

**2024-25 USD 432 Jr./Sr. High School
Student-Parent Handbook
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Welcome

This handbook should serve as a reference and guide for you throughout the year. Please read through it and become familiar with its contents. Should you have any questions about anything contained in this booklet, please feel free to talk with one of us, as we are ready to help. As always, good luck and best wishes to you for a successful school year.

Victoria USD 432 Mission Statement

USD 432 is committed to challenge each student to develop respectful relationships and demonstrate pride academically and socially.

Vision: Lead. Achieve. Succeed.

District Strategic Plan:

BOE Approved 2-12-24

- **Student Success: Create an environment which challenges students academically and socially to reach personal success.**
 - Ensure all students explore successful career pathways after graduation
 - Increase positive relationships with students
 - Develop opportunities for work-based learning
 - Increase support for students by challenging them

- **Responsive Culture: Develop a culture of shared leadership built on engagement with strong communication between all shareholders.**
 - Increase parent/community communication, support and engagement
 - Increase parent support and involvement
 - Develop a culture of change that fosters students success
 - Promote positivity and share successes

- **Support and Develop Staff: Support and retain high quality staff.**
 - Increase communication between stakeholders
 - Increase teacher involvement in the school and community
 - Develop a culture of respect and support among staff
 - Develop open-mind to change culture

ACADEMIC INFORMATION

Cheating

Cheating on tests or assignments, plagiarism or any other type of deception to obtain credit without effort is universally recognized as improper conduct. Students who engage in cheating or other deceitful activities will receive a “0” on the assignment and receive consequences from the discipline measures. Continued cheating will result in more serious action and could result in removal from the course and loss of credit.

Classification of Students

Students will be classified according to the following standards:

Sophomores must have earned a minimum of five (5) credits.

Juniors must have earned a minimum of ten (10) credits.

Seniors must have earned a minimum of fifteen (15) credits.

Credit for Alternative Courses, Programs, & Course Substitutions

College Courses

Students enrolling in college credit courses at an approved post-secondary institution are allowed to enroll in courses **not** offered for dual college credit at Victoria High School. Such courses must be approved by the career counselor as being necessary to the students career interests. Students enrolling in these classes will pay their own college tuition fees and the cost of books for these courses. Students selecting this option will be allowed to continue to participate in high school activities as their grades count towards their eligibility.

- **Dual Credit Courses**

Select College “dual credit” classes will be available to Sophomores, Juniors & Seniors through an approved post-secondary institution. 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 from the career counselor. Seniors enrolled in the seventh semester, in at least four high school subjects, would be allowed to enroll in a maximum of three college level courses, if approved by the parents and the schools involved. Failing a college class may result in the student’s inability to take another college class while attending Victoria High School.

- **Stand Alone Online Courses**

Select “Stand Alone” online classes will be available to Juniors & Seniors enrolled in at least four high school subjects. These are courses that are being taught by a professor of the institution, and not by one of our staff. Students would be allowed to enroll in a maximum of two stand alone college courses at one time, if approved by the parents, only through an approved post-secondary institution, with permission from the career counselor.

The student must be in good standing at Victoria High School. Failing a college class may result in the student’s inability to take another college class while attending Victoria High School. Students enrolling in these classes will pay their own college tuition fees and the cost of books for these courses.

All courses must be a minimum of three-hour credits. For exceptions including online eight-week courses and courses less than three-hour credits, there must be approval by administration.

Grades for these “stand alone” courses will be entered and posted for the semester, only when verified by the college representative. All final college course grades will be included on the student’s high school transcript and will count towards his/her GPA.

- **Vocational Technical School**

Vo Tech courses taught on the college campus are in a category of their own, and may be considered part of the . A junior or senior who has completed four semesters will be allowed to attend Vocational Technical School under the following guidelines:

- The student must be able to show that he or she will be able to complete the course and credit requirements for graduation.

- The student must have permission from the parents, recommendation and permission of the counselor and principal prior to enrollment.

- **Work Based Learning/ Internships**

Work Based Learning is limited to seniors who wish to learn and work during the school day.

The Board of Education reserves the right to make exceptions for unusual circumstances for a student wishing to graduate early or attend on a part-time basis at the end of the 6th semester. A written appeal to the Board is requested for any early graduation request or modification to the district graduation requirements or guidelines stated above by a student at the end of the 6th semester.

Eligibility

- Eligibility will take effect after the 2nd week of each semester. Students with one F or two D's will be considered "low and failing." Students who are on the "low and failing" list two weeks in a row with the same grade(s) in the same subject(s) will be deemed ineligible. Weekly reports will be generated on **Friday** mornings and go into effect the following **Monday**. The ineligibility period starts over the following Monday.
- 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. This policy does not apply to activities where participation in that activity is required for a **grade** in a class
- Academically ineligible **athletes** will be allowed to practice during the week of their ineligibility but no ineligible **students** be allowed to participate or attend any game, activity or performance during that week.
- As a rule, if a student is too sick to attend class all day then participation in sports and activities will be denied. A student needs to attend a significant part of the school day (defined for sports only as at least 3 class periods) to compete/attend. Those students who have been suspended may not participate in any activities or be on school property until reinstated. KSHSAA rules apply.
- The school is committed to frequent communication with Rule 10 and all coaches of any suspensions or students not in good standing. The district AD will serve as a liaison between school and coaches.

Failed Classes

Students who have failed a required course must retake the course prior to graduation. If the course failed is a sequential course, the failed section must be passed prior to advancing to the next level. For example, if a student fails English I second semester during 9th grade, he/ she must retake and pass the second semester of English I prior to enrolling in English II. This could be accomplished by enrolling in summer school or enrolling in English I, second semester during his/ her sophomore year.

Guided Personal Study Guidelines (GPS)

All students will be assigned to a GPS based on their career interests. The purpose of GPS is to work on homework assignments, develop Individualized Plans of Study, and hold class or organization meetings. Students are to remain in their assigned GPS unless they have a pass to go to another teacher. Students who are struggling in a class or need to raise their grade must ask that teacher for a pass to work with that teacher during GPS.

IPS- Individualized Plan of Study

Each student will work with their GPS teacher and Guidance Counselor to develop an Individualized Plan of Study. This centers around their post high school plans and interests. Students will use Xello and an IPS Guide to help them form their plan and ePortfolios.

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 week period. Parents will be notified periodically when a student is low or failing in a particular class or classes. PowerSchool is available daily.

Honor Roll

To earn Superior Honor Roll, students obtain a 4.0 (all A's in all classes) grade-point average. Students must have at least a 3.0 grade point average in all classes to earn Honor Roll. 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.

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.

Late Policy

Each teacher has a late policy that applies to their classes. It is the student's responsibility to turn work in on time and meet with their teacher to discuss late work.

Requirements for High School Graduation

The class of 2028 must complete 25 units as outlined:

- English- 4 credits
- Math- 3 credits
- Science- 3 credits
- History- 3 credits

- Communication- .5 credit
- Computer Science - .5 credit
- STEM- .5 credit
- Financial Literacy- .5 credit
- PE- .5 credit
- Health- .5 credit
- Fine Art- 1 credit
- IPS Driven Electives -4.5 credits

Class of 2025-27 Requirements for graduation from Victoria High School will be as follows and will include a minimum of twenty-five (25) units or credits.

- The units will include the following:
 - Four units of English
 - Three units of Social Studies*
 - Three units of Science**
 - Three units of Math***
 - One unit of Computer Science
 - One unit of Health and Physical Education
 - 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.

Schedules, Schedule Changes, and Dropping Courses

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. 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.

Valedictorian, Salutatorian and Class Rank

- Class rank is based on grade point average.
- Valedictorian and Salutatorian must have attended VHS for a minimum of 3 complete semesters.
- The student with the highest class ranking shall be recognized as the Valedictorian.
- Salutatorian is given to the student with the second highest class rank.
- If there is a tie for Valedictorian or Salutatorian, there will be a tie breaker based on the ACT scores of the students, then semester percentages. If a tie still exists,

the rigor of the program of study will be taken into consideration by the building leadership team.

ATTENDANCE

School success is closely related to regular attendance. It is the parent and student's responsibility to see that their child is at school on a regular basis. Therefore, parents/guardians are asked to **call** between 7:45-8:30 a.m. to report an absence.

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.

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.

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 Board of Education and Administration have established the following attendance policy:

Excused Absences

Students shall be permitted no more than ten (10) excused absences per year based upon **parental** confirmation for the reasons of the absence. After the student has been excused ten (10) times during the school year by parental confirmation only, a written doctor's excuse may be required for any additional absences to be excused. See TRUANCY below. A parent call or note does not automatically excuse the student. The following constitutes an excused absence that may be verified by a parent:

- Personal illness- After 3 consecutive days a doctor's excuse is required.
- Health-related treatment, examination or recuperation
- Serious illness, or death in the family/ family emergency
- Emergency medical or dental appointments
- Pre-arranged absences (Ex: Funeral, Vacation, Court, etc.)
- Obligatory religious observances
- School sanctioned trip or activity
- Juniors are allowed one college visit day and Seniors are allowed two college visit days in regards to school activities.

Pre-Arranged Absences

College visits should be pre-arranged with the school to count as excused absences. Absences due to family reasons may be excused if the building principal is notified by

the parent/ guardian and approves the absence. If more than two days of absence per year are needed for family reasons the parent or guardian is expected to meet personally with the principal to explain the situation. Absences for family reasons during the first and last months of school are highly discouraged. A student who fails to arrange for a pre-arranged absence must expect that absence to be classified as unexcused. Work missed due to a pre-arranged absence is to be turned into the teacher either prior to the absence or upon the student's return to school. The student should make arrangements with the teacher about when assignments will be accepted. (In writing is best.)

Unexcused Absences

Absences without parental consent, administrative approval, or that reach beyond the 10 absence maximum (see Excused Absences above) are considered unexcused and truant. Unexcused students will also face disciplinary action as a truant student (see Discipline). Examples of unexcused absences are:

- Skipping School
- Leaving school, class, or school grounds without permission.
- Hunting, fishing, haircuts, etc.
- Personal errands or babysitting
- 4 tardies equal an unexcused absence.

If a student is absent from school due to illness but attends any school activity that day, the absence will be marked unexcused.

School Work During Absences

It is the student's responsibility to obtain his/her 'make-up' work from each teacher. Students are afforded one (1) day to complete make-up work for each day absent. Students unable to take exams or quizzes due to absences (excused) may receive a different exam or quiz over the same material. Work that was assigned prior to a student's absence will be due upon his/ her return to school – i.e. a test that was announced on Monday to be taken on Friday will be taken by the student on Friday even if the student were absent on Thursday. Students attending school field trips or other school sponsored activities should make up work according to the teacher's request.. Students may meet with their teacher(s) to discuss their make-up work if they need more time.

Truancy (see BOE Policy JBE)

A child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof is considered to be truant. The following supportive services may be recommended to a student who is experiencing an attendance problem:

- Parent/teacher conferences
- Student/ Home Attendance Contract
- Counseling services by an outside agency
- Alternative educational programs
- Alternative school placement or alternative schedule
- Community agency services

A student is considered truant when he/she has an **unexcused** absence for the significant part of any three days in a row, five days per semester, or seven per year. Any student who misses 10 days of school or 10 days of a class period is considered excessively absent. Prior to reporting to either DCF (under the age of 13) or county or district attorney (student over 13), a letter shall be sent to the student's parent(s) or guardian(s) notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant to DCF or the county or district attorney.

Tardies

There is a 4 minute passing period between all classes. This gives sufficient time to reach any class without being tardy. If a student arrives to class late without a note or permission from a teacher, the teacher will record the tardy as unexcused. To enhance efficiency of student learning, students will not be permitted to leave class for the first 30 minutes unless it is an emergency or appointment.

Students are allowed 5 “free” tardies per semester. After that the following will be enforced:

6th tardy per semester - 15 minute detention with parent notification

7th tardy per semester - 30 minute detention with parent notification

Any subsequent tardy per class per semester - Suspension from extracurriculars for a duration set by administration.

Tardy reports for the week will be run on Fridays in conjunction with the Eligibility Report.

Excessive tardies will constitute a student-parent-administrator meeting to create a tardy/attendance contract.

Students Leaving and Returning to School

Students who wish to leave campus between 8am and 3:20 pm, must have verbal or written permission given to office staff. (BOE policy JBH Release of a Student During the School Day). If approval is given, the student must then complete the sign out sheet in the office. Students returning to school should sign in at the office upon arrival and before returning to class. Failure to follow these procedures will result in an unexcused absence. All students enter and exit the building through the front doors.

CAFETERIA & LUNCH POLICY

Lunch will be served daily in the cafeteria. Meals are planned to meet the nutritional standards established by the State of Kansas and the United States Department of Agriculture.

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.

Cafeteria Policy

- All students are to report to the cafeteria for the lunch period.
- Once seated, students should remain seated.
- Students may use the restrooms across the hall from the cafeteria with permission from the lunch supervisor.
- Students are not to leave the cafeteria without permission from a teacher or supervisor.
- Students may talk with each other, but should not yell or try to carry on conversations with people at other tables.
- Food sharing is not permitted, in order to ensure that each student is eating the meal their parents intended for them to eat and from a hygiene point of view.
- Throwing food or intentionally creating a mess with food is not acceptable.
- Take all waste materials to the waste containers.
- No cutting in the lunch line.
- Be courteous to the cafeteria workers.
- No food or drink should be taken outside of the cafeteria, unless students are authorized by a teacher to go to their room for lunch.
- All federal and state guidelines for lunchroom and food regulations will be followed. Sacks with advertisements (such as McDonald's, Wendy's etc.) are not allowed.
- All students must remain on school grounds for lunch.
- Students should not interpret deliveries from restaurants as a lunch brought from home. The principal may make exceptions to the closed lunch arrangements for specific circumstances.

CELL PHONE and/or PERIPHERAL/ ELECTRONIC DEVICE POLICY

The purpose of a cell phone policy is to protect education time and the well being of both students and teachers. The education of students is of the highest priority. Our goal is to improve teaching and learning through the delivery of rigorous curriculum and best instructional practices

in a safe and effective learning environment. Offenses will warrant the following consequences prior to return of the phone and notification to parents to visit the school and claim the cell phone.

Cell Phone Policy: Consequences

1st time - 30 Minutes

2nd time - 60 Minutes

3rd Time - ISS

4th and subsequent Time (s) - 2 Day OSS with another day added for each infraction.

(NOTE: If at any point a student refuses to turn over the phone/reveal that what has been identified is not a phone to a staff member for a violation, the student immediately will be given a two day out of school suspension-or longer for violations numbering greater than four-effective immediately.)

The personal use of cell phones by students during the school day shall be prohibited. Cell phones and /or peripheral/electronic devices will remain powered down in a secure location designated by administration when they arrive at school. These devices should never be on their person during the school day from 8 a.m. to 3:20 p.m. All cell phones found to be in a student's possession, turned on, heard or seen will be confiscated by the staff and taken to the office. Other devices, such as or AirPods, may also be confiscated if it is disrupting student learning. (see Definition below)

Cell phones are not allowed in restrooms, dressing rooms or locker rooms without a coach or sponsor consent.

Definition of Device:

Cell Phone or Peripheral/Electronic Device is defined as any non-district issued device that can communicate with other devices electronically or with the internet via browsers, apps, or other access methods. Some common devices that would be included (although not exhaustive) with this definition would be cell phones, smart phones, and smart watches.

CHAIN OF COMMAND/ LINES OF COMMUNICATION

Proper Chain of Communication for Students and Parents

Issues will first be addressed at the lowest level possible, then move forward on the Lines of Communication chart below.

USD 432 Lines of Communication/ Chain of Communication

BOE Approved 6.10.24

Area of Concern		First Level	Second Level	Third Level	Fourth Level	Fifth Level
Athletics		Coach	Athletic Director	Principal	Superintendent	Board of Education
Athletic Facilities		Athletic Director	Principal	Superintendent	Board of Education	
Curriculum/Academic/ Instruction Discipline		Teacher	Principal	Superintendent	Board of Education	
Discipline		Teacher	Assistant Principal	Principal	Superintendent	Board of Education
Facilities		Principal	Superintendent	Board of Education		
Guidance		Counselor	Principal	Superintendent	Board of Education	
Special Education		SpEd Teacher/ Gen Ed Teacher	Principal	Superintendent/ Special Education Cooperative Dir.	Special Education Cooperative Dir.	
Student Concerns		Teacher	Assistant Principal and/or Principal	Principal	Superintendent	Board of Education
Computer/Technology		Teacher	Technology Director	Principal	Superintendent	Board of Education
Transportation		Driver	Transportation Director	Principal	Superintendent	Board of Education
Maintenance/Custodial		Custodian	Maintenance/Custodial Director	Principal	Superintendent	Board of Education

Change of Address or Telephone

If during the school year, the student's home address, telephone number, or parent/guardian's work status changes, it is the responsibility of the parent/guardian to inform the office as soon as possible. If you plan to move from the community, please notify the office as soon as your plans are complete. Also, parents/guardians are required to notify the main office of change in a child's caregiver.

DISCIPLINE POLICY & STUDENT BEHAVIOR

Goals and Objectives:

- Ensure the safety and dignity of students and staff.
- Maintain a positive, weapon-free, and drug free learning environment.
- Keep school property and the property of others secure.
- Address the causes of a student's misbehavior and provide opportunities for all individuals in an incident to participate in its resolution.
- Teach students positive behavioral skills to become independent, self-disciplined citizens, the school community and society.

Principles of Student Conduct:

- Respect for the law and those given the authority to administer it shall be required of all students. This includes conformity to school rules as well as general provisions of the law regarding minors.
- Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all students.
- Respect for real and personal property, pride in one's work, achievement within the range of one's ability and exemplary personal standards of courtesy, decency, honesty and wholesome attitudes shall be maintained.
- Respect for individual worth to the end that every student shall be assisted to the limit of his or her ability is an obligation of the school. Diligence and a sincere desire to profit from the opportunity offered are an obligation of the school as well as the student.

When and Where Conduct Rules Apply

- The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:
 - On, or within sight of, school grounds at any time
 - Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school
 - Traveling to or from school or a school activity, function, or event; or anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
 - be a threat or an attempted intimidation of a staff member or
 - endanger the health or safety of students, staff, or school property.

Enforcement of Rules and Regulations:

- Self-discipline is the best discipline. If this is not possible, then appropriate school personnel will take the necessary steps to affect acceptable standards of self-discipline.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent possible and shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

- Notification of parents/guardians.

- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school Suspension
- Detention
- Community Service
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under state law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as illegal drugs, alcohol, or weapons.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Aggressive Behavior

Using any form or type of aggressive behavior that does physical or psychological harm to someone else and /or urging other students to engage in such conduct will not be tolerated. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or comparable conduct. Any student who exhibits aggressive behavior will be disciplined for his/her actions and the parent notified immediately. Repeat displays of aggressive behavior could result in suspension from school, expulsion from school or placement in an alternative program.

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. Student seating during assemblies will be at the discretion of the administration and or faculty.

Destruction of Property

It is a violation of the best traditions of our school to mutilate or damage lockers, desks, equipment, walls, floors, building fixtures, etc. Any student causing such damage will be held financially liable for the repair or replacement of the damaged item. Students and their parents will be responsible for any and all willful damage to school property or equipment. Restoration, repair, or replacement will be to original condition. In addition, any student willfully and purposely vandalizing or destroying school property will be subject to suspension and/or expulsion. Law enforcement officials may be called in and charges made when deemed appropriate by the administration.

STUDENT BEHAVIOR

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

Detentions

A 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 may be 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. It will be the **student's** responsibility to assure that conflicts are resolved so that detentions are served in a timely fashion. When previously made appointments (such as a doctor's appointment) - conflicts with the detention, alternate arrangements must be made by the student for serving the detention later. Detentions take precedence over athletic practices and other after-school activities.

Suspensions and Expulsions:

In-School Suspensions (ISS)

After investigating a complaint or report of inappropriate conduct, the administrator will make a determination of whether or not any such suspension is justified. After an investigation, the administrator will meet with the student to determine how long the in-school suspension will last.

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. An In-School Suspension also results in suspension from attending or participating in all athletic and extracurricular activities during the time of the suspension.

The ISS will be served the next full day unless there is a conflict in which an alternate date will be set. Administration will decide how the remainder of the day will be spent, until the ISS is served. Depending on the severity the student may be sent home for the remainder of the day, sit in the office, or return to class. The student will be allowed to practice but not attend or participate in athletic contests or extracurricular activities during the time of the full day issued suspension.

Out-of-School Suspensions or Expulsions: General (OSS)

The purpose of these guidelines is to assist the administrator in accomplishing the steps required to properly suspend or expel. These regulations and policies cover the provisions of [K.S.A. 72-6114](#), as amended. It should be remembered that these regulations apply to out-of-school suspensions or expulsions whether the student is to be suspended or expelled from school

entirely or merely suspended or expelled from one class. They are not intended to apply nor do they apply to in-school suspension involving dismissal from classes or a class period at school during a school day.

There are two (2) distinct suspensions.

- The first type of out-of-school- suspension is classified as short-term suspension. As defined in the statute and the regulations a short-term suspension is any suspension not exceeding ten (10) school days in length. It is imposed by the administrator and cannot be appealed by the student. All other out-of-school suspensions or expulsions must begin with a short-term, out-of -school suspension.
- The second type of out-of-school suspensions is a long-term suspension. A long-term suspension is any suspension exceeding ten (10) school days in length but not exceeding ninety (90) school days.

Only the Principal/ Asst. Principal may assign In-School or Out-Of-School Suspension. During any OSS no credit will be given for work missed or made up during Out-Of-School Suspension. An OSS also results in suspension from attending or participating in all athletic and extracurricular activities during the time of the suspension. A student who has received an OSS will also not be allowed to attend practices during the suspension.

Expulsion and Due Process

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.

Board Policies:

Suspension and Expulsion Procedures

JDD

(See AEB, EBC, IHEA, JBD, JCDBB, JDC, JCDA, JDDB, JDDC, and JHCAA)

Except as limited by Section 504 or the Individuals with Disabilities Education Act (“IDEA”), a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;

- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school- sponsored event.

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and to be notified of the charges and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days or one calendar year for certain weapon and/or destructive device violations), a hearing shall be conducted by a hearing officer who has been authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board. Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

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

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.

- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - Be on school property or in any school building without the permission of the principal.
 - Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- The board or hearing officer appointed by the board shall hear the appeal within 20 calendar days after the notice of appeal is filed.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.

The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

Approved:

KASB Recommendation – 7/96; 8/98; 6/99; 6/00; 4/04; 6/06; 4/07; 12/14; 12/15; 6/21; 12/22

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.

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 administration 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.

Bullying, Intimidation and (Sexual) Harassment

Bullying

Bullying is any repeated behavior that causes someone embarrassment, pain, or discomfort. It is an aggressive act used to hurt, frighten, or control others. Bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity is prohibited. Students will refrain from bullying behaviors and commit to healthy, respectful relationships with others.

- Physical: pinching, shoving, pushing, hitting, fighting, any undesired touching, etc.
- Verbal: taunting, jeers, name calling, intimidation, threats, etc.
- Social: ostracizing or social isolation, scapegoating or blaming others, gestures, starting or spreading rumors, etc.
- 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

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

Bullying Disciplinary Action:

Any student involved in bullying behaviors or activities will have their parent or guardian notified. Consequence options for bullying consist of detention, isolation, or suspension from school. Some forms of bullying are against the law, and law enforcement may be contacted.

- Instance 1: Bullying is reported to administrative staff, teacher, psychologist or counselor. Offending student will visit with the administrative staff about the incident and future consequences.
- Instance 2: The 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.
- Instance 3: Automatic detention with the 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.
- Instance 4: 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.
- Instance 5: Administration contacts parent, school resource officer will become involved, in-school or out of school suspension.

*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 on a case by case basis.

Bullying Prevention and Response Plan

Bullying Agreement

Students are required to sign a bullying agreement each year, stating they will refrain from all bullying behaviors.

Sexual Harassment

(see BOE policy JGEC for full approved definition, procedures for complaints, and policy in full)

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

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

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Emergency Drills and Procedures

Fire:

- Fire Warning: Continuous Ringing of Fire Whistle
- Back Up Warning: Continuous Ringing of Bell
- In the event of a fire, close all windows and doors to prevent drafts and shut off the lights. Teachers are to direct students to the quickest and safest route out of the building. Students are to exit the building in an orderly fashion and at a pace required by the situation. Once outside, students are to clear the building by at least fifty feet and stand together with their class so the teacher may take roll. Remain outside until the alarm is turned off and it is deemed safe to return inside.

Tornado:

- Tornado Warning: 3 to 5 minutes steady tone
- Backup Warning: Series of Short Blasts of Bell
- In the event of a tornado drill, classes will make their way to the new addition weight room in an orderly fashion; this should be done quickly and quietly.

Students and staff members will remain with their class in the safe room until the all-clear signal is given.

Intruder

- Teachers are trained in procedures in case of a school intruder. Students are to stop, listen to their teacher, and follow their directions. Currently, USD 432 trains staff and students to use ALICE.

Fees and Financial Responsibilities

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

- **Registration Fees**
- **Textbook Fees**
- **School Meals**
- **Library Fees**
- **Tech Fees**

Faculty Lounge

Students are not permitted in the faculty lounge for any reason. Students discovered to be in the lounge will be sent directly to the office for disciplinary action. Should a student need to speak with a teacher who is in the lounge, he/she may knock on the door and ask for the teacher once the door is answered.

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.

Food and Drink Policy

If a student brings a drink to school, it must be in a reusable container with a lid. No drink containers without a lid are allowed in the school and must be disposed of before entering the building. Only water and nutritional drinks (Ex: Gatorade) are acceptable. Students should not consume any food, candy, etc. in classrooms during class time. If food or drink is given to students by a teacher, it must be consumed and disposed of in that classroom. Non-approved

food or drink items taken to class after 8 a.m. will be confiscated and will result in disciplinary action. It is completely acceptable for students to bring a packed lunch to school; however, it is not acceptable to have lunch delivered during school hours. Students bringing lunch items into school should store them in their lockers until their lunch hour.

- All federal and state guidelines for lunchroom and food regulations will be followed. This includes, but not limited to:
 - No sacks with advertisements (such as McDonald's, Wendy's etc.) are not allowed and no pop.
 - All students must remain on school grounds for lunch.
 - Students should not interpret deliveries from restaurants as a lunch brought from home. The principal may make exceptions to the closed lunch arrangements for specific circumstances.

Grievance Procedures

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of legal requirements of civil rights legislation. Any student of this district who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any district education program, may file a grievance. More detailed information is available in the office of the building principal.

Legal Documents for Student Records

Parents are required to provide to the school's office any official written notification and/or updates, which pertains to the safety, custody, visitation, etc. of their student.

The release of student records also requires a signed consent form from the parents. These forms are available in the office. Personal student data should never be released to any entity other than the student's parents or guardians. Medical Information

Medical Excuses from Physical Education

- Students will need a doctor's note to be exempted from P.E. for an illness or injury.

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. In circumstances where medication is necessary in order for a student to remain in school, the school may cooperate with parents in the supervision of medication that the student will use. If the medication is not a prescription, an authorized medical person to prescribe medication or the parent must send a written order to the building administrator.

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 the school office.
2. If the student is responsible enough, they may keep their medications (prescription or over-the-counter) in their possession with a permission slip containing all drug information accompanied with it at all times. Requirements are outlined by the board of education.

Illnesses

Parents should wait 24 hours before sending their student back to school after an illness, which may have included vomiting, high fever, etc. unless otherwise instructed by a physician.

Care of Students with Diabetes

If a student has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be established. Along with the student and parent/guardian(s), the plan should include the building principal, school nurse, and the student's teacher(s).

Personal Appearance/Dress Code

Personal Appearance/Dress Code

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.

Highlighted are the major changes

Permissible:

1. Straps that are 2 fingers in width. Layering spaghetti straps will not account for additional inches in width.
2. Shirts that go past the waist band while standing in a normal stance.
3. Biker shorts as long as they are not see-through.
4. Skirts and dresses that are mid-thigh or longer.
5. Shorts that are at least 4 fingers long underneath the butt cheek.

The following items listed are some (not all-inclusive list) that are considered inappropriate for school wear for all students.

Not permissible:

1. Strapless shirts/dresses or spaghetti straps or any off shoulder attire.
2. Leggings cannot be see-through.
3. Spandex shorts.
4. Cut off sleeves or below the armpit where the nipple or undergarment is visible
5. Non-school issued heavy winter coats.

6. Holes above the mid-thigh or on the back of jeans/ bottoms.
7. Excessively open backs or past the shoulder blades.
8. Undergarments that are shown.
9. Hats, sunglasses, and hoods are not to be worn in the building during school hours.
10. Tools outside of the shop class (pliers, tape measures, box cutters, etc.)
11. Shirts that display lewd pictures, foul language, advertising for beer or tobacco products, promotion of drugs, gangs, or cult activity, or other printing considered inappropriate for school.

Consequences:

The parent may be called to bring an article of clothing. If a parent is not available then the school will provide an article of clothing. If the student goes home to change it will be an unexcused absence. The first and second violation will result in an after school detention. If it persists then ISS may take place.

Dress Code Patrol:

Students are encouraged to check in with a trusted teacher before school starts to remedy their attire if they feel it may be in question. The first hour teacher is responsible to watch students as they enter the classroom. In addition, all staff must help enforce the dress code, as students' dress sometimes changes during the course of the day. If they are wearing something that breaks any dress code rules, they will be sent to the office.

Approved 10-9-23

School Activities

Extracurricular Activities

The Board of education recognizes that student's activities sponsored by the District will contribute to the leadership abilities, social well being, self-realizations, good citizenship and general growth of all students. Student activities are defined as planned, organized and supervised activities conducted under the auspices of the District, which primarily involves students in other than classroom situations. The District may schedule two categories of extracurricular activities: those which meet during a period listed on the school's daily schedule and those which meet at a time outside the regular school hours.

The purpose of the student activities program is to:

1. Provide an outlet for student interest and abilities
2. Contribute to the mental, physical and moral growth of the student
3. Provide group activities
4. Foster leisure-time activities

Student participation in Board of Education approved student activities shall be contingent upon the following requirements:

1. Membership is limited to students currently enrolled in the District.
 2. Membership shall not be limited because of the Student's race or sex.
 3. Fees assessed for student participation in extracurricular activities shall be reasonable and shall not exceed the actual cost of operating the District's program.
 4. When appropriate, membership and participation shall be subject to the specific bylaws of an organization. Participation in certain activities (i.e. FCCLA or FFA) may require dues to be current. In the case of competitive events, selection of team members or participants shall be left to the discretion of the sponsors or coaches as long as the selection criteria conforms to the District's student academic and conduct standards and such other rules and regulations that may apply
 5. The student shall satisfy all the academic/conduct standards set forth in the Extra Curricular Handbook
 6. The student shall satisfy all the standards set forth in the Student Handbook
- Any student who cannot maintain the standards for participation listed above shall be considered ineligible to participate in student activities.

Organizations in Operation at Victoria Jr/Sr High School

Band	Baseball	Basketball	Cheerleading
Cross Country	FCCLA	FFA	Football
Freshman Class	Junior Class	National Honor Society	Powerlifting
SADD	SAFE	School Play	Senior Class
Softball	Sophomore Class	Student Council	Tennis
Track	Trap Team	V-Club	Volleyball
Yearbook			

Clubs and organizations may increase or decrease as student interest warrants. There are criteria established for each organization given to each participant and available upon request.

General Rules

- All participants should be dressed neatly and appropriately at all times. Required and acceptable dress on the day/ night of the contest will be explained by the sponsor prior to the first contest. Final judgment will be with the sponsor.
- Everyone is to ride to and from all contests and events on the bus unless prior approval has been given by the principal or his/her appointed representative upon presentation of written permission from the parents.
- For all home contests and events, it will be the student's responsibility to provide their own transportation to and from the school.
- Participants may not leave early the day of a contest or event, without administrative approval.
- Participants must be in attendance by the 4th hour in order to participate in activities that night. Any exception to this must have prior administrative

approval. Participation on Saturday after an absence on Friday is at the coach's discretion.

- If a student is absent on a half day then a doctor's note shall be required in order to participate that night.
- Students who are ineligible due to grades, have lost the right to participate due to a violation of training rules, or suspended due to a violation of the Student Random Drug Testing Program are expected to attend practice at the coach's discretion.
- No participant is to be excused from practice unless he/ she has permission from the head sponsor/ coach of that squad.

Guide for Student Organizations

- Each class and organization is entitled to one social function each semester.
- All purchases shall be made through the office by clearing them with the sponsor and Principal.
- 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.
- Funds are recorded and divided up by group and may be viewed by an organization sponsor through their Harris School Solutions account.
- No member of any class or organization shall in the name of that organization engage in any type of fundraising projects without the consent of the administration. This includes both during the school year and during the summer months.

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.

- **Election of Class and Extracurricular Organization Officers**

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.

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

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. Sportsmanship is necessary in all school activities. There is no place in extracurricular activities for vulgarity, obscenity, or rudeness. Parents and students who cannot abide by the following will be asked to leave.

- The judgment of the coaches in their choice of starting lineups and substitutions will be respected.
- The decisions of the officials are based on training, education, and experience and will be accepted without dispute.
- Booing of officials, players, or coaches will not be tolerated.
- The private and public property both at home and away will be respected.

Field Trips/ Overnight Trips/ Leaving Campus

- 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. Students may be released to their parent's custody only when their parents attend the activity and when they personally sign a school release form at the event, provide a parent signature with the coach, teacher or sponsor or give a message from the parent via the communication app (e.g. BAND) by the coach/ sponsor.

- Overnight trips will require the signature of a parent/ guardian per the form USD 432 Overnight Trip Protocols (UPDATED Drug Policy/ Offenses) BOE Policy JCAB
- Students may not be released to anyone other than directly to their parents. This is particularly applicable to releasing students who are participating in school-sponsored events.
- Students who wish to leave campus, must have verbal or written permission given to office staff. (in accordance with board policy JBH Release of a Student During the School Day)

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 will 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.

School Schedule

Time and Hours

- 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.

- Part-time attendance shall be defined as board policy JBC. The board allows any child to enroll part-time in the school district to allow the student to attend any courses, programs, or services offered by the school district if the child:
 - Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
 - requests to enroll part-time in the school district; and
 - meets the age of eligibility requirements for school attendance.

District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district in these situations but shall not be required to make adjustments to accommodate every such request.

Part-time students, other than those specified previously in this policy may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than September 19th. Such part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

- 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. ~~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.

Daily Schedule JH HS

Bell Schedule					
Victoria Jr./Sr. HighSchool					
MS			HS		
	8:00-8:05 am Morning Meeting			8:00-8:05 am Morning Meeting	
Period 1	8:00 am - 8:57 am	57	Period 1	8:00 am - 8:57 am	57
	8:50-8:57 am Breakfast			8:50-8:57 am Breakfast	
Period 2	9:01 am - 9:47 am	46	Period 2	9:01 am - 9:47 am	46
Period 3	9:51 am - 10:36 am	46	Period 3	9:51 am - 10:36 am	46
Period 4	10:40 am - 11:27 am	47	Period 4	10:40 am - 11:27 am	47
LUNCH	11:31 am - 11:57 pm	26	MTSS	11:31 am - 11:57 pm	26
MTSS	12:01 pm - 12:27 pm	26	LUNCH	12:01 pm - 12:27 pm	26
Period 5	12:31 pm - 1:17 pm	46	Period 5	12:31 pm - 1:17 pm	46
Period 6	1:21 pm - 2:07 pm	46	Period 6	1:21 pm - 2:07 pm	46
Period 7	2:11 pm - 2:56 pm	45	Period 7	2:11 pm - 2:56 pm	45
GPS	3:00 pm - 3:20 pm	20	GPS	3:00 pm - 3:20 pm	20

Friday Schedule JH HS

Friday Bell Schedule					
Victoria Jr./Sr. HighSchool					
MS			HS		
Period 1	8:00 am - 8:40 am	40	Period 1	8:00 am - 8:40 am	40
Period 2	8:44 am - 9:21 am	37	Period 2	8:44 am - 9:21 am	37
Period 3	9:25 am - 10:02 am	37	Period 3	9:25 am - 10:02 am	37
Period 4	10:06 am - 10:43 am	37	Period 4	10:06 am - 10:43 am	37
Period 5	10:47 am - 11:27 am	40	Period 5	10:47 am - 11:27 am	40
Lunch	11:31 am - 11:57 pm	26	MTSS	11:31 am - 11:57 pm	26
MTSS	12:01 pm - 12:27 pm	26	Lunch	12:01 pm - 12:27 pm	26
Period 6	12:31 pm - 1:17 pm	46	Period 6	12:31 pm - 1:17 pm	46
Period 7	1:21 pm - 2:07 pm	45	Period 7	1:21 pm - 2:07 pm	45
Learning Lab	2:11 pm - 3:20 pm	69	Learning Lab	2:11 pm - 3:20 pm	69

Arrival to school

Students are not to enter school grounds or the school building before 7:30 a.m. unless they intend to participate in a school related activity. Students are to enter the building through the front doors. All Junior High students will use the “Squires” hallway to congregate before school begins. Monitoring of students begins at 7:45 a.m. each morning. Students are not to gather in the locker rooms or bathrooms.

After School

Students are to leave their classes in an orderly fashion. Teachers will be available after school for any student or parent who wishes to visit with them or get help on assignments. Parents should contact the teacher and set up a meeting if they wish to meet after school.

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:

- 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.
- School closing information will also be pushed out through the USD 432 app and school social media.
- Sometimes conditions force the dismissal of school earlier than the regular dismissal time. The building principal will notify parents if students are to be sent home early via the USD 432 app and school social media.

Search and Seizure

Searches of Property

Principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Whenever the principal is mentioned in this policy, it shall be construed to include the superintendent “or designated representative.”

Searches of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

Use of Trained Dogs in Conducting Sweeps

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

Student Services

Announcements

Announcements may be the responsibility of the Student Council in conjunction with the principal. Each Friday by noon, activities for the following week will be scheduled on the USD 432 official calendar, agreed upon by the principal and teachers. To avoid last minute and additional announcements, all requests for weekly announcements must be turned in by noon on Thursday to the Student Council. Daily announcements will be read each morning. Any additional daily announcements must be turned into the student council to be read in during morning announcements. It is up to the student council to delegate the jobs and process associated with announcements.

Copy Machine

The 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 from a teacher and under the

supervision of a teacher, the Principal or office secretary. There is a specific printer designated for student use.

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. If a student is having health issues please report to the office. If the school nurse is needed, the school secretary will call for them.

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. Classes and college courses 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. 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

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

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. Each group will be responsible for taking down their posters immediately after the event.

Student Injury- Emergency Procedure

If at any time a student, teacher or staff member becomes injured follow this procedure:

1. Do not move an injured person or administer any medical techniques unless you feel further harm or permanent injury will result if you do not. DO NOT touch any blood without gloves.
2. Send someone to notify the Principal and school secretary. The school secretary will contact a parent or guardian, the school nurse, and an ambulance if necessary.
3. If the Principal and school secretary are unavailable, report the injury to another teacher so they can contact the school nurse and make any other necessary calls.

Use of Computers and Ipads

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.

iPads

Each student will have the privilege of using iPads provided by the Victoria School District. All students will abide by the iPad Policy and sign an agreement at the beginning of the year. The policy can be found on the district website.

Use of Internet

We are pleased to offer students of USD 432 Public School access to the district computer network. To gain access to the internet, all students must obtain parental permission and must sign and return this form to the school office.

The purpose of internet usage and on-line services is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the internet must be in support of education and research consistent with the educational objectives and the outcomes for USD 432.

- Families should be warned that some material accessible via the Internet contains items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and informed sources. To that end, USD 432 supports and respects each family's right to decide whether or not to apply for access.
- Students will find that certain sites and apps are blocked for the above reasons.

Acceptable Use:

The purpose of the Internet access through USD 432 is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. Network access must be in support of and consistent with the educational objectives of USD 432. Access to the Internet is made possible through an appropriate provider designated by USD 432 at its sole discretion. All users of the Internet must comply with this Internet Use Policy.

Unacceptable Use:

- Sending or displaying offensive or anonymous messages or pictures.
- Using obscene language
- Harassing, insulting or attacking others
- Violating copyright laws
- Using another's password to access another person's account
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for personal advertising or solicitations.
- Users will agree that the use of the Internet is a privilege and not a right. Inappropriate use will result in the cancellation of those privileges. Violations may result in a loss of access as well as other disciplinary or legal action.

Telephone Usage

School phones are not to be used by students unless given permission by a faculty/staff member for the purpose of medical emergencies or school-related business.

Transportation

Transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Students shall be subject to the district's student behavior code and other regulations while using school transportation. Drivers shall report violations of the rules to the building principal who may discipline students. Transportation privileges may be revoked. School Vehicles include buses, suburbans, and any other vehicles owned by the school.

School Vehicle Rules and Safety

- The driver and sponsor are in charge of the students and vehicle. Students must obey the persons in charge, promptly and politely.
- Unnecessary conversation with the driver is prohibited. His attention to driving cannot be distracted.
- Students may not at any time extend their arms or head out of the window.
- Scuffling, teasing, throwing things, using foul or rough language are forbidden.
- When on a bus, the aisle shall be kept clean at all times.
- The rear bus door is for emergency use only and not for loading or unloading of passengers.
- Students must remain seated while the vehicle is in motion.
- Any damage to the vehicle by a student must be paid for by the student causing the damage.
- Students are held responsible to make sure the school vehicle is clean upon returning from the trip.
- Failure to abide by any of the above regulations will result in not being permitted to ride with school transportation.

School Vehicle Conduct

Failure to follow the rules while riding in a school vehicle can cause a very dangerous situation for other students and the driver. Therefore, any infractions will be dealt with swiftly and severely. The administration shall be authorized to take necessary actions in regard to student conduct.

Reasonable action might include:

Conference with Administrator
Conference with Administrator and Parent
Suspension of riding privileges
Elimination of riding privileges

Suspension from School
Expulsion from School
Criminal Charges

Vehicle Policy

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

- 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 senior parking lot on the east side of the school. Juniors will park on the old tennis courts. 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 except for those purchased through the student council.
- No vehicle may be moved from the parking space during the school day unless permission is obtained from the Principal.
- All speed limits and traffic regulations must be properly observed.
- 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.**

USD 432 Drug Policy

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Students shall not manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances, nicotine delivery devices, or alcoholic beverages at school, on school property, or at any school activity. Identification of student violations of this policy will 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, including a positive drug test result, 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.

Violations:

Any student who is in violation of the USD 432 drug policy shall be subject to the consequences listed below. Violations under this drug policy are cumulative throughout 2 years, grades 7-12, and start over every two school years.

*Consequences are in conjunction with the drug testing policy

- **1st Offense-** Parents will be notified. The student shall be suspended from participation (excludes classroom participation and /or practices) in or attending all school sponsored activities including all performances and competitions for a period of four weeks (20 school days). During this time it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student at the parent/guardian's expense. If the student and or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, the suspension will be reduced to ten (10) school days. All first offense students will receive

a punishment up to and including a short term school suspension. Athletic students will not be eligible to letter in the sport in which he/she is competing and will not be eligible for USD 432 and Central Prairie League post-season honors.

- **Second Offense.** Parents or guardians will be notified. The student shall be suspended from participation (excludes classroom participation and /or practices) in or attending all school sponsored activities, including all performances and competitions, for a period of ninety (90) school days. During this time it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, the suspension will be reduced to forty five (45) school days. If the suspension occurs past the school year ending, it will roll-over into the following school year. The student will also receive a punishment up to and including long term suspension.
- **Subsequent Offenses.** The student shall be suspended from participation in or attending all school sponsored activities, including all performances and competition, for (180) school days. Students may also be subjected to the following:
 - A punishment up to and including expulsion from school for the remainder of the school year.
 - Suspension from participation in and attendance at all school activities and participation in athletics for an entire calendar year.
 - 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.

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.

USD 432 Student Drug Testing Policy

In an effort to protect the health and safety of USD 432 students from illegal and/or performance-enhancing drug use and abuse or injuries resulting from the use of drugs, and to set an example for all student, the Victoria USD 432 Board of Education has adopted the “Student Drug Testing Policy” for drug testing of students participating in or attending school sponsored activities. The Board recognized that all students have certain personal rights of privacy guaranteed by our federal and state constitutions. This policy is not meant to infringe on those rights.

Summary of Purpose and Intent

- It is the desire of the USD 432 Board of Education, administration, and staff that every student refrain from using, possessing, or distributing illegal drugs. The actions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in or attend school sponsored activities. No academic sanctions for violation of this policy will occur, except to the extent that a violation of this policy would also constitute a violation of the school's disciplinary policies, or if a student blatantly tries to circumvent the testing process. In either case, school disciplinary policies will apply. The purpose of this policy is:
 - to prevent drug use;
 - educate students as to the serious physical, mental, and emotional harms of use;
 - prevent injury, illness, and harm as a result of drug use;
 - and to maintain in the school district an environment free of drug use and abuse.

Definitions

- School Sponsored Activities- those activities that take place outside of the regular course of study in school and those students involved in those activities including all USD 432 sponsored athletics and activities and interscholastic athletics and activities. Examples would include, but may not be limited to, competitive athletics, cheerleading, clubs, organizations, school sponsored dances, and programs.
- Drug Use Test- a scientifically substantiated method to test for the presence of illegal drugs, performance-enhancing drugs, or the metabolites thereof in a person's urine, saliva, hair, or breath.
- Illegal Drugs- any substance that a particular individual may not sell, possess, use, distribute, or purchase under either federal or Kansas law. Examples include, but are not limited to, all scheduled drugs as defined by Kansas law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drgs being used for an abusive purpose.
- Performance-Enhancing Drugs- includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. Dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions are not included in this term.
- Positive Result- a toxicological test result that is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
- Reasonable Suspicion- means a school employee's suspicion based on specific personal observations concerning the appearance, speech, smell, or behavior of a participating student, and reasonable inferences drawn from those observations in light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion could also include unusual increases in size, strength, weight, or other athletic abilities. All observations,

sources, and personal information will be weighed by school employees on a case-by-case basis.

- Random Selection- each participant who has returned a signed consent form will be assigned a random number for testing purposes. The participant's drug test number will be used by the laboratory, which conducts the drug tests, to select the participants to be tested. After testing, the participant's drug test number will be put back in the system, which means they could be selected again to be tested another time during the school year. It is all random and the laboratory selects as such.
- School Days- days that school is actually in session in USD 432.

Procedures for Students

Each student in school sponsored activities shall receive copies of the "Student Drug Testing Consent Form" which shall be read, signed, and dated by the student and parent and/or guardian. All students wanting to participate in or attend school sponsored activities must sign the consent form. The form will be signed and dated by both participants and custodial parents/guardians. No student will participate in any school sponsored activities until the signed consent form is on file in the appropriate school office. Transfer students will be placed in a testing pool within one week of their enrollment date in USD 432 schools so long as this form is completed.

- Students will be required to provide random samples as follows:
 - On a random selection basis, from a list of all students in the testing pool will be drawn to provide a urine/saliva/hair sample. At any time requested by the administration, based upon reasonable suspicion.
- Any drug use test required by USD 432 under the terms of this policy will be administered by, or at the discretion of a professional laboratory chosen by USD 432, using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.
- All aspects of the drug-testing program, including the taking of specimens, will be conducted in a manner to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility. The student will empty his/her pockets and remove his/her coat and other excess clothing prior to entering the restroom or other private facility. The Principal shall designate a drug laboratory employee or school employee of the same gender as the student to accompany the student to a restroom or other private facility. When collecting a urine sample, the monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure. At this time the monitor will inform the Principal, who will then determine if a new sample should be obtained. The monitor will be present to collect the sample along with the student and one other witness.

- If the test for any student has a positive result at the laboratory, the laboratory will contact the custodial parent or guardian and solicit any information on medication which could create a positive test result. A medical review officer will confirm the positive test result. If the initial drug test is positive, the initial test result will then be subject to confirmation by a second test by the laboratory. The second test shall not be reported positive unless the second test is positive for the presence of an illegal drug or metabolite thereof.
- A medical review officer will confirm the positive result and contact first the parent/guardian and then the Designated Employee Representative. The DER will then schedule a conference with the parents/guardian, the student, and the activity sponsor/head coach. At the conference the DER will solicit an explanation of the positive test result. USD 432 will rely on the evidence supplied by the laboratory. The burden of proof (and any further costs thereof) to the contrary shall be borne by the student and his/her parent/guardian. The decision by the DER may be appealed in writing to the superintendent of schools within three working days. The superintendent shall render a written decision within three working days. The decision of the superintendent may be appealed in writing within three working days to the Board of Education, and the board will resolve the issue at its next regular or special board meeting. During the time of this appeal, the student will not be eligible to attend, participate in, or compete in school sponsored activities. The decision of the Board of Education may be appealed to the District Court as permitted by law.
- A student who has tested positive for illegal or performance-enhancing drugs will be required to undergo one or more additional drug tests to confirm that the student is no longer using illegal or performance-enhancing drugs. A student may participate in activities after his/her initial suspension is served. However, the student will need to pass a second test within two months of the suspension to maintain participation privileges. The cost of the retest will be the obligation of the student or the parent/guardian.
- All parents/guardians of students who do not test positive for illegal drugs or performance-enhancing drugs in the initial screening will be contacted by USD 432 personnel within ten working days after test results are released to the DER.

Violations

Any student who tests positive in a drug test under this policy shall be subject to the consequences listed below. Violations under this drug testing policy are cumulative throughout 2 years, grades 7-12, and start over every two school years.

*Consequences are in conjunction with the USD 432 Drug Policy

- **1st Offense-** The student shall be suspended from participation (excludes classroom participation and /or practices) in or attending all school sponsored activities including all performances and competitions for a period of four weeks (20 school days). During this time it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student at the parent/guardian's expense. If the student and or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, the suspension will be reduced to ten (10) school days. All first offense students will receive a punishment up to and including a short term school suspension. Athletic students will not be eligible to letter in the sport in which

he/she is competing and will not be eligible for USD 432 and Central Prairie League post-season honors.

- **2nd Offense-** the student shall be suspended from participation (excludes classroom participation and /or practices) in or attending all school sponsored activities, including all performances and competitions, for a period of ninety (90) school days. During this time it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. If the student and or parent/guardian can provide proof of enrollment and regular attendance at a school approved substance abuse program, the suspension will be reduced to forty five (45) school days. The student will also receive a punishment up to and including long term suspension.
- **Subsequent Offenses-** The student shall be suspended from participation in or attending all school sponsored activities, including all performances and competition, for (180) school days. Students may also be subjected to the following:
 - A punishment up to and including expulsion from school for the remainder of the school year.
 - Suspension from participation in and attendance at all school activities and participation in athletics for an entire calendar year.
 - 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.
- NOTE: Any student who is found to have interfered with, cheated during, and/or circumvented their drug test will result in and out of school suspension and an automatic positive drug test.

Self-Reporting

A student who has never tested positive under the USD 432 policy has the option to voluntarily “self-report” the use of an illegal drug. Under this self-reporting clause, the student must self-report to the Principal or DER prior to being selected in a random draw. Any student who self-reports a 1st offense shall have a five (5) school day suspension from all activities (excludes classroom participation and /or practices). Students cannot self-report if they have already tested positive as a 1st offense. A self-report will require a meeting between administration, parent/guardian, and student.

Refusal to Submit to a Drug Test

Any student in the pool who refuses to submit to a drug test authorized under this policy shall be considered “positive” for drugs and be subject to the appropriate suspension as stated previously in the USD 432 Student Drug Policy.

Transfer Students

Any student transferring to USD 432 who wishes to participate in or attend school sponsored activities must have a signed “Student Drug Testing Consent Form” on file

with the Principal's office. The form will be signed and dated by both participants and custodial parents/guardians. No student will participate in any school sponsored activities until the signed consent form is on file in the appropriate school office.

Disclaimer

The Victoria USD 432 Student Drug Testing Policy does not supersede the student handbooks of Victoria High School or Victoria Junior High School with regard to students found to be in possession of, using, providing, or being under the influence of illegal substances or alcohol while on school property or at a school activity (home or away). Therefore, a student who violates the policy as set forth in the student handbook should expect further consequences as deemed appropriate by administration.

Drug Testing Frequency

Each month during the school year, 2 junior high students and 3 high school students.

Use of Building

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

- 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
- 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.
- The rooms and equipment in this building are for student use and if used properly will add materially to student 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.
- 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.

Visitors

(BOE Policy- KM)

Parents/legal guardians are encouraged to visit the school. The school attempts to provide a safe and appropriate environment for its students. While visitors are welcome to the school, any classroom visit must be arranged in advance. The unannounced arrival of a visitor, adult or child, at a classroom door can distract the students and deprive them of their rights and the teacher of his/her rights. All visitors must report to the school office before going into any other part of the building. Teachers are not authorized to release a child to ANYONE without permission from the principal or his/her representative.

Student visitors are discouraged. The presence of another young person is disruptive to the best classroom atmosphere. If it becomes necessary for someone to spend some time at school, it must be arranged in advance with the approval of all teachers concerned and the principal. Requests for student visitors should be completed in writing and submitted preferably at least one week in advance of the requested date. Visits by students not enrolled in USD 432 are discouraged during the first and last week of school or the week preceding a scheduled vacation or break.

Classroom Visitation

Prior to a classroom visitation by a parent/guardian, a meeting with the classroom teacher will be necessary in order to determine time frames, expectations, and review school requirements. The classroom teacher will determine the appropriate date, time, and length of parent observations.