



Royal Valley High School
Student Handbook
2023-2024

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**STRENGTHENING
LIVES IN OUR
COMMUNITIES
BY BUILDING
RELATIONSHIPS
AND EDUCATING
STUDENTS**

#ONERV

GENERAL INFORMATION

ADDRESS: 101 E. First Street, Hoyt, KS 66440

TELEPHONE NUMBER: (785) 986-6251

TOLL FREE NUMBER: (877) 434-2741

FAX: (785) 986-6479

BUILDING HOURS: 7:30 AM - 3:30 PM

ACT SCHOOL CODE: 171 - 400

USD #337 WEB SITE: www.rv337.com

SAFE SCHOOL HELPLINE: (800) 418-6423

SCHOOL FIGHT SONG

Royal Valley, Royal Valley
Watch those Panther's fight.

Put the ball right through the goal
And we will win tonight.

Royal Valley, Royal Valley
Lead us on to fame.

Fight, Panthers Fight.
Fight! Fight! Fight!
Win this game!
Hey!

LEAGUE AFFILIATION

Royal Valley High School is a member of the Big Seven League. Other league members are Hiawatha, Holton, Jeff West, Nemaha Central, Perry-Lecompton, Riverside, and Sabetha.

2023-2024 STAFF MEMBERS

Shannon Akins	Music Accompanist
Stephanie Allen	English
Shelly Bausch	Attendance and Academic Mentor
Paul Bergeron	Science
David Boucher	Social Studies
Thomas Broxterman	Math
Lisa Carbon	Social Worker
Penny Carey	Secretary
Erin Carlson	Business
Tiffany Chenoweth	Art
Kim Clark	Agriculture
Erin Colley	English
Lesla Dechant	Science
Louis Di Leonardo	Audio Video Production
Jay Diamond	Custodian
Cassie Geis	Principal
Katie Glatczak	Physical Education and Health
Cale Green	Assistant Principal and Athletic Director
Mark Haefke	Technology Director
Jennifer Holthaus	Instrumental Music
Josh Jackson	Social Studies
Emily Jennings	English
Carrie Kahle	Vocal Music
Melissa Kimble	Drumline and Assistant Band Director
Brenda Lambrecht	Transportation Secretary
Deeanna Lankford	Secretary
Monique Litherland	Family & Consumer Science
Bri Nesbit	School Nurse
Kayla Ribelin	Secondary IRC
Jarrett Roy	Physical Education
Nathan Smith	Math
Lisa Steele	Math
Samantha Swank	Science
Kenny Swart	Secondary IRC
Stephanie Switzky	English
Taryn Temple	Spanish
Ashley Wick	Counselor
Barb Williamson	Librarian
Rod Wittmer	JAG

ATTENDANCE

STATE OF KANSAS ATTENDANCE POLICY

Under the state's compulsory attendance law, students age 18 and under are required to attend school. Under Kansas law, if a student who is 16 or 17 decides to stop attending school, the student and his/her parent (or person acting as parent) must attend a final counseling session at the school. At that time, a disclaimer designed to encourage the student to remain in school or to pursue other educational alternatives will be presented to and signed by both the student and parent. The disclaimer will include information regarding the academic skills the student has not achieved, the difference in future earning power between a high school graduate and a dropout and listing of available educational alternatives. If a student has more than three unexcused absences in a semester, the school district is required to notify the Department of Social and Rehabilitation Services (if the student is age 14 or under) or the district court (if the student is over 14).

Kansas law requires a child to attend school until he/she has attained the age of eighteen (18) years. After age eighteen, there is no law that requires his/her attendance in high school. At that time, high school attendance becomes a matter of choice; student may attend school as long as he/she is willing to conform to and obey the rules and regulations of the school.

TRUANCY

A student under eighteen years of age or in Special Education is truant when he/she is inexcusably absent from three (3) consecutive school days, a total of five (5) school days during one semester, or seven days in a school year, whichever comes first. Students who are under the compulsory school attendance law can expect legal truancy notices to be delivered to their parents by the County Attorney's office and subsequent court action taken if the truancy problem is not resolved.

SCHOOL ATTENDANCE - A STUDENT/PARENT RESPONSIBILITY

The primary responsibility of attendance rests with the student, although parents are also responsible for instilling and promoting good attendance. The administration and faculty at Royal Valley High School believe there is a high correlation between regular attendance and success in school. The school program cannot reach students who are not present. The contact of students with one another in the classroom and their participation in well planned instructional activities, including the contributions of teachers, are all vital elements in the student's academic progress.

If a student is absent from class, the learning experience is disrupted and continuity in the educational process is impaired for that student. The benefits of regular classroom instruction include class discussions, teacher presentations, and student participation. Many of these benefits are lost during extended absences and cannot be entirely regained even by receiving extra after-school instruction or by completing the make-up work. Students who miss school frequently are usually unable to pass their courses, or if they pass at all, become marginal students.

REPORTING ABSENCES

The following procedures will be used in checking and recording attendance. Students and parents are asked to familiarize themselves with these procedures and follow them during the year.

Regular attendance is expected of all students. Parents/guardians are responsible for contacting the school by 10:00 AM on the day of the absence. Students are unable to call in absences, a parent or guardian is required to call the school. When calling, parents/guardians should state the following:

- WHO THEY ARE
- WHO WAS ABSENT
- REASON FOR THE ABSENCE

If the office has not received a phone call by 10:00 AM validating a student's absence, the high school secretary will contact the parent/guardian.

SIGN IN AND SIGN OUT

When students arrive late to school or leave school for any reason, they are expected to sign in or out of the office. A parent or guardian must contact the school before a student will be permitted to leave early. Students who leave without checking out will not be excused even if parents call in late.

EXCUSED AND UNEXCUSED ABSENCES

When a student is reported absent, they are assigned either an excused or unexcused absence by the high school staff. The determination is the judgment of administration, who will largely use the categories below. If students miss excessive days due to excused absences, evidence of professional verification of these absences might be required in order to be excused.

Students are encouraged to bring documentation from all appointments.

Excused	Unexcused
School Event / Activity	Car Problems
Ill / Sick	Weather
Doctor Visit	Late
Family Emergency	Needed by Parent
Native American Activities	Personal
Kansas State Fair	No Reason Assigned
Religious Events	Skiping School or Class*
Approved College Visits	Tardy
Court	Out-of-Town / Trip
Funerals	

Students who are assigned an unexcused absence **will** be able to make up missing work from the time that they were not in class. The responsibility of getting work from being absent is that of the student.

*Royal Valley High School does not recognize skip days. Skip days (senior or otherwise) are considered unexcused absences, and schoolwork from those days **cannot** be made up.

EXCESSIVE ABSENTEEISM

Excessive absenteeism is defined as seven (7) or more absences (excused or unexcused) in a semester.

The purpose of the seven (7) days in any semester is to allow for the following.

- Illness
- Serious personal or family problems
- Medical appointments

On the 4th absence in a semester, the principal will contact the parents or guardians of the student.

When the student's absences (excused or unexcused) reach the maximum of seven (7) in a semester, notes from an outside authority such as a doctor will be required in order to excuse the absence

MAKE-UP WORK

It is the responsibility of students to obtain the necessary information from their teachers with respect to making up schoolwork not completed during absences. Students are encouraged to see their teachers during Seminar to find out what they missed. Make-up work must be completed immediately after the student returns to school. Advanced assignments, such as papers, projects, and presentations, but not including tests, will be due on the day assigned unless other arrangements are made prior to the due date. RVHS make-up policy is as follows:

If a student misses one class period, he/she has one class period after returning to the missed class to complete the make-up work.

If a student misses two consecutive class periods, he/she must meet with his/her teacher (on his/her first day back to the class(es) missed) to determine when make-up work must be completed.

TARDY POLICY

Excused Tardies

Excused tardies are those excused by school personnel (SmartPass or phone call to student's teacher). Excused tardies will be given to students who are detained by school personnel for school related business or are late to class due to breakdowns in the daily operation of the school day.

Unexcused Tardies

Tardies are given when a student is not in his/her seat when the tardy bell rings. Unexcused tardies will be documented by the classroom teacher and be integrated as a component of an individual student's attendance and behavior grade. Students may also be marked tardy if they show up late to school. There is no difference between an unexcused late to class / school and a tardy from a discipline perspective. If a student accumulates excessive tardies for the semester, the following penalties will result:

# of Tardies	Consequence
1-3	Teacher alerts students of being late/tardy.
4+	Coaching with admin and assigned 60 minutes per tardy past 4.
Skipping Study Hall	2 hours of detention
Skipping detention	Time made up in ISS

ACTIVITY PARTICIPATION ATTENDANCE POLICY

A student must be present at school for at least one half (3.5 hours) of the school day before they may participate in a school activity. If a student needs to be gone for a full-day, special permission must be obtained by administration. A student who is unexcused may not participate or attend any after school activity for the day they are unexcused. Students who are excused due to a school approved activity are exempt. If a student has been assigned an ISS or OSS on any day, they are unable to participate in any activities, including practice and games, that day.

CHILD ABUSE - USD #337 POLICY

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

If the student suspected of being abused is Native American, the employee should report this to Prairie Band Potawatomi Social Services (PBPSS). The PBPSS number is (785) 966-2932. If PBPSS cannot be reached, the local DCF office should be contacted. If the local DCF cannot be reached, then local law enforcement should be contacted.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

DCF ACCESS TO STUDENTS ON SCHOOL PREMISES

The building principal is authorized to act in loco parentis to protect the interests of the student when allowing a student to be interviewed by DCF representatives on school premises.

COOPERATION BETWEEN SCHOOL AND AGENCIES

Schools, DCF, and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect. To the extent that safety and practical consideration allow for law enforcement officers on school premises for the purposes of investigating a report of suspected child abuse or neglect, the officer shall not be in uniform.

DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

The Royal Valley School District provides access for students and staff to state-of-the-art computer technology, electronic mail and the World Wide Web via the Internet – a worldwide network of networks. All users share responsibility for using the District's computer facilities and network access in an effective, efficient, and ethical manner consistent with the objectives of K-12 education. Access is a privilege, not a right, and it entails responsibility and accountability by users; therefore, all users must agree that they will comply with these guidelines in accordance with **Kansas Statute 21-3755 and Board Policies IIBG and IIBGA.**

DISTRICT INTERNET AND E-MAIL RULES

Individual users of District computer networks are responsible for their behavior and communications over these networks. It is presumed that users will comply with District standards and will honor the agreements they have signed to this effect. In addition, the District has taken steps to restrict individual access to controversial materials. These steps include the development of acceptable use guidelines and teacher supervision of students. However, even with these safeguards in place, there is no guarantee that individuals will not be able to access materials which may be objectionable. Beyond the clarification of such standards and implementation of reasonable safeguards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Communications over the networks should not be considered private or confidential.

Network supervision and maintenance may require review and inspection of directories or messages to maintain system integrity. Messages may be diverted accidentally to a destination other than the one intended or may be intercepted by third parties. Privacy in these communications is not guaranteed. The District also reserves the right to access stored records or messages in cases where there is reasonable suspicion of wrongdoing or network misuse.

SOCIAL MEDIA GUIDELINES

Royal Valley School District recognizes that many of our staff, students, parents and community members are active social media users. As a school district, we are also incorporating social media as part of our communications strategy.

The purpose of these guidelines is to help you to participate online in a respectful, relevant way that protects your reputation, the reputation of Royal Valley School District, and respects the relationship between teachers and students.

For the purposes of this document, social media includes, but is not necessarily limited to, social networking and media sharing sites such as Facebook, Twitter, LinkedIn, Google+, Flickr, Tumblr, and YouTube. It also includes blogs, comments on web sites, discussion forums, and any other activity online where you are connecting or communicating with other users.

These guidelines complement, but do not replace, any existing policies regarding the use of technology, computers, e-mail and the Internet in place at Royal Valley School District.

RETURN OF COMPUTERS FOR SUMMER BREAK

All computers must be returned to the school at the end of the school year. Failure to return a computer will result in student loss of a computer for the first two weeks of the school year.

PARENTAL RESPONSIBILITY

Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Royal Valley School District makes the District's complete Internet policies and procedures available on request for review by all parents, guardians, and other members of the community and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use. Outside of school, parents and guardians of students are encouraged to exercise the same guidance of Internet use as they exercise with information sources, such as television, telephones, radio, movies, and other possible offensive media.

PROHIBITED CONDUCT

The following uses of external storage devices and/or District-provided Internet, network, and email access are not permitted:

- to access, upload, download, transport, or distribute pornographic, obscene or sexually explicit material;
- to transmit obscene, abusive, insulting, harassing, sexually explicit, or threatening language;
- to use another's password or allow someone else to use your password;
- to intentionally introduce malicious codes or viruses into any computer resource;
- to intentionally use a software program or HTML code to bypass the district Internet filter;
- to use the network for commercial purposes, including, but not limited to, Internet gambling, solicitation or advertising without prior authorization;
- to knowingly violate any local, state or federal statute;
- to disseminate personally identifiable student records or information when such records are protected by law, including K.S.A. 72-6214, the Family and Education Rights Act and the Individuals with Disabilities Education Act;
- to vandalize, damage, or disable the property of another individual or organization;
- to install, copy or remove software on District-owned computers without prior authorization;
- to access another individual's or organization's materials, information or files without permission;
- to violate copyright or otherwise use the intellectual property of another without permission; and
- to use personal technology devices such as personal laptops, cell phones, music players, Kindles, iPads, etc. to connect to district networks.

SANCTIONS

Any violation of this policy may result in loss of District-provided access to the Internet and/or email. Additional disciplinary action may be determined at the building (as defined in individual building handbooks) or District level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

DISCLAIMER

The District makes no warranties of any kind, either expressed or implied, for the network access it is providing. The District will not be responsible for:

- any damages users suffer, including, but not limited to, loss of data resulting from delays, interruptions in service or computer viruses;
- the accuracy, nature, or quality of information stored on District hard drives or servers;
- the accuracy, nature, or quality of information gathered through District-provided Internet access;
- property used to access District computers or networks for District-provided Internet access; or
- any unauthorized financial obligations resulting from District-provided access to the Internet.

E-MAIL AND COMPUTER USAGE - USD #337 POLICY

Employees and students shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees and students must use appropriate language in all messages. Both are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any email or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive.

STUDENT PRIVACY RIGHTS

Identifiable student images may be posted on district or school websites without prior written permission from the student and, if under 18, the student's parents or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school websites. A parent or eligible student may request that the District not disclose directory information. Any such request shall be submitted, in writing, to the District office at: Box 219, Mayetta, KS 66509, on or before September 15.

COPYRIGHTED MATERIAL POSTED ON WEBSITES (see KBA)

Any original materials created by students are owned by those students. Original materials will not be posted on district or school websites without prior written permission of the student who created the work. The District Webmaster shall be in charge of monitoring permission to post copyrighted materials.

SOFTWARE COPYRIGHT (see ECH)

Software acquired by staff using district or school websites, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

DOWNLOADING COPYRIGHTED MATERIALS (see ECH)

Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See ECH for "fair use exceptions" which may allow for limited use of copyrighted materials.

SCHOOL ISSUED CHROMEBOOKS

Care and Maintenance of Chromebook

- The student is ultimately responsible for the care and maintenance of the Chromebook that they receive. The device should always be maintained in good working condition.
- Chromebooks that are broken or fail to work properly must be turned in to the student's building technology department as soon as possible.
- Do not place any stickers, marks, etchings, etc. on the Chromebook or protective cover/sleeve.
- Always keep food and drink away from the device.
- Do not transport the device with the screen open.
- Devices must never be left in a car or unsupervised area, not only to protect against theft but also damage from freezing or extreme heat.
- Students may not remove the identifying stickers or any other information provided by the district.

School Expectations

- Chromebooks will be used for educational purposes each day.
- In addition to classroom expectations for Chromebook use, school messages announcements, calendars and schedules may be accessed using the Chromebook.
- Each student, grades 9-12, will be responsible for bringing the Chromebook in working order, fully charged, to school each day.
- Chromebooks are to remain in the classroom for all assemblies and pep rallies.
- Each student will still be responsible for completing their assigned work if he/she fails to bring the device to class.
- Students are not to use earbuds/headphones without being directed to by a teacher.
- If a device is being repaired, a loaner may be available for a student to use.
- Any apps, programs, music graphics, etc. that are not deemed school appropriate will be removed from the device.
- All Internet access provided by USD 337, Royal Valley, will be filtered for objectionable content. The device will be able to connect to the Internet off campus. The parent/guardian will be responsible for monitoring student Internet use while off campus.
- The Chromebooks are the property of Royal Valley. Therefore, the school has the right to determine appropriate use. Royal Valley reserves the right to search computers at any time.

CREDITS, COURSES, ACADEMICS, AND GRADUATION

GRADUATION REQUIREMENTS

Subject Area	RVHS Diploma Class of 2027 and Beyond (Qualifies student for admission to State Community College and Technical Schools)	RVHS Diploma Class of 2024-2026 26 Total Credits (Qualifies student for admission to State Community College and Technical Schools)	Qualified Admissions Curriculum (Qualifying curriculum for admission to a Kansas Regent University is recommended, but not required)	Kansas Scholar Curriculum (Qualifying curriculum for admission to a KS Regent University, completers receive a certificate from the State. Possible State scholar designation based on test scores, grades, & funding is based on need)
English	<u>3.5 Credits</u> 1.0 English I 1.0 English II 1.0 English III 0.5 English IV	<u>4 Credits</u> 1.0 English I 1.0 English II 1.0 English III 0.5 English IV 0.5 English Elective	<u>4 Credits</u> *Only those courses pre-approved by the KS Board of Regents *One credit must be completed during each year of high school.	<u>4 Credits</u> *Only those courses pre-approved by the KS Board of Regents *One credit must be completed during each year of high school.
Communication	<u>0.5 Credits</u> 0.5 Speech or another Communication Course			
Science	<u>3 Credits</u> 1.0 Biology 1.0 Physical Science or Chemistry 1.0 Science credit	<u>3 Credits</u> 1.0 Biology 1.0 Physical Science or Chemistry 1.0 Science credit	<u>3 Credits</u> 1.0 Biology 1.0 Physical Science or Chemistry 1.0 Science credit	<u>3 Credits</u> 1.0 Biology 1.0 Chemistry 1.0 Physics
Math	<u>3 Credits</u> 1.0 Algebra 2.0 additional Math	<u>3 Credits</u> 1.0 Algebra 2.0 additional Math	<u>4 Credits</u> 1.0 Algebra 1.0 Geometry 1.0 Algebra 2 1.0 Course > Alg. 2 (student only needs 3.0 credits with ACT Math score 22 or above)	<u>4 Credits</u> 1.0 Algebra 1.0 Geometry 1.0 Algebra 2 1.0 Course > Alg. 2
STEM	<u>1 Credit of STEM</u> 1.0 Computer Science or another approved STEM course			
Social Science	<u>3 Credits</u> 1.0 World History 1.0 US History 0.5 Government 0.5 Economics	<u>3 Credits</u> 1.0 World History 1.0 US History 0.5 Government 0.5 Economics	<u>3 Credits</u> 1.0 World History 1.0 US History 0.5 Government 0.5 Economics	<u>3 Credits</u> 1.0 World History 1.0 US History 0.5 Government 0.5 Economics
Fine Arts	<u>1 Credit</u>	<u>1 Credit</u>	<u>1 Credit</u>	<u>1 Credit</u>
Physical Education	<u>1 Credit</u> 0.5 Health 0.5 PE	<u>1 Credit</u> 0.5 Health 0.5 PE	<u>1 Credit</u> 0.5 Health 0.5 PE	<u>1 Credit</u> 0.5 Health 0.5 PE
Financial Literacy	<u>0.5 Credit</u> 0.5 Personal Finance	<u>0.5 Credit</u> 0.5 Personal Finance	<u>0.5 Credit</u> 0.5 Personal Finance	<u>0.5 Credit</u> 0.5 Personal Finance
Foreign Language			<u>2.0 credits</u> (recommended)	<u>2.0 Credits</u> (Same Language)
Career & Tech Ed. Electives	<u>1.0 Credits</u> <u>8.5 Credits</u>	<u>2.0 Credits</u> <u>8.5 Credits</u>	<u>2.0 Credits</u> <u>8.5 Credits</u>	<u>2.0 Credits</u> <u>8.5 Credits</u>

STUDENT DEBT/GRADUATION

Graduation exercises will be under the control and direction of the building principal. Students who are found to be in good standing will be allowed to participate in graduation activities. Good standing is defined to be no disciplinary action pending and all district debts paid.

PART-TIME STUDENT PROGRAM

The Part-Time Student Program applies only to seniors who are on schedule to graduate in eight semesters and who, at the completion of their seventh semester. No special course(s) will be scheduled or arranged to enable students to participate in the Part-Time Student Program. The following criteria and activity limitations govern those who participate:

- The student must be in a position to graduate without complications.
- The student must file an application with the high school principal.
- Seniors who need less than full time enrollment to complete credit requirements will be allowed to enroll in only those classes necessary to fulfill USD #337 graduation requirements.
- Students' schedules may not have open periods.
- To participate in athletics/activities, a student must be enrolled in courses as required by current KSHSAA rules.
- The Part-Time Enrollment Contract must be signed by the student and his/her parent/guardian and approved by the principal before the first day of the second semester of the student's senior year.
- The student's academic status shall be reviewed by the counselor at the end of the first semester. At that time the district can void the contract if the counselor and/or administration deem full time attendance necessary.

EARLY GRADUATION

Early graduation of students from Royal Valley shall be considered on a case-by-case basis and be at the discretion of the Board of Education. Students must complete the early graduation application before September 15th.

In the event the Board approves early graduation in a "special case" circumstance, the student may participate in the graduation ceremony if all requirements for graduation have been met. However, the student will not be eligible for end-of-year senior activities except as an invited guest or for valedictorian or salutatorian recognition because such recognition is based on eight semesters of attendance.

GPA CALCULATION

GPA And Class Rank Calculation

The grade point average shall be computed by dividing the total grade points earned by the number of subjects taken. Points shall be computed on the following basis: A = 4, B = 3, C = 2, D = 1, F = 0 and Incomplete = 0. For courses designated as weighted courses, an additional grade point is added. A = 5, B = 4, C = 3, D = 2, F = 0 and Incomplete = 0. When an incomplete grade is changed, the grade point average shall be recalculated. "Incomplete" is not a passing grade. Plus and minus marks shall be ignored while computing the grade point average.

Class rank will be determined by weighted GPA, effective with the Class of 2027.

HONOR ROLL

Any student, grades 9 - 12, who is enrolled FULL TIME may qualify for a nine weeks or semester honor roll. The honor roll will have three categories and is determined by weighted GPA. These categories are as follows:

HIGH HONOR ROLL	4.0+ GPA
HONOR ROLL	3.75 - 3.99 GPA

NHS MEMBERSHIP CRITERIA

To be eligible for membership in the Royal Valley High School National Honor Society, students must meet the following criteria:

- Students must have a 3.5 cumulative grade point average.
- Students must be juniors or seniors.
- Interested, eligible students must complete and submit to the Faculty Council an informational form applying for membership in the National Honor Society.
- Foreign exchange students are not eligible for membership in the National Honor Society.

Students eligible for induction into National Honor Society must have 85% of the total points possible from the faculty ballots.

ACADEMIC AWARDS AND LETTERS

ACADEMIC LETTERS

Academic letters will be awarded after the completion of the first, third, fifth and seventh semesters. These letters will be presented at the Spring Awards Program. Cumulative weighted grade point average will be used to determine who letters. First time recipients will receive a chenille letter plus a bar or a star. Second, third-, and fourth-time recipients will receive only a bar or a star. Freshmen will be awarded "provisional letters" during their first year of high school. The provisional letter will be replaced with a permanent letter for the second year if the required GPA is maintained. A certificate will be awarded for the provisional letter. To encourage students to take classes seriously and to do their best as well as to assist students who become academically "at risk," the following program will be used.

EFFECTIVE CLASSES 2024, 2025, and 2026

HIGH HONORS	3.75 - 4.0 GPA (Gold Star)
HONORS	3.50 - 3.74 GPA (Gold Bar)

EFFECTIVE Class of 2027 and Beyond

HIGH HONORS	4.0+ GPA (Gold Star)
HONORS	3.75 - 3.99 GPA (Gold Bar)

All graduates who have maintained a 3.5 GPA or higher through eight semesters will be recognized at graduation with HONORS or HIGH HONORS medallions. -EFFECTIVE CLASSES 2024, 2025, and 2026

The students in the graduating class with the highest and second highest GPA through seven semesters shall be designated valedictorian and salutatorian, respectively. - EFFECTIVE CLASSES 2024, 2025, and 2026

GRADUATION HONORS -

Graduation Honors- Effective Class of 2027 and beyond.

Summa cum Laude: Recognized at graduation with a medal and a cords

- 4.0 + GPA
- 3 weighted classes
 - OR 4 semesters of Washburn Tech with Certification
- Second-semester senior year must be KSHSAA eligible

Cum Lade: Recognized at graduation with cords

- 3.75 + GPA
- 2 weighted classes
 - Or 2 semesters of Washburn Tech with certification
- Second-semester senior year must be KSHSAA eligible

Valedictorian and Salutatorian will be determined by class rank by their weighted GPA. In case of a tie, ACT Superscores will be used to make the final determination.

ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own, and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

The use of AI technologies for academic dishonesty, such as plagiarism or unauthorized assistance, is strictly prohibited in the classroom. Students are expected to uphold academic integrity by utilizing AI tools responsibly and ethically, seeking appropriate permissions and adhering to academic guidelines.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

CHEATING

Cheating is the unauthorized use of information or study guides in any academic exercise. The methods of cheating are varied and well known. Cheating includes:

- Copying from others during a test.
- Sharing answers for a take-home examination.
- Using illegal notes during an examination.
- Taking an examination for another student.
- Tampering with an examination after it has been corrected, then returning it for more credit than deserved.
- Submitting substantial portions of the same academic work for credit in more than one course without consulting the second teacher (and the first teacher if the courses are concurrent).
- Allowing others to do the research and writing of an assigned paper (for example, using the services of a commercial term paper company).

Plagiarism

Plagiarism is academic theft. It refers to the use of another's ideas or words without proper attribution or credit. An author's work is his/her property and should be respected by documentation. Credit must be given:

- For every direct quotation.
- When a work is paraphrased or summarized in whole or in part in your own words.
- For information that is not common knowledge. (It appears in several sources about the subject.)

OFFICE, ELEMENTARY & SECONDARY TEACHER AIDE

Elementary, Secondary and Office Aides must be approved by the high school administration.

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students should write their name and grade on the book label. If a book is lost, stolen, or damaged, the student will be required to pay a replacement fee.

SEMINAR

Seminar is an opportunity to receive help from teachers during the school day, complete work, make up tests and labs, or organize daily assignments. It is a student's responsibility to make sure that this time is used wisely.

POLICIES AND PROCEDURES OF SEMINAR

- Seminar meets every day. The attendance/tardy policy applies to Seminar.
- Bring homework to work on or bring a book to read.
- Teachers will not release students from Seminar until announcements or RVTV are completed.
 - On Mondays, students will not be released from seminar until the travel bell (25 minutes) or the completion of Life Skills lessons.
- To leave Seminar, you must have a pass from the teacher/counselor/sponsor you are going to see during Seminar. Students are encouraged to obtain an appointment pass prior to seminar.
- Students that are academically ineligible are not allowed to leave Seminar unless they are receiving academic support from a teacher and have a pass.
- Failure to be in an assigned room during Seminar, or misuse of the pass privilege will result in a suspension of those privileges.

APPROPRIATE ACTIVITIES FOR SEMINAR

- Working on homework quietly
- Peer tutoring or working on an assignment collaboratively
- Test and quiz make-ups
- Reading
- Club Meetings on Thursdays and Fridays
- SEL and IPS Activities

SEMINAR GRADES

Students can earn academic credit for Seminar. Seminar will be graded on a pass-fail grading scale. Credit will be based on a student's appropriate use of Seminar time and adherence to Seminar rules. The credit will appear on each student's grade card. However, the grade will not be figured into the student's GPA. One-quarter credit may be earned each semester by receiving a passing grade. The grading scale for Seminar is as follows:

70% or above - P (Pass) 69% or below - F (Fail)

Seminar Grading System

- 50% Daily Work
- 50% Seminar Lesson (Xello, Life Skills, Student Led Conferences etc).

LIBRARY

Any student wanting to go to the library during Seminar must first obtain a pass from the librarian. This pass must be obtained in advance and outside of class time. A student wanting to use the library during class time should obtain a pass from his/her teacher and present the pass to the librarian upon leaving.

The library will loan books to any Royal Valley student for a two-week period. They may be renewed for an additional two weeks unless they have been placed on reserve. Students will be notified in writing if they have overdue books.

General Library Rules

- Absolutely no food or drinks are allowed in the library at any time.
- Books are not to be taken from the library without checking them out.
- Reference books may be checked out overnight during the last period of the day.
- Library hours will be from 8:00 AM to 3:30 PM. If a student needs to work in the library after 3:30 PM, he/she must make arrangements with the librarian ahead of time.
- During class time, each student entering the library must have a pass and must return to his/her class before the hour is over. Arrival and return time will be noted on the pass.

DISCIPLINE AND STUDENT RULES

STAFF AUTHORITY

Students are under the authority of any staff member (teachers, secretaries, substitute teachers, bus drivers, custodians, cooks and paras) at any Royal Valley High School sponsored activity. Students who are insubordinate to a staff member or who create any disturbance, which restricts or affects their own learning process or that of other members of the class or any activity are subject to immediate disciplinary measures.

DISCIPLINE CODE

The following section applies to all students. Students who violate the rules and regulations are subject to the penalties described, including detention, suspension, expulsion and any other forms of make-up, punishment or restitution assigned by the administration. Conduct of students away from school grounds is subject to school discipline if it directly affects the good order, efficiency, management, or welfare of the school. The penalties given are guidelines by which the students may familiarize themselves with possible consequences.

Although most violations have a specific penalty assigned to them, a student may be subject to a more severe penalty if the act is severe or excessive in nature or if the student has received previous warnings.

The following act(s) will result in administrative disciplinary action as noted for first, second, and third offenses. The total number of offenses will take into consideration the entire school year and not reset at semester.

- A. Warning
- B. 1 hour detention
- C. 2 hour detention
- D. 1-3 day (s) in or out of school suspension
- E. 3-5 days in or out of school suspension
- F. Will be asked to change attire or sent home to change

Offense	1 st Instance	2 nd Instance	3 rd + Instance
Possession of any nicotine delivery device	D	E	E
Public display of affection	A	B	C
Disruption of class or school	B	C	D/E
Obscene or profane language, gestures, or pictures	B	C	D
Missed detention	C	C	D
Leaving school without permission	C/D	D	D/E
Leaving class without permission	B	C	D/E
Violation of dress code	A/F	B/F	C/F
Bullying	B/C	C/D	D/E
Cell Phone Violation	B	C	D/E
Theft	D	E	E
Inappropriate presence in locker rooms	B	C	D
Inappropriate item for school*	A	B	C

*Items may be stored in the office until picked up by a parent/guardian

If acts exceed a third violation during either semester or total in the year, the student may refer to Suspension and Expulsion Policy, No. 7 under "repeated violations of school rules."

SUSPENSION AND EXPULSION POLICY

The Kansas law authorizes suspension or expulsion for the following reasons:

- Willful violation of a published regulation for student conduct adopted or approved by the board of education
- conduct which substantially disrupts, impedes, or interferes with the operation of the school.
- conduct which endangers the safety of others at school, on school property, or at a school-supervised activity
- conduct which substantially impinges upon or invades the rights of others at school, on school property, or at a school-supervised activity
- conduct which would constitute a commission of a felony by an adult under state law
- conduct which would constitute the commission of a misdemeanor by an adult under state law, but only if such conduct occurs at school, on school property, or at a school-supervised activity
- disobedience of an order of a teacher, peace officer, school security officers, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of the school
- disobedience of an order of a teacher, peace officer, school security officer, or other school authority when such disobedience can reasonably be anticipated to result in substantial and material impingement upon or invasion of the rights of others

RVHS SUSPENSION POLICIES AND PROCEDURES

The Principal and Assistant Principal have authority from the Board of Education of USD #337 to suspend or expel any student guilty of gross misconduct or persistent disobedience when such suspension or expulsion is in the best interest of the school.

- A short-term suspension is not to exceed ten (10) school days.
- Long term suspensions are not to extend past the end of the current semester.

Parents will be notified that a student has been suspended by written notification specifying reasons for suspension in accordance with the policy as set forth in the Board of Education Policy Handbook. Hearings will be set up for the student, parents and school personnel as set forth in Board policy.

Any student suspended from school has to make up the work missed during his/her absence. Students are not allowed to attend any school activities (home or away) or be on school property during the suspension.

The following violations may result in a one (1) to ten (10) day suspension (in school or out of school). A parental conference may be required for readmission. Conditions for reinstatement may include, but are not limited to, probationary status (e.g. a student may be required to report for weekly conferences with administrators or staff), time limits for restitution, or special projects.

- Fighting.
- Acts of vandalism.
- Temper tantrums which disrupt class.
- Engaging in discriminatory insults, intimidation, bullying, hazing or harassment shall be reprimanded. In appropriate cases, other or further action may be taken.
- Willful and deliberate disobedience.
- Forging documentation.
- Theft of student, staff or school property.
- Discharge or possession of fireworks or bottle rockets on school property.
- Misbehavior such as extortion or intimidation.
- Possession or use of alcohol.
- Repeated violations of school rules.
- The following violations may result in a short-term suspension of up to ten (10) days:
- Infractions involving weapons.
- Infractions involving drug possession, use or sale.
- Behavior which results in or is substantially likely to result in injury to the student or others.
- Rules of conduct will be maintained and enforced at all home and away sanctioned activities.
- Engaging in disorderly conduct by word or overt act which is likely to, or in fact does, disrupt normal school activities or damage or destroy school property and/or student property.

DETENTION PROCEDURE

- Detention will consist of 60 - 120 minutes of supervised study.
- Detentions assigned by the office will begin promptly at 3:25 PM.
- Any student reporting to detention after 3:35 PM is considered to be a no show and will not be allowed to serve his/her detention time that day.
- Students should work on class assignments or bring something to read.
- Students will not be allowed to sleep.
- Students will not be allowed to talk to each other.
- Students will be assigned seats.
- No food or drink is allowed.
- Failure to comply with the rules will result in increased detentions or a suspension.
- Students will be responsible for their own transportation home.
- Students assigned detentions will not be allowed to attend practice or activities unless they occur after detention is over.
- Detention will be served on Wednesday of each week.

A teacher may assign a detention to be served with that teacher. Such a detention is not a part of the office records for detentions. If a student fails to appear or cooperate with the teacher, the detention will be transferred to the office.

IN-SCHOOL SUSPENSION (ISS)

It is the school's responsibility to ensure each student can learn in the proper environment. At times, the administration may find it necessary to issue In-School Suspensions for serious or repeated violations of the rules of conduct. In-School Suspension is one way of trying to impress on the student that poor behavior is not the accepted standard of this school district. If a student is placed in In-School Suspension, the following procedures will apply:

- The parents of the student will be notified.
- The student will report to the main office at 8:09 AM.
- The student will eat lunch in the ISS room.
- Communication will be monitored and restricted to specific educational goals for that day.
- Teachers will provide assignments for the student.
- The student will be responsible for all material covered in class during the time the student is in ISS. The student will not be allowed any "make-up" time for work assigned during ISS.
- Time in ISS will range from 1/2 day to five (5) days.
- Students not fully cooperating will face Out-of-School Suspension.

ISS RULES

- No phones.
- No lying on the floor.
- Computer only for schoolwork.
- No leaving the room without permission.
- Desks must face away from the door.
- Lights must stay on.
- Lunch is eaten in the ISS room.
- All other school rules apply during this time.

WEAPONS POLICY

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. Weapons will be defined by state statute.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a weapon shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of Board Policy JDC (probation). When possession of a weapon involves a special education student, the guidelines set forth in Part B of the Individual with Disabilities Education Act (IDEA) shall be followed.

Students violating this weapons policy shall be referred to the appropriate law enforcement agencies and, if a juvenile, SRS.

Senate Bill 38 provides for supervision or revocation of driving privileges of students aged 13 or older who have been given long-term suspension or expelled for

possession of a weapon
use, sale or distribution of a drug or controlled substance
behavior resulting in or substantially likely to have resulted in serious bodily harm

School administrators are required to give written notice to the local law enforcement agency within three days of the suspension or expulsion. Upon receipt of the notice, the local law enforcement agency will report to the Division of Motor Vehicles.

As used in this policy, the term "destructive device" means 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 one-quarter ounce, mine, or other device similar to any of these devices.

SCHOOL PROPERTY

A student is responsible for the full replacement cost of lost or damaged school property assigned to the student. School property lost or damaged by a student will be paid under the following categories:

Vandalism - payment of all charges including labor, plus suspension.

Damage or destruction unintentional but due to a student violation of a rule, regulation, policy or direction of one in authority - payment of all charges including labor. Other disciplinary measures may be considered.

KANSAS SCHOOL SAFETY & SECURITY ACT

According to the Kansas School Safety & Security Act (H.B. No. 2821), any school employee who knows or has reason to believe that a student has committed an act which constitutes the commission of a felony or misdemeanor must report that act to the appropriate state or local law enforcement agency.

ELECTRONIC DEVICES and CELL PHONE POLICY

Each teacher in his or her classroom determines personal electronic device usage. Teachers may confiscate MP3 players, iPods, E-Readers, gaming systems, and other electronic devices. Cameras and any other device capable of making pictures are banned from bathrooms and locker rooms. Students shall not capture/record/video (via school or personal devices) another student, teacher, staff, or classroom without specific authorization.

Cell phones provide access to a great deal of information and have many valuable uses. However, they are also linked to depression, bullying and harassment, and addiction. In the school setting, these devices often are disruptive to a student's ability to learn and their right to a safe learning environment. Cellular devices, smart watches, and other devices (with the exception of school-issued computers) capable of unsupervised communication and access to the internet or social media shall not disrupt the educational process. Cell phone use is allowed during passing periods and lunch only. They are NOT allowed during the time classes are in session, including in the hallway. Teachers may allow students access to a cell phone for a specific class project or learning opportunity, but students may only use their devices for the directed purpose. Confiscated devices must be picked up by the parent or guardian.

SEARCH CANINES

USD #337 has contracted with a company that provides detection canines to perform random sweeps of the building, parking lots, and grounds for the purpose of providing a safe and secure environment for learning. If suspicion results from a search, the student's locker and vehicle may be searched by administration.

SEARCH OF THE PERSON OR OF PROPERTY IN POSSESSION OF STUDENTS

School officials may search students or personal property in their possession or under their control, including motor vehicles on school grounds, if there are reasonable grounds to suspect that the search will produce evidence of violations of law or school rules. The school administration may contact local law enforcement agencies to assist in these searches. General exploratory searches without individualized reasonable suspicion will not be conducted. Such searches shall not be excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

PERSONAL PROPERTY

Each student must assume the responsibility of taking care of his/her own possessions. Since each student is provided a locker, there should be a minimum of lost and misplaced articles. The following suggestions are made to help prevent losses and to aid in the recovery of lost items:

- Place name in all books, notebooks, purses, billfolds and wearing apparel, etc., so that such articles may be returned when found.
- Do not bring unnecessary items to school such as electronic games and/or equipment.
- Take care of possessions and books. Do not leave them in the classrooms, the hallways, or in the locker rooms.
- Bring no more money than is necessary to school. If it is necessary to bring a large sum of money to school, check it into the office for the day.
- Keep locker combinations a secret. If others know your locker combination, then your locker will not be a safe place to keep valuables.
- If the lock is broken or will not work properly, please report it to the office immediately.
- Students in physical education classes should lock all possessions in their PE lockers during class time.
- If items such as billfolds, purses, glasses, rings, textbooks, etc., are found, please take them to the office right away.
- For lost items, check in daily at the office where the lost and found is located. If a valuable item is lost, report it to the office or to a teacher immediately.
- Unclaimed items may be disposed of at the end of each semester.

PERSONAL RELATIONSHIPS

Public displays of affection are not appropriate behavior for school. The holding of hands will be permitted, but other forms of affection (**such as kissing**) will not be tolerated.

STUDENT GUEST POLICY

Parents are always welcome at Royal Valley High School. All visitors must come to the office for a visitor's pass. Former students and graduates of RVHS are requested not to visit teachers while classes are in session. The school is of the opinion that guests disrupt the learning process, and we discourage our students from bringing outside guests to school. Students desiring guests to visit school must obtain approval from the office. Visitation, if approved, is allowed only during the host student's lunch period. Any lunch visitor must have received prior written approval from the parents of the student they are visiting.

TRESPASSERS: The school campus is for RVHS students, staff, and parents. Visitors must be authorized through the principal's office. In order to ensure the safety of all of our students, trespassers will not be allowed on campus. The police will be called, and charges will be filed.

LOCKERS

Any student may request a locker. Lockers should not be shared. Lockers should be kept neat and locked. A malfunction of a lock or locker should be reported to the office immediately. The school is not liable for losses from lockers. Do not keep valuables or money in lockers. Replacement fees for PE lockers will be \$8.00.

SEARCH AND SEIZURE - SCHOOL FACILITIES

Students have limited control over their lockers, desks and other assigned areas for the storage of property. Lockers, desks and such other assigned areas are the property of the Royal Valley Public Schools.

Lockers, desks and such other storage areas and the contents thereof shall be subject to inspection and search by school officials at any time without prior notice if there is reasonable suspicion that such will produce evidence of violations of law or of school rules, or that lockers may contain property which school officials reasonably believe may be intended for use in a manner disruptive to the orderly operation of the school. If feasible and if an investigation will not be jeopardized, a reasonable effort will be made by school officials to have affected students present when their lockers, desks and other assigned areas and contents are searched.

EMERGENCY SAFETY INTERVENTIONS (GAAF)

The board of education is committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavior management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

The policy shall be made available on the district website with links to the policy available on any individual school

Pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

The entire board policy, Emergency Safety Interventions (GAAF) can be found in the back of the student handbook.

ELIGIBILITY FOR ACTIVITIES

Any student may participate in the activities program provided he/she meets the requirements of the Kansas State High School Activities Association and the requirements of Royal Valley High School. Student participation in the activities program is a privilege earned by behaving in an appropriate manner and acceptable academic performance. When students fail in any of these areas, the privilege of participation is jeopardized.

ELIGIBILITY RULES

To be eligible to compete in a high school interscholastic activity, a student must be currently enrolled in five subjects at Royal Valley High School, have passing grades in at least five subjects for the preceding semester and have a current physical form & concussion form on file.

Any athlete who quits or is dismissed from a team prior to the end of the season will not be allowed to use school facilities to work out after school for the next sport season. All equipment issued to athletes must be returned to the head coach prior to participating in the next sport season.

FULL TIME STUDENTS

To participate in school sponsored activities at Royal Valley High School, students must have a maximum of one F (failing grade) total in all classes, including seminar and CTC/online courses.

Beginning Monday after the first varsity football game first semester and every Monday beginning at least ten days after the start of second semester, the administration will compile a weekly progress report. If a student is failing two or more classes, including seminar and CTC/online courses, he/she may not participate in any school-sponsored activities, including sporting events, dances, club meetings, plays, etc. Students failing two or more classes will be considered “not in good standing.”

The administration will e-mail the student, parent (if email is listed in PowerSchool), and coach/sponsor on Monday of the grade check week and notify them of their eligibility status.

Students can return to eligibility by notifying the administration to verify their current grades and remove their name. The administration will review the student’s grades and notify the student that they have been cleared to resume their activities.

Restriction of participation will begin on Wednesday if the student is new to the ineligibility list.

PART TIME STUDENTS

Part time means any student who is taking less than a full schedule of eight classes. Any part time student must be passing all their classes to be able to participate, practice, and/or compete in school sponsored activities.

EXTRA-CURRICULAR TRANSPORTATION

The school usually plans for and provides transportation to school-sponsored activities. Students are expected to ride to and from the activity as a group. A personal contact with the coach/sponsor is required of the parent/guardian in order for a student not to travel in school vehicles.

TRANSPORTATION FOR PRACTICES NOT LOCATED AT THE PRIMARY ATTENDANCE SITE

A student wanting to ride with another student or drive to practices must have a permission form signed by the parents of the student driving the vehicle and the parents of the student wanting to ride in the vehicle. If a student does not have the signed permission forms, he/she must use school provided

transportation. To drive to practices, the student must possess a legal Kansas driver's license. A student with a learner's permit is not legally authorized to drive to practices.

ACTIVITY REGULATIONS ON SCHOOL PREMISES

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to severe consequences such as short-term suspension, long-term suspension or expulsion. Students will be suspended from extra-curricular activities and school related events for a period of no less than one month.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901 et seq. In the event a student agrees to enter into and complete a drug or rehabilitation program, the cost of such program will be borne by the student and his/her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A list of available programs along with names and addresses of contact persons for these programs is on file with the BOE clerk

ACTIVITY REGULATIONS OFF SCHOOL PREMISES

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to severe consequences such as short-term suspension, long-term suspension or expulsion. Students will be suspended from extra-curricular activities and school related events for a period of no less than one month.

HARASSMENT AND DISCRIMINATION

SEXUAL HARASSMENT - USD #337 POLICY

Sexual harassment is not tolerated in the school district. Sexual harassment of employees or students of the district, by board members, administrators, certified and support personnel, students, vendors, or any others having business or other contact with the school, is strictly prohibited.

Definitions of Sexual Harassment: Sexual harassment may include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Persistent unwelcome attempts to change a professional relationship into a personal, social sexual relationship.

Creating a hostile environment, including the use of:

- Innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body;
- Requesting or demanding sexual favors accompanied by an implies or overt promise of preferential treatment with regard to a student’s grades or status in any activity;
- Sexual assault or battery as defined by current law.

Any student who believes he/she has been subjected to sexual harassment should discuss the problem with his/her principal or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student’s complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Confidentiality shall be maintained throughout the complaint procedure.

RACIAL HARASSMENT

Racial harassment is not tolerated in the school district. Racial harassment of employees or students of the district, by board members, administrators, certified and support personnel, students, vendors, or any others having business or other contact with the school, is strictly prohibited.

Definitions of Racial Harassment: Racial harassment is racially motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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

Any student, who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, or another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment shall report the complaint to the building administrator. If the building administrator is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Confidentiality shall be maintained throughout the complaint process.

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

ANTI-BULLYING POLICY

Bullying on USD #337 property, in a USD #337 vehicle or at any USD #337-sponsored activity or event is prohibited. "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

As used in the district policy, the following definitions apply:

"Bullying" means: Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have an effect of:

- harming a student or staff member, whether physically or mentally
- damaging a student's or staff member's property
- placing a student or staff member in reasonable fear of harm to the student or staff member
- placing a student or staff member in reasonable fear of damage to the student's or staff member's property

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

NONDISCRIMINATION - USD #337 POLICY

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, national origin or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school.

MEDICAL/WELLNESS/NUTRITION

NUTRITION BREAK

All students must remain in the commons during nutrition break. The parking lots, RV Gymnasium, Royal Valley Elementary, the old gym, the stadium and the patio area between the main building and the tech/music building are all "off limits" during the 3-minute nutrition break.

CAFETERIA

The cafeteria, in addition to being a lunchroom, is also a place where good human relations can be developed, and here each student is expected to practice the general rules of good manners which one would expect to find in the home or displayed in a public eating establishment. Juniors and seniors will be allowed to go first in the lunch line.

When signing up for the hamburger or pizza bar, students should sign up in the kitchen by 8:09 AM and indicate on the sheet which LUNCH HOUR they have.

LUNCH PERIOD

All students must remain in the commons during the lunch period. The front sidewalk parking lots, RV Gymnasium, Royal Valley Elementary, the old gym, the stadium and the patio area between the main building and the tech./music building are all "off limits" during the 20-minute lunch periods.

ILLNESS AND ACCIDENT POLICY

When students become ill at school, they must report to the office. Parents/Guardians will be notified by school personnel if the student is too ill to remain at school.

All accidents are to be reported to the office immediately so that an accident report may be completed.

Following any serious accident, parents/guardians will be notified immediately.

Parents are requested to report to the school office when their students have been diagnosed with a contagious illness such as chicken pox, strep infection, or mononucleosis.

LICE INFESTATION PROCEDURE

Educational information regarding the management of head lice infestation will be available to all parents. Any student with live lice (bugs) will be sent home for treatment. Students may return to school 24 hours after treatment. Students will have a follow up check by designated school personnel. Students must be free of live lice before returning to the classroom. Parents are encouraged to remove nits to fully eradicate an infestation.

In the school setting, students are encouraged not to share combs, brushes, hats, caps, scarves and other headgear. Routine school wide head checks are no longer recommended. Students may be referred to the nurse for head checks if symptoms are evident, such as frequent scratching, visible bugs, etc. One excused day will be allowed for treatment. Two excused episodes will be allowed per school year.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

Each student must have the required immunizations before entering Royal Valley High School.

Before a student athlete is permitted to report for practice in a sport, he/she must have a physical examination or health review documented by a completed, current physical examination form furnished by the school. The form requires the signatures of both student and parent or guardian.

MEDICATION AT SCHOOL

When students are required to take medication at school, those people who observe or store the medication must observe the following rules:

Prescription medicine must be in the original container and be prescribed by a doctor. Information concerning the amount and frequency of the dosage must accompany the medicine. Because schools do not administer medication, the school personnel will only observe and record that the medication was taken.

For non-prescription or "over-the-counter" medications, the medicine should be in the original container and must be accompanied by a permission note from the parent. Because schools do not administer medication, the school personnel will only observe and record that the medication was taken. If school personnel observe misuse, a doctor's permission may be required. The person observing the dosage of medication will also record non-prescription medicines.

Parents/guardians may come to the school to administer the medications if they choose.

PERSONAL APPEARANCE & DRESS CODE

The school reserves the right to restrict the activity of the student around shop machinery or in any other situations where the student's health or safety is directly related to the manner of dress.

- Clothing and appearance shall be neat and clean.
- Shorts of an appropriate length are acceptable
- Shoes must be worn at all times.
- Shirts and tops that do not cover the full stomach and back of the student should not be worn to school.
- Any clothing that reveals a student's undergarments should not be worn.

Clothing judged by the school to be indecent, suggestive, having any reference by word or influence to illegal drugs, alcohol, gang activity and/or symbols of hate or discrimination (swastika, iron cross or stars and bars) will not be allowed at school or at any school activity.

NOTICE OF COMPLIANCE - TITLE VII

It is the intent of the Board of Education of Unified School District No. 337 to comply with Title VII of the Education Amendment of 1972 (P.L. 92-318), as amended. Unified School District No. 337 is an Equal Opportunity Employer and does not discriminate on the basis of sex in employment, educational programs, or other activities in which it operated and is required by Title VII not to discriminate. The Title VII Coordinator for Unified School District No. 337 is John Rundle, Superintendent, Box 219, Mayetta, KS 66509; telephone (785) 966-2246.

TITLE VII GRIEVANCE PROCEDURE

STEP 1: The complainant will contact the principal of the school involved and try to resolve the complaint at that level on an informal basis. On matters involving adopted district policies or practices, the complainant will contact the Superintendent of Schools.

STEP 2: If the complaint is not resolved at Step 1, then the complainant may file a written complaint with the Title VII coordinator. A hearing will be scheduled which will be held within fourteen (14) calendar days after receipt of the written complaint. The findings of this hearing will be filed in writing with a copy being made available to the complainant.

STEP 3: If the complaint is not resolved in Step 2, then the complainant may appeal in writing to the Board of Education. A hearing will be scheduled within thirty (30) calendar days with the Board of Education. The findings of this hearing will be filed in writing with a copy being made available to the complainant. The findings of this hearing will be considered final.

SCHEDULES

A,B, & C DAY SCHEDULES

The A and B day calendar will be kept on a Google calendar maintained by the principal and shared with faculty, staff, and students.

RVHS FINALS SCHEDULE

Semester I

Date	Finals
December 18, 2023	1A, 2A, 4A
December 19, 2023	1B, 2B, 4B
December 20, 2023	3A, 3B

RVHS classes will be dismissed at 11:00 on Wednesday, December 20th. Students that need to make up finals, will complete them in the afternoon of December 20th.

Semester 2

Date	Finals
May 15, 2024	1A, 2A, 4A
May 16, 2024	1B, 2B, 4B
May 17, 2024	3A, 3B

RVHS classes will be dismissed at 11:00 on Friday, May 17th. Students that need to make up finals, will complete them the afternoon of May 17th or the morning of May 20th.

FINALS OPT OUTS

Royal Valley Students are given the opportunity for earning final waivers each semester.

1st Semester Opt Outs

- All Students: 95% attendance rate, 0 suspension and 3.0 semester GPA
- 12th grade Students: Participation in a senior student-led conference

2nd Semester Opt Out

- All Students: 95% attendance rate, 0 suspension and 3.0 semester GPA
- 9th -11th grade Students: Participation in a senior student-led conference

A & B BELL SCHEDULE

Club Meetings	7:45 – 8:10am
First Hour (1A/1B)	8:10 – 9:36am
Nutrition Break	9:36 – 9:39am
Second Hour (2A/2B)	9:43 – 11:09am
Seminar	11:13 – 11:58am
Third Hour (3A/3B)	12:02 – 1:52pm
Lunch (1)	11:58 – 12:20pm
Lunch (2)	12:24 – 12:46pm
Fourth Hour (4A/4B)	1:56 – 3:22pm

C Bell Schedule – Friday

Club Meetings	7:45 – 8:10am
1A	8:10 – 8:51am
2A	8:55 – 9:35am
Nutrition Break	9:35 – 9:38am
1B	9:42 – 10:22am
2B	10:26 – 11:06am
Seminar	11:10 – 11:50am
3A	11:54 – 1:10pm
Lunch (1)	11:50 – 12:12pm
Lunch (2)	12:16 – 12:38pm
3B	1:14 – 1:54pm
4A	1:58 – 2:38pm
4B	2:42 – 3:22pm

TELEPHONE USAGE

In the event of an emergency, a student may only use the phone in the main office. Students will not be allowed to use the phone in a teacher's classroom.

MAIN OFFICE BUSINESS

The office personnel cannot cash personal checks. The office personnel cannot make change for denominations larger than \$10.00. Students may not get change during class periods. The office personnel will make change before and after school and during lunches and breaks.

Students may deposit money in their lunch accounts before and after school and during lunch periods and breaks.

SCHOOL DANCES

Dances are provided throughout the school year as social activities for RVHS students. Class organizations and clubs may sponsor these activities. All high school dances following school activities must end by 11:30 PM. Attendance at dances is limited to Royal Valley High School students and their approved guests. Students leaving the dance may not return. To enter the dance late, a student must have made prior arrangements with the dance sponsor or administration.

A "guest" is defined as one's date to a school-sponsored dance that does not attend Royal Valley High School. All dates must be signed up in advance in the office prior to the activity and must complete and submit the guest approval form to the administration at least one day before the dance. All guests are subject to approval by the administration. The date must be accompanied by the RVHS student at the time admission to the activity is sought; some form of identification may be requested of the guest. No middle school students are allowed at high school dances.

HOMEcoming and KING & QUEEN OF COURTS CANDIDATES

All senior boys and girls enrolled at Royal Valley High School will be eligible for King and Queen candidacy if they have met the following criteria:

- The student must have a 2.0 cumulative GPA through six semesters.
- The student must be a participating member of a sport, club or organization at Royal Valley.
- (Homecoming-Fall, King & Queen of Courts-Winter)
- The student must be enrolled in a minimum of 2.5 credit hours.
- The student must have at least 21 credits.
- The student must be a member in good standing with the team, club, organization and school.
- Good standing is defined to be no disciplinary action pending and all district debts paid.
- The student must have attended Royal Valley for both semesters his or her junior year.

A student is only eligible to be a candidate for one royalty event.

TRANSPORTATION

TRANSPORTATION TO & FROM WASHBURN TECH

A student wanting to ride with another student or drive to Washburn Tech must have a permission form signed by the parents of the student driving the vehicle and the parents of the student wanting to ride in the vehicle. If a student does not have the signed permission forms, he/she must use school provided transportation. In order to drive to Washburn Tech, the student must possess a legal Kansas driver's license. A student with a learner's permit is not legally authorized to drive to Washburn Tech.

DRIVING PRIVILEGES/CAMPUS VEHICLE PROCEDURES

DISPLAY OF PARKING PERMIT

Place the Parking Permit sticker at the bottom of the rear window on the passenger side

RVHS Parking Rules and Regulations

- All RVHS students who drive and park vehicles at RVHS during school hours must register and receive a parking permit for the vehicle from the office. Student motor vehicles parked on school grounds **MUST DISPLAY A CURRENT PERMIT ON THE REAR WINDOW AT ALL TIMES** or **parking privileges can be revoked.**
- Students who drive to school will be issued a parking permit for each car that they drive to school. The first permit per car will be free. Lost or stolen permits will cost \$1.00.
- Registration forms must be properly prepared with the required information. It is the student's responsibility to keep his/her registration information up-to-date.
- In the event that the vehicle registered is sold or another vehicle is to be used, a new registration card must be filled out and filed in the office. There is no charge for this.
- There are reserved parking spaces in front of the high school for the faculty. Students are not permitted to park in these spaces.
- There will be no selling, borrowing, using, or lending of vehicle permits by one student to another. The number assigned to the permit must match the name on the registration card and that person is responsible for any violations committed by the vehicle displaying the permit unless it is reported stolen or lost in the office.
- Students are responsible for the safety and cleanliness of the parking lot. Littering, speeding and/or reckless driving will be grounds for revocation of the parking permit. Students who have their permits revoked are not allowed to park on school property.
- School officials may search student vehicles in accordance to Kansas State Law when there is reasonable cause to believe that tobacco, drugs, weapons, stolen property or any other illegal items that could interfere with school purposes may be present. Failure to cooperate with authorities during such searches will result in consequences applicable to the greatest suspected offense.
- Students are expected to park their cars according to state, city and RVHS regulations. Violations of these regulations will incur consequences. Consequences include, but are not limited to:
 - Revocation of parking privileges for a specific period of time
 - Automatic towing at the owner's expense if an unauthorized car is parked in a handicapped space.