

# Valley Heights

## News & Notes



August 2016

### Going Gold

If you haven't already heard—Valley Heights is "GOING GOLD" this year. No, not to celebrate the 2016 Olympic Games, but to recognize the Golden Anniversary of consolidation. In the early 1960's, the surrounding area, including the communities of Blue Rapids and Waterville, had the foresight to pool their resources and form the Public School District #498. Valley Heights was born and has been thriving ever since.

This year will bring the opportunity for patrons to share in many activities that will not only highlight the past decades and rich history of the district but will also spotlight the present as well. The organizational committee is set to roll out the yearlong activities beginning day one of the 2016-17 school year. On the first day of school, the entire student body consisting of grades K through 12 will gather at the Valley Heights Sports Complex for a group picture and other kick-off activities to begin the celebration.

One of the goals during the year will be to bring back graduates from the initial graduating class of 1967 all the way through the decades at various functions to recognize and show appreciation for their contributions to their alma mater. Make sure to watch the local newspapers and the Valley Heights website for dates and times of the scheduled events.

The rich tradition and success of the Valley Heights school system has been accomplished due to the hundreds of graduates, faculty, and staff who put forth so much time and effort from the very beginning of the formation of the district. From mobile units, to brick and mortar, the district still fashions facilities that are second to none for a district the size of Valley Heights. And continues to provide the same quality of education that was established in 1966.

All are welcome and encouraged to get involved in the Golden Anniversary Celebration of our great and tradition-rich school district. The milestone of 50 years provides the opportunity to take pause and reflect back on the many gifts that previous generations worked so hard to provide the youth of our great communities.

~ *John Bergkamp*  
Superintendent of Schools

#### Board Office

121 E. Commercial Street  
PO Box 89  
Waterville, KS 66548  
(785) 363-2398

#### Valley Heights JR/SR High

2274 6th Road  
Blue Rapids, KS 66411  
(785) 363-2508

#### Valley Heights Elementary (K-2)

307 E. Lincoln Street  
Waterville, KS 66548  
(785) 363-2530

#### Valley Heights Elementary (3-6)

508 Chestnut Street  
Blue Rapids, KS 66411  
(785) 363-7693

[www.valleyheights.org](http://www.valleyheights.org)

# Valley Heights Junior/Senior High School

The 2016-2017 school year is quickly approaching and I am very excited to be part of the USD 498 and Mustang family. It is going to be a great school year filled with many great educational and extracurricular activities for our students. With this school year being the 50th Anniversary of the Valley Heights School District, it is sure to be a 'Golden Year'!

Let me start by sharing a little information about myself. I'm pretty local to the Valley Heights community as I grew up in Frankfort, where I was big into athletics, but also took studying/grades very seriously. After FHS, I attended Doane College and earned a bachelor degrees in Elementary Education and Physical Education. I took my first teaching job in Page, Arizona, where I taught and coached for nine years. Wanting to get closer to home, I went from Arizona to Mitchell, Nebraska. In Mitchell, I spent six years as the PE teacher and Athletic Director. Still wanting to get closer to home, my family and I moved to Topeka for the past year and I worked with my brother-in-law. When Valley Heights had an opening, I took it as an opportunity to actually get "home." I have a beautiful family with my wife LeaAnn and step-daughter Mallory. LeaAnn also has a teaching degree but is a stay-at-home mom for Mallory as she has special needs that require constant attention.

Valley Heights would also like to welcome new math teacher, Mr. Lyle Thompson, to the Mustang family. Mr. Thompson has been a teacher and coach in Kansas since 1988 and we welcome his vast amount of knowledge. Lori Dobrovolny will also become the Responsible Thinking Center Coordinator.

There are several in-house changes that are important to note. For volleyball, Susan Steinfort will be the high school head volleyball coach. At the junior high level, Chelsey Wineinger will be the assistant, with Anna Berger taking the head position. Chelsey will also be the high school girls assistant basketball coach. Jordan Broxterman will take over the head coaching responsibilities for the high school girls basketball team. In addition, Jordan is the assistant junior high football coach. Jenny Yungeberg, who stepped down from head girls basketball at the high school, will take over the junior girls team. The final change to our sponsors' activities is April Kuckelman, who will lead the National Honor Society.

The Valley Heights JR/SR High will continue to improve our educational opportunities through the MTSS process that was started last school year. Reading will continue to be a focus of the MTSS process with a Math focus being added at semester. This year, all students (Tier 3, Tier 2, & Tier 1) will be part of intervention activities.

Seminar for all students has also been moved to the end of the school day. This new format is going to take some teamwork and cooperation from all students and staff. Please pay close attention to the details of seminar in the first few days of school!

Finally, a couple of important calendar dates: Enrollment will be August 8th & 9th with open hours being 8:00 am-1:00 pm and 4:00 pm-7:00 pm. The official start of fall sports will be August 15th... please check with coaches for the exact time of each sport. School starts on August 18th, beginning at 8:05 am. We will see ALL of you then.

*~ Chad Kenworthy*  
JR/SR High School Principal

# Valley Heights Elementary

Welcome to the new 2016-17 school year. This year, Valley Heights Elementary will once again be introducing some new programs that will help promote student success.

Valley Heights Schools will continue to use the "Multi-Tiered System of Support" program this year. The MTSS reading process has produced good results for our students. We hope to expand the MTSS process to include a Math and a Social Emotional, Behavior component. Staff will receive additional MTSS training on these new components throughout the year. The additional support our students will receive in math and social behavior will help them have a successful school experience.

Last year, a new Language Arts curriculum, Journeys, was introduced in grades K-6. This year, in addition to Journeys, Valley Heights has been accepted into the Kansas Reading Roadmap. This program will add additional reading support to our students this year. KRR is a Kindergarten-3rd grade reading program that has a school day, after school, and summer component. The KRR program is a collaboration between school, home and the community. Family and community engagement is a unique part of KRR and we hope this will be another successful program that will produce successful readers at Valley Heights.

Valley Heights Elementary at Blue Rapids is happy to have Mrs. Lana Stevenson join the faculty this year as a 6th grade teacher. Mrs. Stevenson comes highly recommended with nearly 20 years of teaching experience.

Once again there will be a Back-To-School Night on August 17, 2016. Back-To-School Night will run from 5:00-6:00 pm at both the Waterville and Blue Rapids elementary buildings. This will allow students and parents to meet their teachers and see their classrooms prior to the first day of school.

~ *Robert Green*  
Elementary Principal

# Community Education Corner

Where have we been? Where are we now? Where are we going? What can we do to make a difference? Let's see if we can look at these questions and work together to make our community and world a better place!

First of all, let's look where we were 100 years ago and see our growth:

## 1916

- ◆ Albert Einstein completed his formulation of a general theory of relativity.
- ◆ 8% of homes in the United States had a telephone.
- ◆ The population of the United States was 101,961,000.
- ◆ The tallest building in the world was the Woolworth Building in New York City. (792 feet)

## 2016

- ◆ The LIGO team detected gravitational waves from a black hole merger.
- ◆ There were approximately 317,874,628 mobile phones in the United States in use. (circ. 2014)
- ◆ The population of the United States 323,994,641.
- ◆ The tallest building in the world is the Burj Khalifa in Dubai. (2717 feet)

That is where we've been and where we are now! Science, Technology, Engineering and Math (S.T.E.M.) have changed the landscape of the world we live in! However, there are areas we can improve and as a community we can work toward bigger and better things. Over the past several years, we have seen a decline as a nation in our reading scores. To get children to where they should be, and want to be in the future, we must act now. We are excited to inform the community that Valley Heights is now teaming up with The Kansas Reading Roadmap program (KRR) to work towards our future. The goal of KRR is to have all students reading at grade level entering 4th grade. This goal is achieved through work in the school day, after school and during the summer. This isn't a program that is only implemented by school staff, it is a collaboration between school, home, and community. With family engagement and community buying in and contributing to the program, our students and our future are in great hands!

Where we are going depends on what we do and how we do it together. The saying "Rome wasn't built in a day" can also apply to our youth. So as we go forward throughout the year, let's ask each other "how can I help you get where you're going?" This is how we can make a difference!

**Tony Yungeberg, Director**  
Valley Heights Community Education  
121 East Commercial • PO Box 136  
Waterville, KS 66548  
Phone: 785-363-2211  
Email: [tyungeberg@valleyheights.org](mailto:tyungeberg@valleyheights.org)

*Two Towns, One Community*

# Back-to-School Events Calendar

## August

- 1-12** Building level flex workdays for staff
- 8-9** Enrollment (all buildings) | 8:00 am-1:00 pm, 4:00 pm-7:00 pm
- 11-12** New Teacher Orientation
- 15** First Practice | Football, Volleyball, Cross Country
- 15-17** Staff Professional Development
- 18** First day of school | **Dismiss at noon**
- 19** Back-to-School night (VHHS Commons) | 7:00-9:00 pm
- 22** First day | Preschool/KinderPrep
- 30** Volleyball @ Linn

## September

- 2** HS Football @ Troy
- 6** JH Football/Volleyball @ Blue Valley

# Back-to-School Information

## School Breakfast & Lunch

The first day for school breakfast will be Thursday, August 18th. No lunch will be served that day. First day of school lunch is Friday, August 19th. Breakfast is served from 7:35-8:00 am. Meals costs are as follows:

### Breakfast:

- Students: \$1.80
- Adults: \$2.40

### Lunch:

- Elementary: \$2.55
- Junior High/High School: \$2.75
- Adults: \$3.50

### Milk:

- K-12: \$.50

Free and Reduced meal applications are available in all school buildings. Reduced rates are \$.30 for breakfast and \$.40 for lunch.

## Textbook Fees

Textbook fees are payable at enrollment or special arrangements need to be made at that time.

**K-6:** \$35.00

**Junior High/Senior High:** Vary according to classes taken

## Student Immunizations

All immunizations must be up to date before a student can attend school. Further, state law requires a physical assessment be done on children up to the age of 9 years old before they enroll in a Kansas school for the first time. The assessment must have been done within the past 12 months, prior to school starting.

### To All Parents of Preschool and KinderPrep Children:

If you missed the spring 2016 pre-enrollment dates for your child(ren), please be sure to contact **Lisa Boeschling**, Waterville Elementary, (785) 363-2530 during regular district enrollment on August 8th & 9th. She will be able to assist you with enrollment procedures at that time.

# Immunization Requirements for the 2016 - 2017 School Year

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school. Below are the requirements for the indicated school year. Please carefully review the requirements. The usual number of doses required are listed; however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child's immunization status, contact your child's primary care provider or local health department.

**Proof of receiving the required immunizations must be provided to the school prior to the student attending the first day of school.**



## Early Childhood Program Operated by a School Ages 4 Years and Under

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenza type B)	4 doses**
Prevnar (pneumococcal conjugate)	4 doses**

### Additional ACIP Recommended Vaccines Not Required for Early Childhood Programs

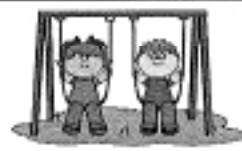
- **Rotavirus:** Three doses recommended for infants less than 8 months of age.
- **Influenza (flu) Vaccine:** Annual vaccination is recommended for all those 6 months of age and older.

## Kindergarten - Grade 6

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses ***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses

### Additional ACIP Recommended Vaccines Not Required for School Entry

- **Influenza (flu):** Annual vaccination recommended for all those 6 months of age and older.



## Grades 7 - 12

Vaccine	Requirement
Tdap (Tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses ***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses

### Additional ACIP Recommended Vaccines Not Required for School Entry

- **HPV (Human Papillomavirus) Vaccine:** Three doses are recommended at age 11 years.  
*HPV is a cancer prevention vaccine!*
- **Meningococcal (Meningitis) vaccine:** One dose is recommended at age 11 years with a booster dose to follow at age 16 years.
- **Influenza (flu) Vaccine:** Annual vaccination is recommended for all those 6 months of age and older.

## Notes

- \* Varicella (chickenpox) vaccine is not required if child has had chickenpox disease and disease is documented by a physician signature. Without a physician signature, vaccine is required even if you believe your child has had chickenpox disease.
- \*\* Total doses needed is dependent upon the age of the child when doses were received.
- \*\*\* All students in grades K - 5, all new students and students currently completing the polio series must have 6 months between the last 2 doses of polio vaccine, and one dose must be after the 4th birthday.
- ~ All students in grades 7 - 12 are required to have one dose of Tdap regardless of the interval since the last dose of DTaP or Td.

# Classroom Supply Lists

## Preschool/Kinder-Prep

1 FULL-SIZE backpack	2 Elmer's liquid white glue	1 box Kleenex
8-count Crayola Classic Markers	2 Expo Dry Erase Markers	1 box Crayola Watercolors
2 large Elmer's glue sticks	1 box gallon Ziploc bags (boys)	1 box baby wipes (boys)
1 box quart Ziploc bags (girls)	1 container of antibacterial wipes (girls)	

## Kindergarten

2 boxes Crayola Crayons (24 pack)	Full-size backpack (no wheels)	2 large Elmer's glue sticks
1 large box Kleenex	Baby wipes	2 2-pocket folders
Prang watercolors	Plastic supply box	Child-size scissors
Washable markers (10-count)	Hand sanitizer (optional)	
1 single-subject spiral notebook (wide rule)		

## 1<sup>st</sup> Grade

2 boxes Crayola Crayons (24 pack)	4 large glue sticks	2 Highlighters
Kid-size scissors	12 #2 yellow pencils	2 large pink erasers
2 Spiral notebooks (wide rule)	2 dry erase markers	1 box sandwich bags (boys)
1 pocket folder	Backpack (no wheels)	1 pkg. baby wipes (girls)
3 boxes Kleenex	Hand sanitizer	1 bottle of glue
Prang watercolors	Plastic supply box	1 pkg. washable Crayola markers

## 2<sup>nd</sup> Grade

2 large glue sticks	2 large erasers	2 dry erase markers
2 boxes Crayola Crayons (24 pack)	12 #2 yellow pencils	<b>Yellow</b> highlighter
1 pkg. washable markers (8 ct)	1 pkg. pocket folders	2 spiral notebooks (wide-rule)
Kid scissors	Backpack (no wheels)	2 boxes Kleenex
Plastic supply box	1 Sterilite shoebox	Non-perishable snacks

**Boys:** 1 pkg. baby wipes and 1 box gallon Ziplock bags

**Girls:** Clorox wipes and 1 box snack-size Ziplock bags

## 3<sup>rd</sup> Grade

Scissors	2 highlighters	Crayons (24 pack)
2 big erasers	3 boxes Kleenex	#2 yellow pencils (no decorative)
Colored pencils	Elmer's liquid glue	Markers
2 large glue sticks	2 dry erase markers	1 set of headphones
Antibacterial Wipes (optional)		

## 4<sup>th</sup> Grade

School scissors	2 glue sticks	Color Pencils	Erasers
Looseleaf paper (wide-line)	1" 3-ring binder	2 boxes Kleenex	Crayons (24 pack)
12 #2 pencils (no mechanical)		Antibacterial wipes	Highlighters
Elmer's glue bottle	Markers	2 composition notebooks	2 dry erase markers
1 set of headphones	Hand sanitizer(optional)	Quart size Ziploc bags (girls)	
Gallon size Ziploc bags (boys)			

## 5<sup>th</sup>-6<sup>th</sup> Grades

School scissors	2 highlighters	6 spiral notebooks (one-subject)	
Box of 24 crayons	2 boxes Kleenex*	Eraser	12 #2 pencils
2 glue sticks*	12 pencils (mechanical acceptable)		Pencil box
2 pkgs. wide-lined paper	Lysol wipes*	Hand sanitizer (optional)*	

*\*To be shared with other students*

# Bad Weather/School Messenger

Ice, blizzards, heavy snowfall, and other conditions that make it unsafe to transport students, or hold classes, can occur with very little warning in our area. The first priority in bad weather situations is the safety of our students. It is easy to make mistakes when trying to "second guess" Kansas weather. If we do err in our decisions this winter, it is our hope that we make our mistakes on the side of student safety.

One procedure schools in Kansas use is to start school one or two hours late in the morning. This gives school personnel the opportunity to better assess weather conditions in daylight hours as well as to allow township maintenance more time to clear rural roads. Valley Heights has used this practice in the past and will again, if it is in the best interest of student safety. On the days that we do not hold classes, or dismiss early, we will have no athletic practices, contests, or other activities after dismissal time.

The decision to cancel school or alter the school day is the primary responsibility of the superintendent. In making a weather-related decision regarding school hours, Superintendent Bergkamp will contact neighboring school administrators. Together they will decide on a plan as it regards school closure or early dismissal or late start. Although not all districts will decide to follow the same plan for a specified day, discussions between all parties is very helpful.

If school is to be closed during a regular school day, or if the decision is made to cancel school for the next day, a "School Messenger" automated message will be sent to all households of our district patrons, either via email, phone call or text. The method preferred to be used for notification is the one provided by patrons to school building offices during enrollment or subsequent requests by offices. The School Messenger message will state what is happening, why, and when. In case of early dismissal or cancellation, the following radio and TV stations will also be notified:

**KNDY Radio, Marysville—AM 1570/FM 95.5**

**KCLY Radio, Clay Center—FM 100.9**

**Channel 13 WIBW TV**

**Channel 27 KSNT TV**

**Channel 49 KTKA TV**

USD 498 is a member of Radio/TV station WIBW's "Storm Call". If a severe thunderstorm warning is issued by the National Weather Service for our area, several staff members are notified by email and phone of the warning. Also included is notification of lightning strikes in our area. A lightning warning goes out and continues until there has been no detection of lightning for 15 minutes at which time an "all clear" is issued.

# Announcements

## Notification to Parents of Students in Valley Heights

As a parent of a student attending a school that receives federal funds under the "Every Student Succeeds Act," you have the right to know the professional qualifications of each of your child's teachers. You have the right to ask for the following information about each of your child's teachers:

- ◆ Whether the teacher is certified by the State of Kansas to teach the grades and subjects he or she teaches;
- ◆ Whether the teacher is teaching under an emergency or other provisional certificate;
- ◆ The teacher's college major;
- ◆ Whether the teacher has any advanced degrees and if so, the subject of those degrees;
- ◆ Whether aides or paraprofessionals provide services to your child and if so, the qualifications of the aide or paraprofessional.

If you would like to receive any or all of this information, please contact Superintendent John Bergkamp. PO Box 89, Waterville, KS 66548 | Phone: (785) 363-2398

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## Media & Technology Production Class Looking for Projects

The Media/Tech Production class at Valley Heights High School, taught by Susan Winters, is available for projects which might involve creating documents, brochures and pamphlets; setting up spreadsheets; designing basic web pages; and doing PowerPoint presentations of all types.

If you are not sure that your project fits this scope, please call Mrs. Winters at 363-2508 or e-mail her at [swinters@valleyheights.org](mailto:swinters@valleyheights.org) to find out more. All types of projects are welcome and most are done with a minimal fee.

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## Senior Citizen Passes

Lifetime Senior Citizen passes are available at the USD 498 Central Office. These passes are for patrons residing in the Valley Heights school district and who are 65 years of age or older. The pass will permit free attendance to all **home** school events including sports, music, drama, etc., with the exception of tournaments or Kansas State High School Activities Association (KSHSAA) sponsored events and events that are held for money-making purposes. Stop by the Superintendent's office in Waterville to pick up your pass. Passes need not be renewed unless they are lost or destroyed.

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## Use of Alcohol and Tobacco

It is USD 498 Board policy that the use of all tobacco products, electronic cigarettes, and alcohol in any school buildings, in school owned vehicles, and on any school property is prohibited. Smoking, or the use of any tobacco product, including electronic cigarettes, is not allowed in or around the athletic complex at Valley Heights JR/SR High School or in or around the Blue Rapids Gymnasium during school sponsored events or competitions.

# Activity Physicals

The Kansas State High School Activities Association requires students to have a physical exam on file with their school before they are allowed to participate in athletics, cheerleading, or drill team. These guidelines need to be followed:

- A new physical exam is required each new school year.
- A Physicians' Assistant may perform the exam and sign the form.
- The doctor's office will require that the Pre-Participation Physical Evaluation form be completed by a parent or guardian **before** a student sees the doctor. Be sure that the student athlete and a parent **both** sign and date the back of the form.
- This physical must be completed and the form turned in to the high school office before athletic practices begin on August 15, 2016.

The Blue Rapids Medical Clinic provides this service to their regular patients for a fee of \$25. Please call the Clinic to schedule your appointment. Inquiries regarding the cost of an athletic physical done by other clinics will need to be made directly to the clinic. Physical forms for the 2016-2017 school year are available at the Valley Heights High School office after August 1st or the Blue Rapids Clinic has a supply available at all times.

## KSHSAA Rule 52

If you attend any sporting events at USD 498 Valley Heights, please be reminded of KSHSAA Rule 52. USD 498 has adopted and is in support of the general guidelines of this sportsmanship policy. This rule will be enforced by supervising administration relative to good sportsmanship and citizenship at all school activities where Valley Heights is a participant. The rule and its interpretations shall apply to all those in attendance at a Valley Heights activity.

The philosophy of this rule is as follows: Activities are an important aspect of the total education process. They provide an arena for participants to grow, excel, understand, and value the concepts of sportsmanship and teamwork. They are an opportunity for coaches and school staff to teach and model sportsmanship, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of sportsmanship for our youth as respected representatives of society. *Sportsmanship is good citizenship in action.*

Rule 52 goes on to say:

- All actions are to be for, not against; positive, not negative or disrespectful.
- Be courteous to all—participants, coaches, officials, staff, and fans.
- Know the rules, abide by, and respect the officials' decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, team, and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.



**Bullying Prevention and  
Potential School Violence  
Hotline:**

**(877) 626-8203**

**or**

**Call the  
Marshall County  
Sheriff's Office  
(785) 562-3141**



# Use of School Facilities

The Board of Education encourages the use of school buildings and school grounds by community groups. Use of any school facility or school grounds shall not interfere with the daily school/student routine or any school sponsored activity. Fees and/or rental charges will cover the costs of wages of school personnel involved. Non-profit groups will only be charged the actual overtime rate of pay for custodians, cooks, and any staff utilized for an activity. All other groups and organizations will be charged the actual overtime rate of pay for custodians, cooks, and any staff utilized for an activity plus the building fee as stated below.

Following is a fee schedule for the various facilities:

**Kitchens:** \$25 plus actual cost of cook on duty

**Blue Rapids Gym:** \$5 per hour

**Waterville Multi-Purpose Room:** \$5 per hour

**Single Classroom (any facility):** \$5 per hour

**High School Gym or Commons:** \$5 per hour

Adult team basketball games are not to be held in the high school gym. An exception will be made for use of this gym for a fundraising/benefit game supervised by school personnel. Such basketball games will be permitted in the Blue Rapids gym.

Arrangements to reserve a facility, which must be done in advance, should be made through the Valley Heights JR/SR High School office.

# School Entry Physicals/Self-Administration of Medications

## School Entry Physicals

Any new student, under the age of 9 years, including preschool and/or Kinder-Prep, who is attending a Kansas public school for the first time, need a school entry physical completed by a Kansas physician. This physical must have been done within the last 12 months. Documentation of this physical must be provided to the school within 90 days after the August commencement of the school year.

## Self-Administration of Medications

The self-administration of medications is allowed for eligible students in grades K-12. "Medications" in this instance refers **only** to a medicine used for the treatment of asthma, including but not limited to an inhaled bronchodilator or auto-injectable epinephrine. There are requirements which a student must meet. They are:

- ♦ A written statement from the student's health care provider (physician, advanced registered nurse practitioner or a licensed physician's assistant) stating the name and purpose of the medication.
- ♦ The prescribed dosage.
- ♦ The time the medication is to be regularly administered.
- ♦ Any additional special circumstances under which the medication is to be administered.
- ♦ The length of time for which the medication is prescribed.
- ♦ The student shall also demonstrate to the health care provider and the school nurse the skill level necessary to use the medication and any device that is necessary to use the medication and any device that is necessary to administer the medication as prescribed.

The health care provider shall prepare a written treatment plan for managing the student's asthma and for medication use by the student during school hours. The parents/guardian shall **annually** complete and submit to the school any written documentation required, including the treatment plan prepared by the student's health care provider.

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parents that the school district shall not be liable for damage, injury or death resulting directly or indirectly from the self-administration of medication. The parents shall sign this statement, acknowledging by their signature that they will indemnify and hold such school district harmless.

These additional requirements are also necessary:

- ♦ The school district shall require that any back-up medication provided by the student's parents/guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma emergency.
- ♦ The school district shall require that all necessary and pertinent information be kept on file at the school in a location easily accessible if there is an asthma emergency.
- ♦ Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district.
- ♦ The board may adopt policy or handbook language spelling out under what circumstances the student's authorization for self-administration may be revoked.

A **Permission for Self-Administration of Medication** form is available in each building's office. Also available in each office is a **Permission for Medication** form which parents need to complete and sign, allowing a school secretary or other employee to administer prescribed medications to students. These medications are not allowed in the student's possession but are stored in the school office.

# Annual Notice of Privacy Rights

This notice informs parents and eligible students (18 or older) of their rights concerning access to educational records, limitations on disclosure of record information, the opportunity to challenge the content of educational records, and provisions for filing a complaint with H.E.W. These rights are spelled out in Public Law 98-380 as amended by Public Law 93-568, and in regulation published by the Dept. of H.E.W. in the June 17, 1976 Federal Register.

The law and regulations published in the Dept. of H.E.W. require educational institutions to:

- ♦ Provide parents and eligible students the opportunity to inspect educational records by contacting the school principal;
- ♦ Provide parents opportunities for a hearing to challenge the content of the student's education record when they believe it contains information that is inaccurate, misleading or in violation of the student's right to privacy. (Grades are not subject to challenge)

Schools will limit disclosure of information from the student's records to those who have the consent of the parent or eligible student, to officials specifically permitted within the law, such as local school officials, those of other schools in which the students seeks to enroll, and under certain conditions and for specific purposes, local, state and federal officials.

Parents of dependent students will have access to the educational record. This agency will assume that the student is dependent on their parent(s)—claim as a tax exemption—until we are otherwise notified.

This agency will publish directory information, collective, or individually, unless a parent/eligible student, within ten days after this notice, informs the privacy officer, in writing, that any or all of the categories listed below should not be released without prior written consent. Directory Information: name, address, telephone listing, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities, sports (weights/heights of athletic team members), degree, awards received, and most recent previous educational institution attended.

Copies of district policy and implementation procedures are available upon request from the superintendent.

Parents or eligible students may file a complaint with the H.E.W. if they believe their rights, under this law, have been violated and efforts to resolve the situation through MCPS appeal channels have not proved satisfactory. Complaints should be addressed to F.E.R.P.A., H.E.W., Room 514E, 200 Independence Avenue SW, Washington, D.C. 20201.

# Asbestos Notification

The EPA required schools to look for asbestos building materials in 1987. Valley Heights did such an inspection in the spring of 1988 and completed a Management Plan to insure that asbestos is either removed or kept from being friable (cannot be crumbled into a powder). The actual removal was completed in June of 1989.

The first three-year re-inspection was mandated and completed in 1992. META, a Lawrence, Kansas firm, conducted this reinspection. Rules and regulations changed in three years and the reinspection was conducted using the new guidelines. The M.E.T.A. inspector found additional tape in a room that houses the air units and related equipment at the gymnasium in Blue Rapids. This tape is identified as friable asbestos. This room, which is not accessible to students or the general public, was properly posted and, unless we find it necessary to do major work on the equipment, we will continue to maintain and monitor this material.

The new guidelines caused those doing re-inspections to report other materials as "suspect". These materials include 9 x 12 floor tile, the glue that holds the floor tile to the floor, the glue that is used to fasten floor molding to the wall, certain formica counter tops, etc. The reinspection report does indicate we have these materials in various school facilities.

Facilities inspected include the District Office. This particular office contains friable asbestos in a closet that houses the furnace and hot water heater and is posted as required.

As required, a three-year reinspection was conducted in March of 1995 by Mr. Mike Dalrymple, a licensed professional engineer and certified Industrial Hygienist from Topeka, Kansas. The next three-year reinspection was conducted in December, 1997 by Mr. Ray Salmon, a certified industrial hygienist who contracts with the North Central Kansas Education Service Center. Mr. Salmon's report did not identify any new materials. As required, the next three-year reinspection was conducted on June 26, 2001 by North Central Kansas Education Service Center Environmental Compliance Coordinator, Ross Knitter. A reinspection was conducted on October 21, 2004, by Mr. Robert Michael O'Bryan of NCKESC. Mr. O'Bryan returned to the district and conducted an inspection on April 5, 2007. On April 7, 2010, Mr. Dan Stevens of the Southeast Kansas Education Service Center in Girard, Kansas, conducted a 3-year inspection and again in April of 2013. All inspections and other materials relating to this matter are public record and open to patron review at the superintendent's office from 8 am to 4 pm each day school is in session.

# Drug Free Schools (JDDA)

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L.102-226, 103 St.1928.

## **Student Conduct:**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

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

- a. A punishment up to and including long-term suspension;
- b. Suspension from all student activities for a period of not less than one month;

Second Offense: A second time violator shall be subject to the following sanctions:

- a. A punishment up to and including long-term suspension;
- b. Suspension from all student activities for a period of not less than one semester or four months;
- c. A student placed on long-term suspension under this policy may be re-admitted on a Probationary status if the student agrees to complete a drug and alcohol rehab program. (Names of acceptable programs are on file with the board clerk.)

Third and Subsequent Offense: A student who violates the terms of this policy for the third time, and any subsequent violation, shall be subject to the following sanctions:

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

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

A list of available programs, along with names and addresses of contact persons for the program is on file with the board clerk. Parents and students should contact the directors of the program to determine the cost and length of the program (cf. JCDA and JDD). A copy of this policy will be provided to all students and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory.

## Weapons (JCDBB)

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

### Definition of Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive devise shall include, but not be limited to:

- ◆ Any item being used as a weapon or destructive device;
- ◆ Any facsimile of a weapon;
- ◆ Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- ◆ The frame or receiver of any weapon described in the preceding example;
- ◆ Any firearm muffler or firearm silencer;
- ◆ Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- ◆ Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device intended for use in converting any device into an destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- ◆ Any bludgeon, sand club, metal knuckles or throwing stars;
- ◆ Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward downward, or centrifugal thrust or movement.
- ◆ Any electronic devise designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

### Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or superintendent's designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to DCF or the Commissioner of Juvenile Justice.

# Complaints (JCE)

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## Complaints Regarding Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination, including acts of harassment, shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment of, in the district's programs and activities, is prohibited. The principal, Chad Kenworthy, 2274 6th Road, Blue Rapids, KS 66411 at 785 363-2508, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures. (See KN)

## Complaints Regarding School Rules

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

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# Sexual Harassment (JGEC)

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further 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 is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with the principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

# Sexual Harassment (JGEC)

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status nor will it affect grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

*Approved 9/14/98*

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# Racial & Disability Harassment (JGEC)

The Board of Education is committed to providing a positive and productive learning and working environment free from discrimination, including harassment, on the basis of race, color or national origin or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further 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.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, or disability in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school. Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member.

Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint

# Racial & Disability Harassment (JGEC)

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and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (See KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 9/14/98

7/18/13

# USD 498 Mission Board of Education

*USD 498 Board of Education's mission is to provide an education system that will develop the highest level of achievement for all students, educators, and patrons by managing district policies and efficient use of resources.*

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## WE ARE LISTENING!

If you have questions, concerns, comments, or suggestions, please send them to:

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PO Box 89 • Waterville, KS 66548