

## **Elk Valley School Board Members**

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### **Mission Statement**

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

### **Sexual Harassment**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees

or students of the district by board members, administrators, certified and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately.

## **Annual Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are: 1. The right to inspect and review the student’s education records within 45 days after the day the Unified School District # 283 receives a request for access. Parents or eligible students should submit to the school Superintendent, a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. 2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the USD #283 to amend a record should write the school Supt, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. 3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without

consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the USD #283 to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S Dept. of Education, 400 Maryland Avenue, SW Washington, DC 20202 The following disclosures that elementary and secondary schools may make without consent are: FERPA permits the disclosure of PII from students’ education records, without consent of the parent

or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student – To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))-To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2)) -To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student’s State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that

relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)-In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))-To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))-To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))-To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))-To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))-To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))-To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))-Information the

school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

## **Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that USD #283, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, USD #283 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the USD #283 to include this type of information from your child's education records in certain school publications. Examples include; A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets, such as for basketball, showing height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In

addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want USD #283 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1, 2018. USD #283 has designated the following information as directory information: an LEA may, but does not have to, include all the information listed: -Student's name, Address, Telephone listing, Electronic mail address, Photograph, Date and place of birth, Major field of study, Dates of attendance, Grade level, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Degrees, honors, and awards received, The most recent educational agency or institution attended, Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

## **GENERAL SCHOOL INFORMATION**

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 rights of others.**

Use appropriate voice and language.

Listen to speaker.

Respect opinion and points of others.

Refrain from harassment.

**Respect property.**

Respect property of others.

Respect own property.

**Display a 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.

**FEES**

Textbook Rental Fees:

K - 5 \$15.00

6 - 12 \$15.00

Lunch Fees:

Breakfast:

Full pay PK - 5 \$2.10 FREE for PK - 12

6 - 12 \$2.25

Reduced \$ .40

Extra Milk \$ .45

Adults \$3.65 Adults \$2.15

**Kansas Regents Requirements**

Beginning in Fall, 2001, you must meet one of the following requirements to qualify for admission to any of the six Kansas Regents universities:

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 Trig/Pre-Calculus and 2 units of Foreign Language.

## GRADES 6 - 12 GRADING SCALE

96 - 100% = A

90 - 95% = A-

88 - 89% = B+

83 - 87% = B

80 - 82% = B-

78 - 79% = C+

73 - 77% = C

70 - 72% = C-

60 - 69% = D

Below 60% = F If the class outcomes are not met.

= INC Not complete. 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 and INC an F.

### Eligibility for Activities

In order 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 new subjects (those not previously passed) of unit weight, or its equivalency, 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.

## Senior Honors

Valedictorian and salutatorian honors are traditionally given to those seniors that rank 1<sup>st</sup> and 2<sup>nd</sup> 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 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 1 student. Part time students are not eligible for honors.

### Elk Valley Individual Eligibility - Bona Fide Student

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

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.

### Class Schedule And Class Offerings

It is best to adhere to a planned sequence in course offerings to insure 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.

**Graduation Requirements**

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

Communications	4 units
Computer Literacy	1 unit
Social Studies	3 units
Fine Arts	1 unit
Science	3 units
Vocational Ed.	1 unit
Mathematics	3 units
Electives	7 units
PE & Health	1 unit
Total requirements for graduation:	24 units

## 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. 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 Wednesday or Saturday 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 weeks

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

## 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 procedures will be used for Elk Valley students in grades 6-12.

Three teacher interventions:

Detention given by teacher.

Teacher determines discipline AND contacts parents and documents phone call.

Teacher determines discipline.

After the 3<sup>rd</sup> teacher intervention, the student will be sent to the Office and the following steps will be followed:

Step 1: Minimum two hours at Wednesday School and Not in Good Standing (NGS) for one week.

Step 2: Minimum 2 days ISS (In School Suspension) or OSS (Out of School Suspension) and a minimum of 2 weeks NGS. Saturday School assignment possible.

Step 3: Short term suspension to be less than 10 days and a minimum of 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.**

Administrators will make reports to law enforcement officials according to the law. In most cases a warning will be given before a student is placed on the discipline referral policy. Discipline referral placement will be determined by the student's willingness to abide by the school rules, their ability to accept redirection without confrontation and their attitude. There will be an additional consequence for lying.

The following steps are simply guidelines that the Administrator may use. Each student is uniquely different as is each discipline referral. The following examples are actions that result in appropriate placement on the discipline code:

**Step 1: These are infractions that can result in level one discipline. The greatest determining factor is not the violation itself, but the student's intent as well as their honesty and sense of remorse. There are always two ways to settle a problem and the first and best begins with the student's honesty.**

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 w/o permission, Instigating a fight, Honesty and integrity 1<sup>st</sup> violation, No caps or bandanas inside our school or inside activities, No sagging pants, 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 Wednesday School, Calling home before reporting to the office, Disrespecting yourself, Disruption of educational process, Leaving campus without permission, Violating closed lunch campus policy

### Step 2:

Fighting (4-year policy)\*\*

Bullying, Cyber-bullying and Sexting, Verbal threats or intimidation, Willful destruction of property \$1-49, Use or possession of tobacco, alcohol or drugs, skipping school/driving violations, Theft \$1-49 (return or replacement)

### Step 3:\*\*

Theft \$50-99 (return or replacement), Verbal assault of school official, Willful destruction of property,

\$50-99 (replacement required), Assault or battery,

Sexual Harassment, Possession of 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)

\*\*Only 1 warning for high school career

Students with discipline referrals for fighting, skipping school, truancy, theft, destruction of property, use of tobacco, sexual harassment, assault and/or battery, crimes against school property, possession of tobacco, drugs or alcohol will be immediately reported to law enforcement. Other infractions: 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. Students will cooperate with faculty and administration in the orderly and respectful conduct required for successful school operation or will be subject to severe disciplinary action.

## **WEDNESDAY SCHOOL**

Will begin promptly at 3:40 pm.

Students must serve their time on the first Wednesday available.

Students with two hours or less must serve their total time on the first Wednesday available. Thus, any time less than two hours may not be split without prior approval.

Students with three hours or more must serve at least 2 hours per Wednesday until the total time is made up. Example: If a student has three hours for tardies, they must serve two hours on the first Wednesday available and one hour the next (2nd) Wednesday available. Four hours WS would be two hours for two consecutive weeks. Failure to show up for a scheduled WS will result in a week of "Not in Good Standing". Third offense will be Step 2 of the Discipline Policy as well as appropriate suspension and "NGS." The same ISS study rules apply.

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 WS time.

Failure to serve WS on time will result in the student being placed in "NGS" until the WS obligation has been completed. NGS students (for this issue) may not attend or observe any practices.

## **SEXTING**

It is the USD 283 policy that a student may not possess, view, send, or share pictures or text having 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 the sexual material contained in a cellular phone, camera phone, or personal digital assistant and sexual material transmitted by text message, e-mail, or any electronic communication device. A student who violates this policy will be subject to disciplinary action by USD 283. Student will be 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 e-mail addresses at any time. Students must have Board approval to use any type of school logo on their personal website. Any inflammatory, sexual, predatory remarks or threats about students or staff will be dealt with according to the discipline policy as well as reported to local law enforcement. Sexting will include the recipients as well as the sender. 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 lunch period for the student. Any student caught with a cell phone outside of the policy guidelines must surrender the device to the staff member requesting it as stated in policy. Failure to follow such requests will result in further disciplinary action with a minimum assignment of 1 day of ISS or Saturday 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 hour at Wednesday School.

Students who use 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 hours at Wednesday School and parents must come to the school to retrieve the phone from the classroom teacher.

Cell phone bullying issues that occur (be initiated or received) during school time; the call or text must 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 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. The second offence will be no cell phones at school for 5 school days, etc..

## **SCHOOL CANCELLATION**

In the event that school would be dismissed due to weather or emergency, the announcement will be made thru the Go.edu telephone notification system. Please be sure to provide the school offices with a current phone number that parents/guardians can be reached for this purpose.

## **COOPERATION, DEFIANCE & DISRESPECT**

– 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. Afterwards, 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 (See EBC, GAAB and JDDC)** - Bullying of any type shall not be tolerated in the school setting. Elk Valley USD 283 will endeavor 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 undo 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 – either physical or mental.
2. Threats of any kind.
3. Assault – verbal, physical, mental, or toward 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, and termination for employees.

**DRESS CODE** – The Board of Education advocates a dress code for all students. The Board believes that proper decorum, good grooming and appropriate dress are an essential part of the educational process. Therefore, the Board believes that students should wear to school and school functions neat, clean and appropriate clothing that meets the standards of the specific educational environment. 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 is not acceptable.

By establishing this regulation, the Board in no way intends to usurp 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 purpose of the home and school working together should be to help students accept and cooperate with the guidelines established by this regulation.

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 minimum of 2 inches & no shirts with cut-out sleeves.

\*Mesh or other see-through material is not acceptable.

\*Garments generally considered night wear, 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 picture, logos, phrases,

letters, or words which are profane, obscene, vulgar, offensive or otherwise disruptive. 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 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.

\*Regulations, 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 regulation shall be approved by the principal.

All clothing must be in good taste and worn the way it was designed to be worn. Appropriate personal dress and grooming is conducive to the desired learning environment. 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 this regulation.

**HATS & SUNGLASSES** – Hats or any other head covering are to be taken off upon entering any Elk Valley facility and placed in locker and not

removed until the end of the school day (3:30 pm). While hooded sweatshirts are permissible, the hoods may not be used as 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 18 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. As an educational organization, the District should 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 the district's students. The unlawful possession, use, sale, or distribution of illicit drugs, non-prescribed drugs, and alcohol by students on school premises, school vehicle, 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 who have in their possession

alcohol/drugs/inhalants is also prohibited. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, P.L. 102-226, 103st. 1929. 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 substance or alcoholic beverages on school property, or any school activity. This policy includes simulated drug use.

**LOCKERS** – Lockers with locks built in will be assigned to every middle school student & high school student. Students are requested for their own protection, to lock their lockers. Lockers remain the property of the school and are subject to search by administration or designated personnel without prior notice.

**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 good educational opportunities. Good attendance is essential for all students if proper and wise use of the educational opportunity is to be gained. 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.

In order for a student to participate in or attend any school related activity, they must have been in attendance from noon before the activity takes place. If the activity takes place before the end of the normal school day, the student must be in attendance 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.

**COMPULSORY ATTENDANCE** – Truancy: A student is considered truant when a student is absent from school for all or a significant part of three consecutive school days, or five school days in a semester, or seven 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 acceptable 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 day in advance. These absences must include approval of the parents. The final decision of whether the absence is excused or unexcused will be the school's.

**ABSENT ADMITS** – Parents are requested to call 642-2215 for 6-12 grades or 642-3021 for K-5 grades before 8:00 am each day students are absent. Students will be required to have an admit to be admitted to any class. 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. It is important for you to be in class.

**ADMITS** – 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. If the admit is not signed before school, the student will be called from class.

**APPOINTMENTS** – Attendance in school is very important. Please try to make appointments with doctor & dentists when school is not in session or early or late in the day so students will miss as little school time as possible. If you have an appointment with a doctor or dentist during the school day or if you need 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 you will be permitted to leave. You 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.

**TARDINESS** – Students are expected to arrive to every class on time with the necessary classroom materials. Students have 3 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 in the school day using the Goedustar behavior reporting system. Students are allowed three (3) tardies Total in a semester. After the third tardy has been recorded, a letter will be mailed notifying the parent/guardian of the districts tardy policy and corrective action taken after the third tardy has been recorded as stated:

Fourth (4) tardy; Student will serve thirty (30) minutes Wednesday School

Fifth (5) tardy; Student will serve forty-five (45) minutes Wednesday School

Sixth (6) tardy; Student serves one (1) hour Wednesday School and second letter to parents is mailed.

Seventh (7) tardy; Student serves one (1) hour Wednesday School and is charged in one (1) unexcused absence.

Each tardy after the seventh (7) tardy will result in a one (1) hour Wednesday School, and for every three tardies after the seventh (7) tardy, the student will be charged with one (1) unexcused absence.

Unexcused absences due to tardiness will count towards Kansas policy (K.S.A.72-1113) which states: K.S.A. 72-1113.Enforcement of compulsory School attendance requires the Board of Education to establish a policy identifying excused and unexcused absences. The law declares a student to be truant whenever the student has been inexcusably absent three (3) consecutive days or five (5) or more days in one semester and seven (7) or more days in a year.

**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 medications for your child, should be brought to the office in its original container with a signed release form giving us 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** – Pop and food must not be taken into the classroom. Sunflower seeds are not permitted in the school buildings. Only school approved or administration approved organizations are permitted to sell any products on campus.

**SUBSTITUTES** – Your relationship with substitutes is critical to your success and to the orderly operation of the school.

Teachers will be encouraged to provide meaningful, required assignments when they are gone.

Communication between teachers and substitutes are difficult and therefore at times unclear. Whether or not the substitute does the class “like the teacher does it” is an issue between the teacher and the substitute – not the student. The bottom line is – You are to follow the instructions of the substitute and abide by the rules of the substitute!

**ASSEMBLY & CONCERT BEHAVIOR** – 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 devise, 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 the police.

**DISRUPTION OF SCHOOL** – A student shall not by use of violence, force, threat, intimidation, fear, passive resistance or any other conduct intentionally to cause the disruption of any lawful mission or function of the school. Neither shall he/she 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 he/she is properly 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 you should happen to damage something by accident, you 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 expulsion. It will be reported to legal authorities if warranted.

**COMPUTER SYSTEMS / E-MAIL** – 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 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. All Students will be required to sign an internet contract to have access to the school districts web.

**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 HS 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 ten 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 cars 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 child 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 child before he/she comes 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 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 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 whether excused or un-excused. Any unexcused absence will not receive credit. Students are responsible for providing appropriate documentation to the office and teacher excusing the absence.

**REPORT CARDS/CONFERENCES** – The report card used at Elk Valley is a graded report card. 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** – Once having arrived 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. Leave a note signed by parent/s or legal guardian.
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.

**BOY-GIRL RELATIONSHIPS** – Students are expected to conduct themselves in accordance with the rules of acceptable social etiquette at all times. Inappropriate display of affection is not socially acceptable such as, kissing, sitting on laps, vulgar dancing etc.... Such conduct will warrant 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.

**FUND RAISING 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 the 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 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 HC Queen & King candidates for football and basketball will be made by the Junior & Senior classes. The votes for the Queen & King nominations will be counted by the STUCO sponsor and at least 2 other faculty/staff members. Those who are involved in any EV Club (band, FCCLA, ex.) or play on a sports team are eligible to be nominated for Homecoming. Students will only be able to stand up for one HC ceremony a year (this gives more students the opportunity to participate), so if you get up for FB Homecoming you will not be eligible for Basketball HC. However, you will be able to get up the next year. If you were selected/won HC Queen or King 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 HS student body will then vote on the three candidates with the girl receiving the most votes being Queen and the boy receiving the most votes as King. After the high school student body has voted for their Queen & King; those votes will be counted by the STUCO sponsor and at least 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 HC activities and dances. Dates for Homecoming, Prom and all other dances must be high school students or under 21 years of age.

**RIDING SCHOOL BUS** – Students have the privilege of riding school busses. With this privilege come certain expectations of the students. Students are, at all times, expected to behave in a responsible manner to insure the safe transportation of students. 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. Misbehavior on the school bus will result in disciplinary action and possible suspension of bus privileges.

**LUNCH COUNT** – Each classroom will be called upon for lunch count at the beginning of first period. During first period teachers will ask for those who intend to eat in the lunchroom to raise their hand for a count.

**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** – Any time you are in the hall during class time, you must have a regulation hall pass or a signed note from your 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 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 emergencies may arise whereby a student may be permitted to attend school part time. Such 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 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 the academic achievement in comparison of the student carrying only a few courses and the student carrying a full load of courses. Therefore, such 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. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

**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.

Approved: August 10, 1992 by Board of Education

**LDD-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.

This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act. P.L. 102-226. (see IDA, GAOA, GAOB, and JDDA)

Approved: August 10, 1992 by Board of Education

### **Civil Rights Comprehensive Notification for Elk Valley USD 283**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulation, and policies, the Elk Valley Unified School District 283, Longton, KS shall not discriminate on the basis of race, sex, color, national origin, or handicap in the educational programs or activities which it operates.

It is our intent to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, and regulations. Grievance procedures for title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local educational agency.

Specific complaints of alleged discrimination under Title IX and Section 504 should be referred to Title IX and Section 504 Coordinator –

Jason Crawford, Superintendent – Elk Valley USD 283 – 620-642-2811.

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