVID-19. You can find information regarding these policies by going to the USD 262 homepage or clicking on this [link](#).

All prescriptions must be in the original pharmacy container, clearly marked as to the patient, type of medicine and dosage.

2. Non-prescription medicines will be reviewed on a case-by-case basis. Approvals will be on a limited basis only. The principal and school nurse may deny administration of the request if they deem it not in the best interest of the student to take the medicine. Non-prescription medicines may be given, upon decision of the principal or nurse, only if accompanied by a written permission form or authorization signed by the student's parent and includes, the following:

- The student's name.
- The name of the non-prescription medicine.
- The dosage to be given.
- Instructions for administration of the medication.
- Suggested time for the administration of the medication.
- A description of any possible side effects.
- Any other instructions or warnings.

The non-prescription medication must be in the original sealed container and clearly labeled with the student's name and the dosage recommendations. Due to the possibility of dangerous side effects, aspirin will not be administered to any student.

3. 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. It may be easier for all concerned to adjust the medication times (unless specifically ordered by your doctor) i.e., give before coming to school, right after school and then before bedtime. Another helpful hint is to ask the pharmacist for an extra-labeled bottle, which you can send to school with just the medication your child will need.

*****Immunization Requirements for the 2022-2023 School Year:**

- **Diphtheria, Tetanus, Pertussis (DTaP):** five doses required. Four doses acceptable if dose 4 given on or after the 4th birthday. Booster dose of **Tdap** required at 7th grade if more than 2 years since previous dose of Td.
- **Poliomyelitis (IPV/OPV):** four doses required. Three doses acceptable if dose 3 given on or after the 4th birthday.
- **Measles, Mumps, Rubella:** two doses required.
- **Hepatitis B:** three doses required through grade 10.
- **Varicella (chickenpox):** two doses required for Kindergarten and grade 1; one dose required grades 2-10 unless history of varicella disease documented by a licensed physician. Two doses are currently recommended by the ACIP for all ages.

Please provide documentation of all immunization to your school nurse.

Other health services provided are vision, hearing, and dental screenings. If you feel your child has a vision or hearing problem, please do not hesitate to call and check with the school nurse. Likewise, if you receive a note stating that your child may have a vision or hearing problem, keep in mind that these are only screenings; it is recommended that you have your child examined further by an eye or ear care specialist.

Dental screenings are done annually in the School by a dental hygienist. If your child is absent that day he/she will not be screened at a later time. These screenings are not to take the place of your regular check-up at the dentist. If the name of your dentist and the date of the last visit are on the student health form, your child will not be screened.

The school nurse's office is located adjacent to the office. The nurse is responsible for the maintenance of health records, routine health checks, and parental contact concerning health problems, care of minor injuries, assistance in health teaching, and vision and hearing screenings. 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.

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.**

Non-Compliance Deadline:

If parents are not in compliance with providing student immunization records, health forms, or birth certificates, students will be un-enrolled as of October 24, 2022.

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.

LIBRARY

The library is open on a regularly scheduled basis and is supervised by the librarian. Classes 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. Lost or damaged books must be paid for to replace them.

LOCKERS

Students may be assigned a locker prior to the start of the school year. VCIS will follow COVID-19 health recommendations if lockers are used. Students are expected to keep their lockers clean and orderly. Students are not to change or share lockers with other students unless office personnel give prior approval. Each student has exclusive control over his/her locker, desk, workstation, or other similarly assigned areas of school property. However, this possession is in regards to other pupils; but such possession is NOT exclusive against school officials. The building administrator reserves the right to search any locker at any time if he/she believes the locker contains matter prohibited by law or school regulations. Such searches may be made without notice to the student to whom such locker has been assigned.

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 using 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.

MAKE-UP POLICY

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

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 school 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

Classroom and individual notices and reminders will be sent home periodically. The newsletter/e-mail could feature major facets of the school program and include timely information. In an effort to reduce paper waste, distribution lists for sending information via e-mail and/or the school's website will be established at the beginning of the school year and will be our primary method for distributing information.

PARENT PORTAL

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

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

At the Intermediate School, all birthdays will be scheduled at the teacher's discretion. 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.

PERSONAL PROPERTY

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

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.

PTO

Parent teacher organizations have been highly involved in improving our School. 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 posted 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.

SCHEDULE CHANGES

The master schedule and teaching assignments are built with regards to student needs and finding the best fit for each individual student. Once schedules are finalized in the summer prior to school starting, requests for teacher changes are difficult to accommodate. These change requests can be submitted to our counselor or principal via e-mail or google form.

SCHOOL CANCELLATION PROCEDURE

If weather conditions dictate the cancellation of school, the Superintendent will make the decision as soon as possible. Notifications will be sent to local news outlets and posted on the district website at www.usd262.net and on the District's Facebook and Twitter sites.

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 due to behaviors or grades.

STUDENT ID CARDS

An ID card is needed for lunch, library use, and identification. Students must be prepared to show the ID card to any staff member at any time while at school or home/away activities. Lost or damaged/defaced ID cards must be immediately replaced and may require a \$2 replacement charge if this is an ongoing issue. VCIS is not responsible for lost or stolen ID cards.

STUDENTS WHO WALK

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.

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 during the school day and remain in his/her locker. However, electronic devices can be used on electronic device days as arranged by teachers/administration. Students shall have no expectation of privacy concerning the use or possession of electronic devices on school property or school related activities and events. Electronic devices include, but are not limited to, cell phones, pagers, MP3 players, iPod's, personal digital assistants (PDA's), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person or place to another.** Administration reserves the right to search the data stored in electronic devices as deemed necessary. 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

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.

Video surveillance, based upon its images, use and specific circumstances, may or may not be a student record. Any information obtained from video cameras may only be used for school and law enforcement purposes, 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.

Subject to and in compliance with applicable law 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 suspected of disciplinary violations may view the relevant portions of any video relating to the incident upon written request to the school principal.

If the video shows more than one student violating school rules, that portion of the video is the educational record of each student involved in violating the rules. Parents of all students involved in breaking the rules may view the video without consent of the other children's parents, but none of the parents is entitled to a copy of the video unless all of the involved children's parents' consent.

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 subject to 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

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

WEAPONS POLICY

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

Definition of Weapons and Destructive Devices: As used in this policy, the term "weapon" and/or destructive device means:

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

Penalties for Possession:

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

Discrimination Policy

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, age, genetic information and provides equal access to the Boy Scouts and other designated youth groups 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.

USD 262 PERTINENT INFORMATION
Valley Center School District
143 S. Meridian, Valley Center, KS 67147
www.usd262.net

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
- Date and place of birth

- Parent name(s)
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Video images
- Audio recordings
- 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 15th (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 (2013-14 school year)
- Student's grade (2013-14 school year)
- Parent's name (print or type - must be legible)
- Parent's signature

Send written notification to:

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

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

Notification of Rights under FERPA for elementary and secondary schools

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Valley Center School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

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