



**VALLEY HIGH SCHOOL
HANDBOOK**

2025-2026



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VHS Vision

Education today... Success tomorrow

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WELCOME TO VALLEY HIGH SCHOOL

The Valley High School Handbook provides information including rules, policies, academic requirements, and student privileges and responsibilities. The more you involve yourself in school life, the more likely you will be to succeed academically and socially. Have a good year! EDUCATION makes good things happen in your life. It is the key to success with a better life and a better future.

Good things happen when you:

- Make the best of your class work and homework
- Take advantage of opportunities for learning
- Discipline yourself to get the job done
- Make decisions that are the best for you
- Think for yourself

VHS VISION AND MISSION STATEMENTS



VALLEY HIGH SCHOOL

OUR **VISION** *Education today...
success tomorrow*

OUR **MISSION** *Commitment to life-long
learning and accountability to
self and society*

**CHARACTER
EDUCATION**

Trustworthiness Citizenship Fairness Responsibility Respect Caring

The graphic features a large, stylized 'VHS' watermark in the background. On the right side, there is a grey triangle containing a red and white mascot head. At the bottom, a horizontal orange bar contains six black arrow-shaped boxes pointing to the right, each containing one of the character education traits.

SUPPORT AND HELP FOR VHS STUDENTS



Occasionally, every student may feel the need for extra support or help from the school staff. We have many understanding people and available programs that can help a student get through any tough time. If a student is stressed, frightened, bored, tired, or just needs somebody to talk with about a problem or concern, please talk with someone on the staff. Teachers, the school counselor, the principal, the office secretary, or other staff members are here to help students have a positive high school experience.

FACULTY AND STAFF

Administration

Principal- Don Heath

Counselor- Ashley Chamberlain

Secretary- Rachel Spencer

Athletic Director- Tony Esplin

Faculty

Bryce Adair

Karin Peterson

Megan Smith

Brianna Larmore

Cassie Franklin

Jesslyn Hooper

Jeff Cox

Lance Peterson

Jim Wood

Rebecca Osterhout

Emily Roundy

Robert Lacey

Sarah Esplin

Natalie Barney

Custodians

Wayne Cox

Teacher Aides

Connie Crofts

Dan Darger

Kristy Brinkerhoff

Educational Talent Search

Nikolett King

Librarian

Alyssa Lee

EdNet

Melanie Spencer



STUDENT LEADERSHIP

Student Body Officers

President- Nyola Schreiner

Secretary- Tenacie Roundy

Vice President- Zoe Burrows

Public Relations- Eli Staples

Class Presidents

12th Grade- Keenan Chamberlain

9th Grade- Rylee Pavlides

11th Grade- Holden Harris

8th Grade- Kaleb Heaton

10th Grade- Micah Johnson

7th Grade- Tace Leinbach

Club Presidents/Other Leaders

FCCLA-

Drama-

FBLA-

Cheer- Keira Burrows

FFA- Maddie Cox

HOPE Squad- McKaydee Bauer

BELL SCHEDULE

	Monday – Thursday		Friday & ½ Day	
1st Period	8:00 -	9:12	8:00-	8:53
2nd Period	9:16-	10:28	8:57-	9:50
3rd Period	10:32-	11:44	9:54-	10:47
Lunch	11:44-	12:12	10:51-	11:44 (4 th Hour)
4th Period	12:16-	1:28	11:44-	12:04 (Lunch)
5th Period	1:32-	2:44	12:08-	1:00
Assembly Schedule				
1st Period	8:00-	9:03	8:00-	8:48
Assembly	9:03-	9:48	8:52-	9:40 (2 nd Hour)
2nd Period	9:52-	10:55	9:40-	10:05 (Assembly)
3rd Period	10:59-	12:02	10:09-	10:57 (3 rd Hour)
Lunch	12:02-	12:30	11:01-	11:49 (4 th Hour)
4th Period	12:34-	1:37	11:49-	12:09 (Lunch)
5th Period	1:41-	2:44	12:13-	1:00 (5 th Hour)

SCHOOL CALENDAR

August 5	Teacher Preparation Day
August 6	Opening Institute
August 7 & 11	Teacher Preparation Days
August 12	First Day of School – Full Day
August 20	School Pictures
September 1	Labor Day Holiday
September 12	Mid-Term
September 29	Teacher Work Day
October 7	Parent Teacher Conf. / PCCR
October 17	End 1 st Quarter
October 20-21	Fall Break
November 19	Mid-Term
November 26	½ Day
November 27-28	Thanksgiving Holiday
December 19	End 2 nd Quarter
Dec. 22-Jan. 5	Christmas Break
January 5	Teacher Professional Development Day
January 6	School Resumes
January 19	Martin Luther King Holiday
February 6	Mid-Term
February 16	Presidents' Day Holiday
March 4	Parent Teacher Conf. / PCCR
March 13	End 3 rd Quarter
Mar. 30-Apr. 3	Spring Break
April 22	Mid-Term
May 21	½ Day/VHS Graduation
May 22	Last Day of School



VALLEY HIGH SCHOOL SONG

1st Verse

Hail to our high school, the one we love so well. Down in the Valley where friendship
e're shall dwell. Home of our school days by work and study won, dearest of all
schools beneath the western sun.

Chorus

At Valley High School as friends we'll ever meet. True to our friendship of days that
are so fleet. Onward and upward our course we will pursue, with teachers to lead us
who are valiant and true.

2nd Verse

Ever we're striving more knowledge to obtain. True to our motto, success shall be our
fame. We're one in purpose, we're climbing round by round, rich gems of knowledge
in each bright day are found.

Words by Bessie Payne Heaton, Music by H. Theron Salter

VALLEY HIGH SCHOOL STYLE GUIDE

INTRODUCTION

The Valley High School logos and icons are central to the school's visual identity and should be used on branding materials and communications within the organization, including official school documents, school stationary, the school website, social media channels, etc. We encourage using the logos in a consistent manner to help with school spirit and identity. Please do not alter the logos by changing the font, colors, spacing, or adding outlines, drop shadows, or other embellishments.

*There is some debate as to the spelling of buffalo in its plural form. Most dictionaries list the plural of buffalo as *buffalo* or *buffaloes* or *buffalos*. We recommend using the BUFFALOS spelling for all school branding materials.

PROPORTION, RESOLUTION, SIZE

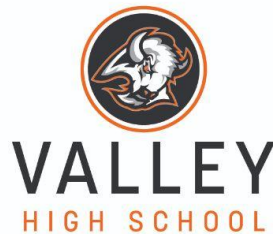
Our logos should never be stretched or distorted—always scale proportionally. This can usually be done by selecting the corner and/or holding shift when resizing the logo in an application. When possible, use the vector formats (.ai) for production purposes. If a raster format is used (.png or .jpg), make sure that the logo file has a high enough resolution that it will maintain clarity for the intended use.

FONTS AND GENERAL TYPOGRAPHY

The font used in the primary school logo is Korolev Medium. It is useful for a headline or title font, and pairs nicely with a light sans-serif font for the body text. The spirit logo uses an outlined version of Korolev, as well as the Modesto font for the BUFFALOS portion of the logo.

PRIMARY SCHOOL LOGO

The primary logo should be used on official school documents and communications such as school letterhead, ID's or badges, and the school website. Both the BUFFALOS and HIGH SCHOOL wordmarks are acceptable to use underneath VALLEY and the icon.



PRIMARY SPIRIT LOGO



The spirit logo is a bolder version of our primary school logo. It works well for sports and activities, as well as general promotional materials for the school.



ICONS

The school icon should be used when there is insufficient space for the primary school logo, or when the text from the logo would be too small to read. Various color combinations and circles can be used with the school icon. A simplified version of the icon may be useful for situations such as a one-color shirt print or for embroidery purposes.



V LOGO

The V logo should be used in similar situations as the icon. It also works well on hats, uniforms, and other sports items. The V logo can be combined with the spirit wordmarks in various ways to create an array of promotional school materials.



WORDMARKS



Use wordmarks when there is limited space or when the icon has been used in another location on the branding material. The spirit wordmark could be used on uniforms and on other sports/activities materials. The primary wordmark should be used on official or formal communications.



SCHOOL COLORS

The primary school colors are black and valley orange. Dark gray and light gray can be used as accent colors when needed. When using orange, use ONLY VALLEY ORANGE and do not apply any color alterations.

CMYK BLACK		DARK GRAY		VALLEY ORANGE		LIGHT GRAY	
HEX	#231F20	HEX	#414042	HEX	#F26522	HEX	#A7A9AC
RGB	35, 31, 32	RGB	65,64,66	RGB	242,101,34	RGB	167,169,172
CMYK	0,0,0,100	CMYK	0,0,0,90	CMYK	0,75,100,0	CMYK	0,0,0,40

HIGH STUDENT ACHIEVEMENT

During this time of student life, education is a student's career. Coming to this school is a student's job. A student's job expectations and responsibilities include:

1. Be responsible for learning at school. Learning is a student's first responsibility. It is great to have friends, but students should not socialize during class time. Socializing interferes with both learning and the general atmosphere of the classroom.
2. Put forth your best effort at all times.
3. Take paper, pencil, chromebook, needed textbooks, and any special materials to each class daily. Be responsible for taking those materials to each appropriate class.
4. Be prepared, complete and submit all assignments.

HOME/SCHOOL COMMUNICATION

Clear and accurate communication is important to students and their families. Remind texts will be sent out periodically. A mid-term report will be sent to parents by mail. Sometimes students will be responsible for taking messages home. During school, remember to listen to the announcements on the PA and messages from teachers. All school district employees, including coaches, are required to communicate through Binderly. Important information regarding grades, announcements, activities, etc. will be posted on the school website: <https://vhs.kanek12.org>

RIGHTS AND RESPONSIBILITIES

Every person has the right to be treated as an exceptional human being. By being a student at Valley High School, a student can expect:

1. The right to an education. (Teachers should be free to teach and students free to learn without being interrupted by inconsiderate or disruptive students.)
2. The right to be safe in school and to have personal and school property respected.
3. Freedom from physical abuse and/or mental abuse including name calling, intimidation, harassment, or any form of bullying. Swearing and use of inappropriate language are not acceptable. Discipline will be in compliance with school and district policy.
4. Freedom from being segregated or mocked because of race, gender orientation, religion, physical strength, friendship groups, age, culture, disability, clothing, etc.

It is the policy of the Kane County School District to provide all students a learning environment free from sexual harassment. This means unwelcome sexual advances,

requests for sexual favors, other physical or verbal conduct or communications of a sexual nature, whether initiated by students, school employees, or visitors. This policy is available in the Principal's Office.

VHS LIBRARY

The library is open to students from 7:30 a.m. to 3:30 p.m. Monday through Thursday and 7:30 a.m. to 1:00 p.m. on Friday. Students are expected to show consideration for others by moving and reading quietly. Students may check out two books at a time for a two-week period. Books may also be renewed for an additional two weeks if needed. Students that have their name listed on the overdue book list may not check out any additional books or materials until the late books are returned or paid for. There is a five cent per day fine for overdue books, and a replacement fee must be paid for lost or damaged books.

SCHOOLWORK

Learning and teaching are established on the premise that all students can and do learn. Students are required to complete all assignments in all classes and submit them to the teacher. Schoolwork and homework should be completed as soon as possible after being assigned rather than being put off until the last minute. We encourage all students to do quality work on every assignment. School work must meet acceptable English usage guidelines. Falsified information (written or verbal), cheating, and plagiarism will not be tolerated. Absent/late work will be accepted at each teacher's discretion.

REPORT CARDS

Students receive grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P (passing) or I (Incomplete). For the 1st, 2nd, and 3rd quarters, a student who receives an "I" grade must complete work to get a passing grade within two weeks following parent notification. It is the responsibility of the student to work with individual teachers.

BUS CONDUCT & REGULATIONS

The students on the bus are under the immediate supervision of the bus driver and are thus subject to the following rules set by the School Board and the State.

1. Stand in an orderly single file line at pick-up points until the bus comes to a complete halt.
2. Enter the bus in an orderly fashion.
3. All passengers must be seated while the bus is in motion.
4. At your stop, remain in your seat until the bus has fully stopped. Then enter the aisle and go directly to the front exit door.

Loud talking, use of profanity, fighting, throwing things, smoking, damaging the bus or bus seats, standing, eating or drinking, are examples of activities that draw attention of the bus driver from his/her main task of safe operation of the bus. Such actions, or any other distracting action by the riders, create a safety hazard by demanding unnecessary attention of the driver and are forms of misconduct. Misconduct at bus stops is also considered a violation and shall be cause for disciplinary action.

When a rider is guilty of misconduct on the bus or at the bus stop, it will be reported to the principal of his/her school. Parents will be held responsible for any bus damage that may result from the student's misconduct. Misconduct may be cause to deny the privilege of transportation to the student. The following procedures will be taken by school administration. Misconduct citations will be issued as follows:

- 1st Offense: Student given an oral warning. (Bus Driver)
- 2nd Offense: Student/Parent given a written warning. (Bus Driver, School Administration and parents)
- 3rd Offense: Student/Parent given a written warning
- 4th Offense: Student given a written warning. Bus privileges denied for 10 days. A parent conference is required before student can return to bus
- 5th Offense: Transportation privilege denied for the remainder of the school year. (School Admin. And School Board)

Offenses such as smoking, drugs, weapons, damaging the bus, or harming another student will be handled as 3rd citation level on the 1st offense. Violation of the law will be reported to the Sheriff's Office for investigation and prosecution.

ILLNESS

If a student becomes ill at school, the classroom teacher will send the student to the school office. Students should not use the classroom phones to call home.

1. Students must report to the secretary in the office.
2. Students will be allowed to go home ONLY if parents or guardians are contacted and approve of the student going home.
3. If a student's parent cannot be reached, and the student is not in an emergency situation, the student will return to class. If the student is too ill to return to class, provisions will be made for the student to rest at school.



PROCEDURES FOR ABSENCES

Utah State Law requires all students to attend school up to the age of 18. While students are required to be in school every day, there may be illness or special emergencies that will require absence from school. Parents must contact the school office and report the reason for their student's absence. Parents are encouraged not to keep students home to baby-sit, run errands, or for any non-emergency family business. Please be aware that failure to ensure their education and attendance could be considered educational neglect.

Students are expected to attend all scheduled classes. An unexcused absence is defined as missing more than 15 minutes of the class without proper permission. Two or more unexcused absences in any class will result in loss of participation in games, meets, matches, competitions, or performances. This will be based on quarters. Students are deemed ineligible to participate until excess absences are made up. Absences may be made up with the teacher or principal. Required makeup time is 60 minutes per unexcused absence, starting with the 2nd absence in that class. It is the student's responsibility to arrange for make-up time. Credit for points lost in class due to absences is at the discretion of the teacher.

When a student knows he/she is going to be absent from school for several days, he/she should make arrangements to do studies or to have work assigned before leaving. Students who leave school must check out with the principal or the front desk before leaving and check out with parent's permission. If a student's absence may be prolonged, a parent should contact the school for assignments that could be done at home. **When a student is absent, it is the responsibility of the parent to contact the school by phone or in person prior to the absence or on the day of the absence, and notify the school that the child will be absent. Absences must be excused within 48 hours (2 business days).**

TARDY POLICY

Students are expected to arrive at school and be in class on time. Tardiness disrupts the class and is unprofessional and disrespectful. Students will sign a tardy log, parents/guardians will be contacted, and students will lose passing privileges/other privileges if punctuality is not improved (cell phones, off campus lunch, receive ISS). Punctuality is an important employability skill (see each teacher's syllabus).

Students are expected to be on time and attend scheduled classes. Excessive tardies (4 or more in any class) will result in loss of participation in games, meets, matches, competitions, or performances. This will be based on quarters. Students are deemed ineligible to participate until excess tardies are made up. Tardies may be made up with the teacher or principal. Required makeup time is 15 minutes per tardy, starting with the



4th tardy in that class. Make-up time may be done before school, at lunch, or after school. It is the student's responsibility to arrange for make-up time. Credit for points lost in class due to tardiness is at the discretion of the teacher.

STUDENT GUESTS/VISITORS

Guests of students are NOT PERMITTED on campus or in classes because of the liability to the school district. ALL visitors are to report to the school office upon entering the school. Parents are always welcome but must check in with the office.

VHS LOCKERS

Hall lockers and P.E. lockers will be provided to students. The administration and/or a designee may search all lockers and/or backpacks if there is a reasonable cause. (UCA 78-3E-4)

ITEMS NOT ALLOWED IN SCHOOL

The following items are disruptive and may interfere with the learning climate at our school. Please do not bring such items to school. Exceptions may be arranged with teacher or school principal:

1. Dangerous objects/weapons such as knives, spike wristbands, spike necklaces, sharp objects, lighters, matches, or any device which can hurt people.
2. Items of distraction such as toys, water guns, whistles, balloons, stink bombs, confetti, offensive spray, laser lights, etc.

Items taken from a student may be returned to a parent. Items that are considered harmful or extremely dangerous will be given to the local police department.

CELL PHONES/ELECTRONIC DEVICES

Cell phones and electronic devices will be allowed before school, during lunch, and after school. They may not be used during class breaks or in the classroom except with teacher discretion for educational purposes.

- | | |
|--------------|---|
| 1st Offense: | Cell phones will be confiscated and will be returned at the end of the day with parent notification. |
| 2nd Offense: | It will be returned to a parent. |
| 3rd Offense: | The cell phone will be returned to a parent. The cell phone will be checked in at the front office during school hours, on a case by case basis, from that point forward. |

VHS DISCIPLINE PLAN

Teacher Individual Discipline Plan

Level 1

1. Warning
2. Teacher's individual discipline plan
3. Parent contacted

Level 2

1. Removal from classroom to Principal's office.

Principal Plan

Level 1

1. Parent contact
2. Conference with student

Level 2

1. Parent contact
2. Conference with parents
3. Potential ISS
4. Potential counseling/resiliency skills/coping skills

ISS (In School Suspension)

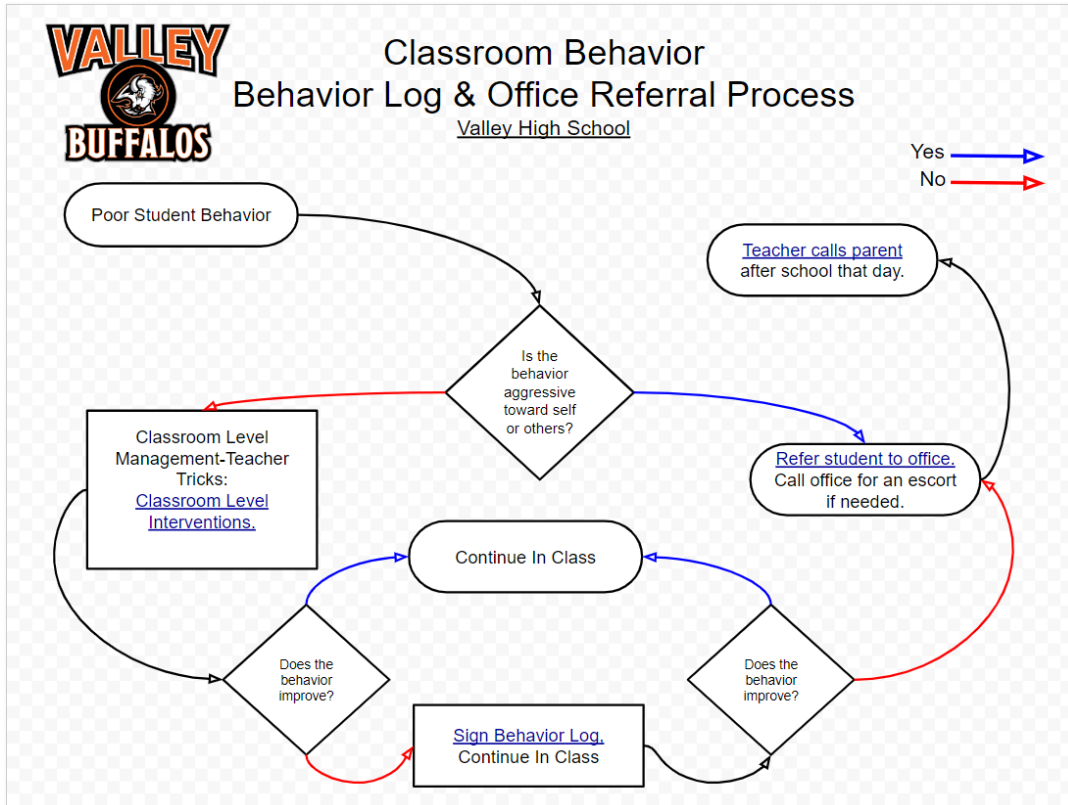
1. Student starts school 5 minutes early
2. Student may be held up to 5 minutes after last bell
3. Student will raise hand for help

Important: Discipline is about teaching, not about punishment

School Discipline is designed first and foremost to keep school a safe place emotionally, socially and physically. Discipline should also be an instructive support system that allows students to learn why certain behaviors are inappropriate and to learn and practice positive replacement behaviors. Ideally, it helps students accept responsibility for their misbehavior and repair any damage done to their school relationships as a result of their bad choices. Just as in real life, there are often consequences to misbehavior and those too are designed to be a learning experience that repairs relationships. Quite often when we hurt others and damage our relationships, it is not possible to completely repair the situation and thus other consequences are required to ensure we have done everything we can to right our wrongs.

We appreciate your support as a parent or guardian of a Valley High School student to help us accomplish this goal. We have a school-wide positive behavioral

intervention and support system with multiple tiers of support to encourage positive behavior and to support students struggling with behavior problems.



RESTORATIVE PRACTICES

We strongly believe that school discipline should focus on teaching rather than focus on punishment. When appropriate and as often as possible, we strive to have students reflect on their behavior and come up with a plan to right the wrong. Restorative practices are used here at Valley High School to help resolve conflict between students and to prevent future harm. Restorative practices give those harmed an opportunity to let those responsible know how it has affected them. In turn, those responsible for the harm are able to reflect on the situation and make plans to make it right.

The following are questions that are typically used when implementing restorative practices:

Restorative Questions I (to respond to challenging behavior):

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make it right?

Restorative Questions II (to help those harmed by others' actions):

- What did you think when you realized what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make it right?

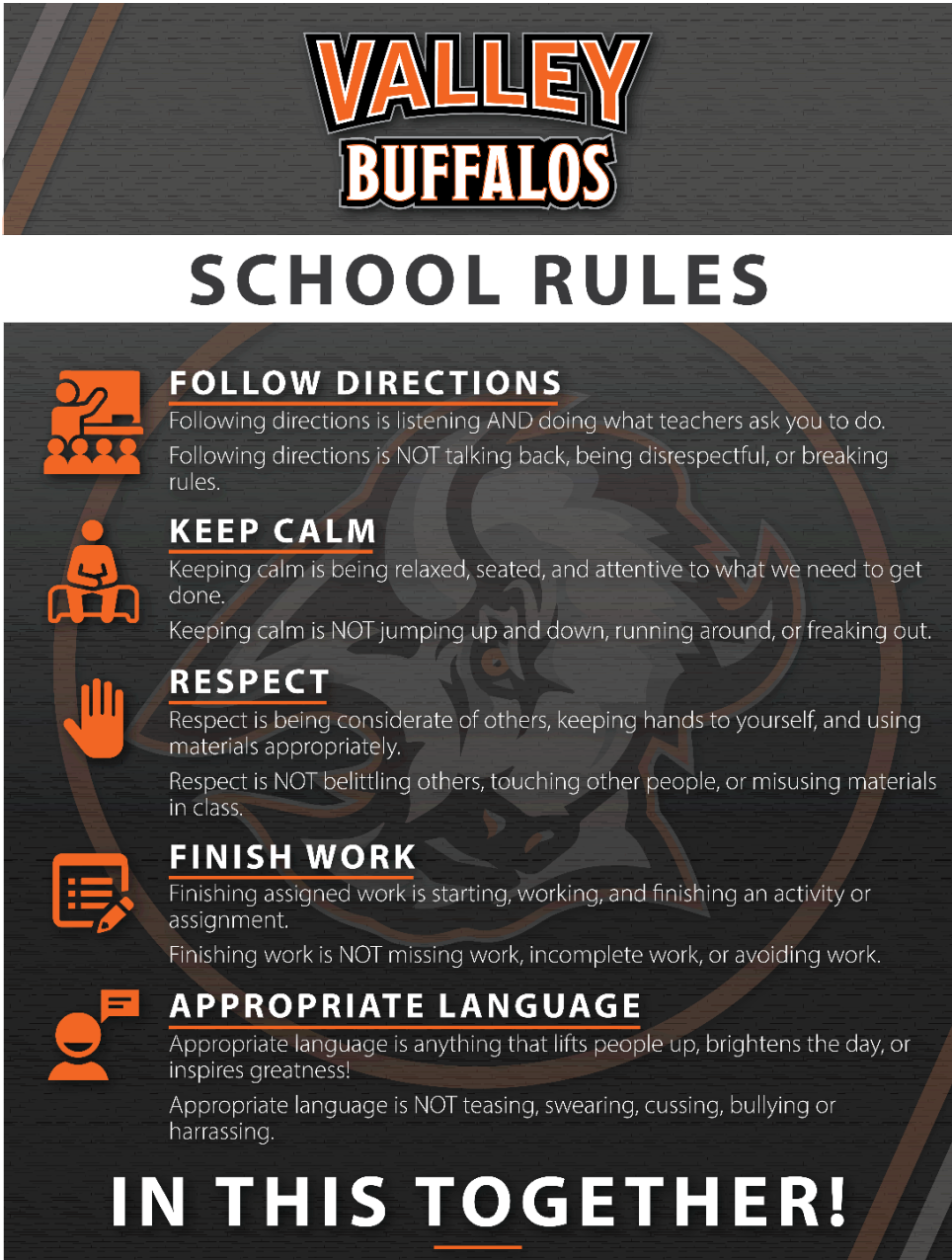
ABIDE BY THE “BIG SIX” EXPECTATIONS OF VHS

We believe that our students are very responsible and disciplined. Procedures are in place when students fail to comply with school expectations and management procedures. If these rules are violated, consequences will follow. Parents are contacted and if needed, the local police and/or other district and community resources will become involved.

1. **Fighting, harassment, bullying and intimidation** are strictly forbidden. These acts will result in a detention and may include one to five days of placement in either in-school or out-of-school suspension.
2. **Disrespect, insubordination and lack of diligence** to an administrator, teacher, staff member, other student(s) or guest are not acceptable. These acts will result in out-of-school or in-school suspension and/or detention and a parent conference.
3. **Attendance** is very important. An unexcused absence is a violation of state laws. Students who are chronically absent from school will, with their parents, be referred to the Juvenile Court System and/or the Division of Family Services for educational neglect.
4. **Theft** is a crime against both individuals and society. Acts of theft will be referred to the school principal, local law enforcement, and juvenile court authorities. The school may assign the violator in-school or out-of-school suspension and/or detention.
5. **Possession, use, and/or distribution of illegal drugs or substances, tobacco or vaping devices, or alcohol** are strictly forbidden at VHS and its surrounding premises. Parents will be notified, and violators will immediately be referred to the school principal. The school will strictly adhere to the district drug, alcohol, and illegal substance policy.

6. **Vandalizing school property** is not acceptable and will not be tolerated. Full restitution will be required of those students who commit this offense. Parents will be contacted and possible referral to the local police department will be made. In-school or out-of-school suspension may also be used. Rewards may be offered to those who can assist in identifying those students who have vandalized the school in any way.

VHS SCHOOL RULES



The poster features a dark background with a large, stylized buffalo head in the center. At the top, the text 'VALLEY BUFFALOS' is written in a bold, orange, blocky font with a black outline. Below this, the words 'SCHOOL RULES' are written in a large, white, sans-serif font. The rules are listed in a column on the left, each preceded by an orange icon: a teacher at a desk for 'FOLLOW DIRECTIONS', a student at a desk for 'KEEP CALM', a hand for 'RESPECT', a notepad and pencil for 'FINISH WORK', and a person with a speech bubble for 'APPROPRIATE LANGUAGE'. Each rule is followed by a brief explanation of what it means and what it does not mean. At the bottom, the phrase 'IN THIS TOGETHER!' is written in a large, white, sans-serif font.

**VALLEY
BUFFALOS**

SCHOOL RULES

 **FOLLOW DIRECTIONS**
Following directions is listening AND doing what teachers ask you to do.
Following directions is NOT talking back, being disrespectful, or breaking rules.

 **KEEP CALM**
Keeping calm is being relaxed, seated, and attentive to what we need to get done.
Keeping calm is NOT jumping up and down, running around, or freaking out.

 **RESPECT**
Respect is being considerate of others, keeping hands to yourself, and using materials appropriately.
Respect is NOT belittling others, touching other people, or misusing materials in class.

 **FINISH WORK**
Finishing assigned work is starting, working, and finishing an activity or assignment.
Finishing work is NOT missing work, incomplete work, or avoiding work.

 **APPROPRIATE LANGUAGE**
Appropriate language is anything that lifts people up, brightens the day, or inspires greatness!
Appropriate language is NOT teasing, swearing, cussing, bullying or harrassing.

IN THIS TOGETHER!

EXTRACURRICULAR ACTIVITY ELIGIBILITY AND CODE OF CONDUCT

Participation in extra-curricular activities is a privilege. Students are expected to conduct themselves in an appropriate manner both on and off campus.

Initial Eligibility

To be considered eligible to participate in any extra-curricular activity, a student must have:

- A term GPA of 2.0
- No failing grades in the preceding grading period. The only exception will be that failing grades in the fourth quarter of the school year may be made up prior to the first term of the succeeding year by approved school methods. Deficiencies must be made up in the same subject area.
- Health and accident insurance (physical examination by a medical doctor is required).
- Payment of all fees (waivers where applicable).
- Must follow attendance and tardy requirements

These regulations also apply to students who are entering high school for the first time.

Eligibility during Grading Terms

- Students must maintain grades of D- or higher.
- Compliance with the school's attendance policy.

Students can practice, but not play or perform until the infraction has been cleared by the teacher and principal.

Safe School Policy Violation

In accordance with the Safe School Policy, students who are suspended or expelled are not allowed to participate in any practice, meet, match, competition or performance during the period of the suspension or expulsion.

Drugs, Alcohol, Tobacco and Illegal Behavior

Limitation for participation of students regarding the use of alcohol, tobacco products and other drugs during a sports season, or participating in illegal conduct, whether prosecuted or not, on or off campus:

- 1st Offense: A two week (14 day) suspension by the coach from games, meets, matches, competitions or performances. Practice may continue. *
- 2nd Offense: Automatic removal from the activity for the remainder of the activity season.

*For drugs, alcohol and tobacco offenses, practice may continue following a personal assessment of the student by a licensed substance abuse intervention or treatment program and/or participation in a district approved intervention program. Reinstatement at the end of any suspension is predicated upon successful participation in an intervention program. Costs related to licensed substance abuse intervention or treatment is the responsibility of the student's parent or guardian.

No Fresh Start

Violations carry over year to year and sport/activity to sport/activity in a participant's career (there is no "fresh start" each year). Violations must occur and be discovered during a sport/activity season. Any violation beyond the third offense carries the same penalty as the third offense.

Appearance

Students that participate in extra-curricular activities are required to dress at a higher level on game/activity/competition days than on regular school days.

Other Guidelines

Any other guidelines imposed by a coach or advisor must have the support of team/activity members, the principal and the school community council and be written and attached to this Code of Conduct form.

Due Process

Students and parents will be notified, in writing, of all conditions regarding suspension. Students and parents have the right to appeal to the school principal in writing within 15 days of any decision. An appeal of the principal's decision is directed to the Superintendent. An appeal of the Superintendent's decision is directed to the Kane Board of Education.

HALLWAY EXPECTATIONS

The faculty and administration believe that every student is capable of having respectful and acceptable behavior at all times. Students should follow directions, walk, keep voice and noise level down, keep feet, hands, and mouth to themselves, and get to their destination in a safe, quiet, and orderly manner.

HALL PASSES

During class time, students in the halls must have a hall pass.

LUNCH ROOM

Students may choose to buy school lunch or bring their own lunch. School lunches are to be prepaid in the school office. Students will not be allowed to charge school lunches. Lunches may be purchased by the year, month, week or day. The school district offers free and reduced price lunch programs. Applications may be picked up from the school or district office or can be filled out online through the Aspire/SIS website.

Students will quietly walk to lunch, stand in line in an orderly fashion, not save seats, and pick up litter in your eating area.

Running, shoving, pushing, or any other impolite actions may result in a student being refused the use of this convenience. Throwing food of any kind will not be tolerated and may bring suspension or expulsion from eating in the lunchroom and/or extended cleaning duties.

HONOR ROLLS

VHS will recognize all honor roll students with a 3.5 GPA or better. Honor roll lists will be displayed at VHS and published in local newspapers. These students will also participate in an end of quarter incentive activity.

PROFESSIONAL DRESS STANDARDS

Valley High School students, teachers, and staff are expected to dress in a manner that demonstrates they respect themselves and the learning environment during school hours and while attending and participating in school activities. Clothing should be neat, clean and appropriate for learning and/or the activity they are participating in. We want our students to be comfortable and confident. VHS has a proud tradition of excellence, and we desire to represent our community and school in a manner that is exemplary.

Professional Dress Standards

These are standards all students, teachers, and staff are expected to follow:

- Appearance should not disrupt classroom activity or bring undue attention.
- Students and faculty/staff must wear clothing that is appropriate for a school setting/job.
- All student and faculty/staff attire should align with the activity they are participating in.

Head Coverings and Hair

- Hats, hoods, helmets, scarves, or head coverings will be permitted with teacher permission. All teachers have discretion in their classroom if hats are allowed. If a teacher asks a student to remove a hat and they refuse, they will lose the privilege to wear a hat. Hoodies or other clothing that obscures the face need to be removed during instruction and also in the halls.
- Extreme or unprofessional hair styles, as determined by staff, administration, and parents, that distract from the learning environment, will not be allowed.
- Students are required to wear appropriate hair/head coverings when working with food, machinery, and/or equipment.

Shoes

- Shoes are required at all times.
- Footwear (roller shoes, etc.) that may damage the floor, walls or furniture is not allowed.

Shirts and Tops

- Must cover the shoulder, under the arm and the belly.
- No low cut neckline, bare back or bare midriff.
- Clothing with slogans or pictures which are crude, vulgar, sexist, satanic, offensive, gang related, or promoting alcohol or controlled substances are not allowed.
- No top made of sheer (see-through) fabrics. This also includes lace.
- If the outside covering is sheer or see-through, what can be seen underneath must meet dress standards.

Pants, Skirts, and Shorts

- Shorts/skirts should be no higher than 4 inches above the knees.
- Sleepwear, such as pajama bottoms or robes, are not allowed.
- No swimwear or dancewear.
- Holes, intentional or unintentional, higher than 4 inches above the knees are not allowed unless they have material backing that is not sheer or see-through.

- No skin or underwear should be exposed at the waist, hip or buttocks

Accessories and Coats

- Blankets will not be allowed in classes.
- No chains that hang from the waist, wallet or pocket.
- Extreme piercings and gauges, as determined by staff, administration, and parents, should be removed during school hours.
- Our school prohibits the wearing or displaying of any gang symbols, badges, signs, lettering, or adornments.

Athletic and Team Attire

Athletic and team attire is selected and monitored by the coach and should not be worn outside the gymnasium or exercise area. Hats may be worn in the gymnasium during extra-curricular activities.

Dress Code Violations

1st Violation:

Warning issued and parents contacted.
Students will be required to change into acceptable dress and/or grooming before returning to class or activity.

2nd and Subsequent Violations:

Parents are contacted, and student will be placed in ISS until parents meet with the school administrator to rectify the violation.

DRIVING PRIVILEGES

Students are permitted to drive themselves and others to school and park in approved parking areas provided for by the school. All students using our parking lot will be required to sign a contract committing to adhering to our parking lot rules and expectations. All students driving personal vehicles to school will be issued a free parking pass that must be displayed at all times. Students are expected to park in single parking stalls and not over the lines. No weapons are allowed on school property, including vehicles. Please leave them secured at home. Students are not permitted to be in their vehicles during class hours. If they have release time, they are expected to be in that location. All laws of the State of Utah pertaining to safe driving and transportation of passengers will be observed at all times. The speed limit on school roads and parking lots is 10 MPH. Infractions will result in the driver's loss of his/her driving privileges at school or at school functions and possible referral to the local law enforcement. Students are not permitted to drive themselves or others to or from school sponsored activity trips in which they or their passengers are participants in the activity. School personnel are



not to send students on errands for the school or the district which requires them to drive a vehicle. Students may not be excused from school early to attend activities except to travel by school bus or other approved transportation unless the school has written permission from a parent prior to the student leaving for the activity.

DISRUPTIVE BEHAVIOR

Students are not to engage in fights, throw snowballs, engage in water fights, or involve themselves or others in any activity that may possess the potential of harm or harassment to students, school personnel, school patrons, or school property. Kane County School District endorses a Safe School Policy (copies available on the District Web Site). Students are not to visit other classrooms or get other students out of any class without permission of the principal. Such permission must be given in writing.

TRAVEL ON ACTIVITY TRIPS

Buses and other district vehicles will be provided for all students participating in interscholastic activities held away from home. There will be few exceptions. It is expected that all students ride the transportation provided by the school unless emergency circumstances require other arrangements. When parents request and proper arrangements are made with the activity sponsor and the principal, students will be permitted to ride home with parents or an approved adult. Students will be released to other responsible adults as designated by parents and approved by the principal and advisor with a signed note only. At no time will clearance be given for a student to drive himself/herself to an activity, ride with another student, ride with a person under 21, or ride with an adult deemed irresponsible (example: an adult with the obvious smell of liquor on his/her breath) by those in charge of an activity.

CLUBS AND ORGANIZATIONS

All clubs and organizations must have the approval of the principal, faculty and student council. All clubs must be co-curricular. Clubs must be open to all members of the student body who meet the qualifications and standards as specified by the constitution. All clubs must submit a regular constitution to be filed in the office before they will be recognized at Valley High School. All constitutions must be compatible with the VHS Constitution.

INITIATIONS

There will be no initiation or hazing of students. Installation ceremonies of clubs must be submitted to and approved by the administration and student council.

BATHROOMS

Boys are not to be in girl's facilities and girls are not to be in boy's facilities. The term



“boys” and “girls” are defined as the biological sex. Reference House Bill 257

MARRIED STUDENTS

Valley High School recognizes that marriage entails responsibilities and obligations of an adult nature that are above and beyond those of high school students. Therefore, be it resolved that a married student, over the age of 18, may not participate in Valley High School contests that are won or lost by reason of ability or merit and will not be permitted to hold any office. We suggest alternate means of obtaining a diploma for people eighteen years old and older.

SCHOOL DANCES

It is recommended that school dances be held on Friday nights. All dances close at 11:30 p.m. unless permission is given to go longer. Evening dances are for 9th – 12th grade students.

PERSONAL PROPERTY

Each student is responsible for his/her own personal property. The school will rent locks to individual students upon request for \$1.00. Only school locks are allowed on lockers. The school encourages proper care and placement of supplies and equipment owned by students. The school cannot and does not assume responsibility for any personal property lost or stolen.

EARLY GRADUATION

Students who want to graduate early must have earned the required number of credits. The student must complete the early graduation form with required signatures from the principal and counselor. This request will be forwarded to the Superintendent for Board approval. If granted, early graduates may return and participate in the graduation ceremony however they will not be allowed to participate in graduation class trips or other activities after the date of their early graduation. Scholarships are available for early graduates. If you are planning to graduate early, please coordinate your efforts with the school counselor.

CONSTITUTION

Preamble

This Constitution has been created to explain the rights and responsibilities of students at Valley High School in relationship to the school administration, the teachers, the parents, the superintendent, and the Kane County School Board. In order to better define and understand the forms and functions of the organization, we established this constitution.



Article I. Name

The name of this organization shall be Valley High School.

- I. This organization shall comprise all students of Valley High School who are registered attendants of one of the following grades: Seventh, Eighth, Ninth, Tenth, Eleventh, and Twelfth.
- II. The colors of Valley High School are Black and Orange.
- III. The symbol or mascot of Valley High School is the Buffalo.
- IV. The school song is “Hail to our High School.”
- V. Names of School Publications
 - A. The name of the school paper is the Stampede.
 - B. The name of the yearbook is the Valonian.

Article II. Officers

- I. The elective officers of this organization shall be as follows:
 - A. President, Vice President, Secretary/Treasurer, Public Relations, Senior Class President, Junior Class President, Sophomore Class President, Freshman Class President, Eighth Grade Class President, Seventh Grade Class President.
- II. The Student Council may also appoint club presidents or other officers to the Student Council as the need arises.

Article III. Qualifications for Officers

- I. The President, Vice President, Secretary, and Public Relations shall be regular full time attendants who have completed at least 12 units of credit by the time they take office.
- II. The Senior Class President shall be a regular full time attendant who has completed at least 18 units of credit.
- III. The Junior Class President shall be a regular full time attendant who has completed at least 12 units of high school credit.
- IV. The Sophomore President shall be a regular full time attendant who has completed at least 6 units of credit.
- V. The Freshman President shall be a regular full time attendant who has completed the Eighth Grade.
- VI. The Eighth Grade President shall be a regular full time attendant who has completed the Seventh Grade.
- VII. The Seventh Grade President shall be a regular full time attendant who has completed the Sixth Grade.
- VIII. The officers listed in Section I shall be elected by the student body (or class) as outlined in Article VII.

- IX. Representatives named in Section II through VII of this article shall be elected by their respective classes.

Article IV. Duties of Officers

- I. All officers enumerated in Article II, Section I and II shall be formed into a student council, the duties of which are to be as follows:
- A. To make all rules (subject to faculty approval) for the governing of the organization.
 - B. To attend all regular meetings and special meetings of the Student Council or to furnish an excuse to the President for absence.
 - C. To remove appointed officers as they see fit.
 - D. To have combined meetings of old and new council members after the spring election at which, if a budget is used, the Secretary/Treasurer's account shall be reviewed, explained, and transferred to the new council. Any other necessary matters, involving decisions that affect both the old and new members should be discussed at this time.
- II. The Student Council shall hold regular meetings once a week if needed. The day shall be determined by the Student Council and Faculty.
- III. The Student Council meetings shall be open to all interested persons after permission is granted by the President and Advisor of Student Council. All visitors shall have the privilege of entering into discussions, but only specified council members may have a vote.
- IV. In Student Council meetings each elective member shall have one vote, except that the presiding member shall not vote except to break a tie. Each duly elected or appointed Student Council member has the right to vote on every issue brought before the council.
- V. The duties of the President shall be:
- A. To preside over all council meetings, except if he/she is absent, in which event the officers shall preside in the order in which they were listed in Article II, Section I.
 - B. To lead in the responsibility for Student Body programs and to take charge in assemblies.
 - C. To assume whatever responsibility is necessary in order to direct Student Body affairs and functions properly.
 - D. To bring to faculty meeting the council's approvals.
- VI. The duties of the Vice President shall be:
- A. To take responsibilities of the President in case of absence as enumerated in Section V.
 - B. To be an assistant to the President in carrying out the activities for which the President is responsible.
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- C. To take the responsibility of raising and lowering the flag each school day.
 - D. To serve as Chairperson of the Assembly Committee to evaluate assembly scripts.
 - E. To serve as Chairperson of the Homecoming Committee.
 - F. To serve on the school Safety Committee.
 - VII. The duties of the Secretary-Treasurer shall be:
 - A. To keep minutes of all Student Council meetings.
 - B. To carry on all Student Council Correspondence.
 - C. To work with the Principal in record keeping.
 - D. To make financial reports to the Student Council when asked.
 - VIII. The duties of the Public Relations Officer shall be:
 - A. To be the newspaper correspondent for school activities.
 - B. To make weekly changes and updates to the school marquee.
 - C. To foster a good public image of Valley High School.
 - D. To sponsor efforts to improve the looks and care of the building.
 - IX. Duties of the Class Presidents shall be:
 - A. To preside over home room class meetings.
 - B. To find out the wants and needs of the class and present them to the Student Council.
 - C. To foster a good public image of Valley High School.
 - D. To keep classes informed of happenings that take place in Student Council.
 - E. To see that class committees are organized and serve as a member of each committee to see that the duties of each committee are carried out.
 - F. To work closely with the advisor and to approve meetings and activities with the advisor before they are presented to the Student Council.
 - G. To assume responsibility for class action when school personnel (teacher, advisor) are not present.
 - X. Elected student body officers, class officers, and club officers shall take an oath of office. The oath required is: "I, _____, do solemnly affirm that I will uphold the constitution and standards of Valley High School, the headState of Utah, and the Constitution of the United States of America to the best of my ability and will perform the duties of my office with fidelity."
 - XI. Duties of an advisor shall be:
 - A. To attend all class functions, activities, meetings, etc., or have an adult supervisor approved in his/her place.
 - B. To work closely with class officers and committee members in scheduling and presenting activities.
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- C. To bring to faculty meeting the planned activities of the class.

Article V. Departments and Clubs

- I. Each department and club composed of students must file a copy of its constitution with the Student Council.
- II. All departments and clubs which are composed of students must have a faculty advisor or instructor and are responsible to the Student Council for action taken by them.
- III. They shall be responsible for keeping a list of all their equipment and keeping it in repair.
- IV. They are responsible for all correspondence with other schools regarding competition or activities in which they will participate.
- V. They are responsible for electing their own officers under the plan outlined in their constitutions.
- VI. They shall be responsible for carrying on their own activities in the school.

Article VI. Elections

- I. No other club, class, department, etc., elections can be held until after student body elections are held.
- II. Any sophomore or junior who wishes to run for President, Vice President, Secretary, or Public Relations of the Student Body will submit his or her name and the office he or she plans to run for to the principal's office two weeks prior to primary elections.
- III. For any office with three or more candidates there will be a primary election held. If there are fewer than three candidates for any office, there will be a black party and an orange party in the general election, and there will not be a primary election for that office. Parties will be chosen by drawing lots.
- IV. Any candidate is expected to choose his/her campaign committee. The candidate will also be expected to give a speech to the Student Body at a campaign assembly.
- V. Names of candidates must be approved for eligibility prior to running for Student Body office.
- VI. Primary elections will be held during the week before general elections.
- VII. General Student Body elections will be held by the 3rd week of April.
- VIII. Voting will be by secret ballot at a place designated by the Student council.

Article VII. Eligibility

- I. To be eligible a student must have a GPA of 2.0 or better during the
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previous quarter (not rounded off and with no F or I). Incompletes will count as a zero in figuring GPA for participation in interscholastic competition or participation in a (any) Region or State sponsored activity, either as a participant or as a supplement to the activity, such as Cheerleading or Pep Band.

- II. To hold a major office, a student must have and maintain a B- (2.667) cumulative grade point average. This shall be determined on a quarterly basis. Major offices are:
 - A. Student Body President, Vice President, Secretary, Public Relations, all Class Presidents, FFA President, FCCLA President, FBLA President, Honor Society President, Hope Squad President and Head Cheerleader.
 - B. No student may hold more than one major office at the same time.
 - C. A student holding a major office in the school shall be removed for the duration of the year if it is determined that he/she is ineligible. (He/she shall be succeeded in office by the Vice President, if eligible, of the respective organization, if he/she is President.)
 - D. A vacancy in any office but President shall be filled by appointment by the appropriate organization's leadership.
- III. To hold a minor office, a student must have a C (2.0) average. Minor offices are those not listed above and may be held within an organization including those not held throughout the year such as a party, bake sale, senior trip, advertising and dance committees. A student holding a minor office in the school shall be removed for the duration of the year if it is determined that he/she is ineligible.
- IV. To determine honor students and grade point average for eligibility, the averages shall be figured from the previous quarter.
- V. In determining honor students for graduation, the grade point average will be figured on the quarter marks in the ninth, tenth, eleventh, and the first three quarters of the twelfth grade, unless the student opted for the early graduation policy in which case the last quarter to count is the last quarter in residence. Honor students must have a 3.75 cumulative grade point average or better, and grade points are not to be rounded off to the next higher number.
- VI. All school sponsored activities must be presented to the student council and the faculty for approval.
- VII. To represent the student body of this school in any capacity, certain conditions must be met. Among these are the following:
 - A. Students participating must be registered and attending Valley High School.
 - B. Students taking part in any evening event or after school activity

must attend all classes the day of the event or must have prior approval from the principal.

- C. Poor citizenship in either interschool or intra school activities may constitute cause for removal from competition or participation.
- D. Students in inter school competition will adhere to such rules of conduct or training as the participating group or advisor itself shall make.
 - 1. Known infraction of these rules will be evaluated by the faculty and student council and may result in the student's being suspended from competition permanently or temporarily.
 - 2. The faculty and student council will consider individual cases as referred to them.
- E. If a student is eligible at the time he/she starts an FFA project involving money, he/she can exhibit the project for sale if he/she is ineligible. But if he/she is ineligible at the time he/she begins a project, he/she must be eligible before he/she can exhibit the project.
- F. Valley High School eligibility and participation rules may be stricter than state or district regulations but may not, in any case, be more lenient. Some district or state policies may not be covered in the Valley High School constitution but must be followed.

Article VIII. Activity Cards

- I. All students who are members of Valley High School, to be able to attend Student Body sponsored functions and extracurricular activities, must have and pay for an activity card according to the fee schedule set by the school district. If they do not hold an activity card, they must pay their fair share of expenses at activities sponsored by Valley High School. A student's "fair share" shall mean the price of adult admittance for activities where tickets are charged.

Article IX. Assemblies

- I. Assemblies should be approved by the student council and faculty one week in advance, and two weeks in advance is recommended. Assembly scripts must be presented to the principal and the assembly chairman at least one week in advance. Any changes to the script must be submitted as soon as they are known. Assembly scripts must not contain anything that is embarrassing, degrading, derogatory, or that casts any question of character onto any member of the school community. The goal of assemblies will be to teach character education themes, demonstrate talent

in reading, instrumental music, vocal music, etc. The emphasis must be on quality. Assemblies may be up to 45 minutes in duration (other than pep assemblies, which may be up to 25 minutes). The use of auxiliary lights and speaking system will be under the direction of the advisor and the principal. An advisor or approved substitute must be present at all rehearsals. Excessive boisterousness is not acceptable conduct in assemblies. All assembly changes other than those specified above require the approval of the administration.

Article X. Miscellaneous

- I.** The Constitution may be amended, in addition to changes made by the faculty and the administration, by the Student Council with two-thirds vote of the student body and approval of the faculty and administration. To be considered, proposed amendments should be submitted to the Student Council with the signatures of one-third of the student body.

KANE SCHOOL DISTRICT: ATTENTION CHILD FIND

In accordance with part B requirements of IDEA, Kane School District offers free assessments and evaluation for children aged birth through 21 who parents, teachers, or others suspect of having a disability. If you suspect that a child who is not receiving special education services is in need of an evaluation to determine if that need exists, please contact Valley High School or Kane District Special Education Director, Chris Kupfer, at 435-590-8144.

TITLE IX

The Board of Education of the Kane School District does not discriminate on the basis of sex in its programs and activities and is required by Title IX and 34 CFR Part 106 not to discriminate on the basis of sex, including but not limited to such discrimination in admission and employment.

Notice of this policy shall be given to all students seeking admission and their parents and shall be included in student handbooks. Questions about rights under Title IX and about the application of Title IX to the District can be directed to the Title IX Coordinator identified in this policy or to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

34 CFR § 106.8(b)(1) 20 U.S.C. § 1701-21

No officer or employee of the District, when acting or purporting to act in an official capacity, shall refuse to permit any student to participate in any school program because



of the student's race, color, creed, sex, national origin, marital status, political or religious belief, physical or mental condition, family, social, or cultural background, or sexual orientation.

Utah Admin. Rules 277-515-3(6)(c) (December 1, 2017)

The District encourages all victims of sex discrimination and persons with knowledge of sex discrimination to immediately report that to the Title IX Coordinator or an administrator. All complainants have the right to be free from retaliation of any kind. Complaints relating to sexual harassment (one form of sex discrimination) are addressed under Policy FHAB and Policy DKB. Complaints regarding other types of sex discrimination may be addressed through the grievance procedures set out in Policy FGE (for students) and Policy DHC (for employees). 34 CFR § 106.8(c)

The contact information for the Title IX Coordinator is:

Name: Braxton Bateman

Title/Position: Principal

Mailing Address: 690 S Cowboy Way Kanab UT, 84741

Office Email: batemanb@kane.k12.ut.us

Telephone 435-644-5800

Reports about any form of sex discrimination (including sexual harassment) may be made to the Title IX Coordinator by any person (whether or not the discrimination was directed at that person) using any of the contact methods listed above or by any other means and at any time (including during non-business hours). 34 CFR § 106.8(a)

Retaliation Prohibited

It is prohibited to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or implementing regulations or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing relating to any type of sex discrimination. Prohibited retaliation includes acting with the purpose of interfering with any right or privilege secured by Title IX or implementing regulations or this policy by intimidation, threats, coercion, or discrimination. If brought for the purpose of interfering with these rights, prohibited retaliation includes charges against an individual for violations that do not involve sex discrimination but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual

harassment. Reports of retaliation should be made to the Title IX Coordinator designated in this policy. Complaints regarding retaliation against a student may be raised under Policy FGE or as applicable under Policy FGAD or regarding retaliation against an employee under Policy DHC or as applicable under Policy DLA or Policy DLB. 34 CFR § 106.71(a)

Confidentiality

Except to the extent required to appropriately respond to complaints of sex discrimination, or as required by law, the District shall keep confidential the identity of (a) any individual who reports or complains of sex discrimination (including filing a formal complaint), (b) any individual reported to have perpetrated sex discrimination, and (c) any witness regarding sex discrimination. Except to the extent that maintaining confidentiality would impair the District's ability to provide supportive measures, the District shall keep confidential any supportive measures provided to a complainant or accused individual. (In appropriately responding to complaints of sex discrimination, the District may need to disclose the identity of individuals for purposes of an appropriate investigation and following the grievance process or for purposes of appropriate supportive measures.) Disclosure is also allowed to the extent permitted by FERPA and its implementing regulations.

34 CFR § 106.71(a), 34 CFR § 106.30(a)

Where a complaint involves allegations of child abuse, the complaint shall be immediately reported to appropriate authorities and the confidentiality of the information will be maintained as required by Utah Code § 62A-4a-412. (See Policy DDA.) Utah Code § 62A-4a-403 (2018)

Utah Code § 62A-4a-412 (2020)

Students with Disabilities

The District shall provide a free appropriate public education (FAPE) to all qualified students with disabilities who are residents of the District, between the ages of three and twenty-two, and who have not graduated from high school. This includes regular or special education and related services designed to meet the individual educational needs of each qualified student with a disability as effectively as the needs of students without disabilities.

This obligation is in accordance with Section 504 of the Rehabilitation Act of 1973 (34 CFR § 104.33), the Individuals with Disabilities Education Act (IDEA), and applicable provisions of Utah law.

[34 CFR § 104.33](#)

[Utah Code § 53E-7-201\(8\) \(2019\)](#)

[Utah Code § 53E-7-202 \(2019\)](#)

[Utah Code § 53E-7-207 \(2019\)](#)

Dissemination of Policy

Notice of this policy and of the name and contact information of the Title IX Coordinator shall be provided to applicants for admission or for employment, students, parents of students, employees, and employee associations. The contact information for the Title IX Coordinator shall be prominently displayed on the District's website and in student admission materials and employment application materials. In addition, a copy of this policy shall be published on the District website and included in student admission materials, in employment application materials, in student handbooks, and in materials provided to employees. A copy of this policy shall also be provided to the appropriate officer of each employee association. 34 CFR § 106.8(b)(2), (c)