

VICTORIA JR./SR. HIGH SCHOOL  
STUDENT & PARENT HANDBOOK

2021-2022 SCHOOL YEAR

1107 10<sup>th</sup> St.

Victoria Ks, 67671

# Personnel of Victoria Jr./Sr. High School

## Board of Education

Tammy Lichter	President
Ryan Mauch	Vice President
Janea Dinkel	Member
Kevin Huser	Member
Sean Rodger	Member
Jacque Schmidt	Member
Jeanna Wellbrock	Member

## Administration

Kimberly Woolf	Superintendent, Jr/Sr High School Principal
----------------	---

## Jr/Sr High School Faculty

<b>Max Befort</b>	MS/HS Band, GS Music and Band
<b>Kaitlynn Bleske</b>	JH Math/ Social Studies Instructor
<b>Connie Braun</b>	Family and Consumer Sciences Instructor, FCCLA Advisor
<b>Kori Braun</b>	HS Counselor, Yearbook
<b>Coleen Dickinson</b>	School Nurse, Food Service Director, JH Head Track Coach, JH Head Basketball Coach
<b>Daniel Escudero</b>	Spanish Instructor
<b>Kaylene Gabel</b>	VJSHS/GS Art Instructor , HS Tennis Coach, JH Asst. Track Coach
<b>Anne Haas</b>	Special Education Instructor
<b>Kate James</b>	Social Sciences Instructor, Assistant Girls BB Coach, Assistant Girls Softball Coach, HS Cheer Sponsor
<b>Jacy Klaus</b>	Agriculture Ed. / FFA Sponsor
<b>Kim Nowak</b>	School Librarian, HS Asst. VB Coach
<b>Sarah Nuss</b>	Head HS Volleyball Coach
<b>Doug Oberle</b>	Head HS Football Coach
<b>Kelby Parton</b>	Industrial Technology Instructor, Skills USA Advisor
<b>Dan Rogers</b>	PE -Strength & Conditioning Instructor, Head JH BB Coach, Asst. HS Football
<b>Christine Sander</b>	JH/HS Math Instructor/Elementary Counselor, SADD Sponsor
<b>Colin Schmidtberger</b>	HS Head Boys Basketball Coach
<b>Amy Schoenrock</b>	JH/HS Science Instructor, Head HS Track Coach, JH Head Volleyball Coach, NHS Sponsor
<b>Ken Schoenrock</b>	Science Instructor, Head JH FB Coach, Asst. HS Track
<b>Randy Stanley</b>	HS Head Cross Country Coach
<b>Samantha Voorhees</b>	Mathematics Instructor, JH Asst. VB Coach, Asst. HS Track, STUCO Sponsor
<b>Kristin Werth</b>	HS Head Girls Basketball
<b>Brenda Zahm</b>	JH Reading/Language Arts Instructor
<b>Ruth Ann Zimmer</b>	Language Arts Instructor

Secretary

Michelle Geist

Jr./Sr. High School Secretary

Custodial

Wade Schmidtberger  
Jamie Sterling

Custodian  
Custodian

Kitchen

Diane Schmidtberger

Head Cook

Every possible situation, question, etc. cannot be covered in any handbook. Interpretation of school policy has been and will continue to be at the discretion of the building principal, superintendent, and the board of education.

# **Victoria**

## **USD #432**

### **Board of Education Goals**

#### **District Mission Statement:**

USD #432 is focused on student achievement and school improvement:

- \*Caring Relationships
- \*A Responsive Culture
- \*Relevant Educational Opportunities
- \*Rigorous Coursework
- \*Results Evident in Growth and Learning

## **District Goals:**

To ensure a quality education for all students, USD #432 will provide:

- △ Sufficient oral and written communication skills to enable students to function in a complex and rapidly changing civilization;
- △ Sufficient knowledge of economic, social and political systems to enable the student to make informed choices;
- △ Sufficient understanding of governmental process to enable the student to understand the issues that affect his or her community, state and nation;
- △ Sufficient self-knowledge and knowledge of his or her mental and physical wellness;
- △ Sufficient grounding in the arts to enable each student to appreciate his or her cultural and historical heritage;
- △ Sufficient training or preparation for advanced training in either academic or enable each child to choose and pursue life work intelligently; and
- △ Sufficient levels of academic or vocational skills to enable public school students to compete favorably with their counterparts in surrounding states, in academics or in the job market.

## **TEACHERS ROOM ASSIGNMENTS**

Max Befort	MUSIC/BAND ROOM
Kaitlynn Bleske	ROOM 10
Connie Braun	ROOMS 4, 5
Kori Braun	15, COUNSELING OFFICE
Daniel Escudero	ITV Room
Kaylene Gabel	ROOM 11
Anne Haas	ROOM 1
Kate James	ROOM 2
Jacy Klaus	ROOM 9
Dan Rogers	5, HS GYM & FITNESS CENTER
Christine Sander	ROOM 3
Amy Schoenrock	ROOM 13
Ken Schoenrock	ROOM 14
Samantha Voorhees	ROOM 6
Brenda Zahm	ROOM 8
Ruth Ann Zimmer	ROOM 7

## **DAILY CLASS SCHEDULE\***

### **Senior High Schedule**

<b>8:00 -- 8:52</b>	<b>PERIOD I</b>
<b>8:55 -- 9:47</b>	<b>PERIOD II</b>
<b>9:50 --10:42</b>	<b>PERIOD III</b>
<b>10:45 --11:37</b>	<b>PERIOD IV</b>
<b>11:40 --12:07 HS GPS</b>	
<b>12<sup>TH</sup> GRADE AT 12:07 BELL</b>	
<b>9<sup>th</sup>-11<sup>th</sup> GRADES AT 12:08 BELL</b>	
<b>12:07--12:34</b>	<b>HS LUNCH</b>
<b>12:37 -- 1:29</b>	<b>PERIOD V</b>
<b>1:32 -- 2:24</b>	<b>PERIOD VI</b>
<b>2:27 -- 3:20</b>	<b>PERIOD VII</b>

### **Junior High Schedule**

<b>8:00 -- 8:52</b>	<b>PERIOD I</b>
<b>8:55 -- 9:47</b>	<b>PERIOD II</b>
<b>9:50 --10:42</b>	<b>PERIOD III</b>
<b>10:45 --11:37</b>	<b>PERIOD IV</b>
<b>11:37 --12:07</b>	<b>LUNCH</b>
<b>8<sup>TH</sup> GRADE AT 11:37 BELL</b>	
<b>7<sup>TH</sup> GRADE AT 11:38 BELL</b>	
<b>12:10--12:34</b>	<b>JH GPS</b>
<b>12:37 -- 1:29</b>	<b>PERIOD V</b>
<b>1:32 -- 2:24</b>	<b>PERIOD VI</b>
<b>2:27 -- 3:20</b>	<b>PERIOD VII</b>

\* NOTE: There will be a 3-minute passing period between each scheduled class period.

## **ACTIVITY MEETING SCHEDULE**

Activity and Organizational Meetings will be held during the scheduled AIM period. Organizations needing to meet more often than scheduled will need to make arrangements to meet before or after class hours. Pep assemblies will be held only for home contests on Fridays unless special circumstances dictate. Sponsors must notify the principal that their organizations need to meet by Thursday at noon of the week preceding a scheduled meeting or the meeting will not be included on the regular weekly calendar.

## **ORGANIZATION OFFICERS**

### **Seniors:**

President:	Levi Huser
Vice President:	Kaitlyn Windholz
Sec./Treas.:	Kassi Weber
Stuco Rep:	Kenzie Sweat

### **Juniors:**

President:	Taylor Anderson
Vice President:	Janet Hugunin
Sec./Treas.:	Jarron Schmidt
Stuco Rep:	Callie Lane

### **Sophomores:**

President:	Quincy Pickering
Vice President:	Eli Schmeidler
Sec./Treas.:	Jarret Riedel
Stuco Rep:	Gracie Sterling

### **Freshmen:**

President:	Aurora Nowlin
Vice-President:	Gabe Garcia

Sec./Treas.: Wyatt Dorzweiler  
Stuco Rep.: Benjamin Dome

**V-Club**

President: Kaitlyn Windholz  
Vice-President: Kassi Weber  
Sec./Treas.: Melany Huser

**National Honor Society:**

President: Shelby Schmeidler  
V-P: Grant Schoenrock  
Sec./Treas.: Melany Huser

**SADD**

President: Kassi Weber  
Vice President: Kaitlyn Windholz  
Sec./Treas.: Melany Huser

**SKILLS USA:**

President:  
Vice President:  
Sec/Treasure:

**FCCLA:**

**Local Officers**

President:	Shelby Schmeidler
VP of Membership:	Kaitlyn Windholz
Treasurer:	Macy Hammerschmidt
Secretary:	Janet Hugunin
Co-VP of Public Relations:	Brooklyn Nowak
Co-VP of Public Relations:	MaKenne Wellbrock
Co-VP of Programs:	Benjamin Dome
Co-VP of Programs:	Jadyn Peterson
Co-VP of Community Service:	Jarron Schmidt
Co-VP of Community Service:	Grant Schoenrock

**District B Officers**

Kenzie Sweat

**Peer Ed Member**

State Financial Fitness Member:	Kassi Weber
State Financial Fitness Member/Chairperson:	Melany Huser
State Financial Fitness Member/Secretary:	Levi Huser

**STUCO;**

President: Melany Huser  
Vice-President: Grant Schoenrock  
Sec./Treas.: Shelby Schmeidler

**FFA:**

President: Cadence Dickey  
VP: Taylor Anderson  
Secretary: Melany Huser  
Treasurer: Jessica Schroeder  
Reporter: Callie Lane  
Sentinel: Christian Wellbrock  
Chaplin: Vance Hockersmith

## TORNADO DRILL PROCEDURES

**TORNADO WARNING: 3 to 5 minutes steady tone.**

**BACK-UP WARNING: SERIES OF SHORT BLASTS OF BELL**

### PROCEDURE I.

**Students In All Classrooms.....Will walk quietly in single file, keeping to your left and immediately report to the new addition weight room/safe room.**

### PROCEDURE II.

**Students do not have to kneel down and cover their heads. They are to remain in the safe room until an all-clear signal (long blast of school bell) is given.**

## FIRE DRILL

**FIRE WARNING: CONTINUOUS RINGING OF FIRE WHISTLE.**

**BACK-UP WARNING: CONTINUOUS RINGING OF BELL.**

**Rooms 1 & 2.....**Walk in single file, in order named, keeping to your left and exit through front entrance. If blocked, reverse, walking in single file, keeping to your right and exit through north door by the shop.

**Rooms 3,4, & 5.....**Walk in single file, in order named, keeping to your right and exit through front entrance. If blocked, reverse, walking in single file, keeping to your left and exit through north door by shop.



**Room 6** .....Walk in single file, keeping to your right and exit through front entrance. If blocked, reverse, walking in single file, keeping to your left and exit through north door by shop.

**Band Room & Room 15**.....Walk in single file, keeping to your right and exit through west entrance. If blocked, reverse, walking in single file, keeping to your left and exit through north door by basement entrance.

**Old Weight Room** .....Walk in single file, keeping to your left and exit through west entrance. If blocked, reverse, walking in single file through the kitchen and exit through north basement door.

**Auditorium. and Gym**.....Use designated outside exits to the east.

**Rooms 7, 8, Auditorium North Balcony**.....Walk in single file, in order named, keeping to your left, down the stairs by the library and exit through north entrance by basement door. If blocked, reverse, keeping to your right and exit down the stairs through north door by the shop.

**Auditorium South Balcony**.... Walk in single file down the southeast stairs and out the front doors opposite the auditorium. If blocked reverse and exit through the north balcony room, down the northwest stairs and exit the rear of the building.

**Library**.....Walk in single file, in order named, keeping to your right down the stairs by the library and exit through north entrance by basement door. If blocked, reverse, keeping to your left and exit down the stairs through north door by the shop.

**Rooms 9,10, & 11** .....Walk in single file, in order named, keeping to your right down the stairs by the gym and exit through north entrance by the shop door. If blocked, reverse, walk in single file keeping to your left and exit down the stairs by the library through the north entrance by the basement door.

**Shop**.....Use overhead east door of main building, if blocked, reverse and use shop entrance door exiting through the north entrance.

**New Addition**.....Science classrooms and weight room, exit through the west entrance. Locker rooms, lunchroom and kitchen, exit through the north east entrance.

**CLOSE ALL WINDOWS AND DOORS TO PREVENT DRAFTS AND SHUT OFF LIGHTS.  
CLEAR THE BUILDING AT LEAST FIFTY FEET AND REMAIN OUTSIDE UNTIL THE  
ALARM IS TURNED OFF  
RETURN TO YOUR CLASSROOM IN AN ORDERLY FASHION**

## Proper Chain of Command Policy

Adopted By the USD 432 BOE 4-11-2016

- The student/student athlete will first address any issue with their teacher or coach.
- Then parents will address the issue with the teacher or coach.
- If needed, student and parent will address the issue with the athletic director or principal.
- Students/student athletes/parents must follow steps one, two and three in the proper order to effectively adhere to the Proper Chain of Command Policy.

## Student Services

### AGENDAS

All students in grades 7 and 8 are provided with an agenda for use on their iPad. These are excellent organizational tools. They allow students to write down assignments and keep track of tests, grades, notes, etc. This is a great communication tool between the school and parents.

### ANNOUNCEMENTS

Each Friday, a bulletin showing the activities scheduled for the following week will be posted in all teachers and sponsor's mail boxes and a copy will be emailed. All requests for announcements to appear in the Weekly Bulletin must be approved by the class or organizational sponsor and turned in to the office by Thursday at noon preceding the Friday bulletin. Daily announcements will be read each morning. Any daily announcement must be approved by the Principal and must be turned into the office by 3:00 the preceding day.

### ASSEMBLIES

A Jr./Sr. high school is judged by the action and behavior of the students. Courteous and undivided attention will be given to the speaker or performer. Applause at the proper time is in order, but whistling, stomping, etc. reflect unfavorably on the school and will deprive a student of assembly privileges. All cell phones should be shut off. Student seating during assemblies will be at the discretion of the administration and or faculty.

## **BULLYING POLICY AND AGREEMENT**

The Victoria Jr./Sr. High School will follow the USD #432 Bullying Policy attached to the back of this handbook.

## **CANCELLATION OR EARLY DISMISSAL OF SCHOOL**

Weather conditions and other factors may at times cause cancellation or early dismissal of school. If such action becomes necessary the following procedures will be followed:

1. If classes are to be dismissed for the entire day, announcements will be made over radio stations KAYS or KJLS in Hays and KRLS in Russell.
2. Sometimes conditions force the dismissal of school earlier than the regular dismissal time. To care for such emergencies parents are asked to notify the Principal in writing what they wish to be done in such cases.

## **CARE OF SCHOOL PROPERTY**

We ask the cooperation of student parents and patrons in helping us care for school property. This is YOUR property. We ask you to respect it as such and treat it as such. The proper care of public property is the test of good citizenship.

## **CELL PHONE POLICY**

Written 5-4-2019 Approved by BOE 8-12-2019

No Right to Privacy—similar to the district computer use policy, students will have no rights to privacy when using such devices during school hours.

7th and 8th grade:

All students may use these devices on campus before school begins and after school ends. Students may use such devices during the lunch period. Students will also be allowed to use these devices during passing periods; however, they must be shut off or silenced upon entering a classroom and placed in ***designated area*** throughout each class period. Students are not allowed to use these devices at any time during a class period (exception would be for a family emergency and prior approval has been given by the office). AIM is considered class periods.

Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of device by school officials, including classroom teachers. If a cell phone or other electronic signaling device is confiscated by an instructor or school administrator, a detention will be given, a parent or guardian will be notified, and the parent or guardian must pick up the device.

9th -12th grade:

**Teachers may choose to implement any part of the middle school's cell phone policy into their classroom rules if they wish, including detentions/confiscating devices; however, that decision will be at the teacher's discretion.**

## **CONFERENCES WITH PARENTS**

Parents are urged to discuss with the faculty and Principal matters concerning their students. The Principals' offices are open from 7:30 A.M. to 4:30 P.M. Arrange for conferences through the Jr./Sr. High School office. In educational planning, the student's achievements, abilities and interests, as shown in test findings, school records and personal interviews are considered.

## **FUNDRAISING POLICY:**

All fundraising activities must be cleared through the principal's office. The event must be planned appropriately and all dates cleared so that there are no conflicts with other events, activities, etc.

The fundraising group must be a recognized organization of students and/or parents. Student groups must have a faculty sponsor. Parent groups need to supply the Principal with the goals and objectives of the fundraising event. All announcements and advertising for fundraising must have contact information including at least two names and phone numbers.

If the organization is a 501(c) (3) group, it must be identified as such with a disclaimer as to affiliation with the school district.

## **GUIDANCE SERVICES**

The counselor's office is located at the end west hallway across from the stage entrance. Her duties are to serve you by counseling with you concerning class schedules, post high school plans, interpretation of test scores, personal problems, etc. Her duties do not include the handling of any disciplinary cases. Her interests are primarily to help you in the solution to your immediate problems so that you may make better decisions concerning your school and personal life. She will call you in from time to time to help you in your educational planning and to discuss your progress with you.

## **HEALTH SERVICES**

The school nurse will be available for these services.

## **LIBRARY**

A well-equipped library is located on the second floor of the building. Each student is encouraged to make good use of this facility. The library personnel will develop library procedures and guidelines and you will be informed accordingly. Junior High classes will be taking place in the library during certain hours. Please be respectful of the teachers and students who are utilizing the room and plan your visits accordingly.

## **LOCKERS**

Each student will be assigned a locker at the time of enrollment. At no time will students be permitted to exchange lockers without permission of the office. Every student will be responsible for keeping his or her assigned locker in a neat and orderly fashion. Locks may not be placed on lockers unless the key or a copy of the combination is placed on file with the office. School lockers remain the property of the school district and are liable to search, if, in the opinion of the administration, such search is necessary for the protection of other students and for maintaining an orderly school environment. Do not leave large sums of money, jewelry, or other valuables in your locker. Give them to a teacher to hold for you or bring such items to the

office to be placed in the safe. The best thing to do is to leave valuables at home. Posters or outer decoration may not be attached to the outside of lockers without permission of the Principal. Interior locker decorations should be in good taste, or they will be removed.

### **LOST AND FOUND ARTICLES**

The lost and found department is located in the general office. You are to report to the office secretary those articles that you may have lost. Please report lost or found articles to the office as soon as possible.

### **LUNCH PROGRAM**

A lunch program will be provided and served daily to students at a nominal cost. The privilege of eating in the school program also carries with it the responsibility of the student to conduct him or herself in an acceptable manner. Students who prefer to bring sack lunches may do so. Sack lunches are to be eaten in the cafeteria. Students will be asked to remain in a supervised area during their lunch period and teachers will be assigned to supervise this area.

### **POSTERS**

Only those posters relating directly to Victoria High School may be posted about the building. Clearance for all posters must be obtained from the Principal. Only masking tape should be used to attach the posters. Each group will be responsible for taking down their posters immediately after the event.

### **STUDENT ACCIDENT INSURANCE**

The school/school district **does not** carry an accident insurance policy for students. Parents may purchase a student accident policy for their child(ren). The information for this policy may be obtained at registration or from any school office. This policy is reasonably priced.

### **STUDENT INJURY -EMERGENCY PROCEDURE**

If at any time a student becomes injured follow this procedure:

1. Do not move student or administer any medical techniques unless you feel further harm or permanent injury will result if you do not.
2. Send a student to notify the Principal and school nurse.
3. Parent or guardian will be notified.
4. Doctor or ambulance will be notified - at discretion of Principal - school nurse - or parents. If the Principal is unavailable, any reports of injuries will be directed to the high school secretary and school nurse.

### **TELEPHONE**

Students will not be called from classes to answer incoming telephone calls unless it is a family emergency. A message or notice to call back will be delivered to the student at the end of the class period. Students are not to use the telephone for calls without permission of the office staff or Principal.

## **TEXTBOOK AND MISCELLANEOUS FEES**

The Board of Education will establish fees for book rental and other items. Students will pay an additional charge for lost or damaged books and other materials. All fees are due and payable at the time of enrollment unless you have made arrangements with the principal.

## **USE OF COPY MACHINE**

A copy machine is located in the main office for the use of faculty and staff members. It is not to be used by any student without permission of the Principal or office secretary, and only then in a class related use.

## **VISITORS POLICY**

Visiting students, parents, sales persons or other school guests must report to the school office upon arrival and register. Loitering on the school grounds is not permitted. Guests of students must be approved by the principal, must sign-in and must observe all of the rules and policies of Victoria Jr./Sr. High School. Students wishing to bring guests to school should make such arrangements in advance.

## **Academic Policies**

### ***Algebra Credit - Incoming Freshmen***

Freshmen students entering Victoria High School who have passed Algebra 1 in the 8th grade will have the Algebra 1 credit listed on their high school transcript for purposes of identification of successful completion of the Kansas Board of Regents Qualified Admissions Curriculum. However, such credit/grade will not be calculated into their cumulative high school grade point average. Students successfully completing Algebra 1 in their 8th grade year will be expected to complete the required three units of math after entering high school in order to fulfill graduation requirements.

### **ATTENDANCE POLICY**

It is the responsibility of the Unified School District No. 432 Board of Education to provide and maintain school instruction that meets or exceeds the minimum time standard established by K.S.A. 72-1106. Another law, K.S.A. 72-111, states that every parent, guardian, or person in charge of any child from the age of seven through age eighteen shall require such child to attend school continuously. It can, therefore, be logically determined that both the school district and the parents of children enrolled in school have a legal obligation to see that students are in regular attendance.

Frequent and/or continuous absence from school substantially reduces the quality of education for both the absent student and his/her classmates. Since the education process requires continuity of instruction, classroom participation, the exchange of ideas, and supervised study activities; regular attendance is essential for maximum educational benefit. The learning process provided by regular classroom instruction cannot be adequately, or efficiently replaced by make-up work or individual instruction after regular school hours. No school can be expected to effectively teach students who do not regularly and consistently attend classes.

The attendance policy of Unified School District #432, therefore, reflects the shared responsibility between parents and the school district in requiring and maintaining regular attendance. The policy further stresses the importance of consistent attendance with regard to successful academic performance. The staff and administration will emphasize good attendance at all times during the school year. Therefore, the Board of Education and Administration have established the following attendance policy and ask the Patrons of the District for their cooperation.

The exception to this policy is a student who contracts a long term illness or disability that would require home or hospital confinement. In such cases a doctor's statement would be required and tutoring would be provided. Other exceptions would be at the discretion and best judgment of the Principal.

Time allotted for make-up work will be the number of days absent plus one. All make up tests should be made up during an eighth hour after school and supervised by a teacher. All Students attending a school activity must turn in all assignments in advance. Also all absences known in advance must be reported to the office and all assignments turned in before leaving. Parents will continue to be responsible to inform the office when their child will be or has been absent.

**The three classifications of absences are as follows:** **Excused** - for illnesses; doctors' appointments, court appearance, funeral; full credit will be given for work successfully made up following each of these absences. A note for home or phone call from parent must accompany the student after any excused absence. Excused absences will be applied toward the loss of credit provisions. **Prearranged excused** - for family trips, working for family in an emergency situation, for college visits. Prearranged absence forms must be obtained in the office at least two days prior to the absence and all work must be successfully completed prior to the absence to receive full credit. Prearranged excused absences will be applied toward loss of credit provisions. **Unexcused absence** - truancy, returning to school after an absence without a note or notification from parents or guardian. Being absent from school for an unacceptable reason. Students with unexcused absences will be expected to make up missed work, however no credit will be given for such work.

Truancy may be defined as:

1. *Not attending school after leaving home to do so.*
2. *Leaving school without permission of the office.*
3. *Not attending a class the student is enrolled in without a legitimate pass to do so.*
4. *Not attending school without permission of parents or for reasons unacceptable to the administration.*

## **TARDY POLICY**

Students are expected to arrive to every class on time with the necessary classroom materials. Failure to do so will result in the teacher marking the student tardy and assigning the student make-up time after school. Students tardy for 1st hour will report to the office. Teachers will maintain accurate records by recording tardies in their computer on an hourly basis and consistently enforcing the building-wide policy. Only excused tardies will exempt students from corrective behavior. The tardy policy progression for each class is as follows:

**Step 1**      Loss of AIM Time (students will report to class in which they where tardy)

- Step 2**            10 Minute detention w/teacher
- Step 3**            30 Minute detention w/ teacher
- Step 4**            60 Minute detention and conference with Parent
- Step 5**            In-School suspension

Failure to serve an assigned detention will result in automatic movement to the next step in the referral process. Students will begin at “Step 1” in each class at the start of each semester. It will be the student’s responsibility to make the necessary make-up time arrangements with the teacher if they have been assigned multiple tardies in the same school day.

Students who have progressed through all five steps in the tardy policy progression may be subject to losing student privileges. Failure to follow the above guidelines on a repeated basis will result in further disciplinary consequences at the discretion of administration.

### ***FUNERAL ATTENDANCE***

All students must have prior ~~written~~ permission, with the exception of a death in the immediate family (Example. father, mother, brother, sister, grandparent) from their parents or guardian to attend the funeral, graveside services and funeral dinner. This permission must spell out specifically what part the student will be attending and the student must return to school immediately after their participation in the funeral services has been completed. Again, with the exception of a death in the immediate family.

### ***LEAVING SCHOOL***

Any student who has reason to leave school during school time must obtain permission from the office and must sign out. Under normal circumstances permission will not be given without checking with parents or guardians. Truancy will be punished by either an in-school suspension, or an out of school suspension, or any combination of the two.

### ***CLASS CHANGES***

Students or parents of students at Victoria Jr./Sr. High School will be allowed to initiate changes in their course schedule up to 5 school days after the opening date of classes in a school year or semester course. After this date, the Principal, in extreme circumstances, may only initiate changes in the students’ course schedule. Changes in a students' schedule made outside of that time frame create circumstances under which it is extremely difficult for a student to catch up to the rest of the class, and puts a serious burden on both the teacher and the students already in the class. To drop a subject, a student must first confer with the counselor regarding any course change. If the counselor approves of the reason(s) for changing a class she will contact the parents of the student, the teachers involved, and the principal. Only by written mutual consent of all personnel mentioned herein would a course change be permitted.

### ***ENROLLMENT OPTIONS FOR JUNIORS/ SENIORS***

A. Select College “dual credit” classes will be available to Juniors & Seniors as available through North Central Kansas Tech. Students enrolling in these classes will pay their own college tuition fees and the cost of books for these courses. Students enrolling in these courses must have permission of the principal, meet all prerequisites of the NCDLN board of



governance, and requirements of the USD 432 Board of Education. Seniors enrolled in the seventh semester, in at least four high school subjects of unit weight, would be allowed to enroll in a maximum of five semester hours of college credit at Fort Hays State University, if approved by the parents and the schools involved.

Seniors enrolling in college credit courses at Fort Hays State University would be allowed to enroll in only those courses not offered for dual college credit at Victoria High School, and such courses should be approved by the counselor and principal as being necessary to the students career interests. Seniors enrolling at Fort Hays State University must have completed a minimum of 21 high school credits. Seniors selecting this option will be allowed to continue to participate in high school activities.

B. A senior who has completed six semesters will be allowed to attend Vocational Technical School under the following guidelines: 1. The student must be able to show that he or she will be able to complete the course and credit requirements for graduation. 2. Have completed a minimum of six semesters in high school. 3. A student attending Vo-Tech may receive up to three credits that may be counted toward graduation from high school. 4. The student must have permission of the parents, recommendation of the counselor and principal.

C. The Board of Education reserves the right to make exceptions for unusual circumstances for a senior wishing to terminate or attend on a part-time basis at the end of the 6th semester. A written appeal to the Board is requested for any termination or schedule modification at the end of the 6th semester.

## **GRADING SCALE**

The following grading scale will be used by the faculty in evaluation of student performance:

**A = 90-100**

**B = 80-89**

**C = 70-79**

**D = 60-69**

**F = Below 60**

Students are encouraged to keep aware of their grade status in each class. Grades will be given at the end of each nine weeks period. Parents will be notified periodically when a student is low or failing in a particular class or classes. PowerSchool is available daily.

## **GRADUATION REQUIREMENTS**

Requirements for graduation from Victoria High School will be as follows and will include a minimum of twenty-five (25) units. The units will include the following:

- a. Four units of English
- b. Three units of social studies \*
- c. Three units of science \*\*
- d. Three units of math \*\*\*
- e. One unit of computer science
- f. One unit of health and physical education
- g. One unit of fine arts \*\*\*\*

\*Students must successfully complete: American History, American Government.

\*\* Students must successfully complete Biology

\*\*\* Students must successfully complete Algebra 1.

\*\*\*\* Any course from the art or music department will satisfy this requirement.

## USD #432 /KSDE Graduation Requirements

**\*English 4 Units:** (One unit taken EACH year of H.S.)

- \* \*\*English I \_\_\_\_\_
- \* \*\*English II \_\_\_\_\_
- \* \*\*English III \_\_\_\_\_
- \*\*English IV \_\_\_\_\_

**\*Science 3 Units:**

- \*\*\* \*Biology \_\_\_\_\_
- Principles of Tech. I \_\_\_\_\_
- \*\*\* Chemistry (\*\*or Physics) \_\_\_\_\_
- Advanced Biology \_\_\_\_\_
- Physical Science \_\_\_\_\_
- \*\*\* Physics (\*\*or Chemistry) \_\_\_\_\_

**\*Computer Science 1 Unit:**

- Comp. Applications I & II \_\_\_\_\_
- Personal Finance \_\_\_\_\_
- Web Design/Video Produc. \_\_\_\_\_
- Accounting \_\_\_\_\_
- Office Technology \_\_\_\_\_

**\*Fine Arts 1 Unit:**

- Art I / II \_\_\_\_\_
- Chorus \_\_\_\_\_
- Band \_\_\_\_\_
- Art III / IV \_\_\_\_\_
- Dimensions/Advanced Art \_\_\_\_\_

**Language Arts:**

- Lit. Genre & Film App. \_\_\_\_\_
- Yearbook (or Art Unit) \_\_\_\_\_
- Applied English \_\_\_\_\_
- College Composition I & II \_\_\_\_\_
- Public Speaking \_\_\_\_\_
- KCA/ACT English \_\_\_\_\_

**FACS:**

- Introduction to FACS \_\_\_\_\_
- Career and Family Life \_\_\_\_\_
- Living Skills \_\_\_\_\_
- Wellness & Nutrition \_\_\_\_\_
- Parenting \_\_\_\_\_

**\*Social Studies 3 Units:**

- \*World History / World Geography \_\_\_\_\_
- Physical Geography \_\_\_\_\_
- 20th Century History & Street Law \_\_\_\_\_
- Internatl. Relations / Current Events \_\_\_\_\_
- \* \*\*American History \_\_\_\_\_
- \* \*\*American Government \_\_\_\_\_

**\*Math 3 Units:**

- Integrated Math \_\_\_\_\_
- \* \*\*Algebra I \_\_\_\_\_
- \*\* \*\*\*Geometry \_\_\_\_\_
- \*\* \*\*\*Algebra II \_\_\_\_\_
- \*\*\*Advanced Math \_\_\_\_\_
- \*\*\*Statistics / Calculus \_\_\_\_\_
- PreAlgebra/Applied Math \_\_\_\_\_
- \*\*\*College Algebra \_\_\_\_\_

**\*Physical Education / Health 1 Unit:**

- Physical Education I \_\_\_\_\_
- Physical Education II \_\_\_\_\_
- Weights \_\_\_\_\_
- FRED \_\_\_\_\_
- Self-Defense/Yoga \_\_\_\_\_

**\*\*\*Foreign Language:**

- Spanish I \_\_\_\_\_
- Spanish II \_\_\_\_\_
- German I \_\_\_\_\_
- German II \_\_\_\_\_

**Production Technology:**

- Introduction to Industrial Technology \_\_\_\_\_
- Production Welding I and II \_\_\_\_\_
- Remodel & Building Maintenance \_\_\_\_\_
- Cab.Mkng and Furniture Des. I & II \_\_\_\_\_
- Sheet Metal Technology \_\_\_\_\_
- Drafting \_\_\_\_\_
- Production Blueprint Reading \_\_\_\_\_
- Machine Tool Technology I and II \_\_\_\_\_
- Pipefitting Technology \_\_\_\_\_

Other courses \_\_\_\_\_

**Students must have a minimum of 25 units to meet USD #432 graduation requirements.**

\* = Specific courses required by USD #432 School Board to graduate.

\*\* = Specific courses required for Kansas Board of Regents Qualified Admissions Curriculum.

\*\*2011 enrolling Freshmen must have at least a 2.0 GPA **AND** achieve ONE of the following: ACT of 21 **or** SAT of 980 **or** Graduate in the top 1/3 of class; **AND** achieve a 2.0 GPA on any college credit taken in high school.

In order for students to enroll in a State University (FHSU, KSU, KU...) they must have completed the Qualified Admissions Curriculum. In contrast to State Universities; Washburn University, community colleges, and technical colleges/schools are **NOT** bound by qualified admissions. \*\*\***Kansas Board of Regents Scholars Curriculum** requires 1 additional unit of either Calculus, Advanced Math or College Algebra, 2 units of 1 Foreign Language, and Biology, Chemistry **and** Physics.

*Please see Mrs. Kori Braun if you have any questions concerning this information or go to the Kansas Board of Regents web site <http://kansasregents.org/qa/standards.html>*

## **FULL-TIME ENROLLMENT**

Each student enrolled in the Victoria USD #432 school system shall attend “full-time” unless authorized for part-time attendance by other board policy or special board approval.

Full-time attendance shall be defined as from the daily opening until final dismissal. At Victoria Jr./Sr. High School classes begin at 8:00 AM and dismiss at 3:20 PM. The schedule includes seven periods during which classes and some activities are scheduled. During the seven-period day, each Jr./Sr. /high school student shall also be required to enroll in and maintain at least 7 units of study.

**EXCEPTIONS**-The secondary principal may request special permission from the superintendent and the school board to allow seniors, or students who are returning to school after their class has graduated, to attend less than full-time. The request shall indicate the specific reason why such a request is being made. Personal convenience will not be considered sufficient reason to approve part-time enrollment for a senior student. Any student thus enrolled in less than 7 units of study will not be eligible for participation in athletic/academic team activities that require after school practice. Dual enrollment at Vo Tech and FHSU does not apply in this case, as those students are considered full-time regardless. In all cases, the BOE has the final determination.

## **HONOR ROLL**

Students earning a 4.0 (all A's in all classes) grade-point average are eligible for the superior honor roll and will be so acknowledged upon their completion of the appropriate honor roll form. Students earning at least a 3.0 grade point average in all classes are eligible for the honor roll and will be so acknowledged upon their completion form. A student may receive no more than one "C" in any class or any grading period in order to be included on the honor roll. High academic standards and achievements are the primary goals of the students and faculty at Victoria Jr./Sr. High School. We are proud to honor students who meet or exceed those standards of excellence.

## **GRADUATION CEREMONIES**

It is the consensus of the Board of Education, Administration, and Faculty that graduation should be conducted with ceremonial pomp and dignity. Therefore, the following procedures have been adopted:

1. The graduation format will consist of the following:
  - a. Processional
  - b. Recessional
  - c. Instrumental and/or Vocal Selection.
  - d. Speeches by selected class members
  - e. Presentation of Awards
  - f. Presentation of Diplomas
2. Any student not conducting him or herself with dignity during the school year may lose their privilege to participate in the graduation ceremonies.
3. A student must be in good standing and on track to graduate in order to participate in the graduation ceremonies. Students who are in danger of not graduating will be notified at the end of their junior year and/or every quarter thereafter. Students who do not make adequate progress and effort toward graduation, will not be permitted to participate in graduation activities or ceremonies.
4. Students will be classified according to the following standards:
  - a. Sophomores must have earned a minimum of five (5) credits
  - b. Juniors must have earned a minimum of ten (10) credits
  - c. Seniors must have earned a minimum of fifteen (15) credits

## **INCOMPLETE GRADES**

Any student who receives an "incomplete" grade will normally have one week beyond the end of that particular grading period to fulfill the requirements to change the "I" to a letter grade. Both the teacher and the principal must approve any other arrangements concerning this regulation, in advance of the deadline date. If a student fails to satisfy the requirements to change the "I" to a letter grade, and if no other arrangements have been made, the "incomplete" will automatically revert to an "F" one calendar week after the end of that particular grading period.

## **GPS/ DIRECT STUDY GUIDELINES**

At the start of each 9 weeks all students will report to the library/student lounge area. After the 1st week of the 9 weeks students who are listed on the Low and Failing report issued each Monday will report to the Teacher In which they are receiving a D or F. If students raise the grade in the course of the week, they may report to the library. Students not on the list will be allowed time to study or socialize with their peers in the student lounge. Students needing to see a certain teacher will be issued a pass. All other students will stay in the designated area for the duration of AIM time. This program is designed to be a positive change not a punitive response. The best place for students needing help during AIM is with the teacher, in the classroom, in which they are struggling.

## **STUDENT RESPONSIBILITIES**

### **DESTRUCTION OF PROPERTY**

It is the policy of Victoria Jr./Sr. High School and Unified School District #432 that any student who intentionally damages or destroys school property or property of a school employee or other student shall be subject to penalty. Students will be expected to make payment in full and be also subject to suspension and/or expulsion. Law enforcement officials may be called in and charges made when deemed appropriate by the administration.

### **VANDALISM/ HARASSMENT OF STAFF**

Any student who engages in or is party to any act of vandalism or harassment against the property or person of a teacher or other staff member is subject to immediate suspension and possible expulsion as well as legal action. Such acts of vandalism or harassment need not occur on school property, during the school day, or at school activities to be subject to disciplinary action by school officials.

### **BEHAVIOR IN SCHOOL SETTING**

1. No student will possess, use, sell, or be under the influence of any drugs or alcohol at school or any school function.
2. No student will possess or use tobacco in any form at school or any school function.
3. No student will participate in, encourage or instigate fighting at school or school function.
4. No student will threaten, coerce, intimidate, or annoy either singly or in groups any other student or staff member.
5. No student will possess any kind of weapon or firearm on school grounds or within any school building or at any school activity.
6. No student will damage, misuse or abuse school property or equipment.
7. No student will use or display profanity, obscenities or vulgar language.

8. Loud or rowdy behavior is unacceptable.
9. Students may be assigned and will be expected to remain in assigned classrooms or other areas at all times including regular school day and or activities.
10. Students will be expected to conduct themselves with honor, good manners, and as ladies and gentlemen in all of their relationships with other students, staff members or guests in our school.

### **TEACHER AUTHORITY**

Teachers and other staff members have authority to warn and/or correct students anywhere in the building, on the school grounds, or at any school-sponsored function for misconduct. Students are expected to show the proper respect and cooperation to teachers and staff members in dealing with these problem situations.

### **SUPERVISION OF MEDICATIONS**

The supervision of oral medications shall be in strict compliance with the rules and regulations of the Board as carried out by district administrators and the school nurse.

Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized herein under. School personnel are advised that the Nurse Practice Act K.S.A. 65-1113 et seq., as amended, makes it illegal for school nurses to administer medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. The school nurse or designated school personnel will administer prescribed medications during school hours or during school sponsored activities beyond school hours. Parents or guardians who have students in grades 6-12 have the following options:

1. Turn all medications (prescription or over-the-counter) into school office.
2. If you feel your child is responsible enough, they may keep their medications (prescription or over-the-counter) in their possession with a permission slip accompanied with it at all times.

### **STUDENT APPEARANCE AND DRESS**

The appearance of each student is a personal and family responsibility. However, the role of the school is to teach and promote positive acceptable workplace readiness skills and behaviors. Therefore, the school has the following Board of Education approved guidelines to help maintain a professional and educational atmosphere. We are requesting your cooperation and understanding in order to insure the best educational atmosphere at our school.

- Students must always wear shoes or other acceptable footwear during the school day and at activities.
- Under garments are to be worn at all times and at all school activities.
- **In the normal school setting undergarments should not be visible to others.**
- Traditional tank tops may be worn during school; however any garment that exposes the midriff or is bare backed, excessively low cut, or excessively exposes the underarm areas is unacceptable during school hours. Tops or dresses with spaghetti straps are always unacceptable during the school day and at school activities other than dances.
- Dresses or skirts should be of a modest length.
- Apparel that is worn during physical education classes will not be acceptable for the classroom. Students are expected to shower and change into their school clothes when finished with physical education classes.

- Words or lettering of a profane or questionable nature on any clothing is not permitted.
- Advertisements for beer or tobacco companies are not to be worn in the school or at activity functions sponsored by the school.
- Hats are not to be worn in the building during school hours.
- Long wallet or belt chains are prohibited.
- ***All clothing should be clean and in good repair.***
- Any item of apparel may be unacceptable at school if it causes a disruption or interruption among students or staff. Clothing items or practices that come into vogue or fashion will be dealt with on the basis of whether or not they create a diversion that could hinder the educational process of Victoria Jr./Sr. High School.
- Students who do not conform to this policy of acceptable appearance will be directed to make whatever adjustment is necessary at school or be sent home to make necessary adjustment if they can do so in a short amount of time, with the loss of class time to be made up after school. Refusal to cooperate in this matter may result in the student being assigned after school detentions or in-school suspension.

### **STUDENT ARRIVAL AND DEPARTURE**

Students are asked not to enter school grounds or the school building before 7:20 a.m. unless they intend to participate in an activity, study in the library, participate in the breakfast program, or work in one of their classes under the supervision of a faculty member. Breakfast will begin at 7:30 a.m. and end at 8:00 a.m. **All junior high students will use the gymnasium entrance to enter and exit the building. J.H. students can use the east second floor hallway to congregate before school begins. High school students will not be permitted in the Squire Hallway before school. Students will be monitored starting at 7:45 each morning.** Faculty members will be present in the building until 3:45 to permit students and/or parents to visit as necessary.

### **STUDENT BEHAVIOR & DISCIPLINE**

It is the belief of the administration and faculty at Victoria Jr./Sr. High School that all of our students have the self-discipline and desire to conduct themselves appropriately.

**DETENTIONS**--Detention period is a 30-minute period of time from 3:25-3:55 daily during which a student will study or complete disciplinary assignments under a teacher's supervision. Detentions are assigned for minor violations of school or classroom rules. Detentions must be served on or before the evening following the date of the infraction. Students failing to serve detentions as assigned will have the time doubled. Students failing to serve doubled detentions will be assigned In-School Suspension. Upon receipt of his fourth continuously listed detention during the school year the student is placed in In-School Suspension. Subsequent detentions result in subsequent suspensions. The student's record is wiped clean only when the student has not received a detention within nine school weeks following his last continuously listed detention. At that point the discipline procedure begins anew.

**IN-SCHOOL SUSPENSION**--In-School Suspension is a period of time during which the student will be placed in an isolated study area. The student will be given their assignments and will be expected to complete their assignments before the end of the school day. The disciplined student will not be allowed contact with other students throughout the period of the suspension, however teachers will be available for consultation. In-School Suspension will be assigned to any student who has received their fourth continuously listed detention during the school year. Students will receive full credit for work successfully completed while on detention related In-School Suspension. Each In-School Suspension after the second in the school year will result in the student making up a number of hours equal to seven class hours during

consecutive eighth hour periods (after regular class hours). Students failing to serve these scheduled eighth hour periods will have the amount of time doubled and will not receive credit for their classes until the time has been made up. Verbal or written notification to parents will be given after the student receives his third continuously listed detention of the school year and on the occasion of each In-School Suspension. Serious or major violations of school policy may result in immediate In-School Suspension with no credit given for work completed.

**OUT-OF-SCHOOL SUSPENSION**--A student may be suspended from school by the Principal on justifiable grounds for a period not to exceed ten days, provided verbal notification is given parents immediately. Verbal notification shall be followed by written notification, a copy of which shall be placed on file in the Superintendent's office. A pupil who has been suspended may be readmitted only after a meeting with the pupil, his or her parents or guardian, and the Principal. No credit will be given for work missed or made up during Out-Of-School Suspension. Only the Principal may assign In-School or Out-Of-School Suspension.

**EXPULSION**--In the event of continued gross misconduct or continued insubordination to school organizations or regulations, the Principal may recommend that a student be expelled. The power to expel rests with the Superintendent and the Board of Education.

*Kansas Senate Bill 432 - Extends the time for short term out of school suspensions to up to ten days.*

*Student violations of school district substance abuse and/or weapons policies will result in a short term out of school suspension of up to ten days. State law regarding weapons violations will be followed in imposing disciplinary action.*

## **DRUG FREE SCHOOLS AND COMMUNITIES ACT: STUDENT CONDUCT**

Updated 7-9-2019, Approved by BOE 8-12-2019

As a condition of continued enrollment in the districts, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of illicit drugs, controlled substances, alcoholic beverages, or nicotine delivery device\* on school property, or at any school activity. Identification of student violations of this policy may be made by any staff member and the identified student will be referred to the intervention team. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the following sanctions:

\*For the purposes of this policy, "nicotine delivery device" means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

(1) **First Offense.** A first time violator shall be subject to one or all of the following sanctions:

(a) A punishment up to and including short-term suspension.

(2) **Second Offense.** A second time violator shall be subject to one or all of the following sanctions:

(a) A punishment up to and including long-term suspension.

(b) Suspension from all student activities for a period of not less than one semester or four months.

(3) **Third and Subsequent Offenses.** A student who violates the terms of this policy for the third time and any subsequent violations shall be subject to one or all of the following sanctions:

- (a) A punishment up to and including expulsion from school for the remainder of the school year.
- (b) Suspension from participation in and attendance at all school activities for the year.
- (c) A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Students who are suspended or expelled under the terms of the policy will be afforded the due process rights contained in board policies and Kansas Statutes, K.S.A. 72-8901, et seq.

Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education, evaluation or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for the students of the district.

**School district administrators are required by Senate Bill # 38 to report to the division of motor vehicles the name of any student over the age of 13 who is long term suspended or expelled for possession of a weapon, use, sale or distribution of drugs or controlled substances resulting in or likely to have resulted in bodily harm. This bill provides for the suspension of driving privileges for such students by the division of motor vehicles.**

## **EIGHTH HOUR**

Eighth Hour is the period after the instructional school day has ended. This period will begin at 3:25 and normally extend to 3:55 but may be extended as necessary. This time may be utilized by a teacher to give additional help to those students who need it and to allow a student to make up assignments missed because of absences. Eighth Hour may also be used as a detention period for minor disciplinary problems. If an eighth hour is missed, it will result as being treated as an unexcused absence in the class that the eighth hour was assigned. If a disciplinary eighth hour is missed the detention period will be doubled. If the doubled detention is missed the student may face in-school or out-of-school suspension.

## **USE OF TOBACCO**

The possession or use of tobacco by students in any form in or on school property or at any school-sponsored activity is prohibited. The offender will be suspended for a short-term suspension. Other team or activity disciplinary action may be imposed for policy violations,

## **VICTORIA SCHOOL PROHIBITION OF WEAPONS POLICY**

The safety and welfare of all students and patrons being a primary concern of the school board and administration of USD 432, the following policy is enacted: The possession/use of any kind of weapon or firearm by any individual on school grounds or within any school building/facility is prohibited. **Kansas Senate Bill # 38 defines weapons as including bludgeons, sand clubs, metal knuckles, throwing stars, switchblades or any blade which opens by gravity or thrust, and all firearms. Possession of firearms includes the prohibition of any firearms in ANY vehicles on school property.** All violations of this policy will be reported to appropriate law enforcement officials. Students violating this policy will be subject to immediate short-term suspension from school, until a due process hearing can be held. If found by the hearing official to be in violation of this policy, the student will be subject to long-term suspension or expulsion from school for up to 180 school days. The superintendent of schools will determine the length



of term of the suspension/expulsion. The superintendent will reserve the right to establish conditions under which the student may be readmitted to school prior the completion of the suspension/expulsion period.

**Any student who suspects any other student of “impending violence” should report such concerns to any teacher or to the building principal. Students may also report such concerns to the Kansas Highway Patrol Hot Line 1-877-626-820**

### **SEXUAL HARASSMENT**

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violation of this policy shall result in disciplinary action, including termination, of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. The board shall hear complaints against the superintendent.

**Definition** - Sexual harassment may include, but not be limited to: Sexually oriented communications, including sexually oriented verbal “kidding” or harassment or abuse; subtle pressure or requests for sexual activity; persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship; creating a hostile school environment, including the use of innuendoes or overt or implied threats; unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body; requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student’s grades or status in any activity; or sexual assault or battery as defined by current law. Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student’s complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

### **STUDENT DRIVING AND PARKING**

Students who are legally qualified to operate motor vehicles may drive them to school under the following conditions:

1. All vehicles are to be legally parked facing toward the curb within their assigned space. Spaces will be assigned by the administration. Seniors will park in the east parking lot. Juniors and Sophomores will park in the south parking lot in the front of school. Freshmen and all others will park in the south parking lot. All spaces are first-come-first-served.
2. No vehicle may be moved from the parking space during the school day unless permission is obtained from the Principal.
3. All speed limits and traffic regulations must be properly observed.
4. No one is permitted to loiter in the parking areas at any time during the school day. **Certain Parking stalls in front of school are reserved for visitors and the handicapped.**

## ***VICTORIA JR/SR HIGH SCHOOL ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES POLICY***

DISCIPLINARY - In-School Suspension and Out-Of-School Suspension result in suspension from all games or contests during the suspension or the next activity during the week it occurs. Out-Of-School suspension, but not In-School-Suspension, also suspends all practice privileges.

## ***TRANSFER SLIPS***

Students must obtain a transfer slip (pink pass) or use the classroom sign out sheet, if they are to transfer from a scheduled class to another area of the building. The pass must be obtained from the instructor to whom you are transferring prior to the time the transfer is to occur. All such transfers and hall traffic are to be kept at an absolute minimum. A good rule to follow is be sure to bring all necessary books and materials with you to each class. No more than two students should be allowed to leave a classroom or assigned area at any one time.

## ***PROCEDURE FOR COUNTING BALLOTS FOR SCHOOL RECOGNITION***

The following guidelines will be observed when counting ballots for student recognition for homecoming, snowball, or other elections in which all of the student body participates in the voting:

- 1) Voting shall take place by secret written ballot.
- 2) Ballots shall be secured in a sealed envelope in the school safe by the activity sponsors and principal.
- 3) Ballots shall be counted in a private meeting.
- 4) Ballots shall be counted and recorded in writing by the activity sponsors and a second faculty member.
- 5) The principal or his/her designated representative shall serve as observer to the counting of all ballots and will certify the results.
- 6) All parties involved will be expected to sign the following affidavit certifying their understanding that the results of all balloting will be held in strictest confidence both before and after the announcement of the name of the student honoree's.

## ***SENIOR PICTURES***

For purposes of aesthetics, uniformity, and convenience, Victoria High School and U.S.D. 432 has contracted with a professional photographic studio to provide senior portraits for both the senior hall panel and the senior portrait section of the yearbook. Seniors desiring to have their picture included on the senior panel will have their picture taken by the contracted school photographer and only pictures from this company will be used. Senior portraits for the hall panel will be uniform, head and shoulders pictures with the student in appropriate attire.

## ***VICTORIA HIGH SCHOOL STUDENT WITHDRAWAL POLICY***

A complete education is becoming more important each day, and the value of a high school diploma is becoming more evident. It is for this reason the school feels that each student should complete a high school program and receive his/her diploma.

It is evident that during the course of a high school program problems may arise. Some might cause the student enough frustration to make him want to "Drop Out". Should a teacher or other staff member detect such a situation the student should be referred to the school counselor or principal. The main objective of the counselor and/or any other staff member is to help the student look at the problem(s), formulate possible alternatives to solve the problem, and look at the future. If necessary the counselor will contact the parents. At the appropriate

time the counselor will inform the school principal and bring him up to date on the situation. If necessary the school principal will speak with the student or parents or both. Only after these steps and/or all other steps have failed to keep the student in school will a student be allowed to withdraw. Kansas Law regarding mandatory school attendance will be followed.

### **USE OF BUILDING**

The following guidelines will apply to the use of buildings and equipment:

1. The building will be open at 7:30. No student will be permitted in the building before this time unless he or she is under direct supervision of a faculty or staff member
2. The bulletin board in the main hall north of the office is used for student announcements. Students should check this daily. No announcement is to be posted without office approval.
3. The rooms and equipment in this building are for your use and if used properly will add materially to your education. The equipment is not to be moved about or used by students unless under the supervision of an instructor. Students are expected to keep desks, walls, and floors clean and free from marks of any kind. Failure to do so may result in your loss of privilege to use these facilities.
4. All shop facilities are primarily for the instruction of high school students. The administration and shop instructors must approve any other use of the facilities. Students will remove no tools from the shop. All students will wear the proper safety equipment at all times while in the shop area. No student will be permitted to work in the shop unless under the direct supervision of a shop instructor.

Students or faculty or other groups shall not use the building for any unscheduled activities after the custodians have closed the building in the evening. Sponsors of activities must notify the office of scheduled meetings. Sponsors must be present when organizations are having the meeting and/or activity. The Board has established a policy of allowing civic and community service organizations, nonprofit groups, etc., use of the buildings.

### **USE OF COMPUTERS**

Students will have access to laptop computers. These computers will NOT leave the building at any time. Computers should be kept in the computer cart unless the computer will be used during class. Do NOT place computers in lockers. Computers should always be placed in their proper place in the carts and plugged in. Seventh and eighth grade students will also have access to computer carts in their junior high classrooms. At no time will computers be allowed to leave the building. The USD #432 Computer Use Policy applies to all student computers.

## EXTRACURRICULAR ACTIVITIES

### AWARDS CEREMONY

Awards for recognition of student accomplishment at Victoria Jr./Sr. High School will be held annually in the spring. The awards night ceremony will be held in the Victoria Jr./Sr. High School auditorium and will include recognition of student accomplishments in academic and extra curricular activities. Student attire for the ceremony will be "business casual." Recommended attire :Slacks and polo or dress shirts for young men; and slacks, or dresses or skirts for young women are acceptable. Shorts, blue jeans, or warm-ups are not appropriate attire for an awards ceremony.

### STUDENT ACTIVITIES & ORGANIZATIONS

All student activities and organizations will be governed by the Constitution and by-laws of the Kansas State High School Activities Association, Constitution and by-laws of Victoria High School Student Council and the policies of the Board of Education of Unified School District # 432.

1. **Finance:** All class and organization funds must be deposited in the Victoria High School Activity Fund. The Principal must approve all moneymaking projects and expenditures. No student will make any purchases in the name of the school or a school organization without the approval of the principal.
2. **Sponsors:** The Principal will assign Sponsors for each class, organization, and activity.
3. **Initiations:** There will be no Freshman initiation. Hazing is absolutely forbidden. Initiation ceremonies of student organizations must be approved by the administration.

### CLASS AND ORGANIZATION DANCES

Participation in all school dances is open only to present Victoria High School students and their guests. Each student may request to bring one guest to all school dances. The name of the guest is to be turned in to the office at least three days prior to the dance. No guests permitted unless a guest sign up sheet has been provided for in advance. Students are responsible for the behavior of their guests. Students or their guests will not be admitted thirty minutes after the announced starting time. Once a student or guest leaves the event they may not return. It is recommended that guests be students of area High Schools. The administration reserves the right to refuse admittance to any non Victoria High School student.

### ATHLETIC PARTICIPANTS

Any uniform, warm up gear, or athletic equipment checked out to student athletes will be the sole responsibility of said student. Any articles lost or damaged will be replaced or repaired at cost to the student at the discretion of the coach and/or administration.

### ACTIVITY BUS REGULATIONS

The following activity bus regulations will apply:

1. The driver and sponsor are in charge of the students and bus. Students must obey the persons in charge, promptly and politely.
2. Unnecessary conversation with the driver is prohibited. His attention to driving cannot be distracted.
3. Students may not at any time extend their arms or head out of the window.
4. Scuffling, teasing, throwing things, using foul or rough language are forbidden.

5. The aisle of the bus shall be kept clean at all times.
6. The rear door is for emergency use only and not for loading or unloading of passengers.
7. Students must remain seated while the bus is in motion.
8. Any damage to the bus by a student must be paid for by the student causing the damage.
9. Students are held responsible to make sure the bus is clean upon returning from the trip.
10. Failure to abide by any of the above regulations may result in not being permitted to ride with school transportation.

### **FIELD TRIPS AND ACTIVITY TRIPS-TRANSPORTATION**

All field trips and activity trips must be approved and scheduled through the office well in advance of the trip. Trip sponsors will be responsible for arranging bus transportation through the office.

All participating students will be required to ride with their team or activity group to and from the activity, and will be transported back to the location where the student boarded the bus, or their home community.

Only transportation furnished by the school with adult, properly licensed and insured drivers will be used. Students may ride home from an activity with their parents; however, students will be released to their parents only if the parent is in attendance at the activity or personally talks to the sponsor about special transportation arrangements for their child.

Careful planning and organization is of utmost importance. When taking groups on school trips, plan well ahead so that all concerned will know who is to go, what time they are to leave, what time they will return, etc.

Teachers/Coaches who take student groups on trips requiring their absence from other classes or activities must secure permission from the office first, and have a list of all students, who are to be absent, in the office at least one full day in advance of the trip, as well as to all other faculty members.

The teacher should be sure the following precautions are taken:

1. Be sure you can verify the educational value.
2. See that bus transportation is arranged for through the principal.
3. Ensure students are properly supervised on school provided transportation.

### **ELIGIBILITY REQUIREMENTS**

#### **ELIGIBILITY REQUIREMENTS**

Victoria Jr./Sr. High School is a member of the Kansas State High School Activities Association and is obliged to follow all guidelines as set forth by this organization.

**In order to participate in non-class related activity a student must be passing in six subjects of unit (courses for which you will receive one credit) weight. Students who have 2 failing grades will be placed on probation not to last longer than 1 week. If the student is able to raise one of the failing grades they will be considered in good standings. If the student fails to raise the grade after the probation week, they will be considered ineligible for the next week.**

Weekly reports will be generated by the office showing the students who receive low and failing grades. Eligibility will take affect after the 2<sup>nd</sup> week of each 9 week period. The reports will be generated on Monday and will be in effect through the week. A list of those

students low or failing will be given to the teachers on Monday. Students may check with the teachers to see if they are ineligible.

Academically ineligible students will be allowed to practice during the week of their ineligibility but will not be allowed to participate in any game, activity or performance during that week. Academically ineligible students will not be allowed to travel to away games. It is the responsibility of the student to talk to his/her instructors and to make every effort to improve his/her grades before the next failing list comes out.

**DISCIPLINARY:** In-school suspension and out-of school suspension result in suspension from all games or contests during the suspension.. Out-of-school suspension, but not in-school suspension, also suspends all practice privileges.

### **SPORTSMANSHIP**

All students of Victoria Jr./Sr. High School are encouraged to participate in and/or support interscholastic events both at home and out of town. Those who choose to do so will either be a host or a guest at each event. In either case they will be in the public view and their behavior can and usually will, become the pattern of behavior of all spectators. So that this behavior might leave nothing to be desired the following should be observed.

1. Every student will respect the judgment of the coaches in their choice of starting line ups and substitutions.
2. The decisions of the officials are based on training, education, and experience and will be accepted without dispute.
3. Booing of officials, players, or coaches will not be tolerated.
4. Every student will respect private and public property both at home and away.

### **GUIDE FOR STUDENT ORGANIZATIONS**

1. Each class and organization is entitled to one social function each semester.
2. All class meetings and organizational meetings must be scheduled by the President through the sponsors and Principal.
3. Each class and organization shall elect the following officers:  
a. President b. Vice-President c. Secretary-Treasurer d. Student Council Representative
4. All purchases shall be made through the office by clearing them with the sponsor and Principal.
5. All funds collected through dues or fund raising projects shall be deposited in the Victoria High School Activity Fund and become under the jurisdiction of the policies of Victoria High School and USD #432.
6. No member of any class or organization shall in the name of that organization engage in any type of fund raising projects without the consent of the Administrant. This includes both during the school year and during the summer months.

### **PRACTICES**

All extra curricular groups will have practices before school or after school. Special practices for extra curricular programs will not regularly take place during classes or study halls. In special

circumstances practice during school time may of necessity be scheduled one week in advance through the principal's office.

### **LETTERING REQUIREMENTS & AWARDS:**

Lettering requirements for high school varsity athletic competition have been established as follows:

1. **Football:** By participating in 1/2 of the varsity quarters played in a season.
2. **Basketball:** By participating based on attitude, dedication, and teamwork throughout the season, varsity quarters played, and completing the season in good standing.
3. **Track and Field:** Athletes earning a minimum of 25 points throughout the season may be awarded a letter. Points are earned in the following matter:
  - Attendance and work ethic (1point/week, 12 points maximum)
  - Points earned for the team in meet competition
  - 4x400 relay participation (1 point/meet)
  - Shot put and discus athletes who participate in a non-throwing event (1 point/meet)
  - 2 point/per field event, only earned if you work the event in its entirety and head worker signs off for me, can be earned for assisting with middle school track meets. Max of 4 pt. can be earned if you stay and check in with coaches for the entire meet.
  - Athletes, who participated in at least 80% of the regular season meets, scoring in an individual event in the league meet may be awarded a letter.
  - Athletes, who participated in at least 80% of the regular season meets, scoring in an individual event at the regional meet may receive a letter.
  - Members of a relay team placing 3<sup>rd</sup> or higher in the league meet may be awarded a letter, as long as they have participated in 80% of the regular season meets.
  - Members of a relay team placing 4<sup>th</sup> or higher at the regional meet may be awarded a letter, as long as they have participated in 80% of the regular season meets.
  - Any athletes, who compete at the state meet, as long as they are in good standing, will receive a letter.

Athletes must finish the season in good standing to earn their letter. Just because you have the required 25 points does not mean you will automatically earn a letter.

4. **Volleyball:** Participation based on the number of varsity games played.
5. **Tennis:** Participation based on the number of varsity matches played.
6. **Cross Country:** Students must compete as a varsity runner in half of the races during the season. A varsity runner will be one of the top 7 runners on the team. The letter requirement may also be reached by being one of the varsity runners at the regional or state meet. Any person who competes for Victoria Cross Country all 4 years will also letter their senior year even if they are running junior varsity. If there are less than 7

runners per gender, the runner must participate and complete all races and complete the year in good standing.

7. **Forensics:** Forensics members will be eligible to letter after two years of participation or if they qualify for state competition.
8. **Trainers/Statisticians/Managers/Videographers** will be eligible to letter at the discretion of their coach. In some cases, the athletic director may award letters to deserving trainers, statisticians, managers, or videographers.
8. **Honorary Letters:** May be awarded to athletes who are injured during the season, and/or to a senior who competes in all four years of a sport.
9. **Powerlifting:** Participant must place top 6 in an individual lift (bench, squat, or clean) in their weight class, or place top 6 overall in their weight class. Participant will also letter as a team member if men's or women's team finishes top 3.
10. **Band:**
  - Attend all performances, including athletic band performances (excluding excused absences)
  - Perform a solo at either the league festival, or a KSHSAA sanctioned event.
  - \*Excused absences require advanced notice that students will be gone for an approved reason, or students were absent from school that day due to sickness or family emergency.
11. **Drama:** Students must have participated in the play for a minimum of two years.
12. **FCCLA:**
  - Must serve as a local, district, state or national officer
  - State peer education member.
  - Competed in district, state, or national STAR Events.
  - Be a member each year they are enrolled at Victoria High School, then letter as a senior.
13. **FFA:**
  - Complete 2 years of membership in Victoria FFA(Earn at least 75% of the total FFA points available for the 2 years).
  - Earn Greenhand and Chapter FFA Degrees.
  - Compete in at least 6 FFA contests.
  - Participate in all FFA Fundraisers.
  - Volunteer for at least 4 activities.
  - Hold an FFA Chapter office.
  - One must complete all requirements in order to letter.
14. **SADD:**
  - Attend all meetings.
  - Participate in at least 3 days of Red Ribbon Week.
  - Minimum 2 hour SADD service (ex. Concession stand, helping with an activity, etc).
15. **SkillsUSA:**
  - Attend a Conference
  - Serve as Local or District Officer.
  - Compete at a Competition.
  - 2<sup>nd</sup> year member.



16. **Yearbook:** Yearbook members will be able to letter after two years of participation and obtaining Editor status within the staff.

**Note: Only those students who have successfully completed the season as a member in good standing of the school and team will be considered eligible to receive in season or post season awards.**

**Junior High participants will receive participation awards if completing the seasons in good standing.**

### **OFFICERS OF CLUBS & ORGANIZATIONS**

Since holding office in any club or organization is a privilege and honor and carries with it certain responsibilities each officer in any organization will be expected to maintain both the above-mentioned guidelines and those that follow.

A. All officers of any school sponsored club or organization will be expected to remain in good standing for their term of office.

B. Officers should avoid receiving repeated detentions for either poor attendance or disciplinary matters. (Either school or community related)

Officers who find themselves in violation of any of the above guidelines may forfeit their office for the remainder of the school year.

### **PRIVILEGE TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES**

It is the firm belief of the Board of Education, USD #432 that it is a privilege for students to participate in and to represent our schools in the various extracurricular activities sponsored by the school. With this privilege the Board fully charges the student to assume the responsibility of good behavioral conduct in the classroom, at home activities and as guests of other schools. Further violations will result in forfeiture of these privileges for the remainder of that particular activity season in which they represent our school.

In addition to violations referred to above, specific acts of unacceptable behavior of students in respect to school activities or on school property may result in the loss of the privilege of representing our schools for the entire activity season or for the entire school year.

This policy is not intended to be all-inclusive. Infractions of any District policies or regulations or violations of Civil Law can result in a loss of student privileges of attending or participating in extracurricular activities.

### **ATHLETIC INSURANCE & SCHOOL INSURANCE**

This year U.S.D. # 432 will be providing the following insurance coverage for High School students:

**NFSHSA - Liability Coverage** has lifetime medical and disability settlement options for catastrophic injuries as outlined in the insurance policy carried through the NFSHSA. This policy will cover students while actively participating in activity programs sponsored by the Kansas State High School Activities Association. Parents please note: **The above-mentioned policy applies only to catastrophic accident or injury claims. These insurance coverage will take over only after the students' family or personal insurance coverage has been exhausted**

**and then only when “catastrophic injury claims” are made. It is therefore recommended that all students have adequate insurance coverage through family policies.**

The school/school district does not carry an accident insurance policy for students. Parents may purchase a student accident policy for their child(ren). The information for this policy may be obtained at registration or from any school office. This policy is reasonably priced.

### **Victoria USD 432 District Activity Rules**

Updated 7-9-2019, Approved by BOE 8-12-2019

#### **Victoria USD 432 District Activity Rules**

*Rules for all participants in athletics as well as members of any school sponsored team.*

It is a violation of the district activities policy for any student participating in any school-sponsored activity to:

- 1) Use, manufacture, or possess a beverage containing alcohol;
- 2) Use, manufacture, or possess any controlled substance;
- 3) Use, manufacture, or possess tobacco in any form.
- 4) Use, manufacture, or possess nicotine delivery device in any form.

**\*\*For the purposes of this policy, “nicotine delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.**

If a student violates this policy at any time during the season of participation, the following will occur:

**First Violation:** A first time violator shall be subject to the following sanctions:

- a) Any information alleging student involvement will be investigated fully by the coaching staff and administration.
- b) If it is determined by the coaches and administration that a violation has occurred, a meeting will be scheduled with the student, coach or sponsor, and administration. A follow up meeting may be requested by the parent or guardian. Following the meeting, the student will be suspended from the next applicable athletic competition. The student will not be permitted to “suit up” for said event. However, the student may be allowed to continue to report to practices.
- c) Consequences
  - 1) Will not be eligible to letter in the sport in which he/she is competing;
  - 2) Will not be eligible for USD 432 and Central Prairie League post-season honors in the sport in which he/she is competing;

**Second Violation:** A second time violator within the same sport shall be subject to the following sanctions:

- a) Any information alleging student involvement will be investigated fully by the coaching staff and administration.
- b) If it is determined by the coaches and administration that a violation has occurred, a meeting will be scheduled with the student, coach or sponsor, and administration. A follow up meeting may be requested by the parent or guardian.
- c) Immediately following the meeting, the student will be suspended for the remainder of the season in which the violation took place.

**Third Violation:** A third suspension during a school year will result in dismissal from all activities for the remainder of the school year.

A copy of this policy will be provided to each student participating in extracurricular activities.

Violation of school or district policy may result in additional disciplinary action by school administrators or legal authorities.

### ***ATTENTION: SENIOR HIGH SCHOOL STUDENTS--SUMMARY OF***

### ***KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY REQUIREMENTS***

Schools may have stricter rules than those listed below. Contact the principal or coach on any matter of eligibility. A student, to be eligible to participate in interscholastic activities, must be certified by the school principal as meeting all eligibility standards. The complete regulations are published in the official KSHSAA Handbook that is distributed annually and is available at your school principal's office.

#### **YOU ARE ELIGIBLE IF:**

1. You are a bona fide undergraduate student in good standing.
2. Your conduct and standard of sportsmanship are satisfactory and do not bring discredit to yourself or the school.
3. You are not 19 years of age (16, 15, or 14 for junior high or middle school student) on or before September 1 of the school year in which you compete.
4. You have met the following semester requirements: A student shall not have more than two semesters of possible eligibility in grade seven and two semesters in grade eight. A student shall not have more than eight semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or in a senior high. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc. the semester(s) during that period shall be counted toward the total number of semesters possible.

5. You passed five new subjects (those not previously passed) of unit weight in your last semester of attendance. (If you are a first semester junior or senior high school student, you must have passed five new subjects {those not previously passed} of unit weight in your last semester of attendance.)
6. You are enrolled and attending five new subjects (those not previously passed) of unit weight.
7. You have not been in more than four seasons in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school.
8. You do not engage in outside athletic competition in the same sport while you are a member of a school squad. Consult your coach or principal before you participate individually or on a team in any game, training session, or tryout conducted by an outside organization.
9. You have passed an adequate physical examination by a practicing physician and have the written consent of your parents or legal guardian. (The completed form must be in the hands of your principal prior to your first practice).
10. You are regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which you participate.
11. You are a transfer student and have met the requirements of the Transfer Rule as explained on our Physical Examination form. Contact the principal concerning this regulation.
12. You are not a member of any fraternity or other organization prohibited by law or by the rules of the KSHSAA.
13. You have not competed under a false name.
14. You have not competed for money or merchandise of intrinsic value, and have observed all other provisions of the Amateur and Awards Rules.
15. You have complied with the Undue Influence Rule, which states: "The enrollment in a school, the transfer from one school to another, or the failure to transfer from one school to another because of undue influence by anyone connected, directly or indirectly (including alumni associations, booster groups and similar organizations) with a member school, shall cause the student to forfeit eligibility for a period not to exceed 365 days. Such conduct shall also jeopardize the school's standing in the Association and shall result in such other actions as Executive Board deems appropriate"
16. You have not violated the Anti-Tryout and Private Instruction Rule, which states: "Students are eligible if they have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team."

**This is a brief summary of important eligibility requirements.**

**Consult your coach, principal, or athletic administrator on any questionable items. Read Amateur Rules carefully.**

Locker # \_\_\_\_\_

Class Schedule:

Room

Hour 1 \_\_\_\_\_

\_\_\_\_\_

Instructor \_\_\_\_\_

Hour 2 \_\_\_\_\_

\_\_\_\_\_

Instructor \_\_\_\_\_

Hour 3 \_\_\_\_\_

\_\_\_\_\_

Instructor \_\_\_\_\_

Hour 4 \_\_\_\_\_ Instructor \_\_\_\_\_  
AIM \_\_\_\_\_ Instructor \_\_\_\_\_  
Hour 5 \_\_\_\_\_ Instructor \_\_\_\_\_  
Hour 6 \_\_\_\_\_ Instructor \_\_\_\_\_  
Hour 7 \_\_\_\_\_ Instructor \_\_\_\_\_

## USD #432... Bullying Agreement

I, \_\_\_\_\_, will remain aware of bullying behaviors and will refrain from such behaviors. I am committed to healthy, respectful relationships with others.

## Bullying Behaviors

Bullying is any repeated behavior that causes someone embarrassment, pain, or discomfort. It is an aggressive act used to hurt, frighten, or control others.

### *Direct/Indirect:*

Bullying can be direct (hands on) or indirect (hands off, behind someone's back)

- PHYSICAL:** pinching, shoving, pushing, hitting, fighting, any undesired touching
- VERBAL:** taunting, jeers, name calling, bullying, intimidation, threats
- SOCIAL:** ostracizing or social isolation, scapegoating or blaming others, gestures, starting or spreading rumors
- CYBER:** threatening or mean communication or rumors through cell phones, computers, etc.
- SEXUAL:** written or verbal communication of a sexual nature, unnecessary and unwanted touching that is not consensual

I understand that if I am involved in any bullying behaviors and/or activities, it will result in consequences and could result in a detention, isolation, or suspension from school. I further understand some forms of bullying are against the law, and law enforcement may be contacted.

My signature represents that I have read and understand the terms of the bullying agreement.

---

_____	_____	_____	_____
Student Signature	Date	Parent Signature	Date

**USD #432 Mission Statement:** The mission of the Victoria Unified School District #432 is to ensure a secure environment where all students will acquire knowledge, grow in wisdom, develop confidence and value life-long

# USD #432... Bullying Reporting & Consequences

Student \_\_\_\_\_

\*Each homeroom teacher will discuss the Bullying Agreement document and the Bullying Reporting & Consequences document. Classroom discussions will occur to define bullying and identify strategies to prevent and/or stop bullying.

**INSTANCE #1 Date** \_\_\_\_\_

Bullying is reported to administrative staff, teacher, psychologist or counselor.  
Offending student will visit with the administrative staff about incident and future consequences.

DOCUMENTATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSTANCE #2 Date** \_\_\_\_\_

Student will contact parents by phone and inform them of the incident and their consequences while in the supervision of the administrative staff. Automatic detention and the student may lose privileges of being in the area where bullying took place.

DOCUMENTATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSTANCE #3 Date** \_\_\_\_\_

Automatic detention with student losing additional privileges and restricted social time in school. A meeting is set up with the student's teachers and the administrative staff makes a parent contact.

DOCUMENTATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSTANCE #4 Date** \_\_\_\_\_

Team meeting is held and administration makes parent contact. Appropriate consequences are determined by administration and could include in-school or out of school suspension.

DOCUMENTATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



---

---

**INSTANCE #5 Date \_\_\_\_\_**

Administration contacts parent... possible school resource officer involvement, possible in-school, or out of school suspension.

DOCUMENTATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*The administrative staff reserves the right to consider the severity of the behavior and expedite the consequences when appropriate. Each incident may be dealt with

**GAAF      Emergency Safety Interventions (See GAO, JRB, JQ, and KN)      GAAF**

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. 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. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto.

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

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or

**GAAF      Emergency Safety Interventions**

**GAAF-2**

traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“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.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing

**GAAF      Emergency Safety Interventions**

**GAAF-3**

state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are 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 he or she will be prevented from leaving the enclosed area.

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

**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 treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, *except*:
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;

**GAAF      Emergency Safety Interventions**

**GAAF-4**

- Any device used by a certified law enforcement officer to carry out law enforcement duties; or
- Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.

Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not

**GAAF      Emergency Safety Interventions**

**GAAF-5**

subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

### 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 ESI. 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 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.

## **GAAF      Emergency Safety Interventions**

**GAAF-6**

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when

**GAAF      Emergency Safety Interventions**

**GAAF-7**

documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact

information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of

**GAAF      Emergency Safety Interventions**

**GAAF-8**

an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, 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 ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,

- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent’s designee 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.

**GAAF      Emergency Safety Interventions**

**GAAF-9**

Reporting Data

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

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent’s request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student’s IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student’s section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an



individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral

**GAAF      Emergency Safety Interventions**

**GAAF-10**

assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

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. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. 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 within thirty (30) days after the parent is informed of the incident.

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 of fact and recommended corrective action, if any, 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 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved:

KASB Recommendation – 6/19; 12/13; 6/15; 6/16