

# **VALLEY HEIGHTS JR/SR HIGH**

**TOLL-FREE HOTLINE  
TO ANONYMOUSLY REPORT POTENTIAL  
VIOLENCE.**

**STUDENTS, you can help prevent school violence.  
Please call 1-877-626-8203**

The 1999 Kansas legislature has established a toll-free, anonymous hotline to report concerns about safety and violence. Students may have knowledge of potential school violence. The hotline gives students the opportunity to anonymously report any potential violence. Personnel at the Salina Central Dispatch of the Kansas Highway Patrol will be available 24 hours per day, 365 days per year to answer the hotline number 1-877-626-8203.



This handbook and its contents are the responsibility of the student and parent. Please take time to review the material. Feel free to contact the school for any clarification on policy or for any concerns about your child's education. Thank you.

Valley Heights Jr/Sr High School, 2274 6<sup>th</sup> Road, Blue Rapids, Ks. 66411 – (785) 363-2508 (fax) 363-2072 School website address: [www.valleyheights.org](http://www.valleyheights.org).

# Valley Heights Jr./Sr. High School Professional Learning Community

## Mission Statement:

As a professional learning community, the Valley Heights Jr./Sr. High School staff will provide a standards based curriculum that maintains high expectations while meeting the needs and addressing the learning styles of all learners. Learning will be measured through the classroom, building, district, and state assessments. Our staff will monitor progress and provide strategies and interventions for all students to help them reach their greatest potential.

## Vision Statement:

We believe that the most promising strategy for achieving the mission of Valley Heights Jr./Sr. High School is to develop our capacity to function as a Professional Learning Community. We envision a school in which staff:

- Unite to achieve a common purpose and clear goals.
- Work together in teams.
- Seek to implement promising strategies for improving student achievement on a continuing basis.
- Monitor each student's progress and provide appropriate interventions.
- Demonstrate a personal commitment to the academic success and general well-being of all students.

## Commitment Statements:

In order to achieve the vision of a school that functions as a Professional Learning Community, the Valley Heights Jr./Sr. High School Staff agrees to:

- Promote a safe and positive school environment by modeling courtesy and respect for self and others.
- Model life-long learning and the commitment to high quality work that we are developing in our students.
- Work collaboratively to develop instructional strategies in order to teach for understanding and design assessments to measure progress.
- Teach for understanding by providing a variety of opportunities for students to demonstrate mastery while addressing their individual needs and learning styles.
- Involve parents in the education of their children by keeping them informed of student progress and offering suggestions for assisting their students.
- Monitor the results of our individual and collective efforts and use evidence of results to guide our processes of continuous improvement.

**Valley Heights Jr./Sr. High School  
Instructional Belief Statements**

The teachers at Valley Heights will:

1. **Greet their students by name everyday.**
2. **Include every student in that day's discussion or learning activity.**
3. **Communicate and maintain classroom procedures.**
4. **Be prepared & well planned for their students every day and model expectations.**
5. **Provide meaningful instructional activities designed for differentiated learners.**
6. **Communicate regularly with students and parents on academic and behavioral progress.**
7. **Maintain a comfortable risk free classroom environment.**
8. **Utilize appropriate technology**
9. **Provide feedback on assignments in a timely manner.**
10. **Vary activities to provide for multiple intelligences of students.**

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## **SECTION A GENERAL INFORMATION**

### **A 1 - NON-DISCRIMINATION**

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a matter deemed appropriate by the administration, up to and including suspension or expulsion from school.

### **A 2 - GRIEVANCE PROCEDURE**

Students who have concerns about the application of any school rule or regulation may file a complaint through procedures established in the Board's rules and regulations.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment or in the district's program and activities is prohibited. Don Potter, 2274 6th Rd., Blue Rapids, KS 66411 (785) 363-2508 has been designated to coordinate compliance with non-discrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student may file a complaint with the principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the application of the rule or regulation to the student, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed.

Any student may file a complaint of discrimination with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

### **A 3 - FREE AND APPROPRIATE EDUCATION**

A public elementary or secondary education program shall provide a free appropriate public education to each qualified handicapped person who is in the school districts jurisdiction, regardless of the nature or severity of the person's handicap.

## **SECTION B - SCHOOL POLICIES AND PROCEDURES**

### **B1-CODE OF CONDUCT**

#### **Mission**

**The Valley Heights Jr./Sr. High School's Code of Conduct is based upon Five Guiding Principles:**

I am responsible for my actions.

I show respect and courtesy for myself and others.

I contribute to a positive learning environment.

I strive for excellence.

I leave it better than I found it.

## **B 2 - STUDENT BEHAVIOR**

### Philosophy

The Code of Conduct is in place to ensure a safe and orderly environment. The Guiding Principles are consistent in all school environment areas. Attending Valley Heights Jr./Sr. High School is a privilege which carries with it the obligation of maintaining acceptable behavior as specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statutes of the United States. Students are responsible for their actions and should find satisfaction in attaining standards which are expected.

Good schools and good discipline go hand in hand. Ideally, discipline is self-directed and self-controlled. Schools, community, and parents share the responsibility for helping students develop self-discipline. Discipline is necessary to assure an orderly environment in which each person may live and learn to his/her full capabilities in harmony with others.

Parents, school personnel, and others responsible and concerned about the welfare and education of young citizens must cooperate to understand and enforce the rules. Valley Heights Jr./Sr. High School has high expectations of students and staff regarding personal behavior and good discipline. We all have the responsibility of assuring that positive and productive behavior is maintained in the schools and that expectations are enforced consistently, fairly, and promptly.

In order to establish a sound foundation upon which good discipline will be maintained, clearly understood responsibilities must be established and supported by students, parents, teachers and school administrators.

Our staff shares the following beliefs, expectations, and responsibilities:

- A safe and productive learning environment will be maintained for all individuals at school and at school related activities.
- Staff and students will strive to be friendly, courteous, respectful, understanding, honest, and fair in all situations at all times.
- Staff will handle all discipline situations professionally, focusing on the behavior of the student in a non-judgmental manner.
- Staff and students will demonstrate self-respect, respect for others, and respect for the environment.
- Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
- Staff will assist students in changing their unacceptable behavior to acceptable behavior.
- Everyone will make a sincere effort to do his or her best work at all times.
- The misbehavior of one student will not be allowed to interfere with: the learning opportunities of another student, the teacher's responsibility to teach all students, the success of all students.

Student Responsibilities:

- To abide by school policy and respect the authority of teachers, principals, and other school staff to enforce this policy.
- To attend school regularly and punctually.
- To be self-controlled and non-disruptive in classrooms, hallways, study areas, school busses, on school property, and at school activities.
- To be clean and dressed in compliance with school policy both during the school day and while in attendance of school activities.
- To be reasonable, self-controlled, and considerate in your relationships with others.
- To keep your language and gestures respectful and free of profanity or obscenities.
- To respect private and public property.

Parent Responsibilities:

- To accept and respect the right of Valley Heights Jr./Sr. High School to require good behavior of all students.
- To guide your child to develop socially acceptable standards of behavior, to exercise self-control and to be accountable for his/her actions.
- To know and understand the rules your child is expected to observe at school; to be aware of the consequences for violations of these rules and accept legal responsibility for your child's actions.
- To cooperate with school officials in carrying out appropriate disciplinary penalties when such action is necessary.
- To seek out, when necessary, appropriate community agencies for assistance in correcting your children's behavior problems.
- To send your child to school as required by law.
- To insist that your child is clean, dressed in compliance with school policy, and in a fashion that will not disrupt classroom procedures.

- To teach your child, by word and example, respect for law, for the authority of the school, and for the rights and property of others.
- To instill in your child a desire to learn; to encourage a respect for honest work and an interest in exploring broader fields of knowledge.
- To become acquainted with your child's school, its staff, curriculum and activities; to attend parent-teacher conferences and school functions.

### **B 3 - LEVELS OF UNACCEPTABLE BEHAVIOR**

Level 1: Behaviors that occur in the classroom or the school environment and affects only the misbehaving student.

Level 2: Behaviors that interrupt the ordered educational environment or interfere with the learning of others.

Level 3: Behaviors that are not intended to cause physical harm to another individual, are not illegal, but do negatively affect an orderly environment.

Level 4: Behaviors that are intended to cause another individual physical harm and/or are illegal.

Level 5: Criminal activity and repeated life safety issues.

### **B 4 - PROGRESSIVE DISCIPLINE MODEL**

Each behavioral encounter will be an opportunity to teach the kind of attitude and behavior that will be in the best interest of the individual. In many cases, correction of misbehavior will be handled by individual staff members. However, any disciplinary action beyond detentions will be handled by the principal.

The administration may choose conferencing, behavior contracts, detentions, Saturday school, or suspensions as disciplinary consequences. Administrative choices for discipline will depend upon the severity of the infraction, the number of times a student has been dealt with, and any other considerations deemed important by the administration. Student confidentiality is to be protected in disciplinary actions or issues. Administration reserves the right and authority to set the level and consequences for any violation.

#### **Step 1: Detention Study Hall**

- Will be held daily from 3:35-4:00pm . Students who arrive late will not be allowed to enter. Progressive discipline will follow.
- Must be served within one day of being assigned. It is the student's responsibility to make arrangements for transportation.
- If a student fails to serve a detention within the allotted time, they will be placed in ISS. The detention will still have to be served.
- Failure to serve a detention after being placed in ISS will result in OSS.
- Students must report with work materials, utilize their time effectively by doing schoolwork, and will not be allowed to leave the detention room. No food or drink is allowed.
- Students will serve multiple detentions on a consecutive daily basis with the detentions being served in the same order as they were issued.
- Parents will be notified if a student fails to serve a detention.

#### **Step 2: In School Suspension**

- A student will be assigned ISS if the severity of their misbehavior requires immediate removal from the classroom or if it is apparent that other consequences have not corrected the misbehavior or deemed appropriate by the administration.
- ISS may range from 1 to 3 days.
- Parents will be contacted if a student is placed in ISS.
- Students will be expected to complete all work assigned to them before returning to class.
- A student will not be allowed to participate in extra-curricular activities while serving ISS.
- Failure to follow ISS procedure will result in Progressive discipline.

#### **Step 3: Out of School Suspension**

- OSS will be issued for those deliberate and severe actions that may hinder the functioning of the school, or in cases where other types of corrective discipline have failed to bring about the desired behavior.
- Students will receive an informal hearing and parents will be contacted before being sent home. Written notice will be sent home within 24 hours of a suspension.
- Students will be allowed to make-up assignments while serving OSS. Assignments will be due upon their return to class. No credit will be given for late assignments.
- Students will not be allowed to be on school property or attend school activities while serving OSS.

- A meeting with the student's parents (guardians) and principal will be held outlining expected student behavior before the student can be readmitted to school.
  - Failure to follow OSS procedure will result in further disciplinary action as deemed necessary by administration.
- Step 4:** Alternative Academic Placement
- Students that continue to fail to conform to rules, policies, or expectations may be subject to a change in their academic program and placement.
  - An informal hearing involving administration, teachers, the parent or guardian and the student will be held prior to a change in academic placement.
  - These changes will generally result in a learning environment that is highly structured with few student freedoms.
- Step 5:** Long-term Suspension, Expulsion or Homebound Placement
- Any student that displays persistent behavior problems and/or substantially disrupts the educational process makes himself/herself eligible for long-term suspension or expulsion and homebound placement.

## **B 5 - SUSPENSION AND EXPULSION PROCEDURES**

A student may be suspended or expelled, for reasons set forth in Kansas Law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board.

### **Reasons for Suspension or Expulsion**

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interferences with school operation; and
- Possession of a weapon at school, on school property or at a school sponsored event.

### **Short Term Suspension**

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parents or guardians within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of:

- the charges
- the basis for the accusation; and
- the right to make statements in his/her defense after
- receiving notice of the charges.

### **Long-Term suspension or Expulsion**

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which employee is enrolled, or by an officer appointed by the board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas Law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

### **Rules Which Apply in all Cases when a Student May Be Suspended or Expelled**

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 5 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
  - Be on school property or in any school building without the permission of the principal.
  - Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

### **Students Rights During a Long-Term Suspension/Expulsion Hearing**

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing;
- to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

### **Appeal to the Board**

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days after receiving notice of the decision.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

### **B 6 - GANG ACTIVITY**

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student:

- Shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or education objectives;
- Shall not present a physical safety hazard to self, students, staff, and other employees.
- Shall not create an atmosphere in which a student, staff or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

## **B 7 - WEAPONS**

A student shall not knowingly 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 (including a starter gun), 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 item being used as a weapon or destructive device;
- any facsimile of a weapon;
- 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, 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 which 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 intended for use in converting any device into an 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 stars;
- 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.

### **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 that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for the possession of a weapon shall be conducted by the superintendent or superintendent's designee.

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.

## **B 8 - TRANSPORTATION**

Bus transportation will be provided students to and from school for those students who qualify. Transportation will be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules of the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

### **School Bus Guidelines**

1. No swearing or cussing.
2. Bus driver is in charge at all times.
3. Students shall not extend any part of their body out of the school bus windows.
4. No standing or walking about while school bus is moving.
5. Keep feet and hands to yourself.
6. No smoking or chewing tobacco will be permitted on the bus.
7. No sharp objects of any kind or weapons will be allowed on the bus.
8. No animals are allowed on the bus.
9. No beverages or food will be brought onto the bus without prior approval of the teacher, sponsor, or building principal.
10. No illegal drugs or intoxicating liquor or alcohol will be allowed or tolerated on the bus.

Each driver will apply these rules to the best of their discretion

## **B 9 - MOTORIZED VEHICLES**

Students must gain permission from the office or teacher before going to their vehicle to retrieve items during the school day.

## **B 10 - USE OF TELEPHONE**

Students will not be called from class to use the telephone unless there is an emergency. Students will not be allowed to use the phone in the office or classroom unless there is a definite need and permission is obtained from the principal, office secretary, or classroom teacher.

## **B 11 – ELECTRONIC DEVICES**

Students shall not bring laser pointers, pagers, cellular phones, smart phones or electronic game devices to school unless previously approved by the teacher and administration. Students shall not use a cellular phone/paging device/texting device while on school property during the time school is in session. **Cell phones or similar communication devices found in a student's possession during the school day will be confiscated, turned in to the office, and the student may be disciplined to the fullest extent.**

At the discretion of each instructor as well as Student Improvement Plan Strategies, portable media players (audio only) may or may not be allowed to be used by individuals within their class rooms at times the instructor designates as appropriate. These devices are not to be out and/or in use outside the class room or in the cafeteria/gym during lunchtime or during passing periods. **Failure to comply will result in the device being confiscated, turned in to the office, and the student may be disciplined to the fullest extent.**

## **B 12 - FOOD SERVICE**

The school food service program is a non-profit making organization to provide reimbursable lunch and breakfast as regulated by the State Dept. of Education. Students may purchase lunch and/or breakfast tickets in the office for 10 or 20 meals. Tables must be left as clean as possible when the meal is completed as others will also use the tables. We have a closed lunch hour, that is, no student may leave the school premises to eat lunch. Students may bring their lunches if they wish and may eat in the lunch room. Those who wish to bring lunches and purchase milk in the lunch line are welcome to do so. The ordering and delivering of fast food is not permitted. Students will not be allowed to be excused from school by a parent or guardian to leave school for lunch. Breakfast will not be served on days when the start of school is delayed due to weather.

Fees will be collected from students who do not qualify to receive free meals. Fees are to be paid before the students eat the meal. Following is the collection process:

- Bills are sent every Monday with a follow-up reminder mailed on Friday.
- If fees are not paid the following Monday, the students are called in to remind them of the fees at the Junior-Senior High School and at the elementary schools the parents are called.
- If fees are not paid by Tuesday, the student is not allowed to eat.

Bottled Water is encouraged for students in the classroom except in technology labs. All water must be in a clear container no other beverages allowed on carpeted areas.

## **B 13 - ARRIVAL AND DEPARTURE**

The building will be open for student use at 7:30 A.M. Students should not arrive before that time unless arrangements have been made with a teacher requiring your presence before 7:30. Students are not allowed on carpeted areas prior to 7:45. The building should be cleared immediately after school unless arrangements have been made with a teacher to sponsor student activities after the close of school. Students will not be allowed in the building during the time that school is not in session unless sponsored by a member of the faculty. Busses will leave five minutes after school is out.

## **B 14 - DRESS CODE**

It is our belief that a student's dress reflects directly upon a student's attitude and behavior. Therefore, certain standards of dress are expected to be upheld by students. Students are expected to dress modestly and in good taste. Each student shall be responsible for maintaining appropriate school dress and personal grooming standards which result in a neat, clean personal appearance. Extreme or sloppy styles that are distracting and disruptive to the learning environment will not be allowed.

Cooperation by parents/guardians in keeping with the standards of dress is appreciated.

Administration, faculty and staff will work together to ensure that appropriate dress is maintained. If it does not appear that students have given their dress and appearance the needed attention it deserves, they may be asked to improve upon it. Students may also be removed from the classroom until they can improve their dress and appearance. Repeated failure to follow appropriate standards of dress will result in progressive discipline.

Students who participate in interscholastic activities will be expected to adhere to the personal appearance standards developed by the coaches, sponsors, and administration.

The following standards are in place at Valley Heights Jr./Sr. High School:

- Shirts: students may not wear see through shirts, shirts with cut off or torn sleeves, halter tops, low-cut shirts, shirts with spaghetti or narrow straps, shirts with large, gaping arm holes, shirts which expose any part of the midsection, shirts promoting alcohol, tobacco, or sexually suggestive messages, and shirts which have wording that indicates violence or profanity.
- Pants: Saggy pants that expose boxers or briefs cannot be worn. Pants and jeans with excessive holes or holes which expose undergarments are not allowed. Low-cut jeans which are below the waistline and expose the mid-section cannot be worn.
- Shorts, Skirts, and Dresses: The length is expected to be in good taste (mid-thigh length is recommended for shorts.) Biking shorts may only be worn under another pair of traditional shorts.
- Accessories: Students are not to wear sunglasses, hats, caps, or any other type of head covering inside the school building during school hours, unless otherwise approved by administration. Wallet chains, collars or bracelets with spikes, and thick chains around the neck or other parts of the body are not allowed for safety reasons.
- Undergarments and Pajamas: Pajamas or boxer shorts worn as outerwear and sweats are not allowed unless otherwise approved by administration. Undergarments (bra straps, underwear, etc.) should not be visible at any time.

Approval of all attire, even if not specifically mentioned, is subject to the discretion of the administration.

#### **B 15 - TOBACCO USE**

Smoking by students and/or the possession and use of any other tobacco product is prohibited in any attendance center, at school-sponsored events or on school property. Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

#### **B 16 - DRUG FREE SCHOOLS POLICY**

As a condition of continued enrollment in the districts, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property or at any school activity. The consumption and/or possession of any alcoholic beverage by students is prohibited in any attendance center, on school grounds or at any school-sponsored activity. Any student who consumes any alcoholic beverage before entering school grounds or an attendance center, at any school-sponsored activity off school grounds or traveling to and from any school-sponsored activity, shall be refused entrance and admission and may be suspended or expelled in accordance with the provisions of state law. An alcoholic beverage is defined as that prohibited under present Kansas Laws relating to driving under the influence. "Before" is defined as a noticeable sign of alcohol on their breath or in other ways appear to be under the influence of alcohol. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to any one or more of the following sanctions.

1. First Offense: A first time violator shall be subject to the following sanctions:
  - a. A punishment up to and including long-term suspension.
  - b. Suspension from all student activities for a period of not less than one month.
2. Second Offense: A second time violator shall be subject to the following sanctions:
  - a. A punishment up to and including long-term suspension;
  - b. Suspension from all student activities for a period of not less than one semester or four months.
  - c. A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.
3. Third and Subsequent Offense. A student who violates the terms of this policy for the third time, and any subsequent violation, shall be subject to the following sanctions:
  - a. A punishment up to and including expulsion from school for the remainder of the school year.
  - b. Suspension from participation and attendance at all school activities for the year.
  - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

**(Name(s) of acceptable programs are on file with the board clerk.)**

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas Statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If the student agrees to enter and complete a drug education or rehabilitation program, the cost of such program shall be borne by the student and his or her parent.

A list of available programs along with names and addresses of contact persons for the program is on file with board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

## **B 17 - PRESCRIPTION/NON PRESCRIPTION DRUGS**

All prescription and non-prescription drugs are to be checked into the office. Students are not allowed to carry these items on them or keep them in their locker. Parents must fill out a "Permission for Medication" form in the office for prescription medication to be dispensed. Office personnel will be in charge of distributing the proper medication to students.

## **B 18 - USE AND CARE OF GYM**

1. Students will not play on the gym floor with shoes on. Tennis shoes are not acceptable unless you are in a Physical Education class.
2. Students may not be on the gym floor unless they have permission and supervision from school personnel.
3. Students will not use the same pair of tennis shoes for street wear and for Physical Education classes.
4. Students will not go across the gym floor with your shoes on.
5. Students going to the shop area will not go through the gym.
6. Students shall stay off the gym floor with shoes on, unless going to chorus, band, or the locker room.

## **B 19 – PUBLIC DISPLAY OF AFFECTION**

Public display of affection between boys and girls, such as hand-holding, hugging, kissing, are not permitted at school, on school property, or at a school sponsored event.

## **B 20 - SEXUAL HARASSMENT**

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

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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

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

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

## **B 21 - RACIAL HARASSMENT**

The board of education is committed to providing a positive and productive learning and working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Racial harassment is unlawful discrimination on the basis of race, color or national origin under titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;

2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment. Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated. An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to the appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

## **B 22 - ILLNESS AND INJURY AT SCHOOL**

Students shall report to the office if they are ill. Generally, the student will be sent home after parents have been contacted. No student is permitted to remain out of class in a restroom or other unsupervised area because of illness without notifying the office.

Report to the office for emergency first aid in case of injury. Be sure that the office has a phone number where your parents can be reached in an emergency.

## **B 23 - LOCKERS**

You have been assigned a locker to use during the school year. You must keep this locker and stay out of all others in the building. The school is not responsible for any loss of money or valuables. **STUDENTS ARE LIABLE FOR ANY DAMAGE TO THEIR LOCKER WHEN NOT REPORTED IMMEDIATELY TO THE OFFICE.** If your locker needs repair, notify the office. Do not put stickers in your lockers or post any inappropriate material. Food, candy and so forth that might be attractive to ants and insects, shall not be stored in lockers. Lockers are the property of the school and are subject to random search and seizure if deemed necessary by administration.

Only school owned padlocks will be used in the dressing rooms and on students personal lockers. All other padlocks will be removed. Students are to go to lockers only at the following times, before school, between classes and after school unless they have permission from their teacher.

## **B 24 - BOOK BAGS**

All students are encouraged to keep all unnecessary items not needed for that particular class in their lockers. No bags will be allowed in hallways, corridors, etc.

## **B 25 - SCHOOL TRANSPORTATION**

All activity trips sponsored by the school will be made in a mode of transportation provided for or arranged by school authorities. There will be no case where transportation will be left to student drivers unless an adult is present in the car. Students who ride activity busses are expected to return on the bus. The only exception will be students released to their parents in person.

Notes on release will not be honored. Students are not to ride in private automobiles while on school trips without the sponsor's permission.

Students who avail themselves of school transportation are expected to conduct themselves as ladies and gentlemen at all times. Failure to do so will forfeit the student the right to use school transportation.

### **B 26 - DAILY ANNOUNCEMENTS**

Daily announcements will be published each morning and distributed to staff and students. The principal or other appropriate staff prior to printing must approve all student announcements.

### **B 27 - FIRE AND SEVERE WEATHER DRILL PLAN**

Several times during the year fire and severe weather drills will be conducted in accordance with state law. When the fire alarm sounds, clear the building as quickly and orderly as possible. Each teacher will have a fire drill plan posted. Check the bulletin board in each room for proper directions as to the door through which you will exit. When the severe weather alarm sounds proceed to the proper area designated. Each teacher will have a tornado plan posted. Check the bulletin board in each room for proper directions.

It is the policy of USD #498 that all handicapped students will be assisted in every emergency drill by: (1) The classroom teacher, or when under the supervision of a paraprofessional away from the remainder of the class that person (paraprofessional) will assume responsibility for compliance with this mandate.(2) Exit will be as designated in the plan posted in each classroom and according to the first choice, second choice as marked.

(3) Student and teacher or paraprofessional will meet at the side of each building as directed by the exit plan. When all students and staff are safely out of the building the teacher or paraprofessional will report this fact to the building principal, assistant principal or lead teacher.

### **B 28 - ENROLLMENT INFORMATION**

Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentary evidence the Board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

### **B 29 - WITHDRAWAL PROCEDURE**

Notify the office and pick up a withdrawal form. Present the withdrawal form to each teacher for their signature. Be sure all textbooks, equipment, etc. are returned to the proper teacher. Rental fees will be charged for the entire nine week period during which a child withdraws from school. The following scale will be used to determine the amount of fees to be paid at the time of enrollment, and the amount to be refunded at the time of withdrawal.

<b>Period</b>	<b>Fees paid at enrollment</b>	<b>Fees refunded at withdrawal</b>
2nd 9 wks.	3/4 of total fee	1/2 of total fee
3rd 9 wks.	1/2 of total fee	1/4 of total fee
4th 9 wks.	1/4 of total fee	No refund

## **SECTION C - ATTENDANCE**

### **C 1 - ATTENDANCE POLICY**

Absence: All students are expected to attend school daily. In the event of an absence, parents are asked to call the school on the morning of the day of the absence. If the parent does not call the school, the office will call the home to check on the absent student. When a call can be completed, a written excuse is not required on the day the student returns to school. Upon return to school, the student must report to the main office for an admittance slip.

Students will be permitted to miss four (4) class periods in any one subject, per semester, with parents knowledge of absence without having to make up time.

If a student goes over the four day limit per semester he/she will be required to make up time equal to the amount missed in excess of the four day limit. Students missing more than four classes may file a written appeal for extension of absence. They will then have the opportunity to meet with a committee and review their absences. (Committee: Principal, Superintendent, and one Board Member).

The only absences allowed beyond these four are: 1) appointments and/or extended illness that is verified by a medical doctor or verified by a dentist, 2) school approved and sponsored activities, 3) death in the family, 4) religious belief that is verified from parents, and 5) other reasons which the committee

feels are justified that might not be included in the above reasons.

Deliberate "hooky" or dishonest reporting by student or parent will result in zeroes for the day and making up school time missed after school.

Reasons that are counted in the four absences are: Senior pictures, hairdresser appointments, drivers license exams, State Fair Judging, working at home, working for employer on school time, vacations, state tournaments, hunting and fishing trips, minor illness and out of school suspension.

When students are absent for any reason their work will be made up, incompletes will be issued and grades not recorded until work and time are made up.

## **C 2 - SENIOR ATTENDANCE POLICY**

Seniors attend school approximately one week less than the rest of the student body. Early senior dismissal will be contingent upon compliance with the "Hooky" absence rule. If the administration determines that an organized "Senior Skip Day" of any type has occurred then early senior dismissal may be adjusted.

## **C 3 - TARDY POLICY**

Students who arrive at school late or leave and then return to school must report to the office to receive a pass. Tardies in all other hours will be handled by the teacher. After 3 tardies a student will be issued a detention. On the sixth tardy of a semester a student will be assessed a detention for each tardy received.

## **C 4 - MAKE- UP WORK POLICY**

Students will have one day for each day absence to make up their work.

## **C 5 - TRUANCY POLICY**

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first.

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the Board to address truancy issues.

The building principal or designated representative is authorized to report students who are inexcusably absent from school to the appropriate authority. Prior to reporting to either S.R.S. or the county or district attorney, a letter shall be sent to the student's parent or guardian notifying them that the failure of that student to attend school without a valid excuse shall result in the student being reported truant.

Students 16 or 17 years of age may be exempted from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form on file in the principal's office.

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

## **SECTION D - INSTRUCTION AND ACADEMIC PROGRAM**

### **D 1 - HUMAN SEXUALITY AND AIDS POLICY**

Parents or guardians (or students eighteen years of age or older) may complete the opt-out request by obtaining a copy of the district opt-out form from the clerk of the board, completing and signing the form and returning the form to the superintendent. The signed form will be kept on file in the clerk of the board's office. The appropriate building principal will receive a copy of the signed form so the named student can be correctly omitted from all or a portion of the Human Sexuality and Aids classes. In addition, arrangements shall also be made for class reassignment of the student during the opt-out period.

No parent or guardian (or student eighteen years of age) shall be allowed to make a written opt-out request prior to the opening day of class of the year the opt-out request applies. Opt-out request shall be required annually and are valid only for the school year in which they are submitted.

### **D 2 - GRADUATION REQUIREMENTS**

1. Four units of language arts. This must include English 1, English 2, English 3, English 4 .
2. Three and one half units of Social Studies, which shall include one unit of U.S. History, one unit of American Government, including the Constitution of the United States, one unit of World Geography, and one half unit of Economics.
3. Three units of Science, including one unit as a laboratory course.
4. Three units of Mathematics
5. One unit of Physical Education.
7. One unit of Computer Applications Required
8. One half unit Speech
9. 6 units of elective courses.

10. 1 unit of Fine Arts

### **CLASSIFICATION OF STUDENTS**

Freshman	5 or less credits
Sophomores	6 to 11 credits
Juniors	12 to 17 credits
Seniors	17 credits or over

### **D 3 - GRADING SCALE**

The following grading scale will be utilized in determining grades at Valley Heights Jr/Sr High School.

98-100	A+
94-97	A
90-93	A-
88-89	B+
84-87	B
80-83	B-
78-79	C+
74-77	C
70-73	C-
68-69	D+
64-67	D
60-63	D-
0-59	F

### **D 4 - GUIDELINES FOR INCOMPLETES**

The following guidelines are to be used as part of the Valley Heights Jr/Sr High grading procedure for managing incomplete grades.

1. Students are expected to take advantage of expanded opportunities made available by teachers.
2. If a student has given a reasonable effort as determined by the teacher and an incomplete still exists at the end of a grading period, a two week period to complete all work may be granted.
3. After the deadline, the Incomplete quarter or semester grade will then be changed to the appropriate grade and the student's GPA will be adjusted accordingly. If the student completes the outcomes during summer school, the F will remain, but the student will earn a P (and credit) for the course.
4. Incompletes should only be given if the work to be made up is achievable in a reasonable amount of time. A student who has not made a concerted effort throughout the grading period will need to repeat the course in order to receive credit.
5. One exception to the two week extension would exist at the end of the fourth quarter/second semester. Students will need to have all work completed by the end of the fourth quarter so teachers will be able to award final grades. For those students receiving incompletes for the second semester, summer school may be an option. Again, only those students showing reasonable effort throughout the grading period will be allowed to enroll in summer school.

### **D 5 - LIBRARY MEDIA CENTER PROCEDURES**

The mission of the library media center is to develop effective information skills for the students of Valley Heights through the professionally instructed usage of print, electronic, and other non-print materials. Formal instruction occurs in a seventh grade mini-course on library and information skills while continuing instruction occurs through an integrated curriculum.

In order to fulfill this mission, the newest of available sources are available in different formats. The card catalog has been computerized utilizing keyword as well as author, title, and subject access. Information sources include the Internet(see section on the Internet), CD-ROM, online reference service, interlibrary loan, and a print collection of reference and information books. Magazines are available in both print and electronic format (Electric Library, SIRS, Proquest). Videos and computer assisted instruction materials are available to students and faculty.

The Library home page ([valleyheights.org](http://valleyheights.org)) on the Valley Heights Web Site includes, curriculum integrated, reference, encyclopedic dictionary, newspaper, magazine, Kansas, and search engine links. Students are encouraged to use the library both for curriculum related work, for personal improvement, and for recreational reading. A summer loan is provided for students wishing to pursue college bound reading or earn Accelerated Reader points for the next year. (See section on Accelerated Reader).

### **D 6 - INTERNET**

The goal in providing this service is to promote educational excellence through resource sharing, innovation, and communication. Access to the Internet is available in all classrooms, the library, and computer lab. Students are issued their own e-mail accounts. Students shall have no expectation of privacy when using district e-mail or computer systems. Email messages

shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

However, access to computers and people all over the world makes material available that could be considered to be without educational value in a school setting. Therefore, each student and his/her parent must sign an Acceptable Use Policy (AUP) agreement in order to use the internet. The use of the Internet must be within the educational objectives of Valley Heights. Chat rooms or blogs are not allowed. News Groups are to be used only with the permission and supervision of a teacher. It is the user's responsibility to use the Internet in an efficient, ethical and legal manner.

The web address for USD 498, Valley Heights, is valleyheights.org. All home pages with connections to the Valley Heights home page must reside on the district Internet server and must be approved and installed by a faculty member, administrator, or paraprofessional at Valley Heights. Please visit our home page to learn more about our school and its activities.

#### **D 7 - ACCELERATED READER**

Every junior-high student, in good standing in all classes, who accumulates 200 points for the entire school year by the cut off date will receive a \$50.00 savings bond.

- All seventh and eighth grade students who accumulate 125 points by May 1 will be a guest at a pizza party during seminar in the last weeks of school. You may collect on both the bond and the pizza party.
- Every high school student, in good standing, who accumulates 300 points in the entire school year by the cut off date will receive a \$50.00 savings bond.
- All high school students who accumulate 175 pts. by May 1 will be a guest at a pizza party during Seminar before school is out. You may collect on both the bond and the pizza party.
- Everyone must earn AR points each quarter. If a student fails an English class because of a low AR percentage, part of their Summer School EDP will be to complete the requirement. Credit will not be awarded until this is completed.
- If a student is forced to repeat a class the next year, they will be required to participate in AR in both English classes.

#### **D 8 - ACADEMIC SKILLS ENHANCEMENT**

The A.S.E. course is designed as an academic remediation and study skills class focused upon improving student achievement. A student will be placed in a A.S.E. class if:

- They are an unidentified student who has scored in the Academic Warning or Approaching Standard category on any Kansas State Assessment.
- A student who scores below Standard in math on the state assessment may become exempt from taking the A.S.E. class if they are enrolled in an upper level math class (Core Math IV/College Algebra/Calculus)
- A student who scores below Standard in science on the state assessment may become exempt from taking the A.S.E. class if they are enrolled in an upper level science class (Physics/Chemistry) the next school year.
- They failed a class and/or are recommended by an administrator, counselor and/or teacher.

#### **D 9 - CHANGING CLASS SCHEDULE**

Students may make changes in their class schedules during the first week of school. After that time class changes will not be made except in hardship cases. No credit may be given in any class until that class is complete. Grades are recorded in our permanent records for semesters or quarters only. Students may make adjustments in class schedules at the end of the first semester if it is possible and advisable to do so.

#### **D 10 - REPORT CARDS**

At the end of a nine weeks period, grade cards will be issued to the students or mailed to the parent. Students who have deficiencies due to absences or other reasons, and consequently are given incompletes at the end of a nine week period, will need to remove such incompletes within the following two weeks. Failure to do so will cause the incomplete to become a failure. Progress reports will be mailed out by the teacher at any time, but normally parents will receive progress reports at the end of the fifth week in all classes.

Report cards should be examined by the parents and students and any mistakes made on the report cards should be reported to the teacher and principal. The report cards sent to the parents need not be returned to the school.

#### **D 11 - STATE ASSESSMENT INCENTIVE PLAN**

1. Students that achieve at the "Exceeds Standard" or "Exemplary" or advance to a high category based on previous assessment on a Kansas State Assessment will be awarded 1/2 day out of school. The 1/2 day(s) will be awarded after State assessments have been completed for that year.
2. A maximum of one day may be awarded as a result of State Assessment.
3. The office must be notified by the parents of the time and day to be taken off prior to the student being excused.
4. The half day cannot be used in conjunction with any other time off.
5. Students participating in activities who earn a 1/2 day off are not to take the 1/2 day on the day of an activity.
6. Administration will determine when time off can be taken.
7. In any case of a discipline infraction, administration has the authority to revoke the 1/2 day.

#### **D 12 - HONOR ROLL REQUIREMENTS**

1. All subjects/classes will be included when determining honor roll recognition.
2. "Plus" and "Minus" are treated the same when determining honor roll.
3. Three levels of honor roll recognition are possible to attain:

Principal's Honor Roll	4.00
Honor Roll	3.99 - 3.50
Honorable Mention	3.49 - 3.00
4. A student may not have more than one C and no D's or F's in order to qualify for any level of honor roll.

#### **D 13 - HONOR ROLL AWARDS**

Pin type medals will be awarded to junior-senior high students who make the honor roll during each of the first three nine week periods.

#### **D 14 - ACADEMIC RECOGNITION**

The top 10% of the graduating class will be formally recognized with High Honors. High Honors will be determined utilizing the 12 point system. In addition, any students with a 4.0 GPA not included above will also be recognized with High Honors. A student must have received all high school credit from an accredited institution to qualify for high honors.

#### **D 15 - ACADEMIC LETTER**

1. Students must be on the honor roll all four nine weeks and have a 3.33 G.P.A. to receive a VH script letter.
2. Each year after a student meets these requirements they will receive a gold bar.
3. Students who are on the honor roll all four nine weeks and have a 3.75 G.P.A. or above each nine weeks will be given a gold star in addition to the letter and the gold bar.
4. These will be awarded at the beginning of the year at an assembly.
5. Seniors academic letters will be given at Awards Night, using the first three nine weeks and accumulative grades of the fourth nine weeks up to Awards Night.

#### **D 16 - ACADEMIC DISHONESTY**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework
- Working with others on projects that are meant to be done individually
- Looking at or copying another student's test or quiz answers
- Allowing another student to look at or copy answers from your test or quiz
- Using any other method to get/give test or quiz answers
- Taking a test or quiz in part or in whole to use or to give others
- Copying information from a source without proper attribution
- Taking papers from other students, publications, or the internet
- Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

#### **D 17 - VISITS BY EDUCATIONAL AND MILITARY REPRESENTATIVES**

Persons offering post-secondary information and opportunities are welcome at Valley Heights Jr/Sr High under the following conditions:

1. All visits must be coordinated through the counseling office.
2. Representatives will be allowed to visit during high school seminar (11:45-12:25) Monday through Thursday. Appointments made at least one week in advance are appreciated.
3. Students will not be taken from class to speak with a representative.
4. Student participation in group or individual meetings with representatives is strictly voluntary.

## D 18 - ACADEMICS FIRST

### Valley Heights Jr-Sr High Homework Policy

#### Purpose:

Homework is an important part of the educational process. Homework helps build responsibility, self-discipline, and life-long learning habits. It is the intention of the Valley Heights staff to assign homework that provides these opportunities for improvement and to reinforce learning objectives.

#### Time:

Students should expect to spend time outside of class completing homework. The amount of time will vary from student to student depending upon study habits, academic skills, and the classes in which the student is enrolled. Generally, as a student progresses from 7<sup>th</sup> grade through 12<sup>th</sup> grade, the amount of time spent on homework should increase. If a student feels that they are spending an excessive amount of time on homework, a conference with the teacher(s) is appropriate. Accelerated Reader is a requirement in English and other classes. Students are encouraged to pursue independent, leisure reading outside of class.

#### Responsibilities of the Teacher:

- Assign relevant homework that reinforces learning objectives
- Give clear instructions and make sure students understand the purpose of the homework
- Provide feedback on homework in a timely manner
- Require that students enter assignments in their student planner
- Check each student's planner in their seminar at least twice a week
- Involve parents and provide a grade summary on a regular basis

#### Responsibilities of Parents:

- Establish a regular study time each day
- Provide a quiet, well-lit study area
- Check the student's planner to monitor the student's organization
- To the extent possible, monitor the student's grades by checking them online and receive automatic email notifications
- Call or email the teacher to express concerns or ask questions

#### Responsibilities of the Student:

- Write down assignments in your planner
- Set aside a regular time for studying at home
- Work on homework independently whenever possible so that it reflects your ability
- Produce quality work. Recognize there is a relationship between effort and achievement.
- Complete assignments according to the instructions given and on time.
- Check on your grades for each class on a regular basis

#### Compliance and Interventions:

- Students are expected to complete all assignments. Zeros Aren't Permitted (ZAP)
- Additional time and support will be provided. (See *Ladder of Responsibility*)
  - Teacher assistance before or after school
  - Effective use of Seminar time
  - Voluntary use of the ET after-school program
  - ZAP program after school
  - Teacher conference with student
  - Teacher conference with parent

#### Late Paper Policy:

Different subject areas have different types of assignments, time allowed to complete assignments, and frequency of assignments. The handling of late papers will be at the discretion of the classroom teacher with the following stipulations:

- Students will complete all assignments so proper feedback can be given and learning can be gauged. Students do not have an option of earning a zero.
- Late papers shall not receive less than 50% of the grade the paper would have received had it been handed in on time.

### **Valley Heights Jr./Sr. High School Responsibility Ladder**

*These are the steps that we will take as a team to ensure that we help all our students have the opportunity to succeed here at Valley Heights Jr./Sr. High School*

I. Mentoring Program

II. Assignments not turned in

- Level 1 – Classroom Issue – 1<sup>st</sup> missing assignment (more than 1 day late)
  - ✓ Dealt with by the individual classroom teacher
  - ✓ Assigned to PLC the following Wednesday as needed
- Level 2 – Classroom Issue – 1<sup>st</sup> missing assignment still not completed or 2<sup>nd</sup> missing assignment
  - ✓ Dealt with by the individual classroom teacher
  - ✓ Teacher conference w/student
  - ✓ Recommended parental contact by teacher
  - ✓ Student is grounded in Seminar except for seeking help in the deficient area(s).
  - ✓ Student is assigned to PLC homework room the following week
- Level 3 – 3<sup>rd</sup> missing assignment or incomplete work in more than one class
  - ✓ Parental contact by teacher required
  - ✓ Student is grounded in seminar except for seeking help in the deficient area(s).
  - ✓ Seminar teacher will monitor the student's planner daily
  - ✓ Student is assigned to PLC homework room
  - ✓ Assigned to ZAP\* for 1 week period
- Level 4 – Student has a habit of incomplete or late papers
  - ✓ Parental contact by teacher
  - ✓ Student Improvement Plan (SIP) is required
  - ✓ Student is grounded in seminar except for seeking help in the deficient area(s).
  - ✓ Seminar teacher will monitor the student's planner daily
  - ✓ Student is assigned to PLC Homework room
  - ✓ Student is closely monitored by SIT team
  - ✓ Student is assigned to ZAP until work is completed and continuous improvement is shown.

\*Zeros Aren't Permitted – students in ZAP will meet daily from 3:35 to 4:30 in conjunction with ET.

It is the belief of administration, faculty, and staff that academics are of the utmost importance. Therefore, every effort will be made to ensure that students are provided opportunities to be successful in their schoolwork. Several programs have been designed to help students be successful while at Valley Heights Jr./Sr. High School.

#### **Student-Teacher Conference**

Teachers may detain any student who could benefit from a student-teacher conference after regular school dismissal. Some signs of necessity for a student-teacher conference include: incomplete class work, failing grades, poor citizenship.

The student-teacher conference may be before school from 7:45-8:10am, during Seminar, or after school from 3:35-4:00pm. One day's notice will be given to all students scheduled for conference periods before and after school in order that transportation home can be arranged. Students will remain under teacher supervision until dismissed. Student-Teacher Conference falls under mandatory attendance law. Students will be assigned make-up time if they fail to attend.

#### **Open Library**

Open library is a Community Education sponsored activity in cooperation with our school, which provides for another learning opportunity for our students. The library is open from 7:00-9:00pm on Wednesday and Thursday nights. Students who come to school during this time may utilize the library for reading, studying, researching, and/or making up time for excessive absences.

This time cannot be used to make up detentions. The following rules have been established to maintain a quiet, productive learning environment:

- Students must be actively working on homework, reading, or researching. Computers may be used for research only. Computer games and email are not allowed.
- Students must remain in the library during this time. They may leave the library area only to use the restroom facilities. Classrooms and common areas are off limits.
- Students are under the supervision of the library aide and must follow his/her instructions.
- Any behavior that is seen as disruptive or the failure to follow the above procedures will result in the loss of the "Open Library" privilege.

### **Extended Time**

Every day from 3:40-4:30 the library is open to those students who wish to receive academic help. One or more teachers are available at this time to assist students in their academic needs. Students may voluntarily stay for ET or parents can request that their child stay for ET. Our only request is that the parent or student contact Barbara Buck, VHHS Counselor, to make arrangements for ET by noon of the day they plan to attend. Teachers are responsible for turning in assignments to Mrs. Buck prior to 3:30 if they know in advance one of their student's will be in attendance.

Coaches and sponsors of extra-curricular activities may make it mandatory for students with failing grades participating in their given activity to attend ET. Students must be given 24 hours notice to arrange for transportation, if necessary. Students who attend ET will have the opportunity to attend practice following this study time. It is important to note that ET is not to serve as a punishment, but rather, it is an opportunity to improve academic performance.

### **D 19- SEMINAR**

The goal of the "Seminar" is to compliment the school curriculum so that we facilitate learning and the learning environment by promoting positive student contacts and guided learning experiences.

#### **Objectives**

1. To provide positive interaction with each student on a daily basis.
2. To mentor each Seminar student by:
  - a. providing encouragement
  - b. discussing academic progress
  - c. setting goals and reviewing them periodically
  - d. informally looking at plans and educational future
3. To introduce and/or reinforce study skills.
4. To provide a time of **supervised** study for each student.
5. To re-teach and tutor students who are experiencing difficulty in the regular classroom.
6. To provide enrichment opportunities.
7. To allow time for clubs, organizations, pep rallies, post-high school representatives and lyceums to meet without interrupting the regular class day.
8. To design activities to meet the academic and emotional needs of students, as they arise.
9. Unless otherwise announced, the last day of the week is designated as Accelerated Reading Day.

### **SILENT SUSTAINED READING**

1. The last day of the week will be Silent Sustained Reading during seminar.
2. Each student will read in his/her Accelerated Reader book until he/she has reached the mandatory 10 points per nine weeks.
3. After the student has earned the 10 AR points, he/she may read Accelerated Reader books, other books, textbooks, or magazines.
4. No writing may be done during Silent Sustained Reading except for taking notes on non-fiction Accelerated Reader books.

No Accelerated Reader testing or book check-out during Silent Sustained Reading time.

### **Procedures**

1. All students will be assigned to a specific classroom.
2. All students must have a pass to be out of their assigned classroom unless they are at a meeting as designated in objective 7 or have a pass from a teacher to whose class they will go for help during Seminar.
3. Students will be released from class to attend meetings after first checking in with the Seminar teacher and then being dismissed by the office with a formal announcement.

4. Teachers may request that a student attend a planned study session during seminar time to make-up incomplete work and/or receive extra instruction. If a teacher signs a student's planner to attend a study session, this will be considered mandatory attendance. A teacher may assign the student a detention if they fail to attend a mandatory study session.

## SECTION E - ACTIVITIES AND ATHLETICS

### E 1 - PHILOSOPHY STATEMENT FOR HIGH SCHOOL ACTIVITIES

The Valley Heights High School extracurricular and activities program exists to provide opportunities to expand and enhance the academic curriculum of the school. The Valley Heights extracurricular activities program will contribute to the education of Valley Heights students by encouraging the growth of good citizenship, enhancing the concept of good sportsmanship and providing a laboratory setting for cooperative learning. Although the program will enhance school pride the programs purpose and reason for existing will be for the benefit of students who qualify and choose to participate in the program. This statement of philosophy is based on the following beliefs:

**Belief #1** - Activities support the Academic Mission of Schools. They are not a diversion but rather an extension of a good educational program. Students who participate in activities programs tend to have higher grade point averages, better attendance records, lower dropout rates and fewer discipline problems than students generally.

**Belief #2** - Activities are Inherently Educational. Activities programs provide valuable lessons on many practical situation teamwork, sportsmanship, winning and losing, hard work. Through participation in activities programs, students learn self-discipline, build self-confidence and develop skills to handle competitive situations.

**Belief #3** - Activities Foster Success in Later Life. Participation in high school activities is often a predictor of later success - in college, a career and becoming a contributing member of society.

### E 2 - GENERAL RULES FOR ATHLETICS

- 1) CURFEW
  - A. Curfew time is 10:00 P.M. during the week and 12:00 A.M. on weekends. When tournaments are scheduled on a Saturday curfew on the Friday before will be 10:00 P.M. or right after the football game.
- 2) SUBSTANCE ABUSE - See Pg. 27, Alcohol, Drug and Tobacco Policy
- 3) ABSENT FROM PRACTICE
  - A. Excused Absence  
An excused absence must be due to an injury, a home emergency, or an illness. The coach must be notified. Excused absences will result in doing the conditioning missed.
  - B. Unexcused Absence  
Unexcused absences from practices will result in doubling the conditioning missed. This must be made up before you can play in the next ball game.
- 4) STATE ASSESSMENT INCENTIVE PLAN  
Student athletes earning a half day off from school are not to take their half-day on days of competition.
- 5) BUS TRIPS
  - A. Student athletes will ride the team bus to and from athletic contests unless otherwise approved by the coach.
  - B. Student athletes may ride home with their parent only when the parent has made a verbal request to the coach and picks them up from the game/activity.
- 6) ATHLETIC PRACTICE ON SUNDAYS  
Athletic practice on Sunday is prohibited unless special permission by superintendent. Sunday practices will only be permitted under the exceptional circumstances such as a team whose first game falls on Monday.
- 7) BUFFER WEEK & CHRISTMAS MORATORIUM  
During Christmas vacation the KSHSAA moratorium can be exceeded to meet students needs and best interests. During moratorium and buffer weeks no outside use of school gyms will be scheduled.
- 8) PRACTICE TIME
  - A. H.S. Volleyball
    1. Prior to the start of school starting times will vary but will not exceed 2 hours.
    2. After school starts-out of building by 6:00 P.M.
  - B. H.S. Football
    1. Prior to the start of school starting times will vary but will not exceed 2 hours.
    2. After school starts-practice ends by 6:00 P.M.
  - C. H.S. Cross Country
    1. When possible, cross country practice will be held in the morning, before school. When practicing in the morning, practice will never start before 6:30 A.M. and will end by 7:45 A.M.
    2. When practicing after school, practice will never run past 5:30 P.M.
  - D. Jr. High Volleyball

1. Prior to the start of school starting times will vary but will not exceed 2 hours.
  2. After school starts - out of building by 5:30 P.M.
- E. Jr. High Football
1. Prior to the start of school starting times will vary but will not exceed 2 hours.
  2. After school starts - shower at 5:30 P.M.
- F. Jr. High Girls & Boys Basketball - End at 5:30 P.M.
- G. H.S. Girls & Boys Basketball
1. When both are at the High School - 3:45 to 5:45 & 5:45 to 7:45
  2. On Wed. - 3:45 to 5:00 and 5:00 to 6:15 P.M.
  3. When one is at Blue Rapids and one at the High School  
Blue Rapids - 3:55 to 5:55 P.M.  
High School - 3:45 to 5:45 P.M.
  4. When all teams (JH & HS) hold practice: JH 3:45-5:30; HS 5:30-7:30
- H. Jr. High Track - Leave track at 5:00 P.M.
- I. Sr. High Track - Shower at 6:00 P.M.
- J. Golf - Out by 6:00 P.M.

9) SAFETY

Student safety shall be given prime consideration in all athletic activities involving students in our schools. Protective gear (such as mouthpieces for powder puff football) must be provided and used when possible. It is the responsibility of the coach or teacher in charge to see that the proper safety practices and standards are being followed.

10) INFRACTIONS OF TRAINING RULES

For infractions of training rules or other matters in which the coach feels more than a one week team suspension is necessary, disciplinary action shall be determined in consultation with the high school principal and any other coaches involved. Items requiring a one week team suspension or less are left to the discretion of the individual team coach.

11) ATHLETIC BANQUET

Each year the Athletic Banquet is held to recognize all student athletes. By not attending the banquet the student athlete is subject to disciplinary action which could include, but not limited to, the loss of a letter. A student athlete not attending the Athletic Banquet must be excused by the coach.

Valley Heights High School Activities  
ALCOHOL, DRUG AND TOBACCO POLICY

**Policy statement:** During any season of practice &/or competitive play or during the off-season, regardless of the quantity, a student shall not:

- 1: Use or be in the possession of a beverage containing alcohol.
- 2: Use, consume, have in possession, buy, sell, or give away any illegal drugs or controlled substance.
- 3: Use tobacco in any form.

If any student involved in activities violates this policy, and the violation is substantiated **verbally or in writing** by a law enforcement official, faculty member, school administrator, or any school employee, or self-admittance, the following will occur:

**If a source other than those listed above reports and signs a written statement about a student's violation of the substance policy, validity of the allegation will be substantiated. If the information proves to be accurately reported, the appropriate action as per policy will be taken.**

**Violation 1:**

The student will lose contest eligibility for the next two (2) interscholastic weeks (14 days) of competition but must continue to practice to remain a participant in the activity. This violation would include all activities from the time the violation is substantiated and ***it will start with the next week of competition.***

**Violation 2:**

If a second violation occurs in the same school year, the student will lose eligibility to participate in all interscholastic activities/performances for one calendar year from the date of occurrence. To regain eligibility for Valley Heights High School activities following the inactivity, the student must complete a legitimate chemical dependency program at student/parent expense. Upon the completion of the above requirements, the student will be allowed to return to all activities.

**Out Of Season, During School Year, USE or POSSESSION:**

The student, parents, head coach/director, activity director and principal will have a disciplinary conference. The violation will be recorded by the activities director with penalties addressed at the conference.

**Needing Help:**

Students who feel they may have a problem with alcohol, drugs, or tobacco usage are urged, prior to their first offense without penalty under policy, to contact one of the following school officials:

- Building Administrators
- High School or Junior High Counselor
- Activities Director
- Any staff member working in a KSHSAA activity.

**Repeated Offenses:**

Repeated offenses indicate a student-at-risk. Recordkeeping begins at the time the student signs his/her first activities contract.

**Medical Reason:**

It is not a violation of this policy for a student to be in possession of a controlled substance prescribed for that student's own use by his/her physician.

**School Policy:**

If the substance violation occurs on school property or at a school sponsored event elsewhere, school rules will be in effect in addition to the activities policy.

**Due Process:**

A student who has been accused of violating the Drug, Alcohol, and Tobacco Policy has the opportunity for due process. This may be afforded to the student at the conference with said student, parents, principal, activity director, counselor, and head coach/director.

**Procedure of Enforcement:**

- Observation document filed with the activities director or building administrators.
- Notification to parents and student by the school concerning the violation.
- Conference with student, parents, head coach/director, counselor & administrator(s)
- Explain consequences of action
- Opportunity for due process by student and/or parents
- Recommend appropriate plan of action
- Explain consequences of subsequent violations.
- Record of conference and violation consequence filed in activity director's office.

**Activities Covered Under this Policy**

All athletic and non-athletic activities sponsored by K.S.H.S.A.A.

**E 3 - ELIGIBILITY REQUIREMENTS FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES AT VALLEY HEIGHTS HIGH SCHOOL**

It shall be the policy of the Board to require students passing six classes to become eligible for high school extracurricular activities.

1. All ninth graders are automatically eligible for extra-curricular activities when the high school is entered for the first time at the beginning of the school year.
2. After a student is eligible as a ninth grader in his or her initial year of high school, he or she may not change high schools without forfeiting 18 weeks of eligibility. An exception to this is when a bona fide move is made on the part of the student's parents to a permanent residence in the vicinity of the new school to which the student transfers.

3. The student shall have passed at least six subjects of unit weight (or its equivalency) the previous semester or the last semester of attendance.
4. The student making a transfer from another school could have the 6 credit rule waived in favor of the KSHSAA rule (5 units passing) until they conclude a full semester at Valley Heights High School.
5. A student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible (i.e. summer school, correspondence work, etc.).
6. A student may meet the credit requirements through classes at Valley Heights High School, or, in the case of a transfer student, from his or her previous attendance center.
7. A student shall be enrolled in and attending a minimum of 7 subjects during the present semester.
8. High school students enrolled in college classes may count the college classes to meet this eligibility requirement.

#### **E 4 - PHILISOPHY STATEMENT FOR JR. HIGH ACTIVITIES**

The USD #498 Board of Education shall offer a comprehensive Activities Program for Valley Heights Jr. High students. This program exists to promote student participation in activities.

#### **E 5 - JUNIOR HIGH ACTIVITIES PROGRAM GUIDELINES**

1. Program emphasis will be on the teaching and learning of fundamental skills.
2. Students must be in good standing with the school including grades, attendance and conduct, and with the coach through application and attitude in order to represent the school in activities.
3. Good sportsmanship will be taught by sponsors and displayed by students at all times.
4. The physical, mental, and emotional well being of the student will be considered before participation will be allowed.
5. Emphasis will be placed on playing 8th grade students on each varsity team, but 7th graders will not be denied the opportunity.

#### **E 6 - ELIGIBILITY REQUIREMENTS FOR PARTICIPANTS IN EXTRA-CURRICULAR ACTIVITIES AT VALLEY HEIGHTS JUNIOR HIGH SCHOOL**

For participation in activities sponsored by the Kansas State High School Activities Association including athletics and music competition; a student must be academically eligible. Academic eligibility will be computed on a weekly basis. Any student with cumulative quarter grades that include four (4) "D's" or one (1) "F" at the end of each week will be ineligible for participation in activities for the next week, except as outlined in the procedure below. Eligibility is for the period ranging from Monday to Sunday of the following week.

Students will be allowed practice time, but not participation in competitive activities. Ineligible students will not be allowed on the bus to an "away" activity or "dress out" for a home activity. Parents may call school on Monday afternoon if they wish information about their child's eligibility. Progress reports will be sent to parents the middle of each quarter giving specific input in regard to student progress.

PROCEDURE: Prior to 8:00 am each Monday, teachers will submit a list of those students who have a cumulative grade of a D or F and those with an incomplete (I) due to assignments not completed. Students who receive 1 F or 4 D's will be ineligible for participation during that week, except during the first two weeks of the nine weeks period as noted below. Students with an incomplete will be placed in a PLC homework room for that week and assigned to ZAP as needed. The eligibility requirements described above do not apply during the first two weeks of the nine weeks. Eligibility requirements begin on the third Monday of the nine weeks grading period. The purpose of this two week grace period is to give students the opportunity to rectify low grades that might occur early in a nine weeks grading period. The office shall compile these grades and develop a list identifying academically ineligible students. This list will be placed in the mailbox of each teacher, coach, and/or sponsor by noon on Monday.

#### **E 7 - PHYSICAL EXAM**

All students, boys or girls, who participate in interscholastic sports are required to have a physical examination and a KSHSAA physical form signed by the physician certifying that the student is physically able to participate. The physical must be filed in the principal's office before a student may participate athletically in any practice or in any sport.

#### **E 8 - ACTIVITIES PROVIDED**

The following activities will be part of the school curriculum:

1. Athletics: Football, Basketball, Track, Cross Country and Golf for boys  
Volleyball, Basketball, Track, Cross Country and Golf for girls.
2. Keys: A service for girls and boys
3. F.C.C.L.A.: For students in Home Economics
4. F.F.A.: For students in Vocational Agriculture
5. VH Club: For athletes earning the school letter.
6. National Honor Society: For students who display excellence in scholarship, leadership service and character.
7. Student council: For students who are elected to positions of leadership.

8. Drill Team: Tryouts conducted annually.
9. Scholars Bowl: Tryouts conducted annually
10. Cheerleading: Tryouts conducted annually.
11. Forensics: Competition held in the spring semester.
12. Music

### **E 9 - HOLDING AN OFFICE**

In order that no student be overloaded with leadership responsibilities, a student may hold only one major office at a time. The presidency of each club or class is considered to be a major office.

### **E 10 - NATIONAL HONOR SOCIETY REQUIREMENTS**

National Honor Society selection is conducted by a faculty council. Candidates for membership are selected in the spring after the 3rd nine week period of the student's sophomore year. A candidate must have a 3.30 accumulative GPA in all of her/his high school academic work.

Upon academic qualification the student will be asked to complete a self evaluation in the areas of leadership, service, and character. Additionally the student must obtain a letter of recommendation on their behalf. Students may also be evaluated by the school faculty in the areas of academics, leadership, character, and service to the community. A faculty council reviews these materials and decides whether or not the student should be invited as a member of NHS. It is necessary to maintain a 3.30 GPA and high standards in the other areas or dismissal could result. One semester probation is allowed for bringing up these standards before dismissal. Additionally, students must complete 10 hours per semester for community service. Failure to complete the community service hours will result in the member being placed on probation.

### **E 11 - ATHLETIC AWARDS**

The standard letter for all athletic awards shall be a 6" chenille "VH" for the high school, 4" for the Junior High. Decorations on the letter shall be an insignia proper for each sport. Service stripes and additional emblems are to be added each year thereafter. Any first year letter person may receive his/her letter at the close of the season. All letters are to be awarded upon the recommendation of coaches and principal. Players must finish the season in order to letter.

#### **FOOTBALL**

1. Participation in at least one-half of the total quarters in varsity team competition.
2. Be a member of a state football team that qualified for the championship game may entitle a player to a letter regardless of meeting the quarter requirements.

#### **BASKETBALL**

1. Participation in at least one-fourth of the total quarters in varsity team competition.
2. Participation in state basketball tournament may entitle a player to a letter regardless of meeting the quarter assignment.

#### **TRACK**

1. One must earn an average of 1 1/2 points per meet for these including duals, invitationals, state series, and any other meet that the school might enter.
2. Points earned in relay teams shall not be divided. Each member may count all points as if they were individual events.
3. Participation in the state track meet may entitle a player to letter regardless of meeting the point requirements.

#### **GOLF**

1. Participate in at least 1/2 of the varsity meets.
2. Participate in the state golf meet may entitle a player to letter regardless of meeting the meet requirements.

#### **VOLLEYBALL**

1. Participation in at least one-half of the total games played on varsity team competition.
2. Be a member of a state volleyball tournament team may entitle a player to letter regardless of meeting the game requirements.

### **CROSS COUNTRY**

To be a member of the Valley Heights Cross Country team, a participant must notify the coach, and be practicing with the team, by September 1. Only special circumstances such as injuries or a person moving into the district will be considered after this date. Individuals are expected to be at every practice unless they have notified the coach ahead of time. To qualify as a varsity letter winner, a student must successfully complete the season; as determined by the coach. This may be different for different individuals. In addition to completing the season, a participant must do one of the following:

- Compete in 5 or more of the scheduled meets, at the varsity level.
- Qualify for state.

\*The coach reserves the right to waive any of the above requirements for any unusual circumstance which may occur.

**PROVISIONAL LETTER**

A letter may be awarded for the above activities at the discretion of the coach. An athlete must participate in that sport the next year in order to keep the letter.

**MANAGERS**

Athletic team managers may qualify for letters which carry the proper insignia to indicate a manager. Same scholarship requirements must be met as the players. The coaches recommendations will be the sole basis for awarding or not awarding.

**CHEERLEADING**

Participants must be in good standing.

**DRILL TEAM**

Participants must be in good standing.

**SCHOLARS BOWL**

1. Be a member of the varsity team for two years.
2. Participation in the state tournament may entitle a player to a letter regardless of meeting the two year requirement.
3. Student must be in good standing with the school and coach.

**E 12 - MUSIC AWARDS**

Students may earn a music letter by earning 14 points.

Points may be earned by:

Maintaining a A average in Class	8
Auditioning for KMEA Honor Band/Choir	2
Performing in KMEA Honor Band/Choir	2
TVL	1 pt. per event
KSU Concert Band Clinic	2

Performing a solo or ensemble at Regional/State Music Festival:

I Rating	6
II Rating	4
Participation	2

**E 13 - DRAMA AND FORENSICS AWARD**

Students may earn a drama and forensics letter by earning 10 points from the following:

At an invitational tournament:

Place 1st, 2nd, or 3rd	3 or
Get into the final round	2 or
Enter an event	1

At league or regional festival

Receive a I	2 or
Enter an event	1

At state festival

Receive a I	3 or
Enter an event	2

Service bar will be provided for each year student has lettered.

Requirements to Letter in All School Play

**Effort and Participation:**

1. Mandatory 25 contribution hours (prior to performance) to include rehearsals, set construction, publicity, line work, costume construction, props, setting lights and set strike, etc.
2. Actors – Attend 75% of required rehearsals
3. Technical – Attend 95% of required rehearsals
4. Learn lines by deadlines
5. Be prompt and stay for duration of rehearsal time
6. Mandatory attendance on Saturday of Tech Weekend
7. EVERYONE will contribute 2 hours of set construction
8. Help during entire strike of set

**ATTITUDE:**

1. Must be a student in good standing
2. Exhibit a positive and respectful attitude towards director and peers
3. Exhibit a team attitude by; veteran actors/techs mentoring new students, helping others learn lines, lead by example, etc
4. Accept direction and critiquing as a means to improve and not as a personal criticism, by arguing or refusing to comply with director's direction.
5. Be respectful of property – building, sets, costumes and props.

**E 14 - FCCLA AWARDS**

In the Family Community Career Leaders of America organization we have a "degree" program, it is optional, girls choose to earn the degree. There are two degrees - Junior and Chapter. The junior degree must be earned before the chapter may be earned. Each involves projects and activities (individual and chapter) that are based on individual, home, community, and school improvement. The plan of work is made out, approved by the advisor and upper-classmen who have done degree work.

A degree award ceremony and presentation is part of the FCCLA installation and homemaking style show in May. Charms, the key for Junior degree and the scroll for Chapter degree are given at the degree awarding ceremony. The FCCLA has been paying for the charms. The degree program is approved by the State Association and to be an honor chapter a degree program must be held.

**E 15 - JUNIOR/SENIOR HIGH LETTERS**

I. Letters from activities will be furnished by the district. Letters to students will be given for recognized activities in grades 9-12 provided they have met the lettering standards listed in the student handbook.

A. One chenille letter per student from 9-11 purple on white.

II. Recognized activities will consist of the following:

<b>SPORTS</b>	<b>MUSIC</b>	<b>ACADEMIC</b>
1. Football	1. Vocal	1. Drama
2. Volleyball	2. Instrumental	2. Speech
3. Basketball		3. Scholars Bowl
4. Golf		
5. Cross Country		
6. Track		
7. Cheerleaders		

III. Each activity will furnish pins.

A. Pins will be provided by the activity in which a student letters.

IV. VH Senior Athletic/Activity Award

Graduating seniors who have received varsity letters in athletic/activity shall receive a VH Senior Athletic/Activity Award Plaque. On this plaque will be listed the students name, activities and year(s) in which a varsity letter was earned. The award will be presented at Awards Night.

V. Junior High School

A. Four inch purple on white letters will be awarded to any 7th & 8th grader participant who meets the lettering requirements.

**E 16 - LEAGUE AFFILIATION**

Valley Heights High School is a member of the Twin Valley League. During the school year the league sponsors many activities in which we will be engaged. Most of our athletic competition is with other league schools. Members of the Twin Valley League are: Axtell, Baileyville-B&B, Bern, Blue Valley-Randolph, Centralia, Clifton Clyde, Frankfort, Hanover, Linn, Onaga, Valley Heights, Wetmore, and Washington. The following guidelines shall govern school behavior at all Twin Valley League activities:

1. All students of Twin Valley League shall recognize and respect the property and rights of all other league schools.
2. All students of the Twin Valley League shall follow the principles of good sportsmanship in all activities.
3. All students of the Twin Valley League shall observe the rules of safety for themselves as well as all other schools.
4. All students of the Twin Valley League shall refuse to participate in any form of vandalism in other schools and shall strive to discourage such behavior.
5. All Twin Valley League member schools shall strive to encourage conduct which will be a credit not only to the league but to each member school, individual student, and to the community.

**E 17 - STUDENT ABSENT DAY OF ACTIVITY** Students that do not attend school the day of an activity may not participate in activities that night. Principal may waive due to special circumstances, i.e.funeral.

Special permission may be given to students that have dentist or doctors appointments and to students that are absent in the morning and come to school in the afternoon. This special permission will be with the approval of the teacher or coach involved and principal.

### **E 18 - SCHOOL TRIPS**

During the year many students will miss school due to participation in judging trips, track meets or other school activities. The student is not counted absent when participating in such activities, however, he/she is responsible for work he/she misses. Participation in a school trip or activity during the school day is at the discretion of the sponsor. Students missing class for such activities are encouraged to check on work missed in class prior to the absence. This does not include activities held after the regularly scheduled school day.

### **E 19 - STUDENT ACTIVITY FINANCES AND RECORDS**

All organization funds are deposited in the office. All organizations receiving money are to issue a receipt each time any money is received, in turn, the office will issue a receipt when money is turned in for deposit.

In order to make a purchase, a purchase order form must first be approved and signed by the office. The form is then submitted to the firm from which the material is to be purchased. The firm will charge the material listed on the purchase order. The form will then be returned to the office by the vendor along with his/her invoice for payment.

### **E 20 - SCHOOL DANCES**

During the school year there will be several dances sponsored by various school organizations. Dances involving the majority of the students are to be planned through and approved by the principal. Once a student leaves a school sponsored party or dance, he/she may not return to the dance or party. Any student, escort or escortee who has been drinking shall not attend a school function. Students will not smoke at a school function. Violators are subject to dismissal from school.

**ALL DANCES** – Minimum age: must be in high school – maximum age 20.

### **E 21 - ASSEMBLIES**

During the year we will have a number of assemblies. Some of them will be for the purpose of lyceum numbers or entertainment. Students should remember that when we have guests they should be treated as guests. Whistling, cat calls, etc. are in bad taste. When we are pleased with a performance of a guest, or even if we are not, we should reward our guests with polite applause.

## **SECTION F - COUNSELING SERVICES**

The counselor is available to help students in the selection of courses, making post-high school plans, learning about and applying to college and other advanced schools, locating and applying for scholarships, securing job information, learning more about themselves through testing and counseling and helping to solve personal and school problems. Students wishing to talk to the Counselor should make an appointment and the Counselor will make arrangements if it is necessary for a student to be out of class.

The school encourages seniors to make plans for post-high school education. Where it is possible to do so, students are encouraged to visit the school of their choice while school is in session. Students wishing to visit a school or college should meet with the Counselor who will advise them as to the person(s) they should contact the school. In some instances, the Counselor may make appointments with the proper authorities to make the visit more valuable and profitable. Seniors are allowed two post-secondary visits per semester. Juniors are allowed one post-secondary visit during the second semester. All school visits must be pre-approved by the counselor.

## **SECTION G**

### **TEXTBOOK RENTAL**

The book rental program was established to provide textbooks for students at a reasonable cost. Students must pay full cost of all consumable materials.

#### **HIGH SCHOOL**

English I - Grammar & Literature	Text	7.00
English II - Grammar & Literature	Text	7.00
English III - Grammar & Literature	Text	6.00
English IV - Grammar & Literature	Text	6.00
Debate	Text	4.00
Forensics	Text	4.00
Journalism	Text	7.00

Psychology	Text	9.00
Speech I	Text	3.00
Spanish I & II	Text	6.00
Spanish I , II & III	Text	9.00
French	Text	6.00
Core Plus Math	Text	8.00
Algebra I	Text	6.00
Algebra II	Text	6.00
Calculus	Text	5.00
Business Math	Text	7.00
American History	Text	6.00
Newsweek subscription	Magazine	9.00
World History	Text	3.00
World Geography	Text	8.00
American Government	Text	6.00
Economics	Text	6.00
Chemistry	Text	8.00
Environmental Science	Text	8.00
Physics	Text	7.00
Biology	Text	8.00
Physical Science	Text	8.00
Health Careers I	Text	11.00
Health Careers II	Text	11.00
Computer Applications	Text	6.00
Adv. Computer Applications I & II	Text	6.00
Accounting(Workbook 16.00 if used)	Text 4.00	(20.00)
Business Law	Text	4.00
Consumer Econ	Text	4.00
Family & Consumer Science	Text	4.00
Family Relations	Text	4.00
Consumer Education	Text	5.00
Food Service	Text	4.00
Parenting		4.00
Fitness/Nutrition		4.00
Service Learning		4.00
Plant and Animal Science	Text	4.00
Agribusiness	Text	5.00
Intro to Ag	Text	7.00
Production Mechanics	Text	4.00
Weightlifting	Fee	4.00
Physical Education		No Fee
Adv. Physical Education		No Fee
Vocal	Robe Cleaning	3.00
Band	Suit Cleaning & Fee	4.00
Locker Fee		2.00
Phase I Budget Assessment (established 2002)		10.00 per student

**SECTION H TEXTBOOK RENTAL - JUNIOR HIGH  
GRADE 7**

Math	Text	8.00
English	Text	4.00
Social Studies	Text	6.00
Science	Text	4.00
Physical Education		No Fee
Art (if enrolled)		4.00
Library Science	Text	3.00
Keyboarding	Text	6.00
Phase I Budget Assessment(established 2002)		10.00

	Total	\$45.00
<b>GRADE 8</b>		
Math	Text	8.00
English	Text	4.00
Social Studies	Text	6.00
Science	Text	7.00
Physical Education		No Fee
Art		3.00
Shop		3.00
Computer Literacy (Tech Lab)	Text	8.00
Phase I Budget Assessment (established 2002)		10.00
	Total	\$49.00