



STUDENT HANDBOOK

2016 - 2017

Marmaton Valley Junior/Senior

High School

128 West Oak

Moran, KS 66755

Phone: 620-237-4251

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

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STUDENT NO. _____



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Robert Owens - Math

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USD 256 DISTRICT EDUCATIONAL GOALS

The public schools of the Marmaton Valley School District should help each student to develop his/her personal knowledge, skills, competence, and creative ability to do the maximum of his/her capacity and to learn behavior patterns which will enable him/her to become a responsible member of society. Each student, according to his/her ability, should achieve the following goals:

1. A positive sense of identity and self-esteem;
2. The ability to relate to people in a multicultural society;
3. The basic skills of reading, writing, speaking and listening;
4. The basic skills in mathematics and science;
5. The ability to reason, make decisions, and to solve problems;
6. Attitudes and habits conducive to maintaining good mental and physical health;
7. A foundation for personal appreciation, understanding, judgment and performance of the creative arts;
8. A knowledge of the past and of the present and learn to live with rapid change;
9. An awareness of the relationship between self and the economic system;
10. Attitudes and habits conducive to good citizenship;

11. An awareness of the nature of the universe.

MARMATON VALLEY JR./SR. HIGH SCHOOL

BUILDING OUTCOMES

1. All students will demonstrate in Academic and Applied situations mastery of essential skills.
2. All students will demonstrate the necessary characteristics to work effectively both independently and in groups.
3. All students will demonstrate physical and emotional well being.
4. All students will demonstrate effective communicative skills.
5. All students will demonstrate complex thinking skills in academic and applied situations.

STATEMENT OF NON-DISCRIMINATION

Discrimination against any person on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The failure to provide equal access to the Boy Scouts and other designated youth groups is also prohibited. The Superintendent of Schools, 128 W. Oak, Moran, KS 66755, 620-237-4250, has been designated to coordinate compliance with non-discrimination laws and policies. Anyone who believes he or she has been discriminated against may file a complaint with the building or compliance coordinator. Any complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

WELCOME TO MARMATON VALLEY

Welcome to Marmaton Valley Junior/Senior High School! For the past several years, our school has worked hard to raise the academic expectations and performance for all of our students. We have met the challenges with great

success and will continue to strive toward excellence. Each of you is expected to hold high expectations for your accomplishments and to work diligently toward meeting those expectations.

This handbook is presented to use as a guide throughout the year. As a student of Marmaton Valley Junior/Senior High School, you are responsible for all policies and regulations within this handbook. Students will be charged a \$20.00 fee to replace a handbook. It is our sincere wish that by making this handbook available, we would increase communication between the school and those we serve. The future is yours! The future is now! Together, we can make this year great. Let's start today.

ACCREDITATION STATEMENT

USD 256 Jr/Sr High Schools are accredited Jr/Sr High Schools by the Kansas State Department of Education. Graduates of USD 256 Jr/Sr High Schools will be admitted to any of the colleges or universities of the association without further examination. This enables the student to select the college that best fits the student's needs.

**USD 256 DISTRICT
MISSION STATEMENT**

USD 256 is committed to providing an educational environment that promotes the maximum mental, physical, and social development of each individual.

**MARMATON VALLEY JR./SR. HIGH SCHOOL
MISSION STATEMENT**

Marmaton Valley Jr./Sr. High School will provide a safe and conducive learning environment that will enable

students to function as healthy productive adults.

Student Schedule

First Semester

Hour	Class	Teacher
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
Sem	_____	_____

Second Semester

Hour	Class	Teacher
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
Sem	_____	_____

SCHEDULE CHANGES

USD #256 Jr/Sr High School offers classes that are one semester and one year in length. Schedule changes will be permitted during the first two (2) days of the first semester. Students having academic difficulty in any class should visit with the counselor or investigate alternatives for second semester classes. A student must confer with parents, teachers, and the school counselor and obtain written parental permission (if asked to do so), and receive Administrative approval to change classes for the second semester. Changes should be completed prior the end of first semester.

BELL SCHEDULE

1st Hour	8:00-8:55 (55 min)
Second chance breakfast	8:55-9:05 (10 min)
2nd Hour	9:05-9:55(50 min)
3rd Hour	9:59-10:49 (50 min)
4th Hour	10:53-11:43(50 min)
JR/SR HIGH LUNCH	11:43-12:23 (30 min)
5th Hour	12:23-1:13 (50min)
6th Hour	1:17-2:07 (50min)
7th Hour	2:11- 3:01 (50 min)
SEMINAR	3:05 – 3:20 (15 min)

All students must leave the building/campus by 3:30 p.m. unless directly supervised by a staff member or coach. All students must leave the building/campus once supervised activity is over.

COUNSELING & STUDENT SERVICES

GUIDANCE SERVICES

School guidance counselors provide students many services. Probably most important among these is planning/assisting students in choosing appropriate classes to provide the necessary background for future schooling or

work. Some specific purposes for visiting with the counselor are:

1. To discuss personal problems
2. To make a four-year plan
3. To make long-range plans for the future
4. To apply for admission to a post graduate schooling
5. To attend a meeting with a college or school representative, with employers, or with a representative of an occupational field
6. To find out about various types of educational opportunities available to post high school students.
7. To discuss standardized test scores, review cumulative folder, and have credit check.
8. To seek assistance on career exploration by means of tests, computer programs, individual inventories, printed materials, or seminars.
9. To discuss scholarship opportunities and financial aid in general.

OUT-OF-DISTRICT REQUESTS

Requisition forms for out- of- district transfers must be submitted to the building principal, who will approve or disapprove subject to valid reasons, prior to the beginning of the semester of attendance. Appeals may be made to the Superintendent of Schools.

TRANSFER AND WITHDRAWAL OF STUDENTS

Anyone wishing to withdraw from school must follow the guidelines set forth in the compulsory attendance requirements established by Kansas law. Parents or guardians need to contact the principal to establish a time to meet.

When a student transfers, his/her records will indicate grades earned. If the transfer is before the end of a regular grading period, grades will be based on work done from the beginning of the semester. The records will note the number of days upon which grades are based.

Whether withdrawing or transferring, all library books, equipment, textbooks, and uniforms should be turned in

before leaving the building. No records will be sent to any other school, employer, or the military service until all personal obligations have been cleared with this building. Student transfer/withdrawal forms are available from the counselor or the office.

KANSAS SCHOOL SAFETY HOTLINE NUMBER

HB 2558 established a statewide school safety hotline that will be staffed by the Kansas Highway Patrol. The purpose of the hotline is to give students the opportunity to report “impending school violence.” The toll free Kansas School Safety Hotline number is **1-877-626-8203**.

HEALTH INFORMATION

ILLNESS AT SCHOOL

If a student becomes ill during the school day, he/she shall report to a secretary, who will contact a parent or guardian before releasing the student. If no one can be reached, the student will be kept at school.

MEDICATION AT SCHOOL

If a student is to receive medication at school, the medication must be sent to the high school office in the original prescription bottle accompanied by a written request from the parent. Non-prescription medication (Tylenol, Advil, Midol, etc.) will be given only with a written request from the parent and must be provided in an unsealed container with the student’s name. If a student needs to carry an inhaler, EpiPen, or other medication on their person, we need a written request from the student’s doctor in the office on file. **NO ORAL MEDICATION WILL BE PROVIDED BY THE SCHOOL.**

PHYSICAL EXAMINATIONS

Physical examinations in accordance with Kansas law are required for all students enrolling who have not previously enrolled in a Kansas school. This physical exam must have been completed no more than 12 months prior to enrollment and no later than 3 months after enrollment.

Physical examinations in accordance with the Kansas State High School Activities Association are required for athletes and students involved in activities. Physical exam expenses are the responsibility of the student. However, the school does offer free physicals exams during a school day in the spring. Students will not participate until the physical examination form has been completed and submitted to the school. These activities include interschool athletics, cheerleading, and dance team.

REPORTING ACCIDENTS

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor promptly.

SCHOOL CANCELLATION/EMERGENCIES

FIRE AND TORNADO DRILLS

A fire drill is conducted at least once each month during the school year in accordance with Kansas School Code. Tornado drills are held periodically during the year in order that students know the proper procedure in case of disaster that might occur in connection with weather conditions. *Students with disabilities will be the responsibility of the teacher or paraprofessional who is escorting them or in charge of them in the classroom.* The tornado drills are also aligned with current information regarding civil defense.

FIRE DRILLS will be sounded by an INTERMITTENT BLAST.

TORNADO DRILLS will be sounded by a CONTINUOUS RINGING.

All students and staff on the South and East will report with their class to the Girl’s Auxiliary Locker Room.

All students and staff on the North and West will report with their class to the Boy’s Auxiliary Locker Room.

Shop students will go in the hallway and restroom area, which separates the Industrial Arts Shop and Vo. Ag. Shop. Students should pass quickly and orderly. Students should

sit close together on the floor. NO disruptions or horseplay.

EARLY DISMISSAL AND CANCELLATION
SCHOOL CLOSING/WEATHER EMERGENCIES

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made through the school’s communication system, School Reach, and over the radio/TV station(s):

RADIO: KIKS - Iola 1370 AM 101.5 FM

TV: KOAM - Pittsburg

During an emergency when there is not sufficient warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for the release of students during the day.

SCHOOL FEES

PAYMENTS TO SCHOOL

All payments to school should be directed to the office unless you are instructed to do otherwise. Class ring deposits are made out to Jostens and the representative will pick up the deposit at a class meeting. Cap and gown rental, announcements, and any other materials or objects ordered through the school should be paid for in the office or to Jostens as promptly as possible. Please make checks payable to Marmaton Valley Jr./Sr. High School as, in most cases, the whole account will be combined and a single activity account check will be sent to the supplier.

Exception: Yearbook purchases should be made directly to the yearbook sponsor.

SCHOOL FEES

Book Rental	Free
Driver’s Education – In-District	\$102.00
Breakfast	As set by BOE

Lunch As set by BOE

Lunch Tickets: We are using Acu Scan, a computerized system which keeps track of lunches, this year and you may pay either daily or monthly. Your bill will be mailed when \$20.00 remains on your account.

AGRICULTURAL/INDUSTRIAL EDUCATION

Agricultural education supplies are sold to the students at our cost plus a percentage for consumables and sales tax if applicable. We neither intend to make a profit nor can we afford to lose money. Prompt payment on completion of a project will be appreciated. The student will be charged for all materials checked out and credited for materials returned if still in usable condition.

DRIVER EDUCATION

The District may offer a Driver Education Program. If that program is offered in the summer, the following eligibility guidelines will apply:

1. Be 14 years of age prior to the start of class.
2. Fill out an application form and pay a one time non-refundable fee of \$102.00 to the district.
3. The fee must be received by the first day of class.
4. Students will not be accepted without prior approval and all paper work completed.

MONIES

All monies collected for school functions by organizations or teachers are to be counted and turned into the office as soon as they are collected. A form will be filled out and signed by both the sponsor/organization treasurer and the office representative. Anyone turning money into the office will be issued a receipt after money totals are verified by both parties. No money is kept in the school overnight. Anyone requesting money from the office must turn in a voucher to the office. The organizational sponsor and the principal must sign the voucher.

No one should bring large sums of money to school or keep money or other valuables in his/her locker. No organization, club, or group will be allowed to keep money

without turning the money into the office. The school cannot be responsible for lost articles.

Any organization that uses school facilities for custom orders for educational purposes shall have an itemized statement signed by both parties in advance.

ACADEMICS

Comparison of MVHS Requirements & Qualified Admissions

MVHS Graduation Requirements 24 ½ total units of credit	Qualified Admissions Requirements to attend a Kansas Regents University (A minimum of a 2.0 is required in the following pre college curriculum)	Kansas Scholar Curriculum (KSC), Ethnic Minority and/or Kansas Teachers Scholarship Program Requirements
English - 4units	English - 4 units One unit must be taken each year.	English - 4 units One unit must be taken each year.
Math - 3 Units	Math - 3 units during high school or above the Algebra I, Geometry, Algebra II Students graduating in May 2015 or later will need a 4th unit unless you score at least a 22 on the math section of the ACT prior to your senior year.	Math - 4 units Algebra I, Geometry, Algebra II, and one unit beyond Algebra II (Algebra I taken in the 8th grade does count toward the scholars curriculum) .
Natural Science - 3 units	Natural Science - 3 Earth/Space Science, Biology, and choice of Human Anatomy and Physiology, Biology II, Chemistry, or Physics. At least one unit must be	Natural Science - 3 units. Biology, Chemistry, and Physics.

	Chemistry or Physics.	
Social Science - 3 units World History 10 United States History American Government	Social Science - 3 units 1 unit of U.S. History 1/2 unit of American Government, ½ unit of World History 1 unit of other Social Studies	Social Science - 3 units
Computer Applications No longer required	Computer Technology - No longer required.	Computer Technology - No longer required
Fine Arts -1 unit	.	
Physical Ed. & Health - 1 unit	.	
Speech - ½ unit		
9 elective units	Electives- For students graduating May 2015 or later you will need three approved electives	
Foreign Language	The Kansas Board of Regents strongly encourages students to take 2 units of one foreign language	Foreign Language - 2 units of one language
		Must take the ACT between February of Junior year and December of Senior Year
		Must submit a Federal State Financial Aid Application

Embedded Credit Policy – Marmaton Valley High School/Rural Regional Technology School-LaHarpe

Students taking embedded Math or English courses are limited to one credit towards graduation in any one curricular area (example: one unit embedded math credit, one unit embedded English credit). Students must have passed 2 or more Math and/or English credits to be eligible for the embedded credit in Math or English.

EMBEDDED CREDIT – Math

Marmaton Valley High School offers a Math embedded credit for those students who complete an approved program at the Regional Rural Tech Center – LaHarpe. One elective math credit (Technical Mathematics) will be awarded on a pass/fail basis if student meets the following requirements:

- Maintain a 70% average in their chosen program;
- Complete the embedded math curriculum for that program; and
- Pass the Workkeys Applied Mathematics subtest at a level four or higher.

Students will take a practice Workkeys Applied Mathematics test in the fall of their Junior program year. Students who score at level 3 or lower will then work on a curriculum on the KeyTrain program at their own pace until completion. Students will then retake on the Workkeys Applied Mathematics test. Students scoring a level 3 or lower will have one more opportunity to retake at the school's cost following additional remediation. Students who score at a level 4 or higher and meet the other requirements will earn an embedded math credit.

If a student has not achieved a level 4 or greater by the end of their junior year, he/she should either plan to earn that Math credit at their high school during the next school year, obtain a Math credit via an approved credit recovery program, or retake the Workkeys Applied Mathematics test at their own expense prior to enrollment at the Regional Rural Tech Center – LaHarpe the following year.

EMBEDDED CREDIT – English

Marmaton Valley High School offers one English embedded credit for students who complete an approved program at the Regional Rural Tech Center – LaHarpe. One elective credit

(Technical English) will be awarded on a pass/fail basis if the student meets the following requirements:

- Maintain a 70% average in their chosen program;
- Complete the embedded English curriculum for that program; and
- Pass the Workkeys Reading for Information and Locating Information subtests at a level 4 or higher.

Students will take a practice Workkeys Reading for Information and Locating Information test in the fall of their Junior program year. Students who score at the level 3 or lower will then work on a curriculum on the KeyTrain program at their own pace until completion. Students will then retake on the Workkeys Reading for Information and Locating Information tests. Students scoring a level 3 or lower will have one more opportunity to retake at the school's cost following additional remediation. Students who score at level 4 or higher and meet the other requirements will earn an embedded English credit.

If a student has not achieved a level 4 or higher by the end of their junior year he/she should either plan to earn that English credit at their high school during the next school year, obtain an English credit via an approved credit recovery program, or retake the Workkeys Reading for Information and Locating Information test at their expense prior to enrollment at the Regional Rural Tech Center – LaHarpe the following year.

Students planning to continue their education at a higher educational institutional must meet all of that institutional's Qualified Admission requirements.

GRADE REPORTING

At the conclusion of each nine-week period, students receive a copy of their grades to be taken home to their parents. Semester grades are recorded on the students' transcripts. All students will receive progress reports during the fifth week of each grading period in a continuing effort to keep parents informed about their child's progress. These reports are intended to keep parents well-informed and initiate communication between the parents and teacher.

GRADING SCALE

90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
Below 60	F	0.0

Grades and attendance are accessible online through our PowerSchool grade book link on our website. All grades are updated by teachers every Thursday and should be current every Friday on a weekly basis.

CLASSIFICATION OF STUDENTS

Classification as a sophomore requires that the student has completed requirements for six (6) credits; classification as a junior requires that the student has completed twelve (12) credits at the end of the sophomore year; classification as a senior requires that the student has completed seventeen and one-half (17.5) credits at the end of the junior year.

Students must have senior classification at the beginning of the school term to be eligible to order graduation announcements, cap and gown or to participate in any commencement activities. A student not having the required seventeen and one-half (17.5) credits who shows evidence of completing work by correspondence or summer school may request special consideration by the administration.

REPEATING COURSES

Required courses must be repeated if a failing grade was earned. Both grades will be included in the transcript and counted for grade point purposes even if it is an F. Each subsequent attempt will be treated the same as the second. Courses are not repeatable once they are passed.

HONOR ROLL

To be eligible for the Semester Honor Roll, a student must be enrolled full time and have a grade point average between 3.0 and 4.0.

Regular Honor Roll: Grade point average between 3.0 – 3.5 with no grade lower than a C.

Principal’s Honor Roll: Grade point average between 3.51 – 3.99 with no grade lower than a B.

Dean’s Honor Roll: No grade below 4.0 (“A”).

GUIDED ACADEMIC PRACTICE (GAP)

Ultimately, students are responsible for their grades. If a student is failing or struggling in a class, it is his/her responsibility to seek help. All teachers are available to help students before and after school every day; however, GAP is a program that students can voluntarily attend on Tuesdays and Wednesdays from 3:25 – 4:25. Transportation will be available. Eligibility reports will be printed each week on Fridays. If a student is failing a class, he/she will be **advised** to attend GAP.

Eligibility Statement

If a student is failing 2 or more classes at the time of progress reports or grade cards, the student and the parent(s) or guardian(s) will be notified that the student has been placed on academic probation. Academic probation is defined as a student not being allowed to miss academic time for field trips, organization activities, and extracurricular activities. The student may be excused from seminar. A student may be released from academic probation after he/she has all grades at or above a sixty-five percent (65%). At the end of the semester, if a student is failing 3 or more classes, the student will be ineligible for those activities governed by KSHSAA and his/her name will be reported to KSHSAA.

Valedictorian and Salutatorian

To be eligible for valedictorian and salutatorian honors, students must be in attendance four semesters in MV Senior High School and must also qualify as a

student in good standing. In case of multiple valedictorians, a salutarian may not be named.

The minimum curriculum for Valedictorian and Salutarian honors for ALL graduating classes is: Required Admission for Qualified Admissions in Kansas.

TEACHER/OFFICE AIDES

1. Only seniors are eligible.
2. Teacher aides must have a B (3.0) average and be on track to graduate with their class..
3. An aide must have a good attendance record.
4. A student may enroll as an aide for only one class per semester.
5. Aides are evaluated on a Pass/Fail basis. (does not affect GPA)
6. Principal approval is required.

ONLINE COURSES

Unified School District No. 256 and Marmaton Valley Jr./Sr. High School in order to provide a broader education opportunity and expand the educational needs of students for the future shall grant high school credit for online course work taken by high school students during their high school career under the following conditions:

1. Eligible students are 12th grade students with a cumulative 3.25 GPA, strong attendance record, and qualifying admission scores on the ACT, SAT, or COMPASS test; **OR** 11th grade students with a 3.50 GPA, strong attendance record, qualifying admission scores, and administrative approval; **OR** younger students with IEPs that indicate readiness for the courses **OR** younger students with administrative approval.
2. The course is a bona fide course, approved by the requirements and rigor as any other course.
3. The college, Greenbush, and Marmaton Valley High School have a cooperative agreement to allow such enrollment.
4. Required Marmaton Valley High School courses will only be accepted for credit with the consent of the high

school principal and superintendent of schools.

5. All grades for classes **must be** turned into Marmaton Valley Jr./Sr. High School prior to semester's end or Senior graduation, whichever comes first.
6. If the ACCC class is dropped during the course of the semester the student must begin attending MVHS on a regular, full, daily basis.

NOTE: These are very important considerations before you enroll in any dual-credit course!!!!

1. The students will be given a course syllabus at the beginning of the course, which outlines grade procedures, assignments, attendance, and other factors that will influence their semester grade.
2. Progress reports will be sent home to parents informing them of the students' grade. There will be a minimum of three progress reports sent home during the course of a semester.
3. There are higher expectations of students in the dual-credit classes, and it is the responsibility of those students to meet the expectations. For example: Students will not be given additional time to complete work. Assignments are due on time and late work will not be accepted. Maturity of students becomes a critical issue with students who take dual-credit college classes.
4. Because of a privacy issue, parents are not allowed to discuss grade issues with the teacher of a dual-credit course that is taught from Allen County Community College or Greenbush.

Courses taken from Allen County Community College will prevent you to receive money from the McFadden Scholarship Fund.

STUDENT PUBLICATIONS

School-Sponsored Student Publications

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as

those imposed upon conventional newspapers and communication media. No student or district employee shall distribute any school publication which: 1) Is obscene according to current legal definition; 2) Is libelous according to current legal definition; 3) Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school. Student publications which are not libelous, disruptive, or obscene may be distributed on school property during school hours at times and in areas designated by and upon approval of the building principal.

Non-School Publications

Non-school-sponsored student publication may be distributed on school property at times and in areas designated by the building principal. Distribution of any non-school-sponsored publications may be halted if the material is obscene or libelous, creates a substantial disruption of normal school activity, or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion, or other discipline of the students involved.

STANDARDIZED TESTING

Educational excellence is a continuing goal of USD 256. The attainment of this goal is assessed through a comprehensive, standardized testing program, which measures the performance of individual students and the success of specific instructional programs. The designated tests will be the Kansas State Assessments.

ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own, and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures up to and including suspension or expulsion.

STUDENT IN GOOD STANDING

In order to represent Marmaton Valley Jr/Sr High School, students must be in good standing. The Kansas State High School Activities Association (KSHSAA) has defined "a student in good standing" under Rule 14 (Bona fide Student) of the KSHSAA Handbook.

Marmaton Valley has additional expectations listed below for students who represent our Jr/Sr High School in other ways, such as officers of classes or clubs, valedictorian, salutatorian, or candidates for homecoming:

1. **NO** out-of-school suspensions and limited to one (1) in-school suspension in the current school year.
2. Demonstrate good citizenship while attending school and activities.
3. If a student is found to be dishonest in an academic class, at the discretion of the administration, he/she may forfeit their student in good standing status for the remainder of the school year.

TEACHER CONFERENCES

Two evening conferences will be scheduled each year, once in the fall and spring. Students and parents should feel free to confer with teachers at a time convenient for both. Parents may call the teacher at school to schedule a conference.

HONOR ACTIVITY - SENIOR HIGH

The Marmaton Valley High School may sponsor a program for Academic Excellence for students of Marmaton Valley High School. It will be for the students achieving the award. The criterion to receive the award is:

1. Grade point average accumulative through the end

of the current fall semester.

2. Freshmen will maintain a grade point average of 3.70.
3. Sophomores will maintain a grade point average of 3.60.
4. Juniors will maintain a grade point average of 3.50.
5. Seniors will maintain a grade point average of 3.40.
6. A student achieving the award or participating in the activity shall not be involved in more than 1 incident requiring an ISS and NO OSS per year.

FINALS EXEMPTION POLICY

All students' grades 7-12 will be required to take a final exam each semester in each of their classes. However, students will have the option of being exempt from taking the Final Exam in each class if they meet **ALL** of the following criteria:

1. Student has a grade of 80% or better and has missed 2 days or less during the semester **OR** student has a grade of 90% or better and has missed 3 days or less during the semester (does not include absences due to school activities).
2. Student has not been suspended out of school, and student has not been suspended in school more than one day.
3. Student scored proficient or above on the Kansas Assessment in their respective class.
4. If "#3" does not apply to the class/student, #1-2 must be achieved.

FAB FRIDAY PROGRAM

Students grades 9-12 will be eligible for early dismissal on Fridays (except for pep rally days) if he/she meets the following criteria:

1. All grades C or above.
2. All assignments turned in for the week.
3. No unexcused absences.
4. No office discipline referrals.

SENIOR TRIP GUIDELINES

Seniors must be passing all subjects, be on track to graduate, and meet attendance requirements before going on senior trip.

GRADUATION EXERCISES - SENIOR HIGH

Students who have completed the requirements for graduation will be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

GRADUATION DRESS

Graduation exercises are a privilege. Graduates will dress appropriately for the occasion. Graduates who do not follow appropriate dress will not participate in the graduation ceremony. Sponsor/Administration will visit with class prior to graduation to discuss appropriate dress, which is defined as follows: Boys will wear a collared shirt, slacks, shoes, and socks. Girls will wear a dress, suit, or top and slacks and shoes. **NO SHORTS WILL BE ALLOWED**

HONOR CORDS

Honor cords will be presented to the seniors maintaining a 3.50 grade point average for their four years of high school.

NATIONAL HONOR SOCIETY GUIDELINES

Students are eligible for the National Honor Society after completing two semesters of high school with a minimum grade point average of 3.5. Eligible students will complete a student activity form and submit a character evaluation from at least five staff members who are employed at Marmaton Valley. The materials will then be viewed by a panel of five faculty members selected by the principal, who will in turn determine if the student meets the requirements.

Selection to the National Honor Society is based on the student's GPA, service activities, leadership, and character. There is no minimum or maximum number of students who can be admitted each year.

NHS by-laws require that any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the NHS Chapter.

NATIONAL HONOR SOCIETY STOLES

Each senior who has been inducted into the NHS will be honored by wearing a school stole at high school graduation ceremony. The stole will be returned immediately following the ceremony.

JUNIOR HIGH CURRICULUM AND PROMOTION

The students enrolled in Marmaton Valley Junior High School will be given units of credit upon completion of a core course during the 7th or 8th grade year. **The core courses are those courses in English, Math, Science, Social Studies, and Reading. Failure to master the objectives in 2 or more core courses and/or performing poorly on state assessments may result in retention at the present grade level.** A student promoted to 9th grade would enroll in all freshmen level classes in the senior high school.

Guidelines for Receiving Credit

Students must satisfy two criteria to be awarded credit for meeting graduation requirements:

1. Students must maintain a passing grade as established by the classroom teacher.
2. Students must meet the attendance policy requirements established by the USD 256 Board of Education.

Students will receive the grade earned for course work upon completion of the first criterion. When both criteria have been met, credit will be received and recorded with their grade on their official

high school transcript to be applied toward meeting graduation requirements.

ATTENDANCE POLICIES & PROCEDURES

PHILOSOPHY OF ATTENDANCE

USD 256 and MV Jr/Sr High School believe that a direct correlation exists between regular school attendance and academic achievement. Students should develop habits of

punctuality and responsibility, which will later be vital in the business community. Also, each day teachers design learning experiences that serve as building blocks for the student's total education. Absences will result in inconsistent learning and reduced achievement.

Procedures

An absence is charged when a student has missed more than 10 minutes first hour and 5 minutes for hours 2-7.. Parents or guardians should notify the school when your student will be absent. This will prevent unnecessary telephone calls concerning your student's absence. Please call the office by 8:30 A.M., at 620-237-4251. If the school does not receive a phone call on the day of the student's absence, the student must have a note signed by the parent/guardian upon returning to school. Failure to do so will result in an unexcused absence for the student. **All absences must be excused by a parent or guardian within 48 hours of the absence. After 48 hours all absences will be unexcused.** A school official will call every parent of those students who are absent and appropriate parental contact has not been made. The Administration will determine whether a student's absence will be excused or unexcused. In order to attend or participate in a school activity, the student must be in attendance for the entire school day. Extenuating circumstances will be handled by the Administration. The parent/guardian should notify the administrator if these situations arise. Unexcused absences are absences for reasons other than those listed. It is considered unexcused unless prior approval has been given by the principal.

CONSEQUENCES FOR NON-ATTENDANCE

Regular attendance at school is the primary responsibility of the student and parent. Other than absences for school-sponsored activities, a student will not be allowed to miss more than 9 class periods per course in a semester. For any (excused or unexcused) absences exceeding 9 the student will be required to make up the time before or after school or during Saturday School to receive credit for the class. Students who are absent for more than 9 days,

excused or unexcused, may provide appropriate documentation for the reasons of the absences to the administration, which is empowered to grant an exception to accommodate unavoidable circumstances. A student is considered to be absent when he/she is not in the class assigned for a particular period of the day.

EXCUSED ABSENCES

Absences will be classified as excused if they fall under one of the following seven Board of Education approved reasons. Absences are excused by the building principal within 48 hours of the absence. Absences for school-sponsored activities and in-school suspension are not counted in this total.

1. Personal illness.
2. Critical illness or death of member of the family.
3. Dental, medical, or optical appointments, with doctor's note on file in school office.
4. Emergencies situations requiring immediate action.
5. Obligatory religious observations.
6. Participation in school-sponsored activities.
7. An absence which has been requested in writing and approved in advance by the building administration. Makeup work is to be requested by the student in advance of the absence, and tests are to be taken when the student returns.

UNEXCUSED ABSENCES

An unexcused absence is one which does not fit into one of the Board of Education's seven stated reasons for an excusable absence. Unexcused absences are never waived. In order to change an unexcused absence, the student must bring a note to the office or have their parent/guardian call within 48 hours of the absence. Otherwise, the absence will remain unexcused. Students will be required to make up time of an unexcused absence.

MAKE-UP WORK AFTER AN EXCUSED ABSENCE

It is the student's responsibility to make the initial contact with the teacher to make up missed work and to schedule makeup tests, etc. The teacher will allow one day for every missed day for students to turn in their work. Long term assignments are due on the original due date unless the student has an excused absence, then the project would be due when the student returns.

TRUANCY

With certain limited exceptions, every child between the ages of 7 and 18 is required by law to attend school. Students who are absent from school without a valid excuse for all or a significant part of the day for three consecutive days, or five or more days in any one semester or seven days in a school year, are truant. A student is truant if he/she is inexcusably absent from school a significant part of the day (four or more class periods). All cases of truancy must be reported to the appropriate statutory authorities. Students 13 and under shall be reported to the local office of Social and Rehabilitation Services and students over 13 shall be reported to the county attorney.

TARDIES

A student is tardy any time he/she enters a classroom after the appointed time for class to begin. Those tardy to first hour by more than 10 minutes will be reported as an unexcused absence. Those tardy to any other hour by more than five minutes will be recorded as an unexcused absence. . Disciplinary action for tardies to first hour will be issued by the office. Disciplinary action for tardies after first hour will be teacher issued. Those who have excessive tardies will be subject to appropriate disciplinary measures.

Saturday School

Saturday school will be conducted throughout the year as needed from 8:00 – 11:00. Student's who violate the attendance policy and exceed nine absences in a class during a semester may be required to make up class time in order to receive credit. Saturday school will be assigned to those students who qualify.

Incomplete Grades

At the end of the semester, all work and excessive absence makeup time shall be completed by the time final exams are finished with the following exceptions: cases of extended illness or extenuating circumstances will be considered individually. In the event a student receives an incomplete in a course at the end of the semester, (s)he must complete all work and time within a "two-week" period after the semester, otherwise an "F" will be recorded on the permanent record.

RELEASE OF A STUDENT DURING THE SCHOOL DAY

Building principals shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent. To be an excused absence, the reason for leaving must be for one of the listed excused absences (page 8). Before releasing a student during the day, the building principal shall be responsible for verifying the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. Students who need to leave school **MUST** check out through the office before leaving campus, otherwise the absence will be considered unexcused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day without parental permission.

AFTER-SCHOOL ACTIVITIES

In order to participate in any after school activities, including dances, a student must attend a **full day of school** on the day of the activity. Only the Principal or Superintendent has the discretion to excuse a student for a **partial day** in order to participate. Common excuses may include but are not limited to a medical appointment, dentist appointment, or attending a funeral. A student who is absent from school due to a school-sponsored activity is not limited to participate in after-school activities.

PERFECT ATTENDANCE

A student is considered to have perfect attendance when:

- a. Has been in attendance at MV Jr/Sr HS the entire year.
- b. Has **NOT** missed any school time except for school planned activities, etc.
- c. Has **NO** tardies in any class.

ARRIVING AT SCHOOL

Once arriving on campus, including the parking lot, students may not leave the premises and must report immediately to the designated area until the morning bell rings.

HALL PASSES

Students should never be out of an assigned class and in the corridors without a pass signed by faculty members. The student handbook will serve as the student's pass out of the classroom.

SIGN IN—SIGN OUT

When a student arrives late to school, he/she is expected to notify the high school receptionist so that the attendance records can be accurate. If a student finds it necessary to leave school with parental permission, for any reason, he/she is expected to come to the office to sign out. It is our responsibility to know the whereabouts of our students during school hours.

SCHOOL TELEPHONES

The school telephones are for school business only. Students will not be called out of class for a telephone call unless it is an emergency. Messages will be delivered to students when practical.. Students shall not make long distance calls on district telephones without the permission of the principal.

COLLEGE VISITATION DAYS

Each senior is permitted a total of THREE college visitation days.

Students must make arrangements through the Guidance Office. All college days must be initiated through the counselor **three days** prior to the visit, and paperwork should be submitted to teachers at least **two days** prior to visitation. A visitation form signed by all teachers, parent and the college representative must be turned in after the visitation in order to be excused. Class work should be made up in advance. All college visits must be completed by May 1.

VISITORS TO CLASSROOMS

Student visitors are not allowed at MV Jr/Sr High School. All adult visitors are asked to please check in at the office when you arrive. Visitors' permits will be restricted and granted by the administration only to members of approved groups and to those with official business with the counselors or main office. Persons requesting to relay messages to students, teachers, or other employees shall stop in the office to make the proper arrangements. Those who do not comply with this regulation will be considered unauthorized persons and will be reported to the authorities and charged with trespassing. Loitering on school property is a violation of state law governing public schools. This restriction does not apply to parents of students attending Marmaton Valley Jr./Sr. High School as you are encouraged and invited to visit the school to become acquainted with the programs. Parents are encouraged to visit and are always welcome. We only ask that you let us know you will be coming, so we can inform the appropriate staff to expect you and we can provide a guide.

ATHLETICS & ACTIVITIES

The Kansas State High School Activities Association (KSHAA) establishes athletic eligibility. There are some exceptions to the rules stated below. There are also additional requirements. Consult your coach or athletic

director for additional information. You are eligible for participation if:

1. You passed five semester credits of course work the previous semester (7 – 12 grades)
2. You are not 19 years of age or over by September 1st.
3. You are legally enrolled in a Jr/Sr High School and in regular attendance.
4. You are not under school suspension or an unexcused absence the day of the event.
5. You have not been in attendance more than three years or six semesters beyond the ninth grade.
6. You have not competed under a false name.
7. You do not play on a similar team other than the school team during the same sports season.
8. You have not accepted pay (cash or merchandise) for athletic achievement or have not played on a team with a paid player.
9. You have not graduated.
10. You have received an adequate physical exam. The forms are available from your coach, athletic director, or the office.
11. You and your parent/guardian have submitted the Marmaton Valley Drug Testing Policy paperwork.
12. You and your parent/guardian have submitted the concussion form and emergency release form to the office.

USD 256 Jr/Sr High Schools offer the following athletics: Football, Cross Country, Volleyball, Basketball, Track, Baseball, and Softball.

DUAL PARTICIPATION

Students are not allowed to participate in more than one sport in any given season. Students will not be allowed to change a sport (if more than one sport is offered) after the third day.

SIXTH GRADE SPORTS PARTICIPATION

If and only when a situation arises where there is a need for numbers of participants to fill a Junior High volleyball or basketball team, an invitation may be extended to all eligible sixth graders for sports participation pending BOE/Administrative approval.

STUDENT COUNCIL

Senior High:

A 12th grade student will fill the President position. An 11th grade student will fill the Vice President role. The Secretary and Treasurer will be filled by Junior(s) or Senior(s). Elections will be held towards the end of the preceding year. All speeches and performances must be approved by the Student Council sponsor(s). The sponsor(s) will be a teacher or a pair of teachers.

Junior High:

A 7th grade student will fill the Vice President and Secretary position. An 8th grade student will fill the President and Treasurer position. Elections will be held at the beginning of the school year. The sponsor will be a teacher or pair of teachers.

TRANSPORTATION TO AND FROM SCHOOL ACTIVITIES

All groups will be transported by school bus unless it is impossible or impractical to do so. If it becomes necessary to transport student by car/van, an authorized adult who is properly licensed must drive the car/van. It shall be the policy of USD #256 Jr/Sr High Schools, in regard to official activity trips authorized by the school, that all performing members or all designated members of a special class or group participating in the activity shall utilize the provided transportation both to and from the event or activity unless permission

is obtained from the principal to do otherwise. A student may be allowed to ride home with his or her parents from the place of the event, with written permission from the

parents to the coach/sponsor at the event. Pre-signed notes will not be accepted. Any special circumstances need to be handled in advance through the administration. Sponsors cannot give a student permission to ride home from an activity with anyone other than the student's parents. Any student who fails to comply with these rules will be subject to administrative consequences and loss of bus privileges.

OVERNIGHT OUT-OF-TOWN ACTIVITY TRIPS

During an Overnight trip, sponsors may be required by administration to be in each student room. When sponsors in each room are not required, students will be responsible for complying with all rules set forth by the sponsor, the organization, and the school. Should a student violate any of the rules, (s)he will forfeit his/her next overnight trip in addition to other consequences up to and including expulsion.

STUDENT ACTIVITY AND ATHLETIC AWARDS

1. One letter per student as it is earned. Only one letter is designated.
2. Certificates as earned.
3. Appropriate activity emblems as they are earned. One emblem per activity.
4. Appropriate bars as earned each year per activity.

All patches will be at the student's expense. No other awards are permitted without the permission of the principal and all other awards shall be subject to the guidelines of the KSHSAA. T-shirts for the purpose of distinguishing one sport or activity will be given at summer camps, purchased by the individual students or their parents for that purpose. The activities will not be permitted to raise money to purchase activity T-shirts.

NCAA REQUIREMENTS FOR COLLEGE-BOUND ATHLETES

College-bound student athletes who are considering athletic competition at a NCAA Division I or II school need to remember they must meet certain academic eligibility and core course requirements to be eligible at these institutions.

The NCAA Clearinghouse determines whether a student meets these guidelines. These guidelines apply to Division I (16 units) and II (16 units) colleges only, not all colleges. In Kansas, the following colleges are Division I: Kansas State University, Kansas University, and Wichita State University. Division II: Emporia State University, Fort Hays State University, Pittsburg State University, and Washburn University. See your counselor for more information.

POSTERS

Posters, drawings, or other materials must be approved by the principal prior to posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

CHEERLEADING

Cheerleading Tryouts will be held in the Spring for the following school year. No more than eight quality candidates will be selected to represent both the Marmaton Valley High School squad and Junior High School squad.

HOMECOMING AND WINTER ROYALTY

ACTIVITIES

All candidates must be eligible and in good standing. To be eligible for candidacy, a student shall not be involved in more than one incident requiring an ISS and NO OSS per current year. All candidates will be a senior and enrolled in Marmaton Valley High School the previous semester of the event. Once you have been chosen King or Queen you are not eligible again. The Kindergarten escorts may not be used more than once and will be chosen by the administration.

Homecoming candidates will be chosen from Fall Sports as well as Cheerleading and Dance. A maximum of four candidates of each gender will be selected. In a year where there are not four fall candidates of one gender, then the Senior class will vote for the final candidates. The student body will vote for the King and Queen.

Winter Royalty candidates will be one girl and one boy from each organization of Band, FFA, FBLA, and Skills USA. If an organization does not have a valid candidate, then that organization may select a candidate from another

organization. In a year where there are not four fall candidates of one gender, then the Senior class will vote for the final candidates. The student body will vote for the King and Queen.

SCHOOL DANCES AND SOCIAL FUNCTIONS

No student is permitted to leave a school dance and then return. When a student leaves the building in which a dance is being held, he/she will not be permitted to re-enter. The sponsoring organization has the responsibility of providing appropriate sponsors. Should a student be dismissed from a dance for any reason, they may lose the privilege of attending the next dance or dances. **Note: School Dress Code applies to all school dances and social functions.**

High School: The dances are for the students of MV Senior High and their pre-approved dates. They are also responsible for their out of school dates during the time of the dance. The once in, once out rule applies. No junior high students are allowed to attend senior high dances.

Junior High: The junior high will have a maximum of four dances per school year. Students must be in school all day the day of the event to attend unless pre-approved by the administration. Students must bring a note from the student's parent/guardian stating how the student will be getting home. If the student does not have the note, he/she will not be allowed in the dance. The doors will be locked 30 minutes after the beginning of the dance. No one else will be admitted. Students will not be allowed to leave without their parents. Students must be picked up within 15 minutes of the conclusion of the dance. If not, those students will be prohibited from attending the next school dance.

It is a privilege for junior high students to attend school-sponsored dances. In order for students to attend any one of these dances, the student must be passing all seven classes at the time of the dance. No Senior High students are allowed to attend Junior High dances.

DRESS CODE

The personal appearance of each student is the responsibility of the parent and the student. Students are

expected to present themselves neatly and cleanly groomed. The personal appearance of students shall become the responsibility of the school when the dress or personal grooming habits are disruptive to the function of the school and/or other members of the school society.

The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

Any student involved in an extra or co-curricular activity in which the student represents the district shall abide by the board-approved school dress code or by organization requirements.

The board-approved dress code for school days and school activities is as follows:

- a) Appearance must be neat and clean
- b) Hair must be clean, well groomed, cut above the eyes and not a classroom distraction.
- c) Facial hair must be trimmed and maintained
- d) Clothing must not be unreasonably soiled and badly worn
- e) Jeans/Pants/Skirts/Dresses cannot have holes that are excessively large or indecent. No holes in Jeans/Pants that reveal skin or pockets shall be above the knees. Decency and good taste are required. Gang related clothing is not allowed.
- f) Tights, leggings, or other similar tight fitting flexible material pants may only be worn with shorts, skirts, dresses, or tunics/blouses that reach mid thigh.
- g) Shirts are required to have sleeves. Spaghetti straps, one-strap tops, and strapless tops/dresses are prohibited. Women's business suits without sleeves are permissible.
- h) Pajamas (bottoms or tops) are prohibited.
- i) Wearing apparel that is too short, baggy or low-cut is prohibited. Wearing clothing that reveals

one's cleavage, midriff/lower back, or undergarments is also prohibited.

- j) Words or graphics on clothing shall not display or promote alcoholic beverages, illegal drugs, suggestive or obscene language or violent acts.
- k) Hats, caps, headbands, head-covering of any type, and sunglasses shall not be worn in the building.
- l) Shoes must be worn at all times
- m) Wallet chains and spiked jewelry shall not be worn in the building.
- n) All bags/backpacks must be kept in lockers.

DISCIPLINE

PHILOSOPHY OF DISCIPLINE

USD 256 Jr/Sr High School's philosophy of discipline is designed to provide an environment in which students can be motivated and taught to demonstrate personal, social and academic behaviors appropriate to their age and maturity level.

Reasonable rules and regulations are necessary for ensuring the best interests and welfare of the individual student and the total school population.

Each individual has the right to an education. However, that does not mean the individual is entitled to special rights or privileges that interfere with the educational pursuits of others. Students must learn to follow basic school rules, regulations and policies, so that they may understand and accept the process of living in a society governed by rules, regulations and laws.

The work of the teacher, counselor or principal is not one of repression and authoritarianism, but one of education. The ultimate goal is self-discipline.

DISCIPLINE MEASURES

The discipline measures involving student conduct in this handbook may be applied on a case-by-case basis depending on the severity of the behavior code violation.

The administration reserves the right to apply other consequences as appropriate.

TEACHER AUTHORITY

Teachers are expected to maintain a proper school atmosphere. This responsibility extends beyond their classrooms and their particular assignment of pupils. Students who refuse to comply with reasonable requests of any teacher discharging this responsibility will be subject to appropriate disciplinary action. **A student is expected to give his/her own name if asked by a teacher who is dealing with a problem situation.**

Disciplinary Point System:

In order to ensure the highest standards for learning in the classroom, disciplinary procedures and policies will be followed; with consequences for offenses being accumulative. In addition, each infraction will carry a point value to be assigned with the penalty. When a student reaches 25 points, he or she will have a parent conference with an administrator. When the student reaches 50 points in a semester, the following procedures will be followed:

50 Point System: Once a student obtains or exceeds 50 points per disciplinary policy the student will meet with the disciplinary committee. Disciplinary Committee will meet, a decision of an additional disciplinary action with a minimum 5 days OSS and maximum 10 days OSS will be made or a recommendation of a hearing for long-term suspension or expulsion.

If a student obtains or exceeds 50 points during the first (1st) semester, the said student will automatically be placed on a 25 point system for second (2nd) Semester. Students who do not obtain or exceed 50 points during the first (1st) Semester, will begin the second (2nd) Semester with the 50 points system once again.

25 Point system: Once a student obtains or exceeds 25 points per disciplinary policy, the student will meet with the discipline committee. The Discipline Committee will meet, a decision of an additional disciplinary action with a minimum of 5 days OSS to a maximum of 10 days OSS will be made or a recommendation of a hearing for long-term suspension or expulsion.

- 1. Possession, use or under the influence of, transfer, or sale of alcoholic or cereal malt beverages and/or restricted substance abuse (drugs) (as defined by state statues) on school property and/or at school activities, either within or without the school district, is expressly prohibited. The following policy could also be applied to substances that simulate drugs or actions that simulate drug use. Students identified by school personnel as being in violation of this policy will be dealt with as follows:**
 - a. 1st Offense: 5 days Out of School Suspension (25 Points)
 - b. 2nd Offense: 5 Days Out of School Suspension (25 Points)
- 2. Open defiance of or swearing/obscene gesture to a staff member who requests a student to conform to school policy.**
 - a. 1st Offense - 3 days "out-of-school" suspension (15 points)
 - b. 2nd Offense - 5 days "out-of-school" suspension (20 points)
 - c. **2A. Failure to obey a reasonable request. This is a lesser type of defiance including non-compliance to a request to stop an activity or perform an assigned activity.**
 - d. 1st Offense- 1 Hour detention. (10 points)

- e. 2nd Offense- 1 Day in School Suspension.(15 Points)
 - f. 3rd Offense- 3 Days in School Suspension.(20 Points)
- 3. A Direct threat to a teacher, or staff member (25 points)**
- a. 1st Offense - 3 days “out of school” suspension.
 - b. 2nd Offense - 5 days “out of school” suspension.
- 4. Theft from student, staff or school property, or in connection with an activity trip, or while on the school premises. (15 points)**
- a. 1st Offense - Replace property and 2 days “out of school” suspension.
 - b. 2nd Offense - 4 days “out of school” suspension.
 - c. Report to legal authorities if warranted.
- 5. Willful vandalizing /destruction of student, staff or school property.**
- a. (This does not include Arson. Arson will result in an automatic 50 points and 10 days Out of School Suspension)
 - b. 1st Offense - Payment for replacement of property and/or cleaning of vandalized property 2 days “In school” suspension. (15 points)
 - c. 2nd Offense - Payment for replacement of property and/or cleaning of vandalized property- 5 days “out of school” suspension (20 points)
- 6. Students fighting (or instigating fighting).**
- a. 1st Offense - 3 days “out of school” suspension. (15 points)
 - b. 2nd Offense - 5 days “out of school” suspension. (20 points)
 - c. 3rd Offense - 5 days “out of school” suspension, and or long-term suspension or expulsion hearing. (25 points)
- 7. Assault and/or physical attack of a student (definitely not precipitated by the student being attacked.) (25 points)**
- a. 1st Offense - 5 days “out of school” suspension.
 - b. 2nd Offense - 5 day suspension “out of school” and/or expulsion hearing.
 - c. **7A. Less serious assault and/or physical attack of a student. This could include but is not limited to kicking, slapping, or shoving. (15 points) **Not Bullying, See #18**
 - d. 1st Offense - 2 days “In School” suspension.
 - e. 2nd Offense - 4 days “In of school” suspension.
- 8. Physical attack of a staff member. (50 points)**
- a. 10 day Out of School Suspension and recommend filing a complaint with the police.
- 9. Possession of harmful weapon or lookalike on school premises. (50 points)**
- a. ***See Weapon Description for Clarification.**
 - b. **Knives other than pocketknives can result in a 186-day suspension.** Any student threatening with or using any knife in a threatening manner or inappropriate manner shall be suspended for up to 186 days.
 - c. **1st Offense - Suspension/expulsion for a period up to 186 school days. Report to legal authorities.**
- 10. Physical attack of a student or a staff member with a harmful weapon. (50 points)**

- a. 10 days Out of School Suspension and recommend filing of complaint with the police.

11. Any student in possession of or using tobacco products or simulated tobacco products (e-cigarettes, vaporizer) during the school day and/or as a participant of school activities. This includes tobacco located in any automobile driven by the student. (20 points)

- a. 1st Offense - 3 day "In School" suspension.
- b. 2nd Offense - 5 days " In School " suspension

12. Cursing or using vulgar and/or inappropriate language or obscene gestures on campus.

- a. 1st Offense -1 Hour detention (10 points)
- b. 2nd Offense 1 day In School Suspension (15 points)
- c. 3rd Offense 3 day In School suspension(20 points)

13. Known truancy/"Skipping Class" will result in punishment as follows:

- a. **Students who use false calls or notes to excuse an absence, or make calls or write notes for other students, will receive double the specified discipline.**
- b. **Students who leave campus will receive double the specified discipline.**
- c. 1st Offense -1 day In School Suspension (15 points)
- d. 2nd Offense -3 day In School Suspension (15 points)
- e. 3rd Offense - 5 days of "out of school" suspension. (20 points)

14. Students will be allowed to have snacks and drinks in lockers and hallways . Snacks in the classroom is at the discretion of the teacher. Drinks must be in a plastic bottle with a screw-on lid. Only water and/or Gatorade/ power-aid are allowed.

15. (Public Display of Affection) (5 points)

- a. Holding hands is permissible. Any other affectionate contact is strictly forbidden.
- b. 1st Offense- Documented Warning
- c. 2nd Offense-1 Hours Detention
- d. 3rd Offense- 1 day In School Suspension

16. Un-served Detention. (Office Assigned)

- a. 1st Offense - Double the first penalty (10 points)
- b. 2nd Offense - 1 day In School Suspension (15 points)
- c. 3rd Offense - 3 days In School Suspension (20 points)
- d. **16A*Un-served Detention.** (teacher assigned and referred)
- e. If a student does not serve a detention assigned by a teacher, the teacher will write a referral to the office for the original infraction. It will be handled by the office according to the policy handbook.

17. For unauthorized fire alarm or AED unit (25 points) or bomb threat. (50 points)

- a. The person or persons responsible for these unauthorized activities will be suspended for 5 days and/or expelled for the remainder of the semester. Also, the Incident will be reported to the legal authorities.

18. Threatening, Intimidation, Bullying, Sexual Harassment, or Racial Harassment

- a. 1st Offense - 1 day In School Suspension (15 points)
- b. 2nd Offense - 3 days "out of school" Suspension (20 points)

- c. 3rd Offense - 5 days “out of school” suspension and recommended suspension/expulsion. (25 points)
- 19. Lewd/Obscene Behavior (25 points).**
- a. 1st Offense - 3 Day “out of school” suspension.
 - b. 2nd Offense - 5 days “out of school” suspension and recommended suspension/expulsion.
- 20. Lunchroom Violation.**
- a. 1st Offense - 2 Days Lunch Detention (5 Points)
 - b. 2nd Offense – 5 Days Lunch Detention (5 Points)
 - c. 3rd Offense - Permanently assigned seat in lunchroom and 3 days In School Suspension. (10 Points)
- 21. Lunchroom violation (Cutting in Line)**
- a. 1st Offense - Student moved to the back of the line
 - b. 2nd Offense - student moved to the back of the line for one week
 - c. 3rd Offense - Student will be last in line the remainder of the semester or 9 weeks whichever is longer
- 22. Computer Violation. Violating computer use agreement. (10 points)**
- a. 1st Offense - 1 Day In School Suspension
 - b. 2nd Offense – 3 Days “out of school” suspension.
 - c. 3rd Offense - 5 days “out of school” suspension and recommended suspension/expulsion.
 - d. In all cases above, parents will be notified of action taken.
- 23. Failure to Dock Computer**
- a. 1st Offense – Warning (5 pts.)
- b. 2nd Offense – Loss of Computer 3 school days (10 pts.)
 - c. 3rd Offense – Loss of Computer 5 school days (15 pts.)
 - d. 4th Offense – Loss of Computer 10 school days (20 pts.)
- 24. Disruptive Behavior-** Students will not be allowed to deprive the instructor the right to teach or deprive the other students the right to learn nor will they be permitted to adversely affect the learning environment of the classroom or the school. (10 Points)
- a. 1st Offense- 1 Day In School Suspension
 - b. 2nd Offense- 3 Day In School Suspension.
 - c. 3rd Offense- 5 Days In School Suspension.
- 25. Dress Code Violations**
- a. 1st Offense- Documented Warning
 - b. 2nd Offense- 1 Hours Detention (5 Points)
 - c. 3rd Offense- 1 Day In School Suspension (10 Points)
 - d. 4th Offense - 3 Days In School Suspension (10 Points)
- 26. Horseplay-** Students should not engage in acts of horseplay which are disruptive to the learning environment or which could result in injury to others even though there was not any intent to cause injury.
- a. 1st Offense- 30 Minute Detention (5 Points)
 - b. 2nd Offense-1 Hours Detention. (5 Points)
 - c. 3rd Offense- 1 In-School Suspension (10 Points)
- 27. Excessive Tardies (5 points)**
- a. 1st Offense (the 4th tardy) - 1 Hours Detention

- b. 2nd Offense and all other offenses - 1 day of ISS

28. **Inappropriate Behavior**-There are some behaviors that will not fit precisely into categories of other misbehavior.

- a. 1st Offense -1 hours detention (5 points)
- b. 2nd Offense - 1 day In School Suspension (10points)
- c. 3rd Offense -3 days In School Suspension.(15 points)

29. Cell Phone/Electronic Device Violation

- a. 1st offense – 30 minute detention loss of phone for day (5 points)
- b. 2nd offense – 1 hour detention loss of cell phone for one week (10 points)
- c. 3rd offense – Open defiance and loss of cell phone privileges for remainder of the semester or 90 school days. 3 days OSS (15 points)

30. If a student is caught using a camera or other device with picture or video taking capabilities, inside a school locker room or restroom, the following consequences will apply:

- a. 1st Offense - 3 days “out of school” suspension. (15 points)
- b. 2nd Offense - 5 days “out of school” suspension. (20 points)
- c. 3rd Offense - 5 days “out of school” suspension, and or long-term suspension or expulsion hearing.

*If there is suspicion that an inappropriate picture or video image may be present on the device, the device may be confiscated and turned over to the police.

**In some circumstances the administration along with the discipline committee may meet and may alter the disciplinary measure for a violation of the Marmaton Valley Junior Senior High School discipline policy.

ELECTRONIC DEVICES & CELL PHONE USE/ETIQUETTE

The Marmaton Valley School District has determined that cell phones and other electronic devices in school is proving to be very disruptive to the educational environment. These items are not required because any time there is an emergency the student will be notified by the office. Student possession of cell phones in the Marmaton Valley School District is only allowable subject to the following rules and regulations. Strict adherence to these rules and regulations is required. Additionally, the District prohibits the use of other communication devices (i.e., two-way radios, pagers, PDAs, ipods and personal laptops by students. The Marmaton Valley School District reserves the right to define the educational value of any new electronic wireless devices that may become available in the future and to prohibit their use if they have no educational value or if such use creates learner distraction or disruption.

Possession of a cell phone by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. Marmaton Valley School District shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

Use of Cell Phones on School Grounds

Student use/possession of a cell phone depends on the grade level of the student. The following categories outline the grade levels and authorized use/possession of cell phones by students.

1. **Elementary School – Kindergarten – 6th Grade.** Student possession/use of cell phones is prohibited. Communication with parents/guardians will be facilitated through the elementary office.

2. **Junior High School – 7th and 8th Grade.**

Students may use cell phones before and after school, as long as they do not create a distraction or a disruption. Use of cell phones during the school day (8:00 – 3:20) is prohibited. Students need to completely power off their cell phones when they arrive on campus, and then secure them in their lockers until the end of the day.

3. **Senior High School – 9th through 12th Grade.**

Students may freely use cell phones before school, during lunch, and after school, **as long as they do not create a distraction or disruption.** Students must turn off cell phones before the first hour tardy bell rings. Students must place the turned off phone in a visible location. Teachers can experiment with the location. On the student’s desk, teacher’s desk, etc. There are three types of cell phone violations:

- a. **Visible cell phone rings which disrupts class (email administrator)**
- b. **Concealed cell phone rings disrupting class (confiscate phone and email administrator)**
- c. **Student caught using concealed cell phone (Confiscate cell phone and send email to administrator)**

Use of cell phones/ipods or other personal electronic devices during class periods will not be permitted unless teacher has received administrative approval for a class activity.

Students should not receive incoming calls or text messages from parents/guardians and others nor should they make outgoing calls or text messages during school hours. All parent calls should be made through the office during the school day unless otherwise directed by school staff. Cell phones are strictly prohibited from use in school locker rooms, restrooms, and

shower facilities. Students who violate this policy will be referred to the discipline policy.

DRUG FREE SCHOOLS AND COMMUNITY ACT

Maintaining drug free schools is important in establishing an appropriate learning environment for the district’s students. The unlawful possession, use, sale 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.

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

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 director of the programs to determine the cost and length of the program.

WEAPONS

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

Definition of Weapons and Destructive Devices

As used in this policy, the term “weapon” and/or destructive device means:

- **Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant; and any combination of parts either designed or intended for use in converting any device into a destructive device and/or from which a destructive device may be readily assembled;**
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- Any bludgeon, sand club, metal knuckles or throwing star;
- **No knives, box cutters, or anything that has a blade.**

VANDALISM

The board shall seek restitution according to the law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the superintendent shall contact the parents and explain to them their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.

Juveniles shall make restitution payments, or their parents, to the business office and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

HARASSMENT AND BULLYING

Sexual Harassment

Sexual harassment and bullying shall not be tolerated in the school district on school property, in school vehicles, or at school-sponsored activities. Sexual harassment or bullying of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited.

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

1. Submission to such conduct is made, explicitly or implicitly, term or condition of the individual’s education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student’s grades,

participation in extra-curricular activities,
etc.

Specific examples of **sexual harassment** include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passing in a sexual way;
- writing sexual messages/graffiti on wall, in locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian;
- forcing someone to do something sexual other than kissing;
- spying while someone is showering or dressing

Bullying is any ongoing verbal, physical, or relational mistreatment where there is an imbalance of power and the victim is exposed repeatedly to negative actions on the part of one or more students.

Bullying may include, but is not limited to:

- Negative actions that can be carried out with words that threaten, taunt, tease or calling others names.
- Negative actions: when someone hits, kicks, pushes, pinches, or restrains another by physical contact.
- It is possible to carry out negative actions without using words or making physical contact.
- Cyberbullying by use of e-mail, cell phone or pager text messages, instant messaging, defamatory personal web sites, and online personal polling websites to deliberately, repeatedly harm others.

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

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

The filing of a complaint or otherwise reporting sexual harassment or bullying shall not reflect upon the individual's status of grades. Confidentiality shall be maintained throughout the complaint procedure.

HAZING

Initiations or hazing are prohibited.

FRATERINIZATION BETWEEN JUNIOR AND SENIOR HIGH

There will be no fraternization between junior high and senior high students on school grounds unless directed by a staff member. Junior High students are not allowed to use the Senior High hallway from 7:45 – 3:35 unless directed to do so by a teacher or administration.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection in the school or on the school grounds are prohibited. The PDA policy is effective during school hours, at all school activities, and in the school parking lot.

CAFETERIA RULES

MV Jr/Sr High has a closed lunch. The following expectations will be enforced:

1. **Gatorade, water, and packaged food only may leave the cafeteria and may be kept in lockers.**

2. Each student is responsible for his/her own clean up.
3. Students are not to run, push, or cut into lunch line.
4. Students will be held accountable for their morning lunch count response.
5. All students must report to the lunchroom during their assigned lunchtime and stay in the commons area until dismissed. Students who do NOT report to the lunchroom will be considered “skipping” and the appropriate behavior steps will be taken.

Students failing to comply with these rules could lose their lunch privileges and face further disciplinary action.

Use of Cell Phones on Buses

Cell phone usage by students while riding to and from school on the bus, or on the bus during school-sponsored activities is at the discretion of the bus driver and/or the sponsor.

APPROPRIATE USE OF EQUIPMENT & SUPPLIES

Use of equipment and supplies is for the performance of officials and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without permission of the teacher. Students shall handle all school equipment and supplies carefully. **Students shall be responsible for any damage they cause to school equipment or supplies.**

The charge for a damaged computer screen and/or keyboard will be \$60.00

APPROPRIATE USE OF INSTRUMENTS & ACCESSORIES

Use of instruments and accessories should be responsibly maintained and cared for. Students shall handle all school equipment and accessories carefully. **Students shall be responsible for any damage they cause to school instruments or supplies.** A fee will not be issued to the student for normal wear-and-tear. This decision will be determined by your music instructor &/or the professional instrument repairman upon evaluation of your

instrument and/or accessory. **The charge for a damaged instrument and/or accessories will be \$30. Destroyed music will result in a \$2 fee per sheet.**

COMPUTER & INTERNET USE

Marmaton Valley School District provides Internet access and computer technology resources for student and staff use. The Internet system has been established for limited educational purpose to include classroom activities, career development, and limited high-quality self-discovery. It has not been established as a public access or public forum and the Marmaton Valley school system has the right to place reasonable restrictions on the material accessed or posted, the training you need to have before you may use the system, and enforce all rules set forth in the school codes, district policies, and the laws of the state of Kansas. You may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through the schools only with permission of the appropriate school staff and/or their designee.

Students must adhere to the following Computer/Technology rules:

Personal Safety

1. You will not post contact information (e.g. address, phone number) about yourself or any other person.
2. You will not agree to meet with someone you have met online without approval of parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.

Illegal Activities

1. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access.
2. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

System Security

1. You are responsible for your individual access and should take all reasonable precautions to prevent others from being able to use it. Under no conditions should you give your password to another person.
2. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
3. You will avoid the inadvertent spread of computer viruses by not attempting to download any software on this system.
4. You will not attempt to change the parameters on any system in an effort to circumvent the filtering of Internet content or the desktop security measures employed to protect the system's resources from alteration.

Inappropriate Language

1. On any use of the Internet and/or district's computer resources, whether in application to public or private messages or material posted on the Web pages, you will not use obscene, profane, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post or retrieve information that could cause danger or disruption or engage in personal attacks. You will not harass another person by a persistent action that distress or annoys another person and you must stop if asked to do so.

Respect for Privacy

1. You will not report a message that was sent to you privately without permission of the person who sent you the message.
2. You will not post private information about another person.

Resource Limits

1. You will use the computer system only for educational and career development activities and limited high quality, self-discovery activities. There

is no limit on the use of educational and career development activities.

2. No downloads of software or related files should be attempted.
3. You will not post chain letters or engage in "spamming" (sending an annoying unnecessary message to a large number of people).
4. You will subscribe to high-quality discussion group lists that are relevant to education or career development only with permission of the school district.

Plagiarism and copyright infringement

1. You will not plagiarize words that you find on the Internet.
2. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.

Inappropriate Access to Material

1. You will not use the Marmaton Valley school district's computer resources to access material that is profane or obscene (pornography) or that advocated illegal acts or violence or discrimination toward other people (hate literature).
2. If you mistakenly access inappropriate information, you should immediately tell your teacher or adult in charge.

Your Rights

1. **Free Speech.** Your right to free speech, as set forth in the school disciplinary code, applies also to your communication in the Internet is considered a limited forum and therefore the district may restrict your right to free speech for valid educational

reasons.

2. **Search and Seizure.** You should expect no privacy of the contents of your personal files on the district system. Routing maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law. Your parent has the right at any time to see the contents of your e-mail files, any material in the possession of a student will be viewed in the same context as to its appropriateness for the school setting regardless of the nature of its origin. Use of the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and disciplinary action and/or appropriate legal action.
3. **Enforcement.** The district will cooperate fully with local, state, and federal officials any investigation related to illegal activities conducted with the use of the Marmaton Valley School District's computer resources.

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to loss of data or interruptions of service. The district is not responsible for the accuracy or quality of information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system.

The administrative staff and/or their designee may review files and monitor all students' computers and internet activity to maintain system integrity and ensure that users are acting responsibly. Teachers and administrators may monitor ongoing student Internet activity to maintain system integrity and ensure that student users are abiding by this policy and acting responsibly. Privacy is not guaranteed.

Personal Computers at School

One of our goals at MVJSH is to assist students in

developing skills to use new technology when available. The district will allow any Junior or Senior to bring his/her own laptop to school. The computer must be checked and approved by the school Technology Coordinator prior to being used in the school district. Materials created on the computer are subject to review by USD 256 staff. The school is not liable for loss or damage to any personal device.

INVESTIGATIONS

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible reasonable request of the parents, guardian or representative shall be observed. The administrator involved shall document notification, or attempted notification, of parents, guardian, or a representative. If a student's parents, guardian or representative is not present during questioning of a student, the principal or certified staff member shall be present.

SEARCH OF STUDENTS AND PROPERTY

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. School authorities shall not conduct strip searches. All searches by the principal shall be carried out in the presence of another adult witness.

STUDENT LUGGAGE AND BUS SEARCH

The principal and/or designated sponsors are allowed to search any student's bags or luggage prior to leaving on a

school sponsored activity. This includes coats, jackets, purses, handbags, fanny packs or hats. Personal inspection of a student will NOT be made. If there is suspicion that a student has an unacceptable item in their presence, the parents will be notified and they will conduct the search prior to leaving on the school-sponsored activity.

LOCKERS

Each student will be provided a locker to keep articles needed for school under lock. **Any locker changes must be cleared first in the office.** All valuable articles should be left at home. Money should not be kept in your lockers. The school is not responsible for articles lost or stolen from lockers. Lockers should be locked at all times. Don't share lockers or give out your combinations. Students are responsible for keeping their lockers in good condition inside and out. If you have locker problems, please report the problem to the office. Students shall not place locks other than those issued by the school on any locker. Lockers remain, even when locked, the property of U.S.D. #256 and are subject to periodic inspection. School officials reserve the right to search lockers when the situation warrants.

PERSONAL PROPERTY

The district is not responsible for students' personal property and does not provide insurance on a students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

PARKING LOT REGULATIONS

Students who drive cars to school shall park them in an area designated by the principal and remain parked for the entire school day. Once parked, students are to report immediately into the school. Students are NOT to drive their cars or be in the parking lot area during school hours. The parking lot is considered an extension of the school and all school regulations apply.

1. City police have been given the authority by the Board of Education to patrol and enforce the law on school grounds.
2. Students leaving school must check out through the office. Students retrieving something from their cars during the school day must have permission from their teacher and must sign in and out through the office.
3. Loitering in or out of vehicles is prohibited. Upon arrival at school, students should exit vehicles as soon as possible and enter the school building.
4. Students are asked to park in the appropriate manner. All vehicles should be between the lines, and only taking up one space.
5. Observe safe driving practices (no hot-rodding, spinning of tires, brake slamming, horn-blowing or roaring of engines. No wheelies on motorcycles.)

Violation of these or other school rules may result in suspension and/or loss of parking lot privileges.

DETENTION

Detention is assigned to students for unexcused tardies and disciplinary action. Detention will be served from 3:25 pm to 3:55 pm. within 24 hours of being informed of a detention, unless other arrangements are made.

DETENTION RULES

1. No communication with anyone. (ex: sign language, gestures, talking, notes, etc.)
2. No sleeping or head on desk.
3. No outside privileges.
4. Don't be late or time will be added.
5. Come prepared to spend the time constructively.
6. Remain seated during detention.
7. No gum, candy, pop, etc.

Refusal or failure to serve detention will result in the notification of parents and may double the detention time or invoke a one-day In-School Suspension. If this becomes a habit, a more severe action will be taken after a conference with parents.

IN-SCHOOL SUSPENSION

The In-School Suspension Program is an alternative to removing students from the school setting because of behavioral problems or violation of school rules. This program is set up to cause a behavioral change in students and is based on a positive approach to disciplinary action.

Under the In-School Suspension Program, students are provided the opportunity to continue their schoolwork without losing credit. At the same time they do lose their privileges to mingle and socialize with the student body during their assignment to the In-School Suspension room.

The procedure that is followed when a student is placed in the In-School Suspension is very simple.

1. Students are placed in the In-School Suspension room under the supervision of school personnel.
2. The student should obtain all of his/her assignments prior to the In-School Suspension when able. The student must complete those assignments during the suspension in order to receive any credit. Those assignments must be handed in to the supervisor at the end of each day who will turn in to the appropriate teacher. The student will not be allowed any additional time to complete academic work except to make up tests or exams.
3. Students assigned to the In-School Suspension room will be required to report prior to the start of school with appropriate texts, papers and writing instruments. These students will be allowed a five-minute break in the morning and another five-minute break in the afternoon. Students in In-School Suspension will be provided a sack lunch from the cafeteria and will eat in the ISS room. **Students will not be allowed to participate or attend extra curricular activities the day(s) they are assigned to the In-School Suspension room.**
4. IN-SCHOOL SUSPENSION RULES
 - a. Absolutely NO Communication with other students

- b. No sleeping or head on desk.
 - c. NO Food, Gum, or Drink while in In-School Suspension except during lunch.
 - d. Finished work must be turned in to the supervisor at the end of each day.
 - e. Breaks – to be determined by the supervisor.
 - f. Violations of rules will result in an added day of ISS
5. Absence from In-School Suspension due to illness or other emergency reasons shall not relieve the student from fulfilling the required time of assignment.

SUSPENSION AND EXPULSION OF STUDENTS

Procedures

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, asst. superintendent and principal. A suspension may be for a short term not exceeding 10 school days or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 days. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent/designee.

Rules Which Apply in All Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
- A student suspended for more than 10 school days or expelled from school shall be provided with the information concerning service or programs offered by public and private agencies that provide services to improve the student's attitude and behavior.

- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish requirements relating to the student's future behavior at school and may place the student on probation.
- The days a student is suspended or expelled are not subject to the compulsory attendance law. During the time a student is suspended or expelled from school, the student may not:

1. Be on school property.

2. Attend any school activity as a spectator, participant or observer.

Short-Term Suspension Procedures

Except in an emergency, a short-term suspension (not exceeding 10 school days) must be preceded by oral or written notice of the charges to the student and an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Any person designated in policy as having the authority to suspend may conduct short-term suspension hearings.

At the informal suspension hearing, the student shall be:

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense/

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has

been notified. If a parent cannot be notified during the regular school hours, the student shall remain at school until the regular dismissal time.

Long-Term Suspension or Expulsion Procedures

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

- The student and parents or guardians shall be given written notice of the time, date, and place of the hearing.
- The notice shall include copies of the suspension/expulsion law and appropriate board policies, regulations and handbooks.
- Either a certified employee or committee of certified employees may conclude the hearing.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- The person or committee conducting the hearing shall prepare findings required by law.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after the determination of such result.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;

- to confront and cross-examine witnesses who appear in person at the hearing;
- to present witnesses in their behalf;
- to testify in his or her own behalf and to give reasons of his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board

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

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

PROBATIONARY STATUS

The principal may defer any punishment, suspension or expulsion. The student involved may be placed on probation for a set period of time.

The punishment, suspension or expulsion shall remain deferred so long as the student meets the condition of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian.

A student placed on probation shall be given a written list of terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

The superintendent shall handle any probation arrangements resulting from violations of weapons

ADMINISTRATIVE REGULATIONS

COMPLAINTS ABOUT POLICY

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

For purposes of the Family Education Rights and Privacy Act (FERPA), USD 256 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.

Directory information includes the following: the student's name, parent or guardian, weight, height, participation in and eligibility to officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 256 at USD 256

District Office, 128 West Oak, Moran, KS 66755 on or before September 30th of each school year. If refusal is not filed, USD 256 assumes there is not objection to the release of the directory information designated.

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Under the provisions of the FERPA parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by the school. In accordance with the FERPA, you are required to be notified of those rights that include:

- The rights to review and inspect all your educational records except those that are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if: 1) we have your prior written consent for disclosure; 2) the information is considered directory information and you have not objected to the release of such information; and 3) disclosure without consent is permitted by law.
- The right to request your educational records may be amended if you believe the records are misleading, inaccurate or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to obtain a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 256 has failed to comply with FERPA's requirements.

The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.

The right to obtain a copy of USD 256 policies for complying with FERPA. A copy may be obtained from USD 256 Superintendent, 128 West Oak Street. Moran, KS 66755 at (620) 237-4250.

EMERGENCY SAFETY INTERVENTIONS

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

"Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

"Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Mechanical Restraint" means any device or object used to limit a student's movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the

training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Documentation

The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days. In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the

superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.