

Welcome to the 2021-2022 school year at Elk Valley!

USD 283

Elk Valley School District

# Student Handbook



R.O.A.R.S with P.R.I.D.E

Respectful  
Organized  
Accountable  
Reliable  
Safe

Perseverance  
Readiness  
Innovative  
Disciplined  
Excellence

## Elk Valley Board of Education Members

Justin Corle-President  
Paul Folsom-Vice President  
Mitch Dowell

Jim Greer  
Brandon Rogers  
Randy Cannon

## Elk Valley District Staff

Jason Crawford - Superintendent  
Megan Gaston - Principal/Counselor  
Brian Smith - Social Worker  
Belinda Corle - Food Service Director  
Tod Dutton - Athletic Director  
Jason Russell - Technology Director

Charlie Stroble - Transportation Director  
Diana Stroble - Board Clerk  
Tonya Barnes - SPED Co-op Director  
Janet Hadlock - Board Treasurer  
Brenda Greer - Dep Clerk/6-12 Secretary

## Elk Valley Faculty

Linda Adams  
Cindy Alberts  
Jan Coots  
Trinity Coots  
Endra Dick  
Stephanie Dowell  
Tod Dutton  
Beverly Gaston  
William Goodwin

June Kramer  
Jeremy Plymell  
England Porter  
Rebecca Roach  
Seth Roach  
Jason Russell  
Kayla Signer  
Gary Tucker

## Elk Valley Staff

Dana Davis  
Adyson DeWitt  
Sherile Folk  
Debra Greer  
Amaris Hawkins  
Kandace Hilyard  
Angela Jacobs  
Shaylynn Jacobs  
Erin Kill  
Teressa Kirkpatrick  
Talia Leck

Terri Marta  
Terry Marta  
Elayna Newton  
Ivory Porter  
Tanya Reddick  
Carlie Rose  
Kelly Shields  
Robert Stricker  
Sharon Theimer  
Kenna Unruh

## Behavior Expectation in “The Valley”

### **Be prompt and prepared.**

- Come on time.
- Come with needed materials.
- Come with assignments complete.

### **Respect authority.**

- Listen to authority.
- Follow directions promptly.
- Accept responsibility for behavior.

### **Respect the rights of others.**

- Use appropriate voice and language.
- Listen to the speaker.
- Respect the opinions and points of others.
- Refrain from harassment.

### **Respect property.**

- Respect the property of others.
- Respect your own property.

### **Display concern for learning.**

- Remain on task.
- Allow others to remain on task.

### **Display appropriate social skills.**

- Cope (disagreement, teasing, failure).
- Display courtesy and tact.
- Interact with others appropriately.

### **Display appropriate character.**

- Display positive character.
- Display productive character.

## Our Mission Statement

The Elk Valley community is committed to providing a learning environment where all students make progress in becoming functional members of society. We believe that school improvement is an ongoing process of evaluation, setting goals, and implementing programs.

## Elk Valley USD 283 Notice of Nondiscrimination

Elk Valley Unified School District 283 does not discriminate on the basis of race, sex, color, national origin, or handicap in the educational programs or activities in which it operates.

Inquiries regarding the nondiscrimination policies should be directed to:

1. Jason Crawford, Superintendent of Elk Valley USD 283  
701 Delaware, Longton, KS 67352  
Email: [jcrawford@usd283.org](mailto:jcrawford@usd283.org) Phone: 620-642-2215 Fax: 620-642-6551

Title VI, Title IX, and Section 504 complaints may also be filed with the Office for Civil Rights. Address correspondence to: US Department of Education, Region VII, Office for Civil Rights – 10221 NI Executive Hills Blvd. – Kansas City, MO 64135

## Kansas School Safety Hotline

**1-877-626-8203**

The Kansas State Department of Education, in cooperation with the Kansas Highway Patrol, has established the **Kansas School Safety Hotline: 1-877-626-8203**. The toll-free school safety hotline is available 24 hours a day and 365 days a year. It allows students, parents, and community members to report any impending or potential school violence anonymously. For more information, please call the Kansas School Safety Hotline.

## Suicide Awareness

USD 283 Elk Valley Schools complies with the Jason Flatt Youth Suicide Awareness Act. All staff receives annual training based upon suicide prevention and awareness programs approved by the Kansas State Department of Education. Parents or guardians may obtain a copy of these materials upon request.

If you or someone you know is in crisis or feels suicidal, PLEASE call the National Suicide Prevention Hotline at 1-800-273-8255.

Crisis Text Line serves anyone, in any type of crisis, providing access to free, 24/7 support and information. Text HOME to 741741. A live, trained Crisis Counselor receives the text and responds, all from a secure online platform.

## Fees

### Textbook Rental Fees:

K - 5            \$15.00  
6 - 12           \$15.00

### Breakfast & Lunch Fees:

Student Fees: FREE  
Adults Fees: Breakfast \$3.00 & Lunch \$5.00

6-12 Chromebook Insurance (Optional): \$25

## SCHOOL CANCELLATION

If school is dismissed due to weather or emergency, the announcement will be made through our PowerSchool all-call notification system. It will also be posted on our Facebook page. Please be sure to provide the school offices with a current phone number that parents/guardians can be reached for this purpose.

=====  
All rules and policies are subject to interpretation by the Administration.  
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## Academic Policies

### GRADES 6 - 12 Grading Scale

A uniform grading scale will be used by all teachers:

- 90 - 100% = A
- 80 - 89.9% = B
- 70 - 79.9% = C
- 60 - 69.9% = D
- Below 60% = F If the class outcomes are not met.

### Meaning of Grades:

- |                       |                 |
|-----------------------|-----------------|
| A=Excellent           | F= Failure      |
| B= Above average work | INC= Incomplete |
| C= Average Work       | P= Passing      |
| D= Below Average      | WD= Withdraw    |

\*For an INC to be put on a grade report card, the student must have met with the teacher to discuss the reasons for the incomplete before the end of the semester, and the teacher must agree that an INC is needed. During the first semester, the student will have two weeks from the day the report card is issued. During the second semester, the student will have two weeks from the last day of school. For eligibility purposes, the KSHSAA considers an INC an F.

## Graduation Requirements

Twenty-four (24) credits are required for graduation for classes of 1998 and beyond.

Communications	4 unit(s)
Computer Literacy	1 unit(s)
Social Studies	3 unit(s)
Fine Arts	1 unit(s)
Science	3 unit(s)
Vocational Ed.	1 unit(s)
Mathematics	3 unit(s)
Electives	7 unit(s)
PE & Health	1 unit(s)

**Total requirements for graduation: 24 units**

## Class Schedule and Class Offerings

It is best to adhere to a planned sequence in course offerings to ensure that those courses that are needed by the majority of students are available to them without a large number of conflicts. A course sequence follows:

### FRESHMEN

Algebra I  
English I  
Geography/World History  
Physical Education  
Physical Science  
Plus 2 Electives

### SOPHOMORES

English II  
Geometry  
Biology  
Government/Econ  
Plus 3 Electives

### JUNIORS

American History  
English III  
Chemistry or Adv. Biology  
Algebra II  
Plus 3 Electives

### SENIORS

English IV  
Plus 6 Electives  
May take Music Appreciation, Comp I&II, and other classes as available for college credit.

## Kansas Regents Requirements

To qualify for admission to any of the six Kansas Regent universities, you must meet one of the following requirements:

- Achieve an ACT composite score of 21 or above; or
- Rank in the top one-third of your high school's graduating class; or
- Complete the Qualified Admissions curriculum with at least a 2.0-grade point average (GPA) on a 4.0 scale.
- Required courses: 4 units of English, 3 units of Natural Science, 3 units of Math, 3 units of Social Sciences, 1 unit of Computer Technology.
- Also, for scholarship consideration: Biology, Chemistry & Physics, 1 unit of Trigonometry/Pre-Calculus, and 2 units of Foreign Language.

## Senior Honors

Valedictorian and salutatorian honors are traditionally given to those seniors that rank 1st and 2nd in their class. In addition, the senior may not have a modified curriculum notation on their official transcript, and they must have completed their last three (3) semesters at Elk Valley. All grades for consideration of these honors must have been completed at an accredited High School. In the event of a tie for one of these honors, weighted year-long classes completed with an A or a B will be given the following: A= .12, B= .10. This percentage will be added only in the event of a tie. The following classes are weighted: Pre-Calculus, Chemistry, Physics, Trigonometry, Algebra II, Advanced Biology, Spanish II and Calculus. The Board reserves the right to grant these honors to more than one (1) student. Part-time students are not eligible for honors.

## **Eligibility for Activities**

To be eligible for participation, the student must be a bona fide undergraduate member of Elk Valley Schools and in good standing.

The student shall have passed at least five (5) new subjects (those not previously passed) of unit weight, or its equivalent, the previous quarter or the last quarter of attendance.

It is expected that a hardship precluding full-time attendance (4 hours or less a day) would also preclude participation in activities after school time. Therefore, part-time students will not be considered eligible to participate in after-school hours' activities except for class-related activities for which a grade would be dependent upon attendance.

## **Elk Valley Individual Eligibility - Bona Fide Student**

To be eligible for participation, the student must be a bona fide undergraduate member of Elk Valley Schools and in good standing. In order to participate in practice, the student must be a bona fide undergraduate who is eligible.

Ineligible (not in good standing): 1. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal. 2. A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events. 3. A student who uses anabolic steroids would be ineligible for interscholastic competition until such time as medical evidence can be presented that his/her system is free of that drug.

A student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible. A "condition" or an "incomplete" shall count as a failure. However, should a student have an excused absence for day(s) missed, completing such work per school policy would not be considered as "make-up" per se. Summer school is not to be used for making up credit deficiencies for the purpose of becoming eligible.

## **Participation In Graduation Ceremonies**

Students who do not have the required number of credits or the required subjects will not be allowed to participate in the graduation ceremonies. Special permission may be granted by the Board of Education.

## **Honesty And Integrity**

Elk Valley students are expected to do their own work in an honest and forthright manner. Looking at another student's paper, using crib sheets, obtaining or giving answers, copying homework, and/or plagiarizing from any source are dishonest acts. Elk Valley will not condone such acts. Students who compromise their integrity in these ways will be subject to a zero for that assignment and step one of the discipline policy. The second offense will be a zero for the semester and step three of the discipline policy. Honesty and integrity is a four-year policy. If you have already had integrity problems, you will receive a zero for any further problems.

## **Elk Valley Student In Good Standing**

Is not on any type of discipline referral

Has no Monday School time to serve

Not currently on any truancy proceedings

Is passing 6 classes

Has all fees paid by the end of the 1<sup>st</sup> and 3<sup>rd</sup> nine-week series

Has all paperwork and office documents completed by the end of the 1<sup>st</sup> and 3<sup>rd</sup> nine-week series

### **MONDAY SCHOOL**

It is the student's responsibility to have enough work to remain busy throughout the entire time. Failure to work the entire time will result in additional Monday School time.

Monday School will begin promptly at 8:00 A.M. and students must arrive on time.

Students with two (2) hours or less must serve their total time on the first Monday available.

Failure to attend the scheduled Monday School will result in a week of "Not in Good Standing" and remain in "NGS" until Monday School obligation has been completed. NGS students (for this issue) may not attend or observe any practices.

A second offense of failure to attend will be Step 2 of the Discipline Policy.

### **Disciplinary Procedures**

We will always hold our students to higher standards of reasonable and responsible conduct because of what it means to be an Elk Valley Lion.

The following disciplinary procedures will be used for Elk Valley students. Depending on the severity of the student actions, the first three minor infractions will be handled by teacher intervention at the classroom level as follows:

1. Detention is given by the teacher.
2. The teacher determines discipline AND contacts parents/guardians.
3. The teacher determines discipline.

After the 3<sup>rd</sup> teacher intervention, the student will be referred to administration. The following steps will be utilized:

**Step 1:** Minimum two (2) hours Monday School and Not in Good Standing (NGS) for one week.

**Step 2:** Minimum two (2) days ISS (In-School Suspension) or OSS (Out of School Suspension) and a minimum of two (2) weeks NGS. Monday School assignment is possible.

**Step 3:** Short-term suspension to be less than 10 days and a minimum of four (4) weeks NGS.

**Step 4:** Long-term suspension or expulsion and a minimum of 90 days NGS.

***\*Note that once a student starts on the step program, each subsequent office referral is a step visit.***



**It is not possible to list every problem that might arise. In all instances, the staff member involved will handle the situation with firmness and fairness. The following are possible infraction examples, although not a complete list, that can result in the various steps of discipline. Each student is uniquely different as is each discipline referral. The greatest determining factor is not the violation itself, but the student's intent as well as their willingness to abide by the school rules, their ability to accept redirection without confrontation, their attitude, honesty and sense of remorse.**

Students with discipline referrals for fighting, skipping school, truancy, theft, destruction of property, sexual harassment, assault and/or battery, crimes against school property, possession of tobacco, drugs or alcohol will be immediately reported to law enforcement.

**Step 1:** Use of profanity, driving infractions, inappropriate conduct, defiance of a teacher's request, skipping school, substitute teacher referral, excessive writing on body/clothes, electronic device referral, cell phone violation, dress code violations, public displays of affection, parking lot violations, Lunchroom misconduct, in Building without permission, instigating a fight, honesty and integrity 1st violation, Library books 30 days overdue, possession of dietary supplements or over-the-counter drugs, mass or inappropriate emails, cyberspace violations, failure to report to initial Monday School, calling home before reporting to the office, disrespecting yourself, disrupting the educational process, leaving campus without permission, violating closed lunch campus policy.

**Step 2:** Fighting\*\*, bullying, cyber-bullying and sexting, verbal threats or intimidation, willful destruction of property \$1-49, skipping school, driving violations, theft \$1-49 (return or replacement)

**Step 3:\*\*** Theft \$50-99 (return or replacement required), verbal assault of school official, willful destruction of property, assault or battery, sexual harassment, use or possession of tobacco, drugs or alcohol on campus

**Step 4:\*\*** Aggravated assault or aggravated battery with a weapon, assault or battery of school staff, theft of \$100 or more (return/replacement required), crimes against school property that occur outside of the normal school day (replacement of property required).

**\*\* denotes that only 1 warning will be allowed for high school career**

## **MISSED ASSIGNMENTS**

### **ISS/OSS**

It is the responsibility of the student to make arrangements with teachers to secure their assignments and complete their assignments or tests that were missed due to a suspension. A student will only have the time during ISS/OSS to complete assignments or tests missed unless the teaching staff was not able to put together the assignments for a quick enough turnaround (exp. for a one-day suspension.) In the event that enough time is not available, the student will be given one day to complete assignments per day of suspension.

## SEXTING

An Elk Valley student may not possess, view, send, or share pictures or text containing sexual content while the student is on school grounds, at school-sponsored events, or on school buses or other vehicles provided by USD 283. This policy strictly prohibits sexual material in electronic or any other form and includes but is not limited to sexual material contained on a cellular phone, camera phone, or personal digital assistant and sexual material transmitted by text message, e-mail, or any electronic communication device. Students violating this policy will be subject to disciplinary action and placed on level three of the discipline policy.

## CYBERSPACE VIOLATIONS

Students are prohibited from using unauthorized websites or blogs on school computers or using school email addresses at any time. Students must have Board approval to use any type of school logo on their personal website. Any inflammatory, sexual, or predatory remarks or threats about students or staff[SB6] will be dealt with according to the discipline policy and, if appropriate, reported to local law enforcement. Sexting will include the recipients as well as the sender. [SB7] If you suspect something is inappropriate – report it but do not open it.

## CELL PHONES

**Cell phones are not to be used during the school day except during the assigned passing periods and lunch period for the student. If in possession of a device, the student shall place their cell phones in the designated space in each classroom. Any student caught with a cell phone outside of the prescribed allowable time periods must surrender the device to the staff member. Failure to follow such requests will result in further disciplinary action with a minimum assignment of one (1) day of ISS or Monday School.**

The school has the right to ban any and all cell phones, headphones, and any other electronic devices. Electronic devices are a privilege and not a right.

The same rules apply as with other portable electronic devices. However, if a student uses a cell phone or any school phone to call without permission, it will be considered an additional cell phone violation. Students who use a phone to notify their parents of a problem prior to notifying the office will receive one (1) hour of Monday School.

Students who use a cell phone to cheat on any school work will be banned from having a cell phone on campus for the remainder of the school semester. Violations of this policy will be two (2) hours at Monday School and parents must come to the school to retrieve the phone from the classroom teacher or administration.

Cell phone bullying issues that occur (be initiated or received) during school time; the call or text should be saved in original form as proof of bullying.

Students with a cell phone violation may not use their cell phones at lunch period for five (5) school days. It is the student's obligation to bring their cell phone to the office before they leave for lunch. Failure to leave their phone at the office will add an additional two-day penalty for each day missed. A second offense will result in no cell phones at school for five (5) school days, etc.

## **COOPERATION, DEFIANCE & DISRESPECT**

The order requires cooperation with authority. All students must accurately identify themselves to authority figures. All students are to obey any directive given by a staff member. If such a directive seems to be unreasonable, the students should obey respectfully. Afterward, any student is permitted the opportunity to seek review through the principal.

## **PHYSICAL ABUSE, INTIMIDATION/ HARASSMENT/ MENTAL ABUSE**

Behavior that insults, degrades, offends, stereotypes or endangers any person or group of individuals will not be tolerated at Elk Valley Schools. Areas of violation include, but are not limited to, race, gender, handicap, physical condition, ethnic groups, religious preference, sexual orientation, verbal abuse, physical abuse, belittling, intimidation, fighting, name-calling, pushing & shoving. Violations may result in disciplinary action.

## **BULLYING**

Bullying of any type shall not be tolerated in the school setting. Elk Valley USD 283 endeavors to maintain a learning and working environment free of bullying. Bullying is defined as the act of one or more individuals intimidating one or more individuals through either verbal, physical, mental, or written interactions. Bullying can cause undue anxiety relative to attending school, playing on the playground, participating in or attending activities, or riding on the bus. This can adversely affect student or employee performance.

Examples of bullying include but are not exclusive to:

1. Intimidation –physical or mental.
2. Threats of any kind.
3. Assault – verbal, physical, mental, or toward the property.

The school board expects administrators and supervisors to make it clear to students and staff that bullying in the school building, on school grounds, on the bus, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students.

## **DRESS CODE**

The Board of Education advocates a dress code for all students. The Board believes that proper decorum, proper grooming, and appropriate dress are an essential part of the educational process. Therefore, the Board believes that students should wear neat, clean, and appropriate clothing that meets the standards of the specific educational environment for all school events. Any extremes in clothes, hairstyle, cosmetics, jewelry, or appearance that may disrupt the normal operation of the school or adversely affect the safety or personal hygiene of any student are not acceptable and may result in discipline or the student being sent home to change.

The Board does not intend to infringe upon the authority of parents for determining what is appropriate dress and grooming for their children. Rather, the Board desires to work with parents in encouraging our students to assume responsibility for their personal grooming and dress.

The following rules regarding grooming and dress will be in effect for all students in the district:

-There shall be no spaghetti strap tops. No half-length, bare midriff, halter top, or other such shirt or blouse styles that expose the midriff. Sleeveless tops must have straps with a minimum of two (2) inches & no shirts with cut-out sleeves.

-Mesh or other see-through material is not allowed.

-Garments generally considered nightwear, including slippers, are not acceptable except on designated days.

-Undergarments shall not be worn as outer garments.

-Students will not be permitted to wear any clothing, jewelry, belts, or accessories that advertise or display pictures, logos, phrases, letters, or words that are profane, obscene, vulgar, offensive or otherwise considered disruptive by USD 283 staff. This shall include, but not be limited to nude/semi-nude human figures; alcoholic beverages; tobacco products; controlled, prohibited, illicit or illegal substances; sexual or sensual content; any message or symbols of derision towards any person, groups of people or entity, such as supremacist or satanic shirts, and any pictures, words or phrases which have obvious alternative sexual, vulgar, or obscene meanings or messages.

-Shorts, skirts, and dresses are required to extend to at least the tip of the longest finger with arms at your sides.

-Baggy pants &/or shorts may be worn but must be secured at the waist.

-Chains that can be construed as weapons are prohibited.

-Rules, regarding grooming and dress for those students who participate in activity programs (athletic, fine arts, performing arts, and other organizations) that publicly represent the school district, shall be established by the sponsor responsible for coaching or directing such activity, provided such additional rule shall be approved by the principal.

All clothing must be in good taste and worn the way it was designed to be worn. Any clothing or grooming practice determined to be distracting or disruptive will be dealt with on an individual basis. Any decision concerning questionable dress shall be made by the building administration. The Board of Education authorizes the principal to employ appropriate disciplinary procedures, administer and enforce these rules.

## **HATS & SUNGLASSES**

Hats or any other head covering are to be taken off upon entering any Elk Valley facility. They may be placed in the student's locker or backpack and should not be removed until the end of the school day (3:35 pm). While hooded sweatshirts are permissible, the hoods may not be used as a head covering. Sunglasses may not be worn or used as a head covering during the school day unless prescribed by a physician.

## **TOBACCO**

It is illegal for persons under 21 years of age to purchase or otherwise procure tobacco products. For this reason, Elk Valley schools will not permit student use of tobacco while under the responsibility of the school. Disciplinary action will be taken in the event of a violation of this policy. The Board believes that tobacco use in the school and work environment is not conducive to good health. The District will provide both effective educational programs and a positive example to students concerning the use of tobacco.

Recognizing the negative impact on nonsmokers of others smoking, the Board declares all public buildings operated by the Board, and all spaces within them, to be officially designated smoke-free environments. Staff, students, and members of the public are expected to observe this restriction at all times. The use of tobacco products in any form and/or electronic cigarettes & vaping is prohibited in any school building owned or operated by the district and in school vehicles.

**MIND-ALTERING CHEMICALS  
(ALCOHOL, DRUGS, INHALANTS, ETC.)**

Maintaining a drug-free school is important in establishing an appropriate learning environment for students. The possession, use, sale, or distribution of illicit drugs, non-prescribed drugs, and alcohol by students on school premises, school vehicles, or as a part of any school activity is prohibited. Students who come to school or a school activity with obvious symptoms of having recently consumed an alcoholic beverage, who are under the influence of alcohol/drugs/inhalants, or possession of alcohol/drugs/inhalants is also prohibited. As a condition of continued enrollment in the district, 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 property, or at any school activity. This policy shall include simulated drug use.

## ATTENDANCE

Regular school attendance is a vital and necessary factor in school achievement. USD 283 has provided facilities, equipment, materials, and teachers so that all students may be provided quality educational opportunities. Attendance is essential for all students to properly take advantage of this educational opportunity. Student attendance relates to effective teaching and learning; therefore, each enrolled student at Elk Valley is expected to attend all enrolled classes each scheduled school day during the year.

For a student to participate in or attend any school-related activity, they must have been in attendance from noon the day that the activity takes place. If the activity takes place before the end of the normal school day, the student must be in attendance at least three (3) school periods before the activity takes place. Exceptions will be handled on a case-by-case basis with administrative approval. Any student failing a course or on the ineligibility list will not be excused for activity practice until receiving a passing grade.

### ATTENDANCE CODES

CV	College Visit
EA/IL	Excused Absence with Parent Permission due to illness
EA/Ad	Excused Absence with Administration Permission
EA/AP	Excused Absence/Appointment with doctor note
EA/PP	Excused with Parent Permission
IS	In-School Suspension
OS	Out of School Suspension
SA	School Activity
T	Tardy
UA/PP	Unexcused Absence with Parent Permission
UA	Unexcused Absence/No Contact
UA/AP	Unexcused Absence for Appointment/No doctor note

### COMPULSORY ATTENDANCE

Truancy: A student is considered truant when a student is absent from school for all or a significant part of three (3) consecutive school days, or five (5) school days in a semester, or seven (7) school days in a school year, whichever occurs first, without a valid excuse. K.S.A. 72-113(c).

When a student is absent all or part of five (5) days during a semester, the parent/guardian will be notified by mail of the student's current attendance record.

Any time absences become a concern, a faculty member may request a parent/teacher conference, which may result in a student not participating in an activity.

### Valid Excused Absence

The only excused absence from school is illness, medical appointments or bereavement. Other absences may be permitted if they are unavoidable or have some educational value. These absences must be arranged through the building principal in advance of the absence. College visits will be excused if they are arranged through the office.

## **Unexcused Absence**

Unexcused absences will be dealt with according to state statute.

## **Advanced Absence**

For absences other than illness, arrangements are to be made at least one (1) day in advance. These absences must include the approval of the parents. The final decision of whether the absence is excused or unexcused will be the schools.

## **ADMINTS**

Parents are requested to call 642-2215 for 6-12 grades or 642-3021 for PreK-5 grades before 8:00 am each day a student is absent. Whenever a student has been absent from school or is late to school, they are to come directly to the office to sign the admit or check-in sheet. The student will then be given a pass that must be presented to their teacher. Students must have a note or phone call from parent /guardian for the absence to be excused. Attendance and daily class participation are considered to be a part of the grade.

## **APPOINTMENTS**

Attendance in school is very important. As such, we encourage parents to try and schedule appointments with doctors & dentists when school is not in session or early/late in the day so students will miss as little school time as possible. If a student has an appointment with a doctor or dentist during the school day or if a student needs to be excused for any other valid reason, a parent or guardian will need to come to school or notify the office by note or phone call before the student will be permitted to leave. Students must sign out before leaving the school. Failure to sign out under such circumstances is considered an unexcused absence and is subject to disciplinary action.

## **MAKEUP WORK**

### **Excused or Unexcused Absence**

It is the responsibility of the student to make arrangements with teachers to secure their assignments and complete their assignments or tests that were missed due to an absence. A student will have two days for every one day missed completing assignments or tests missed. The teacher may establish a later or more reasonable deadline for the completion or request the student come in before or after school to make up the missed work whenever reasonable.

## **Tardiness**

Students are expected to arrive to every class on time with the necessary classroom materials. Students have four (4) minutes between classes. All teachers at USD 283 will maintain accurate records of students failing to come to class on time with the appropriate materials. Teachers record attendance to each class period during the school day using the PowerSchool system. Students are allowed three (3) tardies per semester. After the third tardy has been recorded, disciplinary action will be as follows:

**Fourth (4th) tardy;** Student will serve thirty minutes of Monday School

**Fifth (5th) tardy;** Student will serve forty-five minutes of Monday School

**Sixth (6th) tardy;** Student serves one (1) hour of Monday School and second parent letter issued.

**Seventh (7th) tardy;** Student serves one (1) hour of Monday School and is charged one (1) unexcused absence.

**Each tardy after the seventh (7th) tardy;** results in a one (1) hour of Monday School, and for every three tardies after the seventh (7th) tardy, the student will be charged with one (1) unexcused absence.

*Unexcused absences due to tardiness will count towards Kansas truancy law.*

## **LOCKERS**

Lockers with locks built-in will be assigned to every middle school student & high school student. Lockers remain the property of the school and are subject to search by administration or designated personnel without prior notice.

## **MEDICATION**

Elk Valley School does not furnish over-the-counter medication for students. All medication should be given to the office to administer. Any kind of over-the-counter medication for your student should be brought to the office in its original container with a signed parental release form giving Elk Valley staff permission to administer it. If it is a medication prescribed by a physician, the form must be taken to the doctor to have signed and then returned to the office with the medication.

## **FOOD/POP/CANDY**

No food or beverage, except water in a clear bottle with a closing lid, is allowed in Elk Valley classrooms without administrative permission. Students with prior approval may eat school-provided food such as second-chance breakfast, in classrooms during designated times. The only school-approved and administration-approved organizations are permitted to sell any products on campus.

## **SUBSTITUTES**



A student's relationship with substitutes is critical to their success and to the orderly operation of the school. Communication between teachers and substitutes is difficult and therefore at times unclear. Whether or not the substitute teaches the class the same way the teacher does is an issue between the teacher and the substitute – not the student. Students are expected to follow the instructions of the substitute and abide by the rules of the substitute.

### **ASSEMBLY & CONCERT BEHAVIOR**

Elk Valley students are expected to conduct themselves in a courteous and respectful manner. Students are expected to enter the assembly room quietly and remain seated. Give attention immediately to the program. Respond with clapping & laughter, etc. at appropriate times. Leave the assembly when dismissed in an orderly manner.

### **ELECTRONIC EQUIPMENT/TOYS**

Use of electronic equipment that is not required for the completion of schoolwork is prohibited during the school day but may be used before school and during lunch. Examples of prohibited equipment: radio, CD player, I-Pod, Walkman, watchman, Gameboy, cellular phone and pagers. Electronic equipment may not be used any other time or be displayed openly.

### **WEAPONS**

Any device, object, or substance that, in fact, or under the circumstances & manner in which it is used, can reasonably be considered sufficient to cause serious property damage or bodily harm will be considered a weapon. Guns, knives, destructive devices or any facsimile of a weapon are not allowed at school, on school property or school activities. Violation of this rule could result in confiscation of the weapon & legal action against the student. Possession of a firearm or destructive device shall result in expulsion from school for a period of one year. If any weapon is used to threaten or intimidate a student or staff member, a long term suspension will result. Should a weapon be used to attack a student or staff member, expulsion will result. When warranted, it will be referred to law enforcement.

### **DISRUPTION OF SCHOOL**

A student shall not, by use of violence, force, threat, intimidation, fear, passive resistance or any other conduct, intentionally cause the disruption of any mission or function of the school. Students shall not urge other students to engage in such conduct. A student shall comply with direction of administration, teachers and other school personnel during any period of time when under the authority of school personnel. Students not enrolled in USD 283 are not allowed on campus during the school day.

### **INAPPROPRIATE (OBSCENE/PROFANE) LANGUAGE**

Definition: conduct or behavior offensive to accepted school standards of decency or modesty; using or displaying abusive, vulgar, or degrading language or actions.

### **VANDALISM & PROPERTY DAMAGE**

Our school buildings & equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension & subsequent expulsion may be necessary. If a student should happen to damage something by accident, they should report it to a teacher or the office immediately. Willful destruction of student, staff or school property will result in payment for or replacement of property and suspension and/or additional discipline. It will be reported to law enforcement if warranted.

### **COMPUTER SYSTEMS / EMAIL**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to follow guidelines approved by teachers or the administration when using district computer e-mail or computer systems.

Any email 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. All Students will be required to sign an acceptable use agreement to have access to the school district's internet.

### **AUTOMOBILES**

Automobiles will be parked upon arriving at school and will remain parked until school is dismissed. Students' automobiles will be parked on the west side of the high school in the parking lot. Visitor parking will be designated in front of the Elk Valley High School building. Only teachers & staff may park their automobiles on the south side of the high school and the north side of the gym. Students are cautioned to become familiar with traffic laws in Longton City. Elk Valley High School will require that students keep within a 10 mile per hour speed limit one block east, west, north, and south of the 7th and Delaware intersection. Students are not allowed to loiter in or around automobiles during the school day.

### **ELK VALLEY ACTIVITIES TRAVEL POLICY**

Students must ride to and from events in school provided transportation. As representatives of the school, the staff sponsor has the responsibility for the well-being of each member of the group. All requests for exceptions should be made prior to the event with the coach or sponsor in charge. This includes moving a vehicle to another location for the purpose of having convenient transportation upon the return trip. In this case, the student will be required to follow the bus and only the student involved will be allowed to be in the car. In the case of emergency or unforeseeable circumstances, occurring after the event has started, contact the sponsor to request an exemption from this policy. The parent or legal guardian may always have their student released to them by the sponsor or coach.

### **TELEPHONE USE**

Our school phone is a business phone. Please handle all pick-up or other arrangements with your student before they come to school. Please do not call the school office and ask for a message to be relayed to a student unless it is of extreme importance. Office personnel must approve all outgoing calls. Students receiving incoming calls will not be taken out of class except in an emergency.

### **MAKE-UP WORK**

Make-up and acceptance of late assignments are dependent upon the type of absence. Since the classroom experience and teacher/student interaction cannot be “made up”, students can expect additional learning experience to be assigned. Students will receive one (1) additional day to make-up class work missed for each day of an excused absence that is essential for the acquisition of knowledge and skills required by the course outcomes. It is obvious that if instruction is taking place in the classroom, that learning and grades will suffer from non-attendance. Work handed in after an unexcused absence will receive no credit. Students are responsible for providing appropriate documentation to the office and teacher excusing the absence if they wish to receive credit for late work.

### **REPORT CARDS/CONFERENCES**

Report cards are issued at the end of each quarter during scheduled quarterly parent teacher conferences. Parents need to attend these conferences to receive report cards and talk with teachers. Additional conferences may be requested at any time by written request.

### **PEP RALLIES**

Unless otherwise notified, pep rallies will be scheduled during the last 30 minutes of the school day.

### **LEAVING SCHOOL GROUNDS**

After arriving at school, students are the responsibility of the school personnel. The school district is liable for the protection and supervision of students during that time. In order to keep this obligation of responsibility, the school must require students to remain on the school grounds unless given permission to leave by the Principal or Superintendent. Acceptable reasons for leaving school grounds during the school day would be scheduled appointments or unforeseen emergencies. All other cases will need administrative approval.

Students may leave the Building when the following requirements have been met:

1. Provided a note signed by parent/s or legal guardian/s.
2. Have a parent or legal guardian contact the high school office.
3. Sign out in the high school office and back in when you return.

No one but the parent or legal guardian has the authority to remove them from a scheduled school day.

### **PUBLIC DISPLAYS OF AFFECTION**

Students are expected to conduct themselves in accordance with the rules of acceptable social etiquette at all times. Inappropriate displays of affection are not socially acceptable such as, kissing, sitting on laps, vulgar dancing etc. Such conduct may result in disciplinary action.

### **PHYSICALS**

Students will not be allowed to check out athletic equipment or participate in practice sessions until they have a signed physical on file with the athletic director.

### **FUNDRAISING ACTIVITIES**

Listed are the fund-raising activities assigned to each class and the number of additional activities each class may undertake. The additional fund raising activities must be approved by the group sponsors and the office prior to being scheduled. **All fundraising activities must have prior written approval from administration and scheduled with the district office on the master calendar.**

Senior Fund Raising Projects: Magazine sales, fair stand, additional activities for funding Senior trip  
(only two (2) school days allowed to be missed for the trip)

Junior Fundraising Projects: Activities as needed for funding Prom

Sophomore Fund Raising Projects: 1 activity

Freshman Fund Raising Projects: 1 activity

### **HOMECOMING ACTIVITIES**

The selection of Homecoming Royalty candidates for football and basketball will be made by the Junior & Senior classes. The votes for Royalty nominations will be counted by the Student Council sponsor and at least two (2) other faculty/staff members. Those who are involved in any Elk Valley Club (band, FCCLA, ex.) or play on a sports team are eligible to be nominated for Homecoming Royalty. Students will only be able to stand up for one Homecoming ceremony a year (this gives more students the opportunity to participate), so if you get up for Football Homecoming you will not be eligible for Basketball Homecoming. However, you will be able to get up next year. If you were selected/won Homecoming Royalty you will not be eligible to get up again, even if you won your junior year and you are now a senior (this again gives more students the opportunity to participate). The High School student body will then vote on the three (3) candidates with the top two candidates being named Homecoming Royalty. After the high school student body has voted for their Homecoming Royalty; those votes will be counted by the Student Council sponsor and at least two (2) other faculty/staff members. If there isn't a football team, volleyball team or a basketball team we will still have Homecoming. Alumni are welcome and encouraged to attend Homecoming activities and dances. Dates for Homecoming, Prom and all other dances must be high school students or under 21 years of age and receive prior approval from Elk Valley Administration.

### **RIDING SCHOOL BUS**

Students have the privilege of riding school buses. With this privilege come certain expectations of the students. Students are expected to behave in a responsible manner to ensure the safe transportation of students at all times. This includes following orders as directed by the driver and/or sponsor. Such misbehavior as standing up while the bus is moving, disturbing other students, being loud, vandalizing the bus, etc., will not be tolerated. Observe the same conduct as in the classroom. Be courteous; use no profane language. Keep the bus clean. Cooperate with the driver. Stay in your seat. Keep head, hands and feet inside the bus at all times. Misbehavior on the school bus will result in disciplinary action and possible suspension or revocation of bus privileges.

### **CLOSED LUNCH**

Students are not permitted to leave the school grounds to go home or to a business establishment to purchase their lunches or have commercial lunches brought to them. Students are not to be in cars either on school grounds or parked in the neighborhood during the lunch period. All students are expected to pick up after themselves in the lunchroom. Since classes are in session during the lunch periods, students are not permitted in the halls.

### **HALL PASSES**

Students in the hall during class time regulation hall pass or a signed note from a teacher including date, time and destination. All teachers have the authority to correct any student they see misbehaving.

### **HALL CONDUCT**

1. Walk – do not run inside the building.
2. Use a conversational tone of voice in the halls.
3. Avoid blocking the halls and doorways when you wish to stop and talk.
4. Pick up papers in the hall and use the wastebaskets when throwing things away.
5. No horseplay.

### **CLASS PARTIES**

Class parties are to be approved by the Class Sponsors and the office prior to being scheduled. School class parties are limited to one (1) per semester.

Class party travel distance, total accumulative miles are:

Grades 7 and 8 – 100 miles

Grades 9 and 10 – 150 miles

Grades 11 and 12 – 200 miles

(Grade 12 approved senior trip; only 2 school days allowed to be missed)

### **ACTIVITY PARTICIPATION OF EARLY GRADUATES (*Graduates with less than 8 semesters*)**

Students having acquired permission to graduate prior to completion of four (4) years of high school attendance shall be eligible to participate in commencement exercises with the respective graduating class. Early graduates are not eligible for valedictorian or salutatorian honors or senior trip.

### **PART-TIME STUDENTS DUE TO HARDSHIP**

From time to time, extreme situations may arise whereby a student may be permitted to attend school part-time. Such a request will be considered by the Board of Education, and each case determined on the merit of the circumstances surrounding the student's hardship. Part-time students are those who attend school four (4) hours or less a day

### **PART-TIME STUDENTS DUE TO HARDSHIP ELIGIBILITY FOR CLASS HONORS**

The Board of education recognizes that a disparity exists in academic achievement in comparison of the student carrying only a few courses and the student carrying a full load of courses. Therefore, part-time students will not be considered eligible for class honors such as valedictorian – salutatorian awards.

### **DRUG FREE SCHOOLS/WORKPLACE**

#### **JDDA - DRUG FREE SCHOOLS**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited.

#### **JDDA-R - DRUG FREE SCHOOLS**

Student Conduct: As a condition of continued enrollment in the district, 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 any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

1. First Offense. A first time violator shall be subject to the following sanctions:
  - a. A punishment up to and including short-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. (Name(s) of acceptable programs are on file with the board clerk.)
3. Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, 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.

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. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A list of available programs along with names and addresses of contact persons for the program is on file with the 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 will be notified that compliance with this policy is mandatory.

### **FEDERAL GOVERNMENT-DRUG FREE SCHOOLS**

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the superintendent and approved by the Board. The Board shall receive a report after each of these reviews is conducted.