

***The Learning Center***

***Student Handbook***

*Welcome to The USD 262 Learning Center (TLC). It is our desire to help you fulfill the academic and personal goals that you have established for yourself. We ask you to put forth your best effort and allow us to help you achieve success through positive work habits and self-motivation.*

*The Learning Center is a school where each student will experience individualized learning while pursuing academic goals. TLC is a place where students, adults and staff respect personal and school goals and promote independent learning. Each student is given the tools to become a self-regulated learner and acquire life-long learning skills.*

*Please review this handbook and its contents so you are aware of the expectations we hold for you.*

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**USD 262 Mission**

The staff and students will develop the knowledge, skills, and character necessary for current and future success.

**USD 262 Vision**

To be a premier school district known for excellence in education, innovative instruction, outstanding programs, and dedication to students.

**The Learning Center Purpose**

The Learning Center (TLC) serves in-district 9th-12th grade students who have received permission from the Valley Center High School to attend, as well as adult students who are seeking to earn their high school diploma. The Learning Center provides all students with computer-based instruction that meets Valley Center High School graduation requirements. This virtual program allows students the flexibility to study off campus and to enroll in individualized courses that can be completed at an independent pace. TLC works with students to develop a learning plan designed to help each student achieve academic success and promote self-motivation.

This handbook is arranged alphabetically by topic. If you have any questions about The Learning Center, we welcome all phone calls and visitors. Our hours are:

Monday 9:00 am - 5:00 pm

Tuesday 9:00 am - 6:00 pm

Wednesday 9:00 am - 5:00 pm

Thursday 9:00 am - 6:00 pm

Friday 7:30 am - noon

School: (316) 755-7080

Fax: (316) 755-7081

E-mail: [john.speer@usd262.net](file:///\\vcpsnet\data\staff\Carla.clark\Downloads\john.speer@usd262.net)

[rebecca.khosravipour@usd262.net](mailto:rebecca.khosravipour@usd262.net)

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**The Learning Center Staff**

**Rebecca Khosravipour**

*Principal /Director*

Rebecca became the principal of The Learning Center during the 2016-17 school year, however she has served the Valley Center School District since 2000. During her tenure in Valley Center, she has also served as an MTSS interventionist, K-12 Instructional Coach, an assistant principal, and an elementary teacher. In addition to her duties at the Learning Center, she serves as the Director of Learning for the school district. In this role, her main focus is to work collaboratively with teachers and administrators to improve student learning by ensuring that district curriculum, instruction, and assessment are aligned to the district’s strategic plan and the Kansas College and Career Ready Standards. She also oversees the district’s new teacher induction program, and collaboratively facilitates the Professional Development Council, District Leadership Team, and the District MTSS Team. Prior to coming to Valley Center, Mrs. Khosravipour was an elementary teacher for the Piper School District in the Kansas City area. Rebecca is a graduate of Emporia State University where she earned her Bachelor of Science in Elementary Education. Her master’s degree in School Leadership was earned from Baker University.

**John Speer**

*Adult Program Educator*

John Speer is an instructor at The Learning Center working with our adults. He has been at the Valley Center School district for 10 years. In addition to his bachelor’s degree from Wichita State University in speech and journalism, John received his teaching certification from Fort Hays State University. Prior to teaching, John spent more than 35 years in broadcasting. His expertise in computer applications and real world experience is a powerful asset to our program. John also brings enthusiasm for tailoring instruction to meet students’ needs and enhancing courses using the latest technology. .In his spare time John enjoys activities with his seven grandchildren.

**Shawnna Driscoll**

*Instructional Aide*

Shawnna was hired to serve as an instructional aide at the Learning Center this year. Shawnna has a very special story to share as she is a former student of The Learning Center. Shawnna proudly graduated with her Valley Center High School Diploma in May of 2016. She has a passion for helping all students realize their potential and goes above and beyond to make meaningful connections with each student. Shawnna is also the proud mother of three Valley Center students, so she is also busy supporting our schools as an active parent and community member.

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**Academic Integrity**

TLC students have many opportunities to become actively involved in the learning process. It is imperative that students are responsible for doing their own work. In the event that a student is involved in academic dishonesty (i.e., cheating, plagiarism, etc.), disciplinary action will follow which may include 0% for assignment, re-doing the assignment, being required to complete an alternative assignment in order to receive credit for the course, or suspension, expulsion, or dismissal from the Learning Center.

**Attendance**

For 9th-12th grade age students, it is required to complete **two on-site** 6.5 hour count days. Specific times for the attendance of these count days will be set by the teacher. Although TLC is a virtual school, an average of 30 hours of study (six hours of school work per day/five days a week) is required to be completed. Required documentation of time spent in study is obtained through the Apex On-line curriculum and academic learning logs. Parents/guardians of 9th-12th grade students assume educational responsibility for tracking and monitoring the attendance of their students. **A student not meeting mandatory attendance requirements may be reported truant to the Sedgwick County District Attorney’s Office, as required by K.S.A. 72-1113(d).**

Adult students should plan and commit to regular learning times that meet the pacing necessary to complete their graduation timeline.

**All students are welcome to work on-site during normal business hours.**

**Bullying**

The Learning Center does not tolerate bullying or harassment of any form. Bullying and harassment by students, school employees, and volunteers who have direct contact with students will not be tolerated by the school or school district. Harassment and bullying of students and employees are prohibited by applicable law and board policy, and are not tolerated by the board per **Kansas State Statute KSA 72-8256 stated below.**

Bullying means: A) any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:  
(i). Harming a student or staff member, whether physically or mentally;

(ii). Damaging a student’s or staff member’s property; or

(iii).Placing a student or staff member in reasonable fear of harm to the student or staff member;  
(iv).a student or staff member in reasonable fear of damage to the student’s or staff member’s property;

B) Cyberbullying; or

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C) Any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205 and amendments thereto.

TLC strives to maintain a safe and civil environment for students to learn and attain high academic standards and to promote healthy human relationships. Students should report immediately to TLC staff all situations involving bullying or direct personal threat. Bullying can also be reported by calling the Kansas Bullying Prevention Hotline at 1-800-332-6378.

**Cameras and Video Recorders**

Surveillance cameras are in use around and throughout The Learning Center with the exception of the restroom facilities. Student computers are also linked to monitoring software. Students and staff should have no expectation of privacy while on-site.

Individual student cameras, video recorders and the use of camera phones must be authorized by TLC staff while on-site at TLC. Cameras, camera phones, photo and/or video imaging are strictly prohibited in all district restrooms.

**Classification by Completed Credits**

Students are classified by the number of credits successfully completed, as follows:

Freshman: Students with 6 or fewer credits

Sophomores: Students with 6.5-12.5 credits

Juniors: Students with 13-18.5 credits

Seniors: Students with 19 or more credits

**Computer Policy**

The computers at TLC are provided for your use during normal business hours. Handle the computers carefully, working only in those programs to which you are given access. All students must agree to the District Acceptable Use policy. **No Student will be allowed to:**

Handle, unplug, or attempt to alter any cabling or connections.

Damage any computer equipment, files, hardware, or disks.

Use a program disk or file to initiate any program or process on the network.

Harass, insult, or attack others via the network.

Access or attempt to access the Internet without permission.

Attempt to “cheat the system” with the computer software.

Download files from the Internet.

Attempt to “hack” the network, lab, or any component thereof.

Play computer games without staff permission.

Violate any part of the USD 262 internet/network use policy.

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**Discipline**

**General Discipline**

Self-discipline is the goal of The Learning Center; it is essential for success in this setting. Any behavior that interferes with learning reduces the effectiveness of both teachers and students. Students who demonstrate inappropriate behavior or have fallen below the required attendance or academic standard will face disciplinary action or dismissal. This action will be at the discretion of the TLC staff.

Network abuse, inappropriate or violent behavior, bullying, alcohol, drugs, tobacco, harassment, non-compliance, and weapons will result in disciplinary action. Any student who violates this policy may be subject to removal from the program.

**Alcohol/Drug Use and/or Possession**

The Valley Center School District recognizes that all students have a right to attend school in an environment conducive to learning. Since alcohol, tobacco and other drug use or possession is illegal for minors and interferes with both effective learning and the healthy development of students, the school has a fundamental, legal, and ethical obligation to prevent drug use and to maintain a drug-free environment for all students.

**The possession, use, distribution, manufacture, dispensation, or being under the influence of controlled substances, illicit drugs, alcohol, or tobacco by students on property owned, leased, or used by the school district or at its sponsored or supervised activities is specifically prohibited.** These standards of conduct are mandatory and are a condition of your continued attendance at The Learning Center.

Staff of The Learning Center cannot foresee all possible situations that may be encountered during the school year. The policies stated above may be modified, added to, and/or strengthened during the course of the school year. Students will be expected to adhere to all guidelines and policies set forth by the school, both written and spoken.

**Discrimination**

State and Federal law prohibits discrimination. Valley Center USD 262 complies with all non-discriminatory rules and regulations and does not permit discrimination against students on the basis of race, color, national origin, gender, religion, age, or disability. This holds true for all students who are participating in educational programs and/or extracurricular school activities.

#### Enrollment Process

Grade 9-12 students requesting admittance to The Learning Center must complete an application packet following selection and referral from the VCHS counselors, administration or Student Improvement Team. The application packet should contain:

A counselor or administrator referral from Valley Center High School.

A completed student enrollment packet.

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The school counselor or principal makes a referral to The Learning Center Administrator on behalf of the student. If referred, the student then goes through a review meeting with the TLC staff and his/her parent(s) or guardian prior to enrollment and attendance.

Please note that acceptance at TLC is at the discretion of the staff. We reserve the right to accept students, dependent upon the nature of the student referral and individual need. Additionally, students may be removed from the program at the discretion of TLC staff and in conjunction with VCHS administrators**.** HS policies apply to all students and can be found at www.usd262.net (Schools, High School, Student Handbook)

**Adult students** may enroll at the Learning Center any time during normal business hours. Adults are required to complete an enrollment form, submit transcripts from former attendance centers, and work with TLC staff to design an individual plan of study leading to a high school diploma.

An enrollment/consumable resource fee of $20 is required of all students.

**Graduation Policy**

For students in grade 9-12, twenty-six (26) units of credit are required for graduation. Passing grades must be earned for credit to be granted. Specific course requirements will be identified by TLC staff.

For all adult students, twenty-one (21) units of credit are required for graduation. Specific course requirements will be identified by TLC staff.

No student may participate in graduation exercises unless all requirements for graduation have been met.

**Harassment Policy**

No student or staff member should be subject to harassment for any reason by any student or staff member. It is the policy of TLC and the Board of Education that all students and staff members will work with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, or disability. Acts of harassment, hostility or defamation, whether verbal, written or physical, will not be tolerated and will constitute grounds for disciplinary action. Legal agencies may be contacted.

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school/work environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material.

Sexual harassment may include, but is not limited to:

verbal harassment or abuse;

pressure for sexual activity;

repeated remarks to a person, with sexual or demeaning implication;

unwelcome touching;

suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student’s grades, participation in extra-curricular activities, etc.

BOE: JGEC

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A student, his/her parent, a student other than the victim, or a staff member may make reports of harassment. **All reports, concerning students, are to be given to the Administrator for initial action (investigation.)** All reports of harassment will be investigated, and appropriate action will be taken by the Administration. False reports of harassment will be handled as a discipline matter concerning misleading information.

For a complaint of harassment to be fully resolved, at some point in time, it will be necessary for the victim to make a written report to be used as evidence against the accused.

If a claimant of harassment is not satisfied with the resolution of their complaint by the Administration, the claimant may file a grievance with the District Grievance Officer, Mike Bonner. His office is at 143 S. Meridian and his phone number during school hours is 755-7000.

**Internet Policy**

Students will strictly follow the Acceptable Use of Internet Policy for USD #262. Parents and students are required to sign the district agreement.

**Interrogation and Search of Students and Property**

Consistent with applicable law and board policy—persons, vehicles, purses, backpacks, and any other personal property is subject to search by administration at any time. BOE: JCAB

The Learning Center supports and encourages the Valley Center Police Department, in cooperation with other law enforcement agencies, to conduct random canine searches of searches of the facility, as well as the parking lots, for illegal drugs and/or weapons.

**Parking**

Students at the Learning Center should park in the front or side parking lots. Students are to enter and exit The Learning Center through the front door only.

**Personal Appearance – Dress Code**

The general atmosphere of a school must be conducive to learning. TLC supports the philosophy for students to strive for success in all areas: academics, behavior, and how they present themselves. Comfortable and casual clothing is the norm at the Learning Center. If the teacher deems a student’s clothing to be inappropriate, the teacher will bring it to the student’s attention, and the student will be asked to make necessary changes in clothing in order to remain at the Learning Center.

**Personal Property**

The Valley Center School District is not responsible for the damage, theft, or loss of personal property on school grounds. Students are cautioned not to bring large sums of money or other valuables to the Learning Center.

**Positive Prevention**

The goal of The Learning Center is to support the student in successfully altering behavior that hinders academic progress and endangers the student’s health. School officials may request

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substance abuse tests when there is reasonable suspicion of substance abuse. If the substance abuse test is positive, the student may be subject to discipline and will be encouraged to participate in counseling to gain drug education and life skills guidance. TLC will provide a list of available counseling services. Parental consent is required. Cost of services and transportation to services will be the responsibility of the student and parents.

**Progress and Achievement**

Students at The Learning Center are expected to earn three full credits each semester. In order to earn one full credit, students must complete two courses. Parents should monitor, on a weekly basis, the progress report sent from Apex regarding their student’s progress. Credits and grades earned become a permanent part of the student’s transcript.

**Work Study**

In addition to gaining credit at school, students are also able to gain credit from a work-study program. Students are able to earn 0.5 units of credit per semester for 90 hours of work completed on the job. Students who want to enroll in work study must receive permission from The Learning Center staff.

**USD 262 Pertinent Information**

**Acceptable Use Policy**

USD 262 is committed to providing all students with technology-based learning opportunities that facilitate resource sharing, research, cooperative learning, and communications. The use of computers, networks, the Internet, and other online services shall be in support of education and research consistent with the district's mission and goals. Access to technology in USD 262 is a privilege which brings with it responsibilities.

USD 262 will provide filtered access to the Internet and make reasonable efforts to monitor student access to the Internet and communication resources via the Internet. The district will make reasonable efforts to protect the privacy of students and student information. District administrators or their designees may review student files and student communications to prevent misuse and to ensure that students are using the system responsibly and in compliance with laws and district policies.

Students shall be responsible for displaying appropriate behavior and maintaining a productive learning environment when using district computers, networks, the Internet, and other online services. Copyright law shall be respected for all Internet and online services. Files and communications on the network shall be considered public in nature; students should not expect that files stored on the district’s servers or the district Internet service provider’s servers will be private. Students who observe or identify a security issue should notify an administrator immediately. Students should show any messages that are suggestive, obscene or threatening to a teacher, who will contact appropriate district staff. If students encounter objectionable material on the Internet, they should minimize the browser and notify a teacher or administrator immediately so that the site may be blocked. Students should not click any other links or graphics on the objectionable page.

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Students must have permission from and be supervised by district staff when using district hardware, software, folders, files, networks, the Internet, or other online services. Permission is not transferable from one student to another and may not be shared. Students shall not be allowed to use the Internet or electronic communications unless a current signed Student Access Contract is on file. Access to district technology is a privilege, not a right, and inappropriate use will result in, among other disciplinary measures, the cancellation of those privileges.

Inappropriate use of district technology, including district hardware, software, networks, the Internet, or other online services include, but are not limited to, the following:

Violating any local, state (K.S.A. 21-3755), or federal statutes;

Accessing another individual's materials, information, folders or files without permission;

Violating copyright, plagiarizing or otherwise using the intellectual property of another individual or organization without permission;

Failing to follow a district policy while using the district’s technology or failing to follow any other policies or guidelines established by district administrators or their designees;

Transmitting obscene, abusive, sexually explicit, or threatening language;

Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;

Harassing, defined as persistently annoying of another, interfering with another’s work, insulting, or attacking others;

Giving out personal information online such as full name, home address, phone number or Social Security number or arranging to meet anyone via the Internet;

Creating mailing lists for non-school purposes with district email addresses from the district's Internet site, network, or servers;

Downloading software that has not been approved by district staff;

Downloading materials from the Internet for any use other than school-related activities;

Using credit cards with any online service;

Using a district supplied email account or chat room access for non-school related activities;

Using the Internet not in support of education and research consistent with the purposes of USD 262;

Giving out personal passwords

Attempting to log on or logging on with another’s' password; Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;

Wasting storage or other technology resources intentionally;

Using the network for commercial, advertisement or political purposes;

Gaining unauthorized access to resources or entities;

Invading the privacy of individuals;

Seeking to gain or gaining unauthorized access to information resources or other computing devices or attempting to bypass district security measures;

Altering improperly the setup of computers (e.g., desktops, icons, wallpapers, screensavers, installed software);

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Copying illegally, installing or using software that has not been approved by district staff;

Using district hardware, software, storage space or network for non-school-related activities; Any student identified as a security risk or having a history of problems with other computer systems may be denied access to district technology.

The district makes no warranties of any kind, whether express or implied, for the technology access provided. The district shall not be responsible for any damages suffered, including the loss of data resulting service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet shall be at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system and is not liable for any commercial transactions conducted through its system.

Any statement of personal belief found on computers, networks, the Internet, other on-line services, or any other telecommunication system is the author’s individual point of view, and not that of the school district, school, or district staff. No representations to the contrary shall be published without written approval from district administrators. District administrators or their designees

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Valley Center School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Valley Center School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Valley Center School District to include this type of information from your child’s education records in certain school publications. Examples include, but are not limited to:

• School and district newsletters, news releases to local and area newspapers

• School district website, podcasting

• A playbill, showing your student’s role in a drama production

• Honor roll or other recognition lists

• Graduation programs

• Yearbooks

• Sports activity programs, such as for wrestling, showing weight and height of team members

According to federal guidelines, directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA’s) receiving assistance under the Elementary and

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Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories — names, address and telephone listings — unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

**Valley Center School District has designated the following information as directory information:**

Student name, parent name(s), date and place of birth, major field of study, address, dates of attendance, telephone listing, grade level, electronic mail address, partipation in officially recognized activities and sports, photograph, weight and height of members of athletic teams, video images, audio recordings, the most recent educational agency or institution attended, degrees/honors/rewards received

If you do not want Valley Center School District to disclose directory information as outlined above, you must notify Valley Center School District, in writing, by August 15th (or for new students enrolling in Valley Center School District, at the time of enrollment).

**Written notification from parent or guardian must include ALL of the following information:**

Name of student (print or type - must be legible)

Student’s school (2013-14 school year)

Student’s grade (2013-14 school year)

Parent’s name (print or type - must be legible)

Parent’s signature

**Send written notification to:**

**USD 262-Assistant Superintendent**

**143 S. Meridian Valley Center, KS 67147**

*\* These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.*

**Notification of Rights under FERPA for elementary and secondary schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.   
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.  
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Valley Center School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

**Drug Free/Gun Free School Zone**

Valley Center Schools are declared Drug Free/Gun Free areas. Board policy prohibits the presence, sale and/or use of illegal substances including tobacco products and weapons on school property. If a student brings to school items that could be used in a threatening, intimidating, violent or improper manner, these items will be taken from the student and appropriate consequences will be imposed. Consequences may include suspension from school for 186 school days according to Board policy JCDBB.

In order to ensure the highest possible standards of learning as well as the safety, health and well-being of all students, USD 262 endorses a substance abuse prevention policy and procedures. The unlawful manufacture, distribution, dispensing, possession, sale or use of a controlled substance is prohibited in the district. This policy is designed to aid all students in abstaining from the use of alcohol/drugs, intervene early when student use is detected, take corrective disciplinary action when necessary, and provide aftercare support for the student when necessary. (See Board policy JCDAB, JCDAA and JCDBB.)

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**Weapon’s Policy**

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

**Notice of Nondiscrimination**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District 262 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability or age in admission or access to, or treatment or employment in, its programs and activities.

Persons having inquiries concerning the District’s compliance with Title VI, Title IX, Section 504, Americans with Disabilities Act, and the Age Discrimination Act may contact the school district’s ADA and Section 504 coordinator/Assistant Superintendent, 143 S. Meridian, Valley Center, KS 67147, Telephone: 316-755-7000.

**Asbestos Notification**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) passed in 1986, Valley Center USD 262 hereby notifies parents/guardians, students, teachers and other school employees that the district has a Management Plan in effect and semi-annual surveillances are performed. The Management Plan is available for review at the USD 262 Administrative Office.

**If you have any questions or concerns regarding this subject, please contact the District Administrative Office at 143 S. Meridian, Valley Center, KS 67147. Telephone 755-7000**

**Weather**

If weather conditions dictate the cancellation of school, the superintendent will make the decision as soon as possible. Announcement of school cancellation or early dismissal will be made as soon as possible on Facebook, Twitter, local radio and TV stations.

**Website**

[www.usd262.net](file:///\\vcpsnet\data\staff\Carla.clark\Downloads\www.usd262.net)

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