Twin Valley School
Unified District No. 240

Twin Valley Elementary Handbook

2026-2027

USD 240 Twin Valley District Office
785-488-3325

Bennington Grade School Office
785-488-3323

Tescott Grade School Office
785-283-4774

Updated 05/2026

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TWIN VALLEY USD 240

BOARD OF EDUCATION

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

ADMINISTRATION

Shane Clark, Superintendent
Tricia McVay, Principal, Bennington Grade School
Dr. Curt Graves, Principal, Tescott Grade School

FACULTY	**BGS**	**TGS**
Preschool	Kim Lawson Tammy Jilka	Elizabeth Adams
Kindergarten	Katie Berkley Aimee Trout	Amy Mathews
1st Grade	Christina Shamburg Claudia Trout	Kersti Freel
2nd Grade	Brandy Steerman Angela Zordel	Lori King
3rd Grade	Brittany Menges Andrea Pickering	Tammy Hofflinger
4th Grade	Jennifer Bartlett Kloe Young	Lisa Walker
5th Grade	Michelle Johnson Kya Johnson	Bey Lee Brummet
6th Grade	Mike Mraz Nicole Noon	
Physical Education	Kevin Turowski	Elizabeth Adams (K-5)
Vocal Music	Patricia Smith	Paula Rolph
Band/Music	Bailey Schell	Paula Rolph
Secretary	Emily Debold	Jean Still

SPECIAL SERVICES	**BGS**	**TGS**
Reading & Math Supports K-6	Jennifer Bartlett	Katie Deckert
Resource Room	Crystal Barnett (K-6)	Doris Cheney (K-5)
School Social Worker	Alexis Murillo	Amanda Bremerman
Nurse	Becky Racette	Becky Racette
Parent Education Program	Jeannie Jorgensen	Jeannie Jorgensen
Speech Therapist	Dallas Matthews	Dallas Matthews
Student Support	Avery Feil	
Library Media	Casandra Rowland	Leslie Wilkinson

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.

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 credit and detention.
2nd offense will result in a redo of the work for 75% credit and detention.
3rd offense will result in a redo of the work for 50% credit and In-School Suspension.
Any recurring offenses past 3 will result in loss of credit and disciplinary action up to and including possible suspension.

*Parents will be notified in 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 any 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 (a student leave request form must be completed at least 3 days prior to the absence)

All other absences are classified as unexcused and may result in a detention. 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 arrives after 11:05 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 Social and Rehabilitation Services 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 and/or parent to make contact with the teacher(s) to determine make-up assignments and schedule times for taking any tests missed. Student absences may be cause for a student to be withheld from recess or specials classes in order to complete make-up/missing core academic work including MTSS times.

BIRTHDAYS

Birthday party invitations will not be passed out during school time. Parents are encouraged to send invitations from home. Preschool – 6th grade are allowed to bring pre-packaged and/or store-bought treats for birthdays. Birthday treats should be coordinated with and in agreement of the classroom teacher.

BULLYING POLICY

<u>BOARD POLICY</u>

The board of education 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. Intent to Harm - means to inflict emotional and/or physical pain, expects the action to hurt, and takes pleasure in witnessing the hurt.
3. Threat of Aggression – verbal threats or physical gestures with the intent to cause harm or fear

The intent to harm/negative actions can be carried out by words (name calling, teasing, taunting), by physical contact (hitting, pushing, kicking), through relational aggression (manipulation, isolation, exclusion), and/or through the use of technology (emails, websites, instant messaging).

"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.

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. If acts are determined to be bullying, the principal will determine consequences as necessary and appropriate. Additionally, student support services staff may assist in supporting victims of and perpetrators of bullying.

CONDUCT / BEHAVIOR POLICY

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. Some of the rules and regulations are listed below; however, it is impossible to attempt to list all situations that might come up during the school year.

- 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.
- The teacher and other students will be treated with respect by refraining from "talking back" to any teacher, interrupting the teacher or another student during instruction, and general talking in class without teacher permission.
- The use of excessive shouting, sarcasm, and the use of abusive language will not be permitted.

Basic Expectations

Treat everyone with respect.
Respectful communication is expected.
Cursing and foul language will not be tolerated.
Maintain a safe and respectful working environment in the classroom and hallways.
Ask permission to leave the classroom or designated area.
All conversations should remain positive in nature, supporting a strong learning environment.
Caps, sunglasses, etc. are reserved for special occasions. These days may be permitted by the classroom teacher or the principal.
Be respectful of others' belongings.
Fighting is not permitted

Expected Behavior

Twin Valley School District follows the Character Strong curriculum for developing appropriate social skills. Students are taught and expected to follow the key elements: Cooperation, Courage, Creativity, Empathy, Honesty, Gratitude, Perseverance, Respect, and Responsibility.

Possible Consequences for Inappropriate Behavior

Could result in but not limited to:

Loss of privileges
Lunch detention
Detention before or after school after the parents have been notified

Conference with student, teachers, parents, and/or principal.
Referral to the principal's office
Mediation
Restitution
In-School Suspension (ISS)
Out-of-school Suspension (OSS)
Expulsion

*This is not an all-inclusive list.

Reward System

Each building and teacher will devise a praise and reward system for positive student behavior as well as academic achievement. Awards should be appropriate for the age level and be set at different levels of performance so all students have opportunities for success and recognition.

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 and student support specialist's work consists of counseling all students as to their future educational and occupational plans as well as supporting their social-emotional needs. They may counsel with teachers, visit with parents, and meet with students for specific pupils who are struggling. When special tests need to be administered to pupils, the counselor and/or school psychologist do this by giving individual or group tests. The counselor and/or student support specialist are always willing to visit with parents of the student.

DRESS/APPEARANCE

Each student attending a Twin Valley Grade School, Bennington or Tescott, shall be responsible for maintaining neatness, decency, good taste, hygiene, safety, school pride, and a positive learning environment.

Students are expected to keep themselves well-groomed and neatly dressed at all times during school hours and at school activities. Any form of dress or hairstyle which is considered contrary to good hygiene or which is disruptive to the purpose or conduct of school will not be permitted.

We are a drug-free and tobacco-free school: shirts advertising alcoholic beverages, tobacco products, illegal drugs, or obscene/questionable remarks will not be permitted. Clothing which is obscene, has a double-meaning, or is suggestive will be determined by an administrator.

Skirts, dresses, slacks, and shorts should be of modest length that are acceptable for school wear as to not be overly revealing. No undergarments will be worn as outerwear. Boxer shorts, biker shorts, halter-tops, spaghetti strap shirts, bare midriff clothing, and "fish-net" clothing are not acceptable to wear. Straps on shirts must be at least two fingers wide. No wide cut armholes. The waistline of shorts or pants should be worn at the student's natural waistline.

Hats will not be worn in the school building during the school day and should be put in your locker or homeroom. When you enter the building take your hat off. When you leave the building, put it on.

Appropriate footwear will be worn at all times. Going barefoot or going stocking footed is not appropriate footwear. Heely shoes are not allowed in the school.

Dress up days or other special apparel days will be held as approved by the building principal.

The standards of dress indicated above are also extended to participants in and at all school activities. Furthermore, teachers of lab classes or other specialized classes and activity sponsors may require more specific dress for that individual class or activity.

No personal appearance code covers all situations. If a student, by his/her behavior or appearance, interferes with the learning of others or constitutes a threat to the safety or health of others, he/she will be asked to change his/her dress/attire. Final interpretation of the dress code, including the appropriateness of any item of clothing not mentioned above, is at the discretion of the building principal. Disciplinary action may result from actions of willful disobedience.

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

Upon first enrollment in a school, pupil identification is required per Kansas State Law 72-9934. The preferred and simplest "proof of identification" is with a copy of the birth certificate. Therefore, all pre-school and kindergarten children enrolling must have a birth certificate, record of physical / health assessment, and a completed record of immunizations.

These items should be completed by the opening day of school. Failure to provide proper documentation within 90 days from the start of school may result in non-attendance per

state requirements; reference 'Health Assessments / Physicals' and/or 'Immunizations' under the HEALTH POLICIES section for more information.

In-district students, properly enrolling after the school year has begun, must wait 24-hours before attendance begins. Out-of-district students who wish to enroll must complete an application request with the office and subject to administrative and board approval.

Certain fees may be assessed at the time of enrollment. These may include, but are not limited to, academic resources, activities, technology, milk (PK/K), etc. See the district website or contact the building office for the current fee schedule.

FIELD TRIPS

In order to enrich the instructional program and provide some first-hand experience for children, field trips will be offered throughout the school year. Transportation and extra supervision is furnished by the school to ensure safety for all participants. Students will ride school transportation to school sponsored trips. Consent forms must be signed by parents before the student will be allowed on a field trip. Students may be signed out while on field trips by their parents only (unless other, prior arrangements have been made and approved in advance by the principal).

HEALTH POLICIES

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.

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.

Health Assessments/Physicals

Child Health Assessments at School Entry Law (K.S.A. 72-6267)

1. Requires ALL children entering a Kansas school for the first time or up to the age of nine to have a health history and physical examination including screenings.
2. The qualified persons who are authorized by law to perform the exam are nurses who are certified through the Kansas Department of Health and Environment or physicians.
3. A copy of the above assessment must be given to the school.
4. If a health assessment has not been obtained within the last 12 months from the start of school and a copy turned in, then a health assessment needs to be scheduled and obtained within 90 days from the start of the school year. A copy will need to be turned in after the assessment.

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. Cough drops are to be kept in the nurse's office, not with the student or teacher.

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.

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

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.

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.

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-5, 7, 9, and 11. New students and those with an IEP will be screened in grades 6, 8, 10, 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.

Wellness Policy
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.

LOST AND FOUND

All articles found on the playground or in the school building will be turned in to the lost and found. Parents can help by clearly labeling all apparel that may be removed at school such as overshoes, tennis shoes, caps, coats, etc. Items will be taken to donation centers at the end of each nine weeks after parents and students have been notified to check for lost items.

LUNCH INFORMATION

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 must choose a minimum of 3 components with at least 1 component being a fruit or vegetable.

Parents may have their child(ren) bring a sack lunch if they prefer. However, students who bring a sack lunch must be able to take care of their table service and eat in the cafeteria. Heating up lunches is the responsibility of the student. Sack lunches should not include pop or candy.

We recommend that children in Kindergarten, 1st, 2nd, and 3rd grades have lunches that do not require heating or have the pre-warmed food in a thermos. Low-fat milk and flavored milk are available at school for purchase when students bring lunch from home.

Adults are welcome to come eat with their children. 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.

LUNCH PAYMENTS

The Twin Valley lunch program is billed through the district office. Lunch payment notification will be sent from the district office. Questions regarding payments may be directed to the district office at (785) 488-3325.

Lunch payments may be turned in to the building office or sent directly to the district office. Please make checks payable to USD 240 and mail to:

USD 240
Food Service
PO Box 38
Bennington, KS 67422

McKINNEY VENTO

A school social worker acts as our McKinney Vento liaison in compliance with The McKinney Vento Homeless Education Assistance Act. Assisting students/families experiencing homelessness to overcome obstacles and barriers to receiving an education and to assist families with social service needs.

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 out" 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.

MUSIC

<u>INSTRUMENTAL</u>

BGS offers instruction in instrumental music to anyone interested in the fifth grade or above. Some instruments, belonging to the school, will be available for rent by students. Rental fees and repair fees for band instruments may be assessed.

Once a student enrolls in band, he/she is expected to remain in band the remainder of the semester. In order to withdraw from band, he/she must request a conference with the instructor, his/her parents, and the principal.

VOCAL MUSIC

General music will be taught at TGS and BGS. This instruction will provide training and music experience in the several areas of music education: singing, instrument playing, listening, creating, and rhythm.

PERSONAL ELECTRONIC DEVICES

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 receives back at the end of the day; 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.

PHYSICAL EDUCATION

The physical education program for students in grades K-6 will be supervised by the physical education teachers. All students are required to participate in the physical education program.

The objective in physical education is to help each student learn how to control his/her body through basic body movements and development. Activities are aimed at improving strength, coordination, flexibility, agility, endurance, and motor skills. The physical education program is not intended to be an athletic program.

PRESCHOOL

The Twin Valley district offers preschool Monday - Thursday for 3- and 4-year old children. Students must be 3- and 4- years old on or before August 31 to be eligible. BGS offers AM and PM (2) preschool programs. Tescott offers an AM preschool program.

Students are expected to be potty trained by the first day of preschool. Please contact the building office for a copy of the USD#240 Potty Training Policy.

RECESS

PreK-6th grade students will be provided recess opportunities. Recess will take place outside as much as possible. In cases of inclement weather, recess may take place indoors. Each classroom teacher will reference the Recess Weather Guidelines established.

REPORTS

Parent-teacher conferences will be held twice a year at scheduled times. There are four nine week grading periods during the school year.

Kindergarten – 3rd Grade uses a Standards-based grading system. This system will provide feedback on student progress towards learning standards as well as provide anecdotal feedback of learning habits and skills. Parent guides to further explain grading are available on the district and school websites for families with students in grades K-3.

4th - 6th Grade uses a traditional Letter-grade grading system.

90 - 100% A	60 - 69% D
80 - 89% B	59 - 0% F
70 - 79% C	

A = Excellent	D = Below average
B = Above average	F = Failing
C = Average	I = Work not complete

In the event a student does not complete the platform work in the course of the school year, that student may be required to attend an extended learning time or summer school to complete the required work. If the work is not completed during that time, a grade will be calculated to provide the student a grade for the course.

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 devices 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.

<u>USD 240 Labels</u>

- All electronic devices will have a USD 240 label.
- Labels may not be removed, covered, modified, or otherwise tampered with in any way.

<u>Electronic Device Covers/Sleeves</u>

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

<u>Electronic Devises Left Unattended</u>

- 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.

<u>Damage, Repairs, and Warranties</u>

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

<u>Repair Costs for Damage & Loss</u>

- 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.

<u>No Expectation of Privacy</u>

- 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, school email, and/or Class Dojo and/or the Band App.

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 we feel a child 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.

TIME SCHEDULE

School begins at 8:15 a.m. for all elementary students. Classes will be dismissed at 3:30 p.m. Children who do not ride the school bus should not arrive at school before 7:45 a.m. Only if special arrangements have been made in advance may students enter the building prior to doors being unlocked. No student may leave the school grounds during the school day without permission from his teacher or other authorized personnel.

Preschool is offered during the morning only at Tescott. Morning and afternoon sessions are offered at Bennington.

Early dismissals are often noted on the school calendar and in weekly updates; administrators will also continue to push digital messages of early dismissals. All students, unless directly supervised by a staff member, will be out of the building by 3:45 p.m.

TITLE I PROGRAMS

The Elementary and Secondary Education Reauthorization Act provided federal funds to local school districts for supplemental education in qualified schools. Title I funds are provided to give additional assistance to students in reading and math. Teachers, mentors, and/or tutors are assigned to work with students in large or small groups and on an individual basis. BGS and TGS facilitate Multi-Tiered Systems of Support (MTSS) programs in math and reading through district Title I funds.

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

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.

1. Definition of weapons and/or destructive devices means: 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.

2. 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 SRS

Students found in possession or use of tobacco/alcohol/drugs on school grounds or at school activities will be in violation of Board Policy JDDA (Drug-Free Schools Act) and shall suffer the consequences thereof (See Conduct Policies).

WEEKLY PACKETS

Weekly packets are to be brought home by the preschool – 6th students each week. Information in the packets will include notes for the office, returned homework from teachers, communications of field trips, due lunch bill, etc.

From time to time your child may bring home notes, letters, or bulletins from school. All these are important for parent-to-school communication. Please read each one carefully. Please note that we will also send important information through the digital messaging system as well.

WITHDRAWING FROM SCHOOL

In the event that a student needs to withdraw from school, the parent and student must checkout through the office. A withdrawal form must be completed and signed by all teachers to whom the student is assigned. Unless a student has officially withdrawn, student records, such as health records and grade cards, cannot be mailed from the office to the student's next school. Withdrawing during a quarter or semester may result in the student receiving no grade for that grading cycle.