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## **Welcome**

*On behalf of the faculty and staff of the Valley Center Middle School (VCMS), we would like to welcome you to VCMS. This is going to be an exciting school year both in our classrooms and through our many extra-curricular activities. As partners in your child's education and emotional growth, we hope this year will provide many happy memories and treasured moments. The key to these experiences is a feeling of safety and security. The VCMS staff is committed to providing this safe haven for all of our students. We cannot be successful without your support and encourage you to be an active partner. Help us maintain communication and cohesiveness so that our students reach their maximum growth and ultimate potential.*

*Tim Hayden, Principal*

## **STUDENT HANDBOOK INTERPRETATION**

The student handbook has been prepared through the work of VCMS students, parents, teachers, and administrators. It is as a guide and is not meant to be all inclusive of all "school policy." Interpretation of items in the handbook and those things that are not in the handbook shall be the responsibility of the building principal. In the event the rules and regulations set forth in this Handbook conflict in any way with the policies set forth by U.S.D. No. 262 Board of Education, then the Board policies shall govern.

The school office will be open from 7:00 A.M. to 4:00 P.M. The office number is 755-7160. Our FAX number is 755-7164. Students are discouraged from entering the building before 7:00 A.M. unless requested to do so by a teacher. Students should use either the east doors near the cafeteria or the west B-Hall doors to enter school prior to 7:35 A.M. Students are to report to the gym upon their arrival each day and sit in their designated grade level section. Students should have a pass if they want to see a teacher before 7:35 A.M. Students are to be out of the building by 3:00 unless they are working with a teacher or participating in an extracurricular activity.

*For school information and our activity calendar, please visit the district website at [www.usd262.net](http://www.usd262.net).*

## **ACADEMIC EXPECTATIONS**

The faculty and staff at Valley Center Middle School believe that all students possess the ability to be successful in school when good attitude and effort are exhibited.

1. Students will comply with the policies of the Board of Education and the rules and regulations of VCMS.
2. Students will respect and obey the authority of the staff and administrators of VCMS.
3. Students will display proper conduct to and from school and refrain from acts of misconduct while on school grounds, in buildings, or when representing the school.
4. Students will be diligent in study. To be diligent in study, a student shall:

- a. come to class prepared to learn (have in possession all necessary materials),
- b. do the caliber of work consistent with the student's ability and grade level,
- c. complete all assigned work on time,
- d. pay attention to the teacher,
- e. exhibit good citizenship at all times,
- f. cooperate with all school staff and students, and
- g. be regular and punctual in attendance.

### **ACADEMIC HALL OF FAME**

Students who maintain a 4.0 GPA throughout each semester of 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade shall have their name inscribed on the academic hall of fame plaque.

### **ACADEMIC INTEGRITY**

Students who give or receive aid on tests or other graded assignments will be subject to disciplinary action determined by the teacher and/or administration, from the following options:

- a. Teachers may discount the work totally or partially; or
- b. Student may be required to do the work (test) in isolation; or
- c. Student may be required to complete an alternate assignment to establish knowledge or preparation.

This also applies to **PLAGIARISM**. Giving or receiving aid, stealing of tests, quizzes, teacher's edition of textbooks, etc., may also result in disciplinary action by the administration. Parent(s) of the student will be notified.

### **ACCIDENT & ILLNESS**

In the case of a student's illness or accident during the school day, the student is to report to the school nurse. If, as a result of accident or illness, medical attention is required, the following procedure is followed:

- (1) The parents are contacted immediately.
- (2) The student is under the direct care of the school nurse until the parent can be reached.
- (3) If the parent or relative cannot be contacted in case of severe illness or injury and the name of the family doctor is known but cannot be reached, the school nurse will contact 911 for assistance. The same procedure shall apply in the event that the family doctor is unknown.
- (4) Under no circumstances are students to spend time in the restroom "ill". Instead, they are to report to the school nurse.

If a student is absent five or more days consecutively because of health reasons, a statement signed by a doctor releasing the student to return to school is required. This statement should include any limitations on the student's activities, if any are needed. This statement should also include the activities the student can participate in.

## **ACTIVITY TRIP POLICY**

Field trips are a unique and exciting alternative to classroom activities. Student groups who travel outside our building are under an even higher level of scrutiny by the public. Therefore, students who exhibit inappropriate behavior prior to scheduled trips may not be allowed to participate in these activities.

It is the policy of VCMS, 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 school transportation both to and from the event or activity. Parents will be allowed to transport **their student** only under extenuating circumstances and when prior arrangements have been made with the school sponsor. A written note from the parent is required.

## **ATHLETIC AND EXTRACURRICULAR ACTIVITIES**

Information about athletic and extracurricular activity participation is included in the Activities Handbook. Copies are available in the school office. Student participants and spectators must be in attendance by the beginning of fourth hour and be academically eligible to attend evening activities.

## **ELIGIBILITY REQUIREMENTS**

For a student to be eligible to try out and/or participate on a team, the student must meet the following criteria:

\* **KSHSAA rules for a semester.** The student must pass 5 subjects of unit weight in the previous semester.

\* **Middle school policy.** The student must meet the above criteria and have a 2.0 GPA for the previous 9 weeks. Students are expected to maintain passing grades during a season. Coaches/Sponsors will not allow students to participate who have a failing grade at the beginning of an individual game or event. School administration reserves the right to make exceptions as deemed appropriate by the teaching/coaching staff.

### **\* Student Conduct**

A detention means that you are not taking part of your education seriously. Remember that school is your first priority, then athletics. We expect our athletes to be positive role models and set good examples for other students to follow.

1) Students who have accumulated 15 or more conduct points by the first day of practice/try-outs, or ISS/OSS in the preceding semester, are ineligible participating in a sport. Consideration for fall sport eligibility is based on conduct points and/or ISS/OSS accumulated the previous spring.

2) During the season of a sport or activity, when a student has accumulated 15 conduct card points or ISS /OSS, the student is no longer eligible for activity participation and will be removed from the team. School administration reserves the right to make exceptions as deemed appropriate by the teaching/coaching staff.

## **SPORTSMANSHIP**

Students attending athletic games or activities must adhere to school regulations and policies. Students who plan to attend Middle School games need to know the following:

1. You are expected to remain in the bleachers except to go the restrooms or the concession stand.
2. You are to stay on the VCMS side of the field or court and not go to the visitor's side unless accompanied by parent.
3. You are not to leave the building or go outside the admission area.
4. You are expected to display proper sportsmanship. You can yell in support of our team, but that does not include negative comments to or about the opposing team, school, or officials.
5. You are expected to wear normal school attire to activities unless prior approval is requested and approved by the administration.
6. You are expected to comply immediately with requests made by teachers, game supervisors or administrators.
7. To attend or participate in any extracurricular activity, a student must be in good standing. Students who are serving ALC, out-of-school suspension, expulsion, or failing any classes are not in good standing and are not permitted to attend or participate in any extracurricular activities such as dances, practices, or athletic contests.

**Consequences:** Students who do not follow the above mentioned rules may receive disciplinary consequences. The consequences may include removal from the activity, activity suspension for one or more games, detention, OSS or ALC. Students who are substantially disruptive may receive activity suspension for the remainder of the season or possibly for the remainder of the semester or school year.

## **ATTENDANCE POLICY**

Regular attendance is necessary to maximize the benefits of the educational opportunity. Consequently, the following regulations have been adopted:

a. The Compulsory Attendance Law makes it mandatory that any child under the age of seven (7) years who is enrolled in school or who has reached the age of seven (7) years and is under the age of eighteen (18) years shall attend school continuously each school year. Any child who is inexcusably from the school of enrollment on any three (3) consecutive school days or five (5) school days in any semester or seven (7) school days in any school year, whichever of the foregoing occurs first, shall be considered truant and not attending school as required by the Compulsory Attendance Law (K.S.A. 72-1111, et seq., or as it may be amended by the Kansas legislature). A child is inexcusably absent from school if the child is absent or misses more than two (2) hours of instructional time in the school day. In accordance with Kansas law, all school age children who are not attending school will be reported to either the Secretary of Social and Rehabilitation Services or to the Sedgwick County District Attorney, whichever is appropriate for the age of the child.

B. When a student is absent, parents are requested to call the school between the hours of 7:15 and 9:30 A.M. to report the nature of a student's absence. If no phone call is received in the office by this time, an attempt will be made to contact a parent or guardian to determine the reason for the absence. If no contact is made, a written note or phone call is required from the parent or guardian when the student returns to school. We request that this occur within 48 hours of the absence. Parents requesting homework should call before 9:30 A.M. and may be picked up at the end of day.

C. For pre-planned absences, the student will present a written note from a parent and request assignments at least two days in advance. This prevents last minute confusion or delays from occurring. Students should request assignments in advance through the office and will have one day for each day absent to complete work.

Students should be prepared to spend

additional class time upon return to catch up on missed instructional time.

D. Students with excused absences will be allowed to make up missed assignments and will be given full credit. It is the **responsibility** of the student to make arrangements with the teachers. The student will be granted the number of days missed plus one to complete the assignments.

E. Students may not leave the school campus without first receiving permission of the custodial parent and the permission of the principal or his designated representative. When permission has been granted, the student must obtain an exit pass and check out through the office before leaving school grounds. When students arrive at school in the morning, they are not allowed to leave the middle school grounds. This means that if a student arrives on the bus, he or she cannot go to the convenience store, across the street to the high school, or to the tennis court area.

F. Absences will be recorded on a yearly basis.

1. When the 6<sup>th</sup> absence to any class occurs, an official letter will be sent home to inform parents of total days missed.

2. After 10 absences, an administrator will send written notification to the parents/guardians.

3. Any time absences become a concern, a faculty member may request a parent conference. Teachers and counselors may be invited to a parent conference. Excessive absences may result in a student not participating in an activity.

4. Exceptional Cases: When a student is not in class and receiving school-approved, outside instruction, such as, homebound, hospital-bound, or institutional-bound situations, the student is not counted absent nor does this policy apply. When a student is not in class due to a school activity, this is not counted as an absence but make-up work is always required.

G. Excused and unexcused absences: The principal or his/her designated representative shall be responsible for determining if an absence is excused or unexcused. The following criteria will be considered in making this determination:

I. Excused Absences:

a. Personal Illness

b. Death in the family

c. Medical or legal appointment

d. Absence requested by parent in writing and approved by administration prior to the absence.

e. Doctor-ordered absence

f. School activities (must be a participant)

g. School-sponsored educational field trips

h. ALC or Out-of-School Suspension

i. Other as approved by the administration

II. Unexcused/Inexcusable Absences for Substantial part of a School

Day:

- a. "Substantial Part of the School Day" is defined as being inexcusably absent after more than two (2) hours of instructional time.
- b. All absences that do not fall into the categories of excused absences.
- c. Leaving school when school is in session without obtaining permission and signing out in the office.

H. Excessive Absences: Students who have accumulated 10 days or 80 hours of student absences in one year will be considered to have excessive absences. When a student acquires **10 days or 80 hours of student absences**, a letter shall be sent to the parent/guardian advising the parent/guardian that a doctor's note must accompany further student absences or the absences shall be considered an unexcused absence. If the student comes to school on the 11<sup>th</sup> day without a doctor's note, then the school will start counting the absences as unexcused and the Compulsory Attendance Law will be followed.

For the purposes of this policy, the term "absence" is defined as a period in which the student is not in attendance in a class to which he/she is assigned.

## **BEHAVIOR EXPECTATIONS**

### ***SCHOOL GOAL:***

1. To establish respect as an expected behavior from all students toward administrators, teachers, staff, students, and property.
2. To establish an effective discipline system dealing with infractions in a firm and consistent manner.

### ***BEHAVIOR CODE:***

1. Students shall respect constituted school authority. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of juveniles or minors.
2. Student conduct shall reflect the consideration of the rights and privileges of others and demonstrate cooperation with all members of the school community.
3. High personal standards of courtesy, dress, decency, morality, clean language, honesty, integrity, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students. (The following types of conduct are never permissible: fighting, disrespect or defiance of school staff, profane language, failure to comply, possession of weapons or other dangerous objects, possession or use of tobacco or alcohol, possession or use of any controlled substance (drug), gambling, truancy, cheating, stealing, harassment of others, or vandalism.) The admittance to and the continued attendance in public school is a privilege dependent upon the compliance with the laws of the State of Kansas and the rules and regulations of USD 262. Students shall assume their share of responsibility in maintaining a positive school climate in all classes and activities. When a student chooses not to comply with the law or the rules, the privilege of attending school may be revoked. The failure of a student to continue to act responsibly usually constitutes misconduct, and the student is liable to detention, suspension, or expulsion.

## **BOOK BAGS**

Book bags, purses, or gym bags need to be stored in the student's locker. Book bags, purses, or gym bags will not be allowed in the classroom.

## **BUS TRANSPORTATION**

School Board Policy JGGR (excerpt): All students in our school system who ride a bus are subject to passenger rules and procedures until they get off the bus at their school or the bus stop near their home. Students must conduct themselves on the bus as they should at their own schools. Each bus student will receive the district transportation passenger rules and procedures and sign a transportation contract. Bus riders or non-riding students who commit acts directed towards the bus driver or students on the bus are subject to disciplinary action at school.

## **BICYCLES/SCOOTERS/SKATES/SKATEBOARDS**

Students may ride their bikes to school. Bikes are to be stored in the bike racks in front of the school and securely chained for security purposes. Valley Center Middle School is not responsible for damaged or stolen property. Students are required to push their bikes when on VCMS sidewalks or loading zones and are encouraged to use safe riding practices. Skateboards, skates, shoes with wheels and motorized scooters are not allowed.

## **CAMERAS AND AUDIO/VIDEO RECORDERS**

Cameras, audio/video recorders and camera phones must be authorized by the administration for use on school property or at school sponsored activities. At no time are cameras, audio/video recorders or camera phones allowed in the locker rooms or restrooms. Students using or in possession of these items at school, on school property, or at school sponsored activities without prior administrative approval *will have them confiscated and held in the office until a parent can pick them up*. The improper use of cameras, audio/video recorders or camera phones will result in disciplinary action.

## **COMMUNICATION/ENTERTAINMENT DEVICES**

Communication/electronic devices, cell phones, and other electronic devices are allowed to be brought to school by students, but must be turned off and kept in the student's locker between 7:35 and 2:45. Student's use of electronic devices during the school day is prohibited. Students shall have no expectation of privacy concerning the use or possession of electronic devices on school property or school related activities and events. Electronic devices include, but are not limited to, cell phones, pagers, MP3 players, iPod's personal digital assistants (PDA's) compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person or place to another. Administration reserves the right to search the data stored in electronic devices as deemed necessary. On the first infraction, students may be assigned detention by the teacher or an administrator and the Electronic Device may be confiscated to be returned to the student at the end of the day, or parents or guardians may be required to pick up the Electronic Device. Additional infractions may result in disciplinary action and revoking the privilege of having an Electronic Device during the school day.

## **CRIMESTOPPERS**

VCMS Crimestoppers makes available to students a means of reporting occurrences they see happen at school or at school events or information about someone with weapons and/or drugs on school property without fear of retribution.

Call 755-7160 and ask for the counselor

You NEVER give your name. Use a code name.

Cash rewards are given to the first person with the correct information that solves the crime or leads to the recovery of drugs and/or weapons at school.

## **COMPLAINTS AND GRIEVANCES**

The BOE encourages all complaints regarding the district to be resolved at the lowest possible administrative level. When appropriate complaints should be taken first to teachers, then counselors before administration. Any student may file a complaint with the principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the application of the rule or regulation to the student, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed. Whenever a complaint is made directly to the BOE as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution.

## **CORRECTIVE MEASURES FOR MISCONDUCT**

### ***CONFERENCE***

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

### ***OFFICE-TIME-OUT***

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

### ***DETENTION***

A teacher or principal may detain a student. The nature of the misconduct and policy will dictate the amount or length of the detention period. Discipline forms are given to the student indicating the day and amount of detention assigned. Signing the form does not mean you agree with the discipline, only that you have seen the form and know about the incident.

## **DIVERSION**

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

## ***IN-SCHOOL-SUSPENSION (ISS)***

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

## ***OUT-OF-SCHOOL SUSPENSION (OSS)***

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

## ***EXPULSION/LONG TERM SUSPENSION (Pursuant to KSA 72-8901)***

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

- a. willful violation of any published regulation for student conduct adopted and approved by the BOE;
- b. conduct that substantially disrupts, impedes, or interferes with the operation of any public school;
- c. conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- d. conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- e. conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or

f. disobedience of an order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Per Kansas State Statute 72-89c02(a), notification to law enforcement will be given for all students found in possession of a weapon or illegal drug or who have engaged in an act or behavior which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, at school, upon school property or at a school supervised activity. A report will be made to the appropriate law enforcement agency as soon as practicable, but not to exceed 10 days from the student act, excluding holidays and weekends. In turn, law enforcement will notify the division of vehicles as soon as practicable, but not to exceed 10 days from the date of the student's act, excluding holidays and weekends. The law enforcement report shall include the student's name, address, date of birth, driver's license number and a description of the act committed by the student. Students may lose their Driver's license for up to one year as a result of this notification. Additionally, Social Services may be notified. This could result in an investigation to insure the wellbeing of the student expelled.

## **DANCES**

School dances may be held periodically during the school year. The dances normally sponsored by Student Council and/or Parent Brigade will be held in the gym or cafeteria. Parents are encouraged to become involved and help sponsor the school dances during the year. Only VCMS students are permitted to attend school dances. Students must be in attendance by the beginning of fourth hour and have permission slips signed by parents to attend a dance (only the official school permission slips will be accepted). Students must also have their ID cards and the admission fee. Students who are in GAP, ISS, suspended/expelled from school, involved in inappropriate behavior on the day of the dance, or are failing any class will not be allowed to attend. Students whose behavior during the week of the dance substantially disrupts school or events may also be suspended from the dance. School rules and policies apply unless otherwise stated in the permission slip. Students will not be allowed to leave the dance prior to the scheduled time without written permission of the parents. If a student does leave the dance they will not be readmitted. Students are to be picked up within 20 minutes of the conclusion of the dance or the student will not be allowed to attend the next dance.

## **DELIVERIES**

Due to disruptions in learning, allergies to flowers/latex, student harassment issues, and concerns with transportation, deliveries of flowers, gifts, balloons and other celebratory artifacts is discouraged. Students/staff will not be notified of deliveries until the end of the school day.

## **DRESS CODE**

*Students should dress in a manner which will not be disruptive to the educational process. If at any time the principal or teacher believes that a student's attire is a*

disruption, that student will be sent to the office and asked to change. This especially applies to clothing fads or trends that become popular for a short period of time. Writing on the body is also prohibited. Also, the school reserves the right to disallow or restrict any clothing worn by students to school or school activities that might be associated with a gang or gang activity. Any extra-curricular group may require a more stringent dress code and those students wishing to participate will also abide by the code for that group.

a. Shorts as approved by the administration are acceptable for school wear. Spandex shorts are not allowed unless worn under other shorts. Shorts must be acceptable in length. Acceptable length for all apparel shall be fingertip in length when arms are relaxed at side. This would include the following apparel: shorts, skirts, dresses and any slits or holes in clothing.

b. Clothing with inappropriate, abusive, rude/profane/obscene/suggestive/distasteful language or artwork will not be allowed. Examples: clothing with alcohol, drugs, tobacco, weapons, explosives, gore, sexual innuendoes, etc.

c. Clothing that is inappropriate or that exposes chest, shoulders, bare midsection or buttocks such as: bare midribs, bare backs, spaghetti strap tops with bra straps showing, fishnet shirts, sheer tops with bra straps showing, halters, tube tops or tops without shoulder straps will not be allowed. Pants, jeans, sweats, overalls and shorts are to be worn at waist level. No excessively loose clothing, undergarments showing, or short-shorts will be allowed. (**No “sagging”**, etc.)

d. No excessively baggy pants, including those with excessive pockets, zippers, chains, straps, or fasteners are allowed.

e. Clothing that has straps or suspenders must be fastened over the shoulders.

f. Clothing must be worn in the manner for which it was designed. Clothing designed as under garments must not be worn as outer garments.

g. Footwear must be worn at all times during school. **Bedroom slippers and shoes with wheels are not allowed.**

h. Students are not allowed to wear hats, caps, or other headgear while in the building prior to or during the regular school day.

i. No colored or dark glasses should be worn except under a doctor's prescription or direction.

j. The wearing of heavy coats in the classroom not allowed unless allowed by the classroom teacher. Coats may be subject to search at any time at the discretion of the administration.

k. Chains longer than six (6) inches, or jewelry that could cause injury (i.e. Spikes, sharp edges) will not be allowed.

l. Gang writing and/or symbolism is not allowed on school papers, notebooks or any material at school or school activities. This includes marking(s) on the body. Gang related colors, language, gestures or designs are not allowed in the school or at school activities.

m. Students are not permitted to remove their shirts to participate in physical education classes.

n. Pierced body parts or jewelry that may pose a safety hazard to a student will not be permitted. There shall be no expectation of medical attention in regard to the cleaning and maintenance of piercings by school personnel.

o. ***The administration reserves the right to refuse participation in any school activity if inappropriate clothing is worn.***

## **GAP**

Any student failing a course shall be placed in GAP (Guided Academic Practice). GAP students are not allowed to participate in or attend any school function or extracurricular activities. Students are referred to GAP by classroom teachers. During the week they are referred to GAP the student is to report to the assigned GAP room instead of going to lunch. Once the lunch line has been reduced GAP students are taken to the cafeteria to eat. Students may not return to their normal lunch schedule until all grades are passing.

## **GRADING POLICY**

Letter Grade Level of Work % Scale

- A (4.00) Superior 90-100
- B (3.00) Above Average 80-89
- C (2.00) Average 70-79
- D (1.00) Below Average 60-69
- F (0.00) Failing 59-below

Teachers are at liberty to add plus or minus marks to letter grades or go only with the letter grade on the grade sheet. Semester grades are figured by averaging the previous two nine week's grades.

## **HALL PASSES**

A student who leaves a class or fails to arrive in class, without permission from the teacher, will be considered as skipping class. The teacher of the assigned class must agree (and provide written permission) before a student may leave for another classroom or area. Students are not to be in areas that are unauthorized without a pass.

## **HARASSMENT POLICY**

No student or staff member should be subject to harassment for any reason by any student or staff member. It is the policy of VCMS and the Board of Education that all students and staff members will work with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, or disability. Acts of harassment, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and will constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted. Sexual harassment includes all unwanted, uninvited, and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school/work environment. This can include:

- 1) Sexually suggestive looks or gestures;
- 2) pressure for date or sex;
- 3) deliberate touching, cornering or pinching;

- 4) threats, demands, or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances;
- 5) sexual jokes, pictures, or teasing;
- 6) sexually demeaning comments;
- 7) unwanted attempts to kiss or fondle;
- 8) badgering of any kind.

A student, his/her parent, a student other than the victim, or a staff member may make reports of harassment. All reports concerning students are to be given to a counselor, assistant principal, and/or principal for initial action (investigation). All reports of harassment will be investigated, and appropriate action will be taken by the Administration. False reports of harassment will be handled as a discipline matter concerning misleading information. For a complaint of harassment to be fully resolved, it will be necessary for the victim to make a written report to be used as evidence against the accused. If a claimant of harassment is not satisfied with the resolution of their complaint by the Administration, the claimant may file a grievance with the District Grievance Officer, Penny Hargrove. Her office is at 132 S. Park and her phone number, during school hours, is 755-7100.

### **HELPING HANDS REPORT**

Students are encouraged to use the Helping Hands Report to document any situation they feel needs to be elevated to administrative level. This form is available on the school's website. It should be completed by the student and taken to a trusted staff member to be entered on an electronic form. The electronic form is then sent to an administrator for action.

### **HONOR ROLL**

Principal's Honor Roll—A student must compile a 4.0 (A) grade point average on his or her grade card to meet the criteria for the Principal's Honor Roll.

Hornet Honor Roll—A student must earn a 3.25-3.99 grade point average on his or her nine-week grade card to qualify for the Hornet Honor Roll.

### **INAPPROPRIATE USE OF THE INTERNET**

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. Any use of the Internet for illegal, inappropriate or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, or federal laws. Inappropriate use shall be defined as a violation of the "intended use" of the Internet as determined by the teacher or administrator. This includes:

- (1) the intentional introduction of viruses;
- (2) corruption of systems, files, and resources; and
- (3) sending or receiving copyrighted files, programs, or materials without permission.

Any use of the Internet for purposes in conflict with approved Board of Education policies and procedures is prohibited. Students shall have no expectation of privacy when using district e-mail or computer systems. Email messages shall be used only for approved educational purposes. Students must use appropriate language in all

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

### **LIBRARY POLICY**

VCMS Library will be open from 7:35 a.m. to 3:00 p.m. on school days. Students must be accompanied by a teacher (class group) or have a pass from a teacher to be in the library at any time except before or after school. A student must have his/her I.D. card to check out library materials. A fee of ten cents per day will be charged for overdue materials. Students with "outstanding" library obligations will not be allowed to check out library materials until the obligation is paid. Payment for a lost book is the responsibility of the student. If the "lost" book is later found, a refund will be given, less the amount of the overdue fine. Students may have three books checked out at one time unless arrangements have been made with the librarian for additional books. Books are checked out for two weeks with the possibility of an additional two weeks if the student is in good standing and owes no library fees. Once a book is checked out to a student, the book is his or her responsibility. If the book is damaged or lost, the student will make restitution by payment or by working off the debt through scheduled work time in the library.

### **LOCKERS**

Students will be assigned to a locker prior to the start of the school year. Students are expected to keep their lockers clean, orderly, and LOCKED AT ALL TIMES. Students are not to change or share lockers with other students unless office personnel give prior approval. Do not share your combination with other students. These guidelines pertain to PE lockers as well. Students are responsible for items left out or left unlocked in the locker room during PE or after school during athletic practice. Each student has exclusive control over his/her locker, desk, workstation, or other similarly assigned areas of school property as against other pupils; but such possession is NOT exclusive as against school officials. *The building administrator reserves the right to search any locker at any time if he/she believes the locker contains matter prohibited by law or school regulations.* Such search may be made without notice to the student to whom such locker has been assigned. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers. Failure to follow these rules will result in disciplinary action.

### **LOST AND FOUND**

The Middle School retains lost and found articles in the office or suitable location. Students who are missing an item should first attempt to find it on their own, then check the lost and found area in the office. Due to the volume of items accumulated, administration may authorize lost and found items to be donated to charity after reasonable attempts have been made to return property to its rightful owner.

## **LUNCH PERIOD**

VCMS operates a 30-minute CLOSED lunch period. Students may bring lunch, or purchase lunches through the hot lunch program or the snack bar. Parents may restrict their child from purchasing snack bar items by contacting the VCMS office. Money can be deposited into a student's account before school, between classes up to fourth hour and after school. School ID cards are used as lunch tickets. **Students are not allowed to charge or use another person's ID card.** Each and every person who uses our cafeteria has the right to eat in a clean and orderly area. Students are responsible for cleaning their table and area before being dismissed. If students fail to keep the lunchroom clean of trash and leftovers, the snack bar will be closed and/or removed permanently.

## **MEDICATIONS AT SCHOOL**

Valley Center USD # 262 will provide no medicine, either prescription or nonprescription over-the-counter medicines, to any student. The school district (through the school nurse, nurse's aide, or designated employee of the district) will administer medicine only under the following circumstances:

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

- (1) the name of the student who will receive the medication;
- (2) the name and description of the medication;
- (3) the dosage to be given;
- (4) instruction for administration of the medication;
- (5) suggested times for the administration of the medication;
- (6) a description of any possible side effects; and
- (7) any other instructions or warnings. All prescriptions must be in the

original pharmacy container, clearly marked as to the patient, type of medicine, and dosage.

2. Non-prescription medicines will be reviewed on a case-by-case basis. Approvals will be typically on a limited basis only. The principal or nurse may deny administration request if they deem that it is not in the best interest of the student to take the medicine. Non prescription medicines may be given, upon decision of the principal or nurse, only if accompanied by a permission form signed by the parents which includes:

- 1) the student's name,
- 2) the name of the non-prescription medicine, and
- 3) the dosage to be given.

The non-prescription medicine must be in the original sealed container and clearly labeled with the name and dosage recommendations. Due to dangerous side effects, at no time will any school district employee administer aspirin to a student. At the end of the year, parents are requested to contact the school nurse regarding instructions to dispose of or return the medicines. Any medicine left in the possession of the school district *at* the end of the school year will be disposed of.

### **MIDDLE SCHOOL CONDUCT CARD SYSTEM**

1. All students are required to carry a Conduct Card and present it to a faculty/staff member upon request. The card must be kept in the student's agenda book.
2. A lost Conduct Card will result in the following:
  - a. First Conduct Card lost = Replacement with the same color Conduct Card minus a three (3) point deduction penalty.
  - b. All Subsequent Conduct Cards lost = Automatic movement to the next color Conduct Card.
3. Accumulation of conduct Points will result in the following:
  - (Purple Conduct Card) 5 Points = ½ Hour Detention
  - (Green Conduct Card) 10 Points = 1 Hour Detention
  - (Yellow Conduct Card) 15 Points = Two 1 Hour Detentions
  - (Red "A" Conduct Card) 20 Points = In-School Suspension (1 Day), Parent Contact/Conference
  - (Red "B" Conduct Card) 25 Points = In-School Suspension (3 Days), Parent Contact/Conference, Counselor Referral
  - (Red "C" Conduct Card) 30 Points = Out-Of-School Suspension (5 Days), Student/Parent(s) Meet with Evaluation Review Team
  - (Red "D" Conduct Card) 35 Points = Suspension to Expulsion
4. Students who complete one semester without receiving a single point on their Purple Conduct Card and no other office discipline will be eligible for a **Gold Conduct Card**. This card entitles holders to free seating in the cafeteria, front of the line cafeteria privilege, early dismissal from the gymnasium in the morning, and other privileges approved by administration. Should a student's Gold Card be filled with conduct points they will be assigned a Purple card.
5. Students may take advantage of a **Conduct Card Reduction** once per semester. To qualify students need to print off the Reduction Request form found on the school's website, follow directions, and submit it to the office for adjudication.

This system has three categories – Minor Violations, Intermediate Violations and Major Violations.

### **MINOR VIOLATIONS**

Minor Violations may be administered by administration and/or faculty. Minor Violations or Conduct Points may include, but are not limited to the following:

#### **Conduct Points**

- 1- No ID Card
- 2 -Tardy (Second-Seventh Hour)

- 3- Disrespect to Student/Adult
- 4 - Inappropriate/Disruptive Behavior
- 5 - Food, Pop, Electronic Device
- 6 - Inappropriate Language
- 7 - Not Prepared for Class
- 8 - No Conduct Card/Defacing card
- 9 - Lost Conduct Card (Office Only)
- 10 - Out-Of-Bounds/No Hall Pass

### **INTERMEDIATE VIOLATIONS**

Intermediate violations will be handled by administration and may be upgraded to Major Violations depending upon severity and frequency. Intermediate violations include but are not limited to the following:

- Cheating
- Disrespect to administration/staff/students
- Horseplay
- Harassment/Making Threats/Bullying
- Inappropriate/Disruptive Behavior
- Misuse of Internet
- Profanity/Obscene Gestures/Language
- Refusal to follow instructions of authority/insubordination
- Skipping Class
- Tampering with computer equipment
- Failure to report a dangerous situation/event

This is not an all-inclusive list. Actions not listed above will be handled by the administration or faculty as deemed necessary. Consequences for intermediate violations will range from office time out to detention or ISS.

### **MAJOR VIOLATIONS**

Major Violations will be handled by the administration. Major Violations include, but are not limited to, the following:

- Alcohol/Drug, Tobacco Use/Possession/or Paraphernalia
- Cheating
- Bomb Threat/False Fire Alarm
- Disrespect to Administration/Staff/Students
- Dangerous Items
- Fighting or Contributing to a Fight
- Forgery
- Harassment
- Inappropriate/Disruptive Behavior
- Misuse of the Internet (Sending Improper E-Mail, Going to Inappropriate Areas on the Internet)
- Profanity/Obscene Gestures/Language
- Refusal to Follow Instruction of Authority/Insubordination
- Removal from Class due to Behavioral Problems
- Tampering with Computer Equipment

Theft

Use/Possession of Fireworks or Other Materials That May Be Harmful or  
Disruptive

This is not an all-inclusive list. Actions not listed above will be handled by the administration as deemed necessary.

### **RESULTING ACTIONS FOR MAJOR VIOLATION**

In most cases, consequences for Major Violations will occur according to the following levels:

First Major Violation = Detention to Expulsion

Second Major Violation = In-School Suspension to Expulsion

Third Major Violation = Out-Of-School Suspension to Expulsion

It is to be noted that some students, because of special needs, may have individual behavior plans. Modifications to this school-wide plan should be noted in the student's IEP or 504 Plan as necessary.

### **NOTE WRITING**

Personal note writing is not allowed. Disciplinary action may be taken against students who write, pass, read, or are in the possession of personal notes at school.

### **PARENT PORTAL**

All parents, and students, are encouraged to take advantage of the district's on-line Parent Portal to stay up to date on student grades, attendance, behavior, and more. While a valuable communication tool, Parent Portal is not a "real-time" gradebook. Teachers need to be allowed a reasonable amount of time to input grades before expecting to see them on-line. Parent Portal accounts can be initiated by contacting the Middle School office.

### **PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES**

A student must be in attendance at school by the start of 4th period (10:06am) to be eligible to participate in a practice or an activity on that day. Additionally, if a student goes home from school because of illness, that student is not eligible to participate later that same day. This applies to music performances, dances, and athletics. Some exceptions may be approved by the administration, (i.e. Doctor Appointments).

Academic and behavioral guidelines also apply to participation.

### **PERSONAL PROPERTY**

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

## **PROMOTION**

Promotion at the middle school will be determined on an individual basis. Final decisions on promotion will be made by the administration based on the student's academic performance and needs.

## **PUBLIC DISPLAYS OF AFFECTION**

Students are to refrain from any type of display of affection. (Students are not permitted to hold hands, kiss, hug, or fondle other students). Violation of this policy may result in disciplinary action.

## **SCHOOL SAFETY HOTLINE**

The State has a toll free number to report impending school violence to the Kansas Highway Patrol. Help keep your school safe! Call the Kansas School Safety Hotline: 1-877-626-8203. Report any information that might threaten the safety of the school or students. Information received on this hotline will immediately be shared with local law enforcement and school officials.

## **SCHOOL CANCELLATION PROCEDURE**

If weather conditions dictate the cancellation of school, the superintendent will make the decision as soon as possible. Notifications will be posted on the district website at [www.usd262.net](http://www.usd262.net). Announcements will be made by 6:45 A.M. using the following radio and television stations:

KWCH-CHANNEL 12 KKRD FM 107.3, KFDI 1070, KRBB FM 98 KAKE-CHANNEL 10, KQAM 1410, KEYN FM 103.7, KICT 95, KSNW-CHANNEL 3, KFH 1330, KRZZ FM 96.3, KNSS 1240, KZSN FM 102.1

## **STUDENT AGENDA**

Student Agenda Books contain valuable information and are an excellent way to keep track of daily assignments and tasks. Students should note each homework assignment, test date, and project deadline in his/her agenda. Parents and teachers can communicate through notes in the agenda. Defacing of the agenda book is prohibited. Lost, defaced, or damaged agenda books may be replaced for \$5.00.

## **STUDENT ID CARDS**

An ID card is needed for lunch, library use, and identification. Students are expected to wear their ID cards on a lanyard around their necks. ID cards are not to be worn under clothes. Students must be prepared to show the ID card to any staff member at any time at school, at activities home and away, at all times. The card will also allow the student free admission to all home middle school athletic activities. Lost or damaged/defaced ID cards must be immediately replaced with a \$2 replacement charge. VCMS is not responsible for lost or stolen ID cards.

## **TARDIES**

A student will be considered tardy when the final bell rings if they are not in class according to classroom procedure. If a teacher detains a student, that teacher is obligated to give the student a pass for admittance to the next class. **A student more**

**than 15 minutes “late” to class will be considered absent.** Teachers will deal with students who are tardy by marking the student’s conduct card for the infraction. First hour tardies must be excused by a parent at the time the student arrives at school. Students more than 10 minutes late to first hour must check in though the office before going to class. Accumulation of tardies and/or conduct infractions will result in disciplinary action.

### **TELEPHONE USE BY STUDENTS**

If a student stays after school with a teacher, the student should use the phone in that teacher’s room. Office phones are to be used only for emergencies.

### **VENDING MACHINE**

The pop and juice machines will be available after school. The contents of these machines are to be consumed in the annex where the machines are located or outside the building. Remember that food must be consumed in the assigned areas. Classrooms and restrooms are not assigned areas. Open liquid containers are not allowed in lockers. Depending on the need, clear water bottles may be allowed in classrooms with administrative approval and at the classroom teacher’s discretion.

### **VISITORS**

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

### **WEAPONS POLICY**

A student shall not 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 is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;

- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement. (See KSA 72-89a01, BOE Policy)

**PENALTIES FOR POSSESSION:**

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