Twin Valley School
Unified District No. 240

JR/SR High

STUDENT HANDBOOK

2026-2027

USD 240 Twin Valley District Office
785-488-3325

Bennington High School Office
785-488-3321

Tescott High School Office
785-283-4774





Updated 05/2026

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BOARD OF EDUCATION

Kyle Black, Jessica Ebert, Robert Miller, Michelle Murk,
Jeff Shamburg, Juanita Morris and Colton Wolf

ADMINISTRATION

Shane Clark, Superintendent
Amy Vernon, Principal, Bennington Jr-Sr High School
Dr. Curt Graves, Principal, Tescott Jr-Sr High School

JR-SR HIGH STAFF

OFFICE STAFF	**BHS**	**THS**
Athletic Director	Jason Feil	Daymon Walker
Administrative Assistant	Erin Rounds	Jean Still
School Nurse	Becky Racette	Becky Racette
GUIDANCE STAFF	**BHS**	**THS**
Counselor	Heather Rook	Amber VanDoren
Social Worker	Alexis Murillo	Amanda Shirack
School Psychologist	Kristi Herr	Chelsi Stapleton
Student Support	Avery Feil	
TEACHING STAFF	**BHS**	**THS**
Ag Ed Dept	Doug Reed	Stephanie Laack
	Bill Luthi	Bill Luthi
Art Dept	Linda Rickman	Linda Rickman
Business Dept	Erica Shamburg	Judy Mitchell
ELA Dept	Anissa Bigler	Anissa Bigler
	Abigail Diehl	Bill Gies
	Ashli Thole	
Math Dept	Jason Feil	Jeff Mick
	Darryl Mannebach	Rachel Ehlers
	Erica Ewell	
Music Dept	Bailey Schell	Paula Rolph
	Patricia Smith	
Physical Ed Dept	Kevin Turowski	Daymon Walker
Science Dept	Bryan Shamburg	Jeff Mick
	Tj Trout	Rachel Ehlers
Social Studies Dept	Jim Gish	Katrina Ringler
	Ben Clark	
Special Education Dept	Tanya Koehn	Stacey Scritchfield
	Eric Winters	
	Michelle Meyer	

STATEMENT OF NON-DISCRIMINATION

The Twin Valley School District, USD 240, does not discriminate against any applicant, employee, or student in the admission or access to educational programs, activities, or employment on the basis of race, color, religion, creed, national origin, marital status, veteran status, gender, age, or the presence of a non-job-related medical condition or disability.

STATEMENT OF NOTIFICATION

Parents may request information regarding the professional qualifications of their students' classroom teacher, state assessment scores, and access to the building report card. Parents will be notified in writing if a teacher does not meet the definition of "highly qualified.

ACADEMIC DISHONESTY

Academic dishonesty is any form of cheating, plagiarism, or misrepresentations of one's work including but not limited to the following:

- Sharing or receiving of questions/answers on tests and/or homework assignments without express permission of the teacher
- Copying information or works including text, pictures, or music without giving appropriate credit for the source
- Using technology or electronic sources unethically including Artificial Intelligence such as ChatGPT
- Using any source specifically not allowed for a school assignment, quiz, test, or examination

1st offense will result in a redo of the work for 75% credit and a detention.
2nd offense will result in a redo of the work for 50% credit and a detention.
3rd offense will result in a loss of credit for the work and 1-day of In-School Suspension.
Any recurring offenses will result in loss of credit and disciplinary action up to and including additional suspension.
*Parents will be notified of all occurrences.

ANIMALS AND PLANTS IN THE SCHOOL

Persons bringing animals into the school must receive prior permission from the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. However, they must be appropriately housed, humanely cared for, and properly handled. Under no circumstances are animals to be transported on school buses.

Parents are asked that dogs and other pets not be allowed to follow children to school. Prior permission and approval from the building principal is required before parents or students bring a pet into the building.

Service animals also need to be checked in at the office with proper documentation such as an identification card or letter from the training agency, and appropriately identifiable per K.S.A. 39-1101.
All animals on school property shall be properly controlled and restrained. Owners are responsible for any necessary clean ups.

ATTENDANCE

Absences
Kansas Compulsory Attendance Law K.S.A. 72-1113 requires students be in school. Research studies also correlate good attendance with positive student academic success. Students with regular attendance generally will be more successful in their classes. Therefore, a student's attendance record is a very important part of his/her permanent record. The responsibility of school attendance is with the student and his/her legal guardian.

Per board policy JBD, two types of absences, Excused and Unexcused, are used. The building principal is designated to determine the acceptability and validity of excuses presented. The following absences are generally considered excused:

- Personal illness (a doctor's note will be required for 3 consecutive days or 5 days in a semester)
- Family crisis
- Medical or dental appointments (with a verified doctor's note)
- Extended absences, such as family requested trips, when expressly requested by guardians and prior arrangements have been made in advance to maintain academics (an absence approval form must be completed at least 3 days prior to the absence)

All other absences are classified as unexcused and must be made up (time for time). Failure to notify the school office of an absence will result in an Unexcused absence. A call from the legal guardian is needed each day of a student's absence to avoid any misunderstanding or miscommunication.

If a student is absent for more than half a block, they will be marked absent for the entire block. If a student arrives after 10:01 AM, they will not be eligible to participate in extracurricular activities taking place that day.

Per state law 72-1113, students may not miss 3 consecutive unexcused days, 5 unexcused days in a semester, or 7 unexcused days in a school year. Principals are required to report these unexcused absences as truant to the Department of Children and Families or the County Attorney's office for investigation.

For any absence, students are expected to make up daily work. It is the responsibility of the student to make contact with his/her teacher(s) to determine make-up assignments and schedule times for taking any tests missed. Students are expected to fulfill long-term assignments as originally scheduled. For Out of School Suspension (OSS) absences, students are expected to turn in all work on the day of their return to school.

Prior to any school-sponsored activity, it is the student's responsibility to communicate with his/her teacher(s) to determine make-up assignments and schedule times for taking any missed tests. Students are expected to fulfill long-term assignments as originally scheduled.

Post-secondary institution / College visits
Junior students will be allowed two (2) days to visit a school of continuing education. Senior students will be allowed three (3) days to visit a school of continuing education. Arrangements must be made through the academic counselor and/or building principal. Documentation of the visit may be requested for verification. The visits should be taken prior to May 1 if possible.

Attendance Appeal
A parent or student may request a review of the attendance record. The building administrator will review the student's attendance including number of, reasons for, and documentation as well as verification of absences within 7 days of a parent or student request to determine whether absences are to be considered excused or unexcused as well as to determine if a report to the County Attorney or DCF is applicable. Assigned discipline in order to make-up time and complete missing work is not an aspect of the appeal process.

Tardies
It is the responsibility and determination of the classroom teacher to establish and communicate a reasonable expectation of timeliness. Students who enter class late per the teacher's established expectation are tardy. Three (3) tardies in a class within a semester will be considered excessive tardiness and the student subject to disciplinary consequences. Teachers will refer excessive tardies to the office (a referral for each subsequence tardy after the second tardy).

Any student who is 15 or more minutes late to a class will be counted absent and the office notified.

CLOSED CAMPUS

BHS and THS have Closed Campuses. Once students arrive on campus for their school day, they may leave campus ONLY with prior parent permission and by signing out through the office.

Checkout procedure:
1. Parents notify the office (in person or by phone) and provide a reason why the student must leave school.
2. Before a student leaves the building, he/she must go to the office and sign out. No student is to leave the building until they have been approved to do so through the office.
3. Upon returning to school for any reason, students must check-in at the office and receive an admit slip before going to class.
4. Students returning from an appointment will be required to present an appointment receipt when they sign-in if a parent has not notified the school of the appointment.

5. Lunch Time is CLOSED per the Twin Valley BOE and therefore, students leaving for lunch is NOT permissible.

COUNSELING

Unified School District 240 has the services of a social worker in each building. They will devote time to both the elementary and secondary students. They may provide support in the way of resources, assist with scheduling, and/or facilitating character building lessons.

The school counselor work consists of counseling all students as to their future educational and occupational plans. Every 9th-12th grade student will develop and update their 4-year plan with the assistance of their counselor. When special tests need to be administered to pupils, the counselor and/or school psychologist do this by giving individual or group tests.

Student support specialists in addition to counselors and social workers are available to support students' social-emotional needs. They may counsel with teachers, visit with parents, and meet with students for specific pupils who are struggling. The counselor and/or student support specialists are always willing to visit with parents of the student.

DRESS CODE AND PERSONAL APPEARANCE

The atmosphere of a school must be conducive to learning. Therefore, every student attending a Twin Valley School shall be responsible for maintaining appropriate dress and appearance. Students are expected to keep themselves well-groomed and neatly dressed at all times during school hours and school activities.

It is important to observe a dress code that is not distracting to the learning environment. If a student by his/her appearance interferes with the learning of others, or constitutes a threat to the safety or health of others, they will be asked to change their dress/attire and be subject to disciplinary consequences outlined in the Student Conduct section.

The following list includes examples of inappropriate attire but is not all-inclusive, therefore should be considered general guidelines:

- Clothing or body adornments with offensive, sexually suggestive, vulgar, profane, ethnically derogatory messages, pictures, or symbols, depictions or styles of Satanism, illegal substances, drug paraphernalia, tobacco, or alcohol, or that have a double meaning.
- Articles of jewelry or articles on clothing, which are potentially hazardous, such as chains or studded bands, or have sharp points, etc.
- Clothing or styles identified to be associated with gangs or gang activities including specific styles of dress such as pants and shorts not being worn at the student's waistline, specific colors, bandanas, clothing combinations, etc.
- Hats, bandanas, sunglasses, and gloves are not to be worn in the building during school hours.

- Shorts and skirts of what would be considered of an inappropriate length. Generally, shorts or skirts should be thumb-tip length with arms hanging naturally and not over revealing.
- Jeans, shorts, and skirts with excessive holes.
- Tops and shirts should not be too revealing. Tops that do not have a full front and back, full sides, and over-the-shoulder straps (i.e. no halter tops, tube tops, bare midriffs) should not be worn. Tank tops must have shoulder straps with a width of at least two finger widths. They must also have side panels that do not expose a significant amount of the sides or undergarments. No racer-backs, or "homemade" muscle shirts with oversized torn sleeves.
- Footwear is to be worn at all times.

Final interpretation and determination of the dress code including the appropriateness of any apparel or accessory not mentioned is at the discretion of the building-level administration.

EMERGENCY DRILLS

Emergency practice drills shall take place as specified by the State Department. Handicapped students shall be escorted to the storm shelter or exited by the teacher of the class they are in at the time of the drill. Practice drills and trainings will be in accordance with the USD#240 Crisis Plan.

ENROLLMENT

Residency
Students who live (maintain domicile) within the district boundaries are residents of the district. Resident students may enroll at the appropriate building site.

Non-residency / Out-of-district
Students who live (maintain domicile) outside of the district boundaries are considered out-of-district or non-resident students.

The admission status of all non-resident students who have been admitted for attendance will be reviewed annually.

Enrollment as a full-time student
Bennington & Tescott Jr/Sr High Schools have seven periods per day, from 8:15 AM to 3:30 PM. Students are required to be enrolled in seven classes per semester. Courses required for graduation must be attempted first at Twin Valley before being taken off-campus unless the principal gives prior approval.

Transferring from a non-accredited school/homeschool
No credit will be awarded for courses not offered at BHS/THS unless approved by the Principal.

- Credit may be granted for transfer courses if a) the course work is in a sequential curricular area, and b) the next level of the course is taken and passed.

- Courses taken at the non-accredited high school that are not sequential in nature will be considered for credit. Interviews will be held with the student and a representative of the department of the course(s) in question; the student will have the opportunity by various methods to demonstrate the level of mastery of the course content; if the Twin Valley representative is satisfied that the course content and level of mastery of the course is sufficient, credit will be awarded for the course(s).
- The grade for the transferring course(s) will be recorded as a 'P' for 'pass', and no grade points will be awarded toward the student's overall GPA.

Transferring from an accredited school

BHS/THS will accept all transfer credits from other accredited high schools.

- Required courses can only be taken for credit at an off-campus location with prior approval from the Principal.

Reduced / shortened schedule

A reduced schedule is only available to students with extreme circumstances, or those enrolled in post-secondary programs. Students desiring a reduced schedule must discuss the circumstances with the principal & counselor to gain approval.

Repeating a course

If a student and/or parent chooses for the student to repeat a course that is not normally repeated, and he/she previously passed and received credit for, the grade and award of credit from the previous year will stay on both the transcript and as a part of the student's GPA. No additional credit will be earned from repeating a passed course.

Schedule changes

The schedule of classes is set up, and teachers are hired and assigned, based upon student enrollment requests in the spring. Therefore, class changes will not be possible except as follows:

1. A class must be added to meet graduation requirements.
2. Change is necessary because the student is academically misplaced and must be recommended by teacher/counselor/parent and approved by the building principal.
3. Re-taking a class that was failed and is needed to meet graduation requirements.
4. In cases initiated by the student, no more than three days of class have occurred in the semester and all procedures for a schedule change are followed.

The counselor will advise students regarding schedule changes and choices of possible classes available.

Dropping a class

A student may only drop a class if approved by the principal and with express permission of parents and counselor. If a student drops, or is dropped from a class, the course will be recorded on the student's transcript as "W" (withdrawn), and the no credit will be calculated in the student's GPA. If a student's schedule is reduced, the

student will be put in a supervised study class and required to be in attendance the entire school day.

Summer School/Extended Learning Opportunity (ELO)
If a student completes a summer school class at a location other than a Twin Valley school, i.e. USD 305 Summer School, that grade will be added to the student's transcript as a letter grade and calculated in the student's GPA. It will not replace the grade received at a Twin Valley school during a regular semester. Summer school or ELO credit does not count toward KSHSAA eligibility.

Off-campus / Dual-credit enrollment options (Addendum 1)

1. Students may choose to attend area post-secondary institutions in accordance with their Individual Plans of Study (IPS). This attendance may be online, and/or in-person IF scheduling can be worked out.
    - Students must apply and request prior approval from the principal. Students must submit proof of enrollment to the administration within one week of the start of the semester.
    - Grades earned will be calculated into the student's high school GPA.
    - Students must earn a grade of "D" or better to receive "Elective" credit on their high school transcript from any off-campus course.
    - Students will receive 0.5 credits toward graduation for every block they are away from providing they pass the course.
2. Students will receive the grade earned and the grade will be used in the calculation of the student's high school GPA when taking concurrent college courses on Twin Valley campus.
3. Students will receive the grade earned and the grade will be used in the calculation of the student's high school GPA when taking online college courses for dual credit.

Flex Scheduling
Seniors who are on schedule to graduate in eight semesters may apply no later than December 1st (unless a waiver is granted by the principal) for permission to attend school part-time (flex schedule) the second semester of their senior year.

Effective 2nd semester flex scheduling often involves reducing traditional class load in favor of career-oriented academic activities. 2nd semester seniors may flex in exchange for a career-based learning experience. Career-based learning experiences may be paid or volunteer. A complete application will include an explanation and detailed description of the work-based experience including hours to be worked, name of supervisor, and supervisor contact information.

All completed applications with the student and parent and supervisor signatures shall be submitted to the counselor and will be reviewed by the administration and the counselor. If approved, the application shall be signed by all involved parties and filed in the student's permanent file.

Seniors flexing during the second semester will be required to submit confirmation of attendance and completion of the work-based learning experience. Confirmation may include copies of pay stubs, signed time cards, supervisor reviews, etc.

Seniors who attend part-time second semester are to be in the building only during class, when meeting with a teacher, or during lunch block. Seniors attending part-time during the second semester shall be allowed to participate in senior class activities and must be passing at least five subjects of unit weight or they will not be eligible for KSHSAA activities.

Foreign Exchange Student admittance

All Foreign Exchange students must be from an approved agency and receive prior approval from the principal before being allowed to enroll. The request must be made in writing and include student profile, host parent contact information and address, English proficiency test results, immunization and health information, and student transcripts translated to English. Host families must reside within district boundaries. All requests must be submitted by August 1st. Further, the student must be enrolled and in attendance prior to September 20th of each academic year.

BHS will accept up to 3 foreign exchange students per year. No more than 2 students from one country will be accepted each school year. No more than 2 foreign exchange students will be accepted from one program.

THS will accept up to 2 foreign exchange students per year.

All foreign exchange students will enroll in a full schedule containing the following courses:

- U.S. History
- U.S. Government
- English – appropriate level
- Math – appropriate level
- Science – appropriate level
- Electives

No diplomas will be granted to foreign exchange students, and they will not go through the graduation exercises. They will be given a certificate of completion, and an official transcript of the completed coursework will be mailed to the student's home school.

FEES

Certain fees may be assessed. These may include, but are not limited to, academic resources, activities, technology, lab/shop classes, etc. See the district website or contact the building office for the current fee schedule. All fees are due at the time of enrollment. All fees should be paid to the office. Our office accepts cash and/or personal checks.

Parents will receive notifications throughout the school year for any outstanding fees. The replacement cost of any school property not returned or returned damaged will be added to a student's account. These debts should be taken care of promptly. Student fees greater than $100 or a family's combined fees of greater than $175 may be turned into collections if not resolved.

A final notice of any outstanding fees will be mailed to your home at the end of the school year. All outstanding debt must be paid prior to a student's participation in graduation; a diploma will be held until all financial obligations are resolved. A payment plan must be signed with the school secretary if the total amount due cannot be paid at enrollment. Any missed payment voids the payment plan and the total amount is due immediately.

In the instance a check is returned by the bank, the checking account holder is responsible for any fees assessed to the school by the bank. Repeated returned checks will result in the school requiring the parent/guardian to pay on a cash-only basis. USD 240 reserves the right to turn outstanding balances over for collection.

FOOD AND DRINK

Students are allowed to have water bottles in the classrooms as allowed by classroom teachers. The consumption of snack-type foods will be at the discretion of individual teachers.

Vending machines should not be accessed during class time.

GRADUATION REQUIREMENTS

SUBJECT AREA	CREDITS	SPECIFICALLY,
English	4	4 credits of ELA (Class of 2026 & 2027) 3.5 credits of ELA and .5 credit of Communication (Class of 2028)
Social Studies	3	1 credit must be in American History 1 credit must be in American Government 1 credit must be in World History/Geography
Science	3	3 units of science which shall include physical, biological, & earth & space concepts and which shall include at least 1 unit as a lab course **The 3rd science may include 2 science-based ag education courses with administrator approval*
Mathematics	3	Any 3 of our math credits fulfill this requirement
Physical Education/Health	1	0.5 credit of Physical Education and 0.5 credit of Health, updating the prior requirement of 1 Physical Education credit.
Fine Arts	1	1 credit in Fine Arts
Personal Finance/Financial Literacy (Class of 2028)	.5	.5 Credit

Electives	2027-11.5 2028-10.5 2029-9.5	Reduce the number of elective credits required each year till 2029, reaching the new USD 240 graduation credit requirement. 1 elective credit must be a STEM credit (USD 240 gets to make the decision of what qualifies as a STEM credit)
TOTAL CREDITS REQUIRED	27 to 25	Class of 2027 = 27 (reduce elective requirements) 30 credits possible Class of 2028 = 26 (reduce elective requirements) 29 credits possible Class of 2029 = 25 (reduce elective requirements) 28 credits possible

GRADUATION EXERCISE PARTICIPATION: Students must complete all credits, graduation requirements, and all financial obligations such as fees and equipment must be resolved before being allowed to participate in the graduation ceremonies.

STUDENT COMMEMORATION AT GRADUATION

Graduating classes may request honoring a student who was in their class cohort group during the graduation ceremony. This may include reserving an empty chair with a cap and gown along with denotation in the printed program. Classes must secure permission from the family of the student involved to be included in the ceremony. Requests must be submitted to the building principal for final approval.

GRADING POLICY

Letter grades will be based on the following percentages:

- A= 100% - 90%
- B= 89.9% - 80%
- C= 79.9% – 70%
- D= 69.9% - 60%
- F= 59.9% and below

Grade Point Average (GPA) Calculation:

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0.0

Grades from college courses or correspondence courses will be calculated in GPA if taken for dual credit and listed on the transcript. All other courses (Smoky Hill Learning Center classes, SATS, USD 305 Summer School or Independent Study courses) will be calculated in the GPA as well as listed on the transcript.

It is the classroom teacher's responsibility when reporting unfavorable performance to conference with the student and, if necessary, with the parent when or if appropriate action is not taken by the student in a timely fashion. Progress reports can be communicated quarterly, but parents and students can view academic progress at any time by accessing PowerSchool.

<u>Incomplete / Grade recovery</u>
Toward the end of a semester, if it becomes apparent a student will be unable to pass a course, or have an unsatisfactory grade, due to incomplete work and/or low scores, the student may request to enter into a Grade Recovery Program agreement with the teacher, where they will receive an "Incomplete" grade for a period of time defined within the agreement with the teacher (usually two weeks beyond the semester's end). During that time, the student must show sufficient progress toward the successful completion of the content, or the agreement will be void. As long as the course is satisfactorily completed by the end of the extension period, the student's transcript will reflect the earned grade.

> *The recovered grade cannot count toward a student's KSHSAA eligibility as a part of what is commonly referred to as the KSHSAA Five - Five new courses must be enrolled in and passed each semester to maintain Activity Participation.*

Failure to complete the coursework within the allotted time will result in the student receiving the grade they earned on the final day of the semester. Upon receiving an "F", the student will have the option of being re-enrolled in that same course the following semester to complete the unfinished work or go on to a new course while simultaneously completing the unfinished work from the previous semester on their

own. The final grade will be reported as a new grade entry and the remaining "F" will remain a part of the student's transcript.

Make-up work
Students who are ill will be afforded two days for every day missed to complete makeup work. In cases where the student is absent for an unusually long period of time, special consideration will be given and a schedule for make-up work will be worked out in cooperation with the student, parent, and teacher.

In cases where students are on a non-school sponsored trip, all work should be completed and submitted upon return to school. Students are ultimately responsible for their own work and should initiate contact with staff to receive necessary work and to get caught up.

Report cards
Grade cards will be distributed after the conclusion of each semester. All bills due, equipment returned, and time owed must be completed to receive grade cards at the end of the year.

Honor roll
An honor roll will be published following each semester. The honor roll categories are as follows: Alpha 4.0 GPA, Principal's 3.5-3.99 GPA, and Scholastic 3.0-3.49 GPA.

Academic letters
Requirements to obtain an Academic Letter for grades 9-12 are:

1. Maintain a GPA of at least 3.50 or above for both semesters in one academic school year.
2. No grade lower than a "C" is allowed for qualification.

Students will be eligible to receive a recognition bar for each additional year of qualification.

Transcript requests
Twin Valley Schools will mail, at no charge, transcripts to universities and colleges upon proper request. Students may sign up in the School Office for transcript requests. Please allow two school days for transcript requests to be completed. A written or in-person request must be made when a transcript is requested for personal use.

HEALTH SERVICES

The school nurse or designee will help students with first aid. First aid will be limited to the applying of simple bandages or infection preventatives except the justifiable emergency aid to prevent further injury, disability, or death, such as stopping excessive bleeding, will be permitted. The parents will be informed if it is advisable to see a doctor. If both parents are absent from the home, word should be left at the school in case of illness of the child. The school strongly urges parents to have a phone so parents can be contacted.

Communicable Diseases

Any students diagnosed by a physician as having a communicable disease shall be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students. Students will be remitted to regular classes upon termination of the illness. Also, parents should notify the school when their child acquires a communicable disease.

Students who are ill should never be sent to school. If a student has a temperature of 100 degrees or higher, they are to remain home until they have been fever free for 24 hours without the use of acetaminophen or ibuprofen.

Students with influenza may return to school once they are fever free for 24 hours without the aid of fever reducing medications AND overall symptoms are improving.

If your child has a rash or infectious looking skin disorder, the school has the right to ask the parent to obtain a physician's note indicating the child is not infectious and can remain in school.

If your child has been vomiting or has diarrhea, they must be free of vomiting and/or diarrhea for 24 hours before returning to school.

Illness of a Child

When a student gets sick at school, the parent or guardian will be contacted. Under no circumstances will a child be sent home during the school day without the knowledge of parents or guardians. If the parent cannot be reached and the illness is not critical in nature, we will care for the child until the parent or guardian picks up the child. The school strongly urges parents to have additional contact numbers to aid in reaching parents.

Athletic Physicals

1. All students engaged in any activities governed by the KSHSAA and/or board policy shall be required to have a physical examination every year. Forms may be obtained at the school office or the KSHSAA website.
2. A copy of the above physical must be given to the school.

Hearing, Vision, and Dental Screenings

In accordance with Kansas Law (K.S.A. 72-6229, 72-6242, & 72-6251) every pupil enrolled in school shall be provided basic screenings that include vision, hearing and dental. The Central Kansas Co-op performs the hearing screenings in grades PreK-3, 5, 7, and 10. New students and those with an IEP will be screened in grades 4, 6, 8, 9,11, and 12. The school nurse will conduct vision screenings in grades PreK-3, 5, 7 and 10. New students and those with an IEP will be screened in grades 4, 6, 8, 9, 11 and 12. Salina Family HealthCare Dental Services performs the dental inspection for all students PreK-12th.

*Parents/guardians may opt out their student for the above screenings, but will need to contact the school nurse for more information.
**Parents/guardians will be notified if the child is recommended for further evaluation. Records of these screenings will become part of the child's school health record.

Head Lice

If a student is found to have live lice while at school, parents will be notified to come pick the student up in order to prevent spread. The student cannot return to school until treated with an anti-parasitic shampoo and hair combed through with lice comb. If families need help with where to purchase items, what to purchase, or additional resources, please let the school nurse and/or school-based social worker know. Students can be at school with nits.

Please check your child's hair regularly for lice. If you discover lice or nits please notify the nurse.

Immunizations

The immunization law, as enacted by the Kansas Legislature, applies to every pupil enrolled in a Kansas school. In accordance with the policy for the Kansas State School Immunization Law and the Twin Valley Schools Board of Education Policy, your student will need immunizations completed within 60 days of the first day of school to continue attendance for school. If your student does not complete the immunization requirements after the 60 days, your student may be excluded according to (K.S.A 72-6265).

Parents shall be notified if children need additional immunizations. These notifications shall include a statement establishing the date after which inadequately immunized children will not be allowed to attend school. Parents will be informed of the reason for exclusion, the conditions under which the pupils may return to school, and the opportunity for a hearing on the matter upon request of any parent or guardian. Kansas Law (K.S.A. 72-6262) requires every pupil enrolling in any school shall present certification from a physician or local health department that the pupil has received the following immunizations.

If you choose not to have your child immunized, medical or religious exemption forms will need to be on file for your child to be in compliance with district policy. Medical exemption forms must be signed by the physician each year. The school maintains a health record for all students, including a record of communicable diseases, immunizations, and health screenings at school.

Annual Immunization Requirements

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)	3-4 doses**
Prevnar (pneumococcal conjugate)	4 doses**

KDG – 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 A	2 doses
Hepatitis B	3 doses

Grade 7-10

VACCINE	REQUIREMENT
Tdap (tetanus, diphtheria, pertussis)	1 dose+
IPV (polio)	4 doses***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A	2 doses
Hepatitis B	3 doses
Meningococcal (MenACWY)	1 dose

Grades 11 – 12

VACCINES	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
Meningococcal (MenACWY)	1-2 doses See below
Hepatitis A	2 doses

Students entering 11th and 12th grades: *Two doses of MenACWY are required. One dose is required before entering 7th grade and one dose is required before entering 11th grade.*

If an adolescent 16-18 years old has never received a previous dose of MenACWY, only one dose is required for school attendance and the series is considered complete.

Notes

*Varicella (chickenpox) vaccine in not required if child has had disease **and** disease is documented by physician signature.
Without a physician signature, vaccine is still required even if you believe your child has had chickenpox disease.
**Total doses needed depend on vaccine type and child's age when doses were administered.
***Three doses are acceptable if the 3rd dose was given after 4 years of age and there are at least 6 months between the second and third doses.
+ All students in grades 1-12 must have one dose of Tdap regardless of the interval since the last dose of DTap or Td

Additional ACIP Recommended Vaccines – Not Required for School Entry

Influenza (Flu): Annual vaccine recommended for everyone 6 months of age and older.

HPV (Human Papillomavirus) Vaccine:
2 doses recommended at age 11 years See below:
2 doses needed if series started at 11-14 years
3 doses needed if series stared at 15 years or older

Medication

To meet state school regulations, the school will need to have written orders from your child's physician to receive and dispense prescription medication(s) at school.

A "Permission for Medication" form should be obtained. To allow the school to dispense prescription medications, this form will need to be signed by a parent/guardian and the physician. The medication must be in the original prescription container. The first dose of a new medication must be given at home.

Students needing non-prescription medications at school will need to have written parental permission only. The "OTC Medication" form will need to be signed by the parent/guardian only. The medication must be in the original container. The first dose of a new medication must be given at home.

Prescription and non-prescription medication should not be in the control of a student at any time. If you and/or your doctor feel medication is required at school, an adult should bring the medication to the school office.

If your student has a food allergy, needs to carry an inhaler at school, or has an EpiPen. Please contact the school nurse.

In accordance with state law, injectable epinephrine is stocked at student buildings for use by staff who reasonably believe a student with unknown history is displaying signs and symptoms of a severe allergic reaction (anaphylaxis). Use of the injectable epinephrine requires an immediate call to 911 and notification of parents. Additionally, Naloxone (Narcan) is also stocked at each building in case of a drug overdose to be administered only by authorized staff or emergency responders.

Wellness Policies
USD 240 follows the State Wellness Guidelines. We encourage all students to bring water bottles to be used in the classroom and encourage healthy snacks for classroom snacks. Caffeinated beverages and candy are not allowed in sack lunches to be consumed in the cafeteria. For more information on the State, Wellness Guidelines refer to the school website.

MOVIES & VIDEOS

Any movies or videos shown in the classroom that are not from school media collections must have the pre-approval of the principal.
Rating System
U - Unrated
G - General audience. All ages admitted.
PG - Parental guidance suggested. Some material may not be suitable for children.
PG13 - Parents strongly cautioned. Some material may be inappropriate for children under 13.
R - Restricted. Under 17 requires accompanying parent or adult guardian.
NC17 - No one under 17 admitted. (Age limit may vary in certain areas.)

Movies with the following ratings with the approval of the principal may be shown:
G Elementary (K-4 could expand to PG with an "opt in" for class instruction)
PG Intermediate (5-6) and (7-8).
PG13 High School (9-12)
No "R" rated movies are permitted.
PG13 movies must be previewed by administration.

PERSONAL ELECTRONIC COMMUNICATION DEVICE POLICY

Kansas state law (HB 2299) prohibits the use of personal electronic communication devices during the school day. Personal electronic communication devices include, but are not limited to, cell phones, smart watches, bluetooth earbuds/headphones, tablets, or any device capable of sending, receiving, or accessing electronic communications.

Devices may not be carried on a student's person or used during the school day. Students should leave personal devices at home or in a locked vehicle, even if the vehicle is on school property. Students are permitted to check their phone into the office before school begins and may be picked up at dismissal.

Students may contact a parent or guardian using telephones or other communication devices designated and made available by the school.

Staff members are required to confiscate devices used or carried in violation of this regulation. Devices will be delivered to the school office and secured until returned. Progressive consequences for violations are outlined below:

- 1st offense - teacher confiscates & gives to the office; student assigned detention; the parent must come to get the device.

- 2nd offense – teacher confiscates & gives to office; student assigned detention; the parent must come to get the device. Parent(s) and student must meet with the building administrator.
- Additional offenses- teacher confiscates & gives to office; The parent must come get the device; Level 3 consequences will be assigned.

Violations such as a refusal to turn in a personal device will result in additional disciplinary action as outlined in the handbook discipline matrix (e.g. Defiance - failure to comply with a reasonable request).

The use of a personal electronic communication device during the school day will only be permitted when prescribed by a licensed physician as a medical necessity when no other device or method can be reasonably used to meet the student's needs.

SCHOOL LUNCH/BREAKFAST

Students have the opportunity to participate in the school lunch program. Every student will be offered a complete lunch which includes a serving of milk, bread, meat, fruit, and vegetables. Students who eat school prepared hot lunches are required to take a carton of milk. If they do not want to drink this milk, they may leave it at the serving counter where other students may obtain the milk at no charge.

Parents may have their student(s) bring a sack lunch if they prefer. A microwave is available in each cafeteria.

Adults are welcome to come eat with their students. Please notify the building office 24 hours prior to make arrangements for the visit and to order lunch. Payment for lunch is required upon visiting.

Outside food from restaurants including fast food establishments is not permitted in the cafeteria. Alternate arrangements and an alternate location can be arranged.

SCHOOL HOURS

Normal building hours are from 7:45 am to 3:45 pm. Classes begin at 8:15 am and dismiss at 3:30 pm. Students may enter prior to 7:45 am only if special arrangements have been made with a supervising staff member.

When students leave school in the evening it is essential they take with them the necessary books and supplies to do their homework, other projects, and assignments. Students should be prepared to exit the building by 3:45 unless they have a school activity.

It is not best practice to allow small children to remain in the building unattended awaiting rides from older siblings. Transportation plans should be made to account for younger siblings after school if older siblings must remain at school after hours for activities.

SCHOOL-ISSUED STUDENT ELECTRONIC DEVICE ACCEPTABLE USE

Ownership of the Electronic Device

- Although students will be issued an electronic device for the duration of each school year, USD 240 retains ownership of the electronic device. Graduating seniors can choose to have ownership transferred to them at the conclusion of their graduating year for a fee of $25.00.

Receiving the Electronic Device

- Every student in grades 6th-12th will be issued an electronic device, power adaptor, and protective carrying case for educational use in school and at home. The electronic device and peripherals are distributed within the first two weeks of each school year.
- Every student in junior high and high school will be issued an electronic device and power adaptor. Select grades will also receive a protective case for their device. The electronic device and peripherals are distributed within the first two weeks of each school year.
- Elementary students will be issued a device for use in the classroom and will remain in the school building.

Returning the Electronic Device

- Electronic devices, along with all peripherals and accessories, will be collected at the end of each school year. Failure to turn in an electronic device and/or peripherals and accessories will result in the student being charged the full replacement cost.
- Any student who transfers, withdraws, or is expelled prior to graduation will be required to return their electronic device, peripherals, and accessories upon the termination of enrollment. Failure to turn in the electronic device to the school office on the last day of attendance will result in the student being charged the full replacement cost. Unpaid school fees and fines of students leaving USD 240 may be turned over to a collections agency.

Probationary Electronic Device Status

- To protect the assets of USD 240, students who have violated this policy may be required to turn in their electronic device to the school at the end of each school day.
- Additional disciplinary action may be taken depending on the specific offense(s).

Internet Access

Online access in Twin Valley School District is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect person information from children under 13. By default, advertising is turned off for Twin Valley Unified School District 240's presence in Google Workspace for Education Fundamentals (https://workspace.google.com/terms/education_privacy.html). USD 240 will strive to choose applications which do not collect data for commercial purposes. The school's use of student information is solely for education purposes. –

COPPA- https://www.ftc.gov/legal-library/browse/rules/childrens-online-privacy-protection-rule-coppa

Child Internet Protection Act (CIPA) The district is required by CIPA to have technology measures and policies in place that protect students from harmful online materials including those that are obscene and pornographic. These protections are in place for all users accessing district internet and on student devices even when taken off-campus. This means that student mail and visited sites containing harmful content will be blocked and reported to an administrator. – CIPA- https://www.fcc.gov/consumers/guides/childrens-internet-protection-act

Family Educational Rights and Privacy Act (FERPA) FERPA protects the privacy of student education records and give parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. – FERPA- http://www.ed.gov/policy/gen/guid/fpoc/ferpa

Online Accounts

Twin Valley Unified School District 240 utilizes "Google Workspace for Education Standard" for students, teachers and staff as the core educational and system platform. In the course of a student's education, we may use additional educational applications and tools. USD 240 will review the applications to confirm compliance with the privacy and safety policies of the school district and with state and federal law.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. Applications available at school are also available to the student through their school-issued device where internet access is available. School staff will monitor student use of devices when students are at school. Parents are responsible for monitoring their child's use of devices when accessing programs from home. Students are responsible for their own behavior at all times.

Parents/Guardians may opt out of any account at any time by contacting the building administrator in writing. Please be aware that if one chooses to withhold consent to access certain accounts, students will be required to complete alternative assignments as designated by his/her teacher. Withholding consent to use Google services would restrict student access to their district-provided Chromebook.

Guidelines for Responsible Use

- **Official Email Address**. All students will be assigned a username@usd240.org email account. This account will be considered the student's official email address until such time as the student is no longer enrolled with Twin Valley Schools.
- **Conduct**. Students are responsible for good behavior online just as they are in a traditional school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Communication with others should always be school related. Students should never say anything via email that they wouldn't mind seeing on a school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or

that make the uncomfortable. Bullying will not be tolerated and the privacy of other should be respected at all times.

- **Access Restriction**. Access to, and use of, student email, other online services, and district equipment is considered a privilege afforded at the discretion of Twin Valley Unified School District. Students must not attempt to bypass or disable filtering or any other security features unless explicitly permitted by the IT department. The District maintains the right to immediately withdraw access and use of these services when there is reason to believe that violations of the law or District policies have occurred. In such cases, the alleged violation will be referred to a building administrator for further investigation and adjudication or that personal information will not be exposed.
- **Security**. Twin Valley USD 240 cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, and Twin Valley has implemented additional protections beyond that, the District cannot assure that users will not be exposed to unsolicited information.
- **Devices.** Students must not install software, hardware, or modify system settings on any school-issued device, unless explicitly permitted by the IT Department.
- **Privacy**. Twin Valley Unified School District and all electronic users should treat electronically stored information in individual's files as confidential and private. Users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the user's Google account, including current and archival files of user data, at will or when deemed appropriate by administrators.
- **Personal Devices**. Any personal devices brought to school for use on the school network (i.e. Guest Wifi) are subject to the same rules and guidelines as school-provided devices.
- **Network Access**. Unauthorized access to the school network is prohibited. Students accessing school networks without express permission from an administrator and the technology department may be subject to disciplinary action. Additionally, school networks are not to be used for commercial activities, product advertisement, or political lobbying.

Student/Staff Communication Expectations

It is a violation of state law (HB2299) and board policy (IIBGC) for USD 240 Twin Valley employees to privately or directly communicate with any student through a social media platform. Use of board approved social media platforms is acceptable for official school purposes as defined in policy. No employee shall require a student to use a social media platform for any assignment or extracurricular activity.

Care of the Electronic Device

Students are responsible for the general care of the electronic device they have been issued by the school. Electronic devices that are broken or fail to work properly must be reported to the technology department as soon as possible so that they can be taken

care of properly. The electronic device should never be taken to an outside computer service for any type of repairs or maintenance.

General Precautions

- Any device issued with a protective case must have its case on at all times.
- No food or drink is allowed next to the electronic device while in use.
- Cords, cables, and removable storage devices must be inserted carefully into the electronic device.
- Do not use the electronic device with the power cord plugged in when the cord may be a tripping hazard.
- Never transport the electronic device with the power cord, headphones, or earbuds plugged in.
- Never store the electronic device in the carry case or backpack while plugged in.
- The school-issued protective carrying case and the device itself must remain free of any writing, drawing, stickers, and labels unless approved by the school administration.
- Heavy objects should never be placed on top of the electronic device.
- Never cover or obstruct the electronic device's vents while the device is turned on.

Carrying Electronic Devices

- Always transport electronic devices with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift the electronic device by the screen.

Screen Care

- The electronic device screen can be easily damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.
- Do not lean and/or put pressure on the top of the electronic device when it is closed.
- Do not store the electronic device with the screen in the open position.
- Do not place anything near the electronic device that could put pressure on the screen.
- Do not place anything in the carrying case and/or backpack that will press against the cover.
- Do not poke the screen with anything that will mark and/or scratch the screen surface.
- Do not place anything on the keyboard before closing the screen (e.g. pens, pencils, etc.)
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth only.

USD 240 Labels

- All electronic devices will have a USD 240 label.

- Labels may not be removed, covered, modified, or otherwise tampered with in any way.

Electronic Device Covers/Sleeves

- Students may put a cover or sleeve on their school issued device. USD#240 labels may not be removed.

Electronic Devises Left Unattended

- Under no circumstance should the electronic device be left in a car or any other unsupervised area. Unsupervised areas include the school campus, lunchroom, vehicles, bathrooms, libraries, hallways, etc. Any electronic device left in these areas is in danger of being stolen. If an electronic device is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses may result in disciplinary action.

Damage, Repairs, and Warranties

All problems with electronic devices must be reported to the technology office. The district will repair or replace damaged equipment resulting from normal use.

Repair Costs for Damage & Loss

- The district will charge the student/family for the entire repair and/or replacement cost of the electronic device and/or peripherals if damage or loss occurs due to the student's, parent's/guardian's intentional acts or as the result of their negligence in handling the device in a way inconsistent with the device care guidelines outlined above.
- Students are responsible for any losses or damages resulting from attempts to harm or destroy the data of another person. This includes but is not limited to, *hacking* or creating, loading, or sharing malicious software, scripts or code (e.g. executable files (*.exe), batch files (*.bat), command files (*.com), and system files (*.sys)).
- In case of theft, vandalism, or any other criminal acts, a police report must be filed with local law enforcement, and a copy submitted to building-level administration.
- The district will make its best attempt to purchase replacement parts at the best possible price.

No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any use of their electronic device, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.
- The school may, without prior notice or consent log, supervise, access, view, monitor, and record the use of student electronic devices at any time for any reason related to the operation of the school. By using the electronic device students agree to such access, monitoring, and recording of their use.

- Teachers, building-level administrators, and the technology department staff may use monitoring software that allows them to view the screens, activity, and internet history on student electronic devices.

SCHOOL MESSAGING SYSTEM

USD#240 will utilize a digital messaging system to notify parents of upcoming events throughout the school year. The primary modes of digital messaging from the buildings will be school email, school Facebook accounts, and/or school website. Information by the district and school may include but not limited to weather closures, emergencies, early dismissals, activity notices, etc.

School staff, specifically classroom teachers, will communicate using school phone and school email. Coaches and sponsors will use school email and/or the BAND app. Staff are not to use personal cell phones to text students.

SCHOOL SOCIAL FUNCTIONS

Sponsors and the administration must approve social functions such as dances held in connection with the school. Sufficient notice needs to be given to the principal. Adult supervision and other key details must be provided by the sponsoring organization.

Dances and other social events are not an inherent right - they are a privilege. Students must be academically eligible to attend.

Out-of-school guests
BHS or THS students desiring to bring an out-of-school guest to a school-sponsored event must register their guest by completing a request form during the sign-up period preceding the event. The request form should be filled out correctly and entirely including all necessary signatures. The building principal must approve all requests prior to the event.

The high school student who pre-registered them must accompany their guest during the dance or event. The Twin Valley high school student is responsible for and will be held accountable for the actions of their guest during the dance or event. All disciplinary consequences will apply to the sponsoring in-school student. Guests must be of at least high school age, but no older than 20.

Junior High school-sponsored dances are only for 7th and 8th-grade in-school students. Non-BJH or non-TJH guests are not allowed to attend.

SPECIAL EDUCATION COOPERATIVE

Unified School District 240, with eleven other school districts, maintains the Central Kansas Cooperative in Education based in Salina. Through the cooperative, special education programs will be provided for the gifted, educational special needs, hearing impaired, and emotionally disturbed. In addition, school psychologists, hearing

conservationists, learning disabilities specialists, speech therapists, and school social workers will serve all districts in the cooperative.

Whenever a student can be helped by the services of the cooperative, we ask the parents for permission to refer the child to the diagnostic center. Many special services rendered by the cooperative will be given at the local school.

STORM AND EMERGENCY DISMISSAL

When for any unforeseen reason it is necessary to dismiss school without prior notice, or if school will not begin due to inclement weather, we will notify patrons through the district's digital messaging system and over EBC radio stations in Salina. The following is a list of stations:

- KY94 - 93.7 FM
- Oldies 98.5 FM
- 104.9 FM
- 102.5 FM
- 99.9 Eagle FM
- 1560 FBI AM
- 1150 KSAL AM

We will also notify patrons via the following TV stations: KSN channel 3, KAKE channel 10, and KWCH channel 12. Lastly, school closing will be on www.ksallink.com under closings.

STUDENT ACTIVITIES

The USD 240 school board provides opportunities for students to participate in a wide variety of extra-curricular activities. We strongly encourage each student to participate in some extra-curricular activities. Participation in school activities provides students with an opportunity to develop leadership as well as building a positive school atmosphere. School personnel will supervise all activities.

Activity Participation

In order to participate in any activity, a student must be in attendance at school by 10:01, or two hours before the dismissal for the event, whichever is earliest. Missing the day for an unexcused absence will negate their ability to participate that day. Students who do not complete the day of school because of illness or unexcused absence may not attend school events as a spectator. All other reasons for absence (appointments, funerals, etc.) must be excused by the principal/principal-designee to allow participation.

An event associated with an academic class takes precedence over an extra-curricular (non-class) connected event.

Any student who has been suspended from school cannot attend or participate in any school function while under suspension.

For all school functions or activities away from home, the school will provide transportation. Students will travel to competitions as a team. Parents who want their

students to ride home with them must make personal contact with the coach or sponsor and sign the student out in person at the event. Parents will only be allowed to sign out their son or daughter from an activity, unless prior arrangements are approved by the administration to allow the student to be released to another adult/guardian.

In the event a student cannot travel with the team/group, the principal and the sponsoring event coach/teacher must approve a prior written request from the parent. Under no circumstances shall a student transport other students to an event.

Physical forms, KSHSAA Concussion Form, and Emergency Medical Cards must be turned in to the office or appropriate coach or sponsor before a student may practice or participate in any school activity. (Kansas State High School Activities Association (KSHSAA).

Extra-Curricular

Athletic program offers a wide variety of opportunities for our students. The offerings include volleyball, cross-country, football, basketball, wrestling (BHS only), baseball (BHS only), softball (BHS only), and track. Participation in each sport will be open to all students that remain eligible and abide by the training program and rules set by the coaches. Each student can and should do their part in helping our school have a strong athletic program.

Extra-curricular activities include more than just athletics. Programs in the following areas are available: debate/forensics (BHS only), scholars bowl, school play/musical, art festivals, cheer, dance (BHS only), math contests, Student Council, National Honor Society, and Science Olympiad. We encourage all students to strengthen their talents and expand their skill set by participating in and representing their school in one or more extra-curricular activities. The school eligibility policy applies to all extracurricular activities.

Co-Curricular Activities

Co-Curricular activities are those that are done both inside and outside of the classroom. This would include band, vocal, and FFA. If a co-curricular activity has a bearing on a student's grade (such as concerts, pep-band performances, etc.) the school eligibility policy will not apply or an alternative assignment will be provided. If the activity has no bearing on a student's grade (music contests, etc.) the school eligibility policy will apply.

Eligibility for Activities/Athletics

Participants in all KSHSAA recognized activities must conform to ALL KSHSAA eligibility regulations. USD 240 students transferring to another school district but whose parents/guardians still reside within USD 240 will be ineligible for eighteen weeks.

Students who participate or wish to participate in KSHSAA activities must successfully earn at least 2.5 credits of unit weight in at least five or more courses the semester prior to any and all such participation. Twin Valley Schools require that all students

enroll full-time in 3.5 credits unless a senior on flex schedule who must have a minimum of 2.5 credits during the semester. Credits are determined using the grades received at the end of each semester (F's and IN's are calculated as zero credit). Incomplete grades completed after the end of a semester are not counted for the prior semester's credit total unless there are serious extenuating circumstances per KSHSAA rule.

In addition to KSHSAA requirements, students must also meet the Jr-Sr High School weekly eligibility requirements. All Twin Valley students cannot be failing more than one (1) class within a week to remain eligible. Building principals will review eligibility weekly. Student participants, parents, and sponsors-coaches will be notified of any academic concerns towards eligibility.

Students who are failing 2 or more classes will be placed on academic probation the 1st week; continued failing of 2 or more classes the following week places the student on the ineligibility list. A student may correct this and remove themselves from the ineligibility list by improving their course grades; this must be completed 24-hours or more before the day of the activity.

Ineligibility will apply to all athletics and extracurricular activities and school-sponsored events. If a student is ineligible, then he/she will not be allowed to attend his/her participating activity or ride school transportation to or from the activity.

Substance Abuse Policy for Activities

This Substance Abuse Policy applies to ALL students participating in activities/sports while representing Bennington and/or Tescott JH/HS during activity seasons. The policy is designed to help students make good decisions and to not become involved with illegal substances (alcohol, drugs, tobacco, etc). Involvement with illegal substances while at school or while attending school activities is covered in the school's discipline policy in the Student Handbook. Additionally, there are established consequences for participants who involve themselves with illegal substances while they are not at school or attending school activities. This policy provides a set of consequences that will be followed when a participant is found to be involved with illegal substances (whether on or off school grounds and whether attending or not attending a school activity).

No student may be in possession of or use the following at any time during a season of activity:

* Alcoholic beverages
* Tobacco or tobacco products
* Drugs or drug paraphernalia not prescribed by a licensed physician
* Any controlled substance prohibited by law

1st Violation --- Suspension from the next 10% of activity dates that the participant is involved (participant is allowed to attend practice if approved by the coach/sponsor). A a minimum of one date is mandatory.

2nd Violation --- Suspension from 20% of the activities dates during the season in which the 2nd violation occurred (student will not be allowed to practice).

3rd Violation --- Suspension from participation in all activities for the remainder of

the school year (student will not be allowed to practice).

Should the violation occur at the end of a season, the activity date suspension will extend into the next activity season participated in.

These violations will be cumulative and will cover all athletics and any extra-curricular activity as determined by the administration. The administration reserves the right to require additional conditions to be met before reinstatement after any suspension. A suspension begins at such a time that a student is judged by the administration to have violated this policy. At the conclusion of the suspension, the student may be reinstated by the administration provided he/she has met any and all additional agreed-upon conditions during that period.

Proof of violation

- Admission of a violation by the student or their parent to coach, staff, or administration; a true "self-report" may result in reduced consequences.
- Cited by a law enforcement officer or observed in violation by a law enforcement officer
- Being observed in violation by any coach, sponsor, certified staff, or administrator

STUDENT BEHAVIOR, CONDUCT, AND DISCIPLINE

Students are expected to assume responsibility in maintaining a positive school atmosphere conducive to a quality learning environment. The learning environment of Twin Valley Schools should be safe and orderly for all students attending and all guests visiting. Common sense and cooperation are necessary for a satisfactory experience at BHS and THS. We are proud to be schools represented by diverse populations. All students are expected to treat each other with respect and dignity.

School facilities are provided and maintained for the purpose of providing an education to the students of the community. In order for this to be accomplished, certain rules of conduct must be observed in order to provide a physically and mentally safe environment conducive to learning..

Each teacher or staff member has full authority over all students any place in the building, on the school grounds, and at any school activity, at home or away.

Basic Expectations

- Treat everyone with respect.
- Respectful communication is expected. Cursing/foul language will not be tolerated. All conversations should remain positive in nature.
- Maintain safe and respectful classroom and hallway environments.
- Ask permission to leave the classroom or designated area.
- Caps, sunglasses, etc, are reserved for special occasions such as spirit days with building administrator approval.
- Be respectful of others' belongings.
- Fighting is not permitted.

Student conduct while attending school or school activities reflects each student's character and background. Always remember to respect yourself, your school, your parents, and the school's staff.

Discipline

The education of all students is extremely important and any behavior that interferes with learning reduces the effectiveness of both teacher and student. It is not the intent, nor is it possible, to list all behavior guidelines. Classroom policies and conduct are formulated by the teacher and approved by the administration. Violation of classroom conduct policy or school policy may result in the use of discipline options. Students must be aware that there are consequences to inappropriate behavior and violating established rules.

Possible Consequences (not an all-inclusive list):

- Loss of privileges
- Lunch detention
- Conference with student, teachers, parents, and/or principal.
- Referral to the principal's office
- After Hours Detention (AHD: before or after school)
- Mediation
- Restitution
- In-School Suspension (ISS)
- Out-of-school Suspension (OSS)
- Expulsion

Every attempt will be made to notify parents of the amount and reason for the assigned disciplinary consequences before it is served. Failure to complete assigned disciplinary consequences will result in additional consequences being assigned up to and potentially including suspension from school. Students who are out for any activity will resolve their discipline issues prior to reporting to the activity or practice unless other arrangements are approved through the building administrator.

In-School Suspension (ISS)

ISS will be assessed for repeated violations or more serious infractions of the school conduct code. ISS may be full day, half-day, or by hour as determined appropriate by the building administrator. Students receiving ISS may not practice, attend events, or participate until the suspension is completed in full. When ISS is assigned, the building administrator will provide the opportunity for due process with an informal hearing to the student and communicate with parents of the charges in accordance with BOE Policy JDD.

Out-Of-School Suspension (OSS)

OSS will be assessed for more serious or repeated violations of the school conduct code. OSS may be a full day, half-day, or the remainder of a day. The building

administrator will determine the start and end date. Students given OSS may not be on any district-owned property nor may they practice, attend events, or participate until the suspension is completed in full. In all cases of OSS, the building administrator will provide the opportunity of due process with an informal hearing for the student and communicate in writing to the parents of the charges in accordance with BOE Policy JDD.

Long-term Suspension/Expulsion

The State of Kansas permits the suspending or expelling of any student for "just cause". A building principal has the authority to out-of-school suspend a student for up to 10 days without a formal hearing. In cases where student discipline involves extreme circumstances, the principal may request a formal suspension / expulsion hearing per BOE Policy JDD.

Bullying Policy

BOE Policy JDDC prohibits bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event. The administration shall propose and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

What is Bullying?

A student is bullied or victimized when he or she is exposed to negative actions on the part of one or more other students. In order for a behavior to be considered bullying, the following elements must be present:

1. Imbalance of Power – older, bigger, stronger, more verbally adept, higher on social ladder, different race, opposite sex, sheer numbers of individuals, etc.
2. Harms or Threatens- inflicts emotional and/or physical pain that causes harm or fear by physical contact (hitting, pushing, kicking), through relational aggression (manipulation, isolation, exclusion, taunting, name calling), and/or through the use of technology- *cyberbullying.
3. Frequency- the behavior occurs repeatedly over time **OR** there are multiple behaviors directed at an individual as part of a single incident **OR** an egregious single action as determined by the administration.

*Cyberbullying means "bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites." (KSDE 2008)

Goals of the Anti-bullying Program

The goals of Twin Valley Schools bully prevention programs include, but are not exhaustive of the following:

1. Stop bullying behaviors when witnessed.

2. Assist all staff members in understanding the definition and knowledge of "bullying" and dispel myths.
3. Assist all students in understanding the definition and knowledge of "bullying" and dispel myths.
4. Assist all parents in understanding the definition and knowledge of "bullying" and dispel myths.
5. Provide in-school education about dealing with bullying in our schools.
6. Provide school staff to assist victims of bullying and their families.
7. Provide school staff to assist individuals who bully and their families in overcoming behaviors.

It takes all of us working together to respond to bullying.

Here's what parents can do:

1. If you suspect your child is bullying, appropriate consequences are important. Monitor their behavior and seek additional services to help your child build appropriate self-awareness and social skills. We can help.
2. If you child is being bullied, prompt reporting is critical (preferably by the student). You also can consider seeking additional services to help your child build useful skills and feel empowered. We can help.
3. If your child witnesses bullying, talk about the power of standing up for others by being an up-stander, rather than just a bystander. Stress the importance of reporting bullying to a trusted adult.

Here's what students can do:

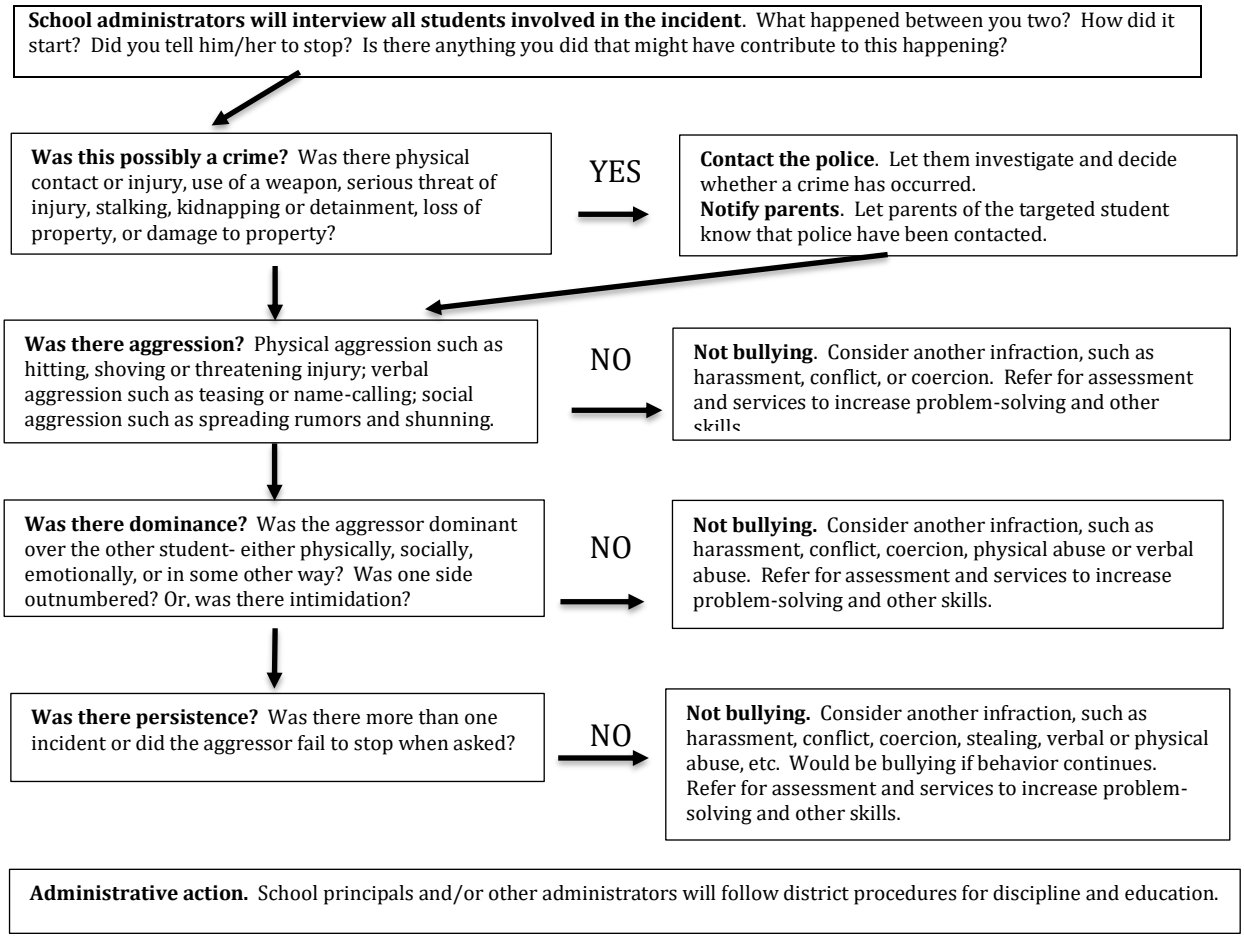
1. If you are bullying, that's not okay. If you engage in bullying behavior and it is reported, consequences will follow as outlined in the handbook and your behavior will be monitored. You can learn better skills so that your needs are met and you can be a true leader.
2. If you feel you're being bullied, tell the bully to stop and then walk away from the situation. Let an adult know right away – it's not okay to stay silent. We want to listen and help you build confidence and learn skills that can make you feel more in control at school.
3. If you witness bullying, tell the bully that what they're doing is not cool. Stand up for others – be an up-stander, not a bystander: Report what you see to an adult. We'll all work together to make a difference.

Here's what we'll do at school:

1. School staff members will respond immediately when witnessing aggression or inappropriate behavior. They'll let the aggressor know it's unacceptable and refer the student to the administration when deemed appropriate.
2. A staff member refers that student for services to help build skills and reduce feelings of isolation.
3. As part of the monitoring and follow-up process, a staff member will ask witnesses to report if bullying occurs again.

4. If one feels they are being bullied or have witnessed bullying, the student or staff member should report it. A bullying incident report form is available to report specific details of who, when, where, and what.

Twin Valley Schools takes bullying seriously. Our goal is to create an environment where bullying is discouraged and treated as inappropriate and wrong. Student support services staff may assist in supporting victims of and perpetrators of bullying.



LEVEL ONE (Minor Offenses)

INFRACTION	1ST CONSEQUENCE Conference with student	2ND CONSEQUENCE Teacher Assigned Detention	3RD & BEYOND CONSEQUENCE Referral to Office
Disrespect			
Inappropriate Display of Affection			
Violation of posted/shared classroom rules			
Profanity			

LEVEL TWO (Major Offenses) – Any offense above a Level One is a Major Offense. A major offense is reported to the office and the student is temporarily removed from class.

INFRACTION	1ST CONSEQUENCE Detention	2ND CONSEQUENCE 1-3 Days AHD possible loss of privilege	3RD CONSEQUENCE 1-3 Days In-School Suspension, loss of privilege	4TH CONSEQUENCE Move to Level Three Infraction
Any level one behavior referred to the office.				
Tardies (3+)				
Forgery/ Altering Attendance				
Continued Disturbance of the learning environment.				
Disrespect to Student or Staff				
Failure to Serve Teacher Assigned Detention				
Leaving School Grounds During the School Day				
Hazardous Driving				
In a Restricted Area w/o Permission				
Jeopardizing Safety of Self/Others				
Repetitive Dress Code Violations 2+				
Leaving Class w/o Permission				
Inappropriate Use of Computers				
Lying				
Unauthorized Vehicle Use During School				
Other as Determined by Administrator				

LEVEL THREE

INFRACTION	1ST CONSEQUENCE 1-3 Days ISS	2ND CONSEQUENCE 3-5 Days ISS/OSS	3RD CONSEQUENCE 5-10 Days OSS	4TH CONSEQUENCE Move to Level Four Infraction
Defiance (Repeated insubordination, failure to comply with a reasonable request)				
Harassment/ Intimidation/Bullying				
Gang Behavior/Activity				
Failure to Serve AHD				
Minor Physical Altercation (pushing, grabbing, bumping, etc.)				
Hate Speech Directed an Another Individual				
Vandalism (restitution required)				
Other as Determined by Administrator				

LEVEL FOUR – PARENT NOTIFICATION REQUIRED *POLICE NOTIFIED WHEN REQUIRED BY LAW*

INFRACTION	1ST CONSEQUENCE 3-5 Day ISS / 1-5 Days OSS or Combination of ISS/OSS	2ND CONSEQUENCE 5-10 Days OSS	3RD CONSEQUENCE Extended Suspension Recommendation
Physical Altercation - (physical contact including punching, kicking and restricting movement – no injury)			
Sexual Harassment			
Computer Network Violation/Porn			
Open and Persistent Defiance			
Theft (Under $20 – Resolution Required)			
Threatening Behavior			
Other as Determined by Administrator			

LEVEL FIVE – PARENT/POLICE NOTIFICATION REQUIRED

INFRACTION	1ST CONSEQUENCE 5-10 Days OSS	2ND CONSEQUENCE Extended Suspension Recommendation
False Fire Alarm/ 911 Call		
Physical Assault – (Results in injury or medical treatment OR excessive in nature)		
Threat that Causes Significant Disruption (Causes changes to school routines)		
Possession of Nicotine or Tobacco Product including Electronic Vapor products		
Acts of a sexual nature		
Theft (Over $20 – Restitution Required)		
Possession of Dangerous Objects		
Alcohol		
Possession of Drug Paraphernalia or Drugs for Personal Use		
Severe Disrespect of Student or Staff		
Dangerous Behavior		
Fireworks Possession/Use		
Other as Determined by Administrator		

LEVEL SIX – PARENT/POLICE NOTIFICATION REQUIRED

INFRACTION	1ST CONSEQUENCE Extended Suspension Recommendation
Threat to Harm Others with the Means/Plans to Carry Out Threat	
Possession/Use of Explosive Devices	
Possession of Drugs in Sale Quantity, or with Scale or Packaged for Distribution	
Arson	
Possession/Use of Weapons (As defined by law)	
Assault/Battery of Staff	
Other as Determined by Administrator	

The Building-level Administration has the authority to adjust these consequences/actions based upon the circumstances of each individual case and district policy. This list is not all-inclusive. Other acts that disrupt the normal educational environment will be dealt with according to the merits of the individual situation.

School Property

The student is responsible for the full replacement cost of lost or damaged school property assigned to the student including textbooks, library books, locks, classroom equipment, athletic uniforms, and athletic equipment. School property lost or damaged by a student will be assessed under the following categories:

1. Vandalism – payment of all charges, including labor, plus possible suspension.
2. Damage or destruction unintentional but due to a student violation of a rule, regulation, policy, or direction of one in authority – payment of all charges, including labor. Other disciplinary measures may be considered.
3. Accidental damage created by circumstances beyond the control of the student-student is not charged.

Search of Student and Property
The principal has the right to search a student's person and any property on school premises with reasonable suspicion that school policies, rules, or directives are being violated (BOE Policy JCAB). School officials have the right to search student lockers at any time without notice. The principal may contact the Ottawa County Sheriff's Department to assist in the search of the student's person and property in cases where probable cause exists.

Working K-9'S
Random searches of school grounds throughout the school year by the Ottawa County Sheriff's Department is permitted and may be conducted per BOE Policy JCAB. These searches are random and will be performed by certified dogs and registered handlers. Violations, which might be discovered during the search, will be subject to consequences as described in the school handbook and all mandates required by Kansas and Federal Laws. The school will work in full cooperation with the Ottawa County Sheriff's Department if such action is necessary.

TRANSPORTATION

Student parking
All students with driving privileges are expected to arrive at school on time and legally park their vehicle. All cars driven to school are to remain parked until the close of the school day unless special permission is given in the office. Students should not sit in, loiter around, or drive cars during the school day. This applies to the lunch period as well as before school following the student's initial arrival at school.

State of Kansas driving regulations are to be followed in the school parking lot, around the building, and to and from school. Traffic violations may result in disciplinary action, which may include revocation of campus driving and parking privileges for a term determined by the school and/or report filed with law enforcement.

Bus Regulations
Students who are transported by bus, either on a regular route or on any activity trip, should be aware of the fact that there are prescribed regulations by the State of Kansas for the transporting of students. Each bus will have a set of regulations posted and each student shall abide by them or may be denied the privilege of riding the bus. The principal will make this decision. It must be remembered that the driver and/or a sponsor, has complete jurisdiction over any passenger.

The carrying of food and beverages on school buses is not allowed except for lunches brought to school, activity trips, or special functions designated by principal or sponsor. Balloons, flashlights, laser pointers, or other objects that may distract or create vision difficulty for the driver are not permitted. Glass containers are not permitted.

VISITORS

Visitors during school hours will be limited to students' legal guardians and other persons that have school business. Any visitors who are not legal guardians must get approval from building-level administration at least 24 hours in advance of a visit. Visitations are limited to a maximum of one hour unless otherwise permitted by building-level administration.

Parents are cordially invited to visit school. Observation in the classroom gives parents an opportunity to evaluate their child's participation in group activities. If you have some phase of the school program you particularly want to observe, please schedule a visit through the office and the teacher. Preschool through 6th grade children must be accompanied by an adult parent or guardian when visiting.

All visitors must check in at the school office and obtain a visitor's badge.

WEAPONS/DRUGS/DRUG PARAPHERNALIA

Drug-Free Schools

The unlawful possession, use, 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, 102 St. 1928. (Cf.LDD), and in accordance with BOE Policy JDDA.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, KSA 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. If a student agrees to enter into a complete drug education or rehabilitation program, the cost of such a program shall be the responsibility of the student and his or her parents.

Written notification that a student has been suspended, in-school or out of school, shall be handed or mailed to the parents or guardians within twenty-four hours of the time of the suspension.

Weapons or Dangerous Materials

USD 240 will not tolerate possession or use of any weapons and/or dangerous materials on school property or at school activities. A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon or dangerous material at school, on school property or at a school-sponsored event.

Definition of weapons and/or destructive devices

A. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
B. Any firearm muffler or firearm silencer;
C. 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 a quarter ounce, mine or similar device;

D. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
E. Any bludgeon, sand club, metal knuckles or throwing star;
F. 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.
G. Any knife with a blade in excess of 4" in length. A knife with a blade of 4" or less, and/or tools, while not considered a weapon in this policy, are prohibited in school, at school activities, or on school transportation, and will be confiscated upon discovery.
H. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for possession shall result in expulsion from school for a period of one calendar year, except the Superintendent may recommend this expulsion requirement be modified on a case-by-case basis. The superintendent or the superintendent's designee shall conduct expulsion hearings for possession of a weapon or dangerous materials. Students violating this policy shall be referred to the appropriate law enforcement agency and if a juvenile to DCF.

ADDENDUM 1

USD 240 TWIN VALLEY SCHOOLS

DUAL – CREDIT COURSES

Twin Valley Schools offer dual-credit opportunities for students interested in taking college courses. Salina Area Tech, Cloud County Community College, K-State Salina, and other postsecondary institutions offer a variety of courses for high school students.

Off-Campus/Dual-Credit Enrollment Options:

1.Students may choose to attend area post-secondary institutions in accordance with their Individual Plans of Study (IPS). This attendance may be online, and/or in-person IF scheduling can be worked out.

1. Students must apply and request prior approval from the principal. Students must submit proof of enrollment to the administration within one week of the start of the semester.
2. Grades earned will be calculated into the student's high school GPA.
3. Students must earn a grade of "D" or better to receive "Elective" credit on their high school transcript from any off-campus course.
4. Students will receive 0.5 credits toward graduation for every class hour they are away from providing they pass the course.

2.Students will receive the grade earned and the grade will be used in the calculation of the student's high school GPA when taking concurrent college courses on Twin Valley campus.

3.Students will receive the grade earned and the grade will be used in the calculation of the student's high school GPA when taking online college courses for dual credit.

4.Grades from dual-credit courses will count towards high school extracurricular eligibility. If a student is failing 2 or more of any classes (high school or dual-credit), they will be placed on academic probation for the first week. Continued failing of 2 or more classes the following week places the student on the ineligibility list.

Students will need permission from a parent/guardian, the school counselor, and the principal prior to enrolling in dual credit courses.

Students should meet with the school counselor for help with selecting courses, degree mapping, and ensuring the dual-credit courses fit with their required schedule.

Enrolling in Dual-Credit Courses:

- Once students have gained signed permission for enrollment, they can proceed to enroll through the chosen school's website. The school counselor is available to support this process.
- **College courses typically require 2-3 hours of study time per college credit hour. For one 3 credit hour class, expect up to 9 hours of study time/homework per week.**
- **Juniors** have a heavy high school course load; taking more than 6 college credit hours/semester (generally 2 classes) is not recommended.
- **Seniors** have a lighter high school course load and may take multiple college classes/semester.
- All fees for dual-credit courses will need to be paid to the chosen postsecondary institution through their financial departments. It is the responsibility of the student & their parent/guardian to ensure this is taken care of. If fees are not paid in a timely manner, institutions can place a hold on the student's account and keep them from taking future classes.
- Student are expected to be in attendance when class is in session regardless of where the class takes place. Students are subject to the same absence policies outlined in the Twin Valley Schools handbook. Students who are not where they are supposed to be, or who do not arrive back to Twin Valley Schools in a reasonable time after an in-person college class may be subject to disciplinary action and limitations on future enrollments.
- Twin Valley's school calendar may vary from other institutions. If school is not in session where the student is taking a dual-credit course(s) but Twin Valley is, the student is expected to attend all day in Twin Valley.

Anticipated Dual-Credit Course Information

Institution Name:_____

Course Name(s):_____

Total Credit Hours: _____

_____ _____
Student's Signature Date Signed

_____ _____
Parent/Legal Guardian's Signature Date Signed

_____ _____
School Counselor's Signature Date Signed

_____ _____
Principal's Signature Date Signed

Document Received _____ Proof of Enrollment Received _____ Hours Enrolled _____