



Valley Alternative Learning Transitioning School

**V.A.L.T.S.
2026-2027**

Harms Advanced Technology Center
2620 College Park
Scottsbluff, Nebraska 69361
Phone (308) 635-0206
Fax (308) 630-6500

The V.A.L.T.S. program is a result of an Interlocal Cooperative Agreement with the:

**Banner County, Bayard, Bridgeport, Creek Valley, Gering, Kimball, Leyton, Minatare,
Mitchell, and Morrill School Districts**

V.A.L.T.S. is administered by:
Educational Service Unit #13

Under the direction of:
Dr. Laura Barrett, Administrator
Dr. Derek Peil, Director

Instructors:
Lesley Billingsley
Cynthia Brown
Karen Reason

Administrative Assistant
Jasmin Ramirez

V.A.L.T.S. School Board	4
Section I – Mission, Philosophy, Description, and Goals	5
Mission Statement	5
Vision	5
Values	5
Non-Discrimination Statement	6
Program Description	7
Program Goals	7
Section II - Curriculum, Expected Outcomes, and Target Population	8
Curriculum	8
Expected Outcomes	8
Target Population	9
Section III – Application and Admission	9
Application Procedures	9
Criteria for Admission	9
Academic Requirements	10
Section IV – Use of School Building and Grounds	11
Building and Grounds Rules	11
Asbestos	11
Internet/E-mail Acceptable Use – Student	11
Personal Belongings	13
Removal of Students and Interviews of Students	13
Searches, Seizures and Arrests	16
Visitors to ESU #13	17
Section V – Attendance	19
VALTS Attendance Policy-Absences	19
Tardies	19
Attendance Expectations and Interventions	19
Section VI - Scholastic Achievement	20
Academic Integrity	20
Section VII - Support Services	21
Dispensing Prescription and Non-Prescription Medications	21
Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions	22
Student Self - Management of Asthma, Anaphylaxis, and Diabetes	23
Section VIII - Drugs, Alcohol, and Tobacco	23
Drugs	23
Alcohol	23
Tobacco	24
Section IX - Student Conduct, Rules and Regulations	24
Anti-Bullying	24
Anti-Bullying and Positive Behavior Policy	24
Safe2Help Reporting Tool	25

Classroom Expectations	25
Work Hours, Summer School, and Other Outside Placements	25
Electronic Devices	25
Permissible Exceptions (as outlined in LB 140):	26
V.A.L.T.S. Cell Phone Policy	26
Student Behavior	28
Student Conduct Rules	28
Student Fees	28
Student Dress Attire and Appearance (Dress Code)	29
Title IX	30
Fire Drill Procedures	31
Tornado Drill Procedures	31
Section X - Parent and Student Conferences	31
Section XI - Forms	31

V.A.L.T.S. School Board

Brad Helgersen	(Mitchell)	President
John Maser	(Gering)	Vice President
Doug Keener	(Morrill)	Secretary
Jasmin Ramirez		Recording Secretary (Appointed)
Jodi Walker		Treasurer (Appointed)
Greg Trautman	(Gering)	Member
Joe Muhr	(Morrill)	Member
Kay Anderson	(Bridgeport)	Member
Mark Spencer	(Mitchell)	Member
Tracy Wiese	(Gering)	Alternate Member

Superintendents

Banner County – Chris Lecher
Bayard – Zach Nesbitt
Bridgeport – George Schlothauer
Creek Valley- Loren Engel
Gering – Dr. Kory Knight
Kimball – Trevor Anderson
Leyton - Matt McLaughlin
Minatare - Rocky Robbins
Mitchell – Dr. Kathy Urbanek
Morrill – Tom Peacock

High School Principals

Banner County – Troy Holmberg
Bayard – Kathryn Beberniss
Bridgeport – Jason Blanco
Creek Valley- Barry Schaeffer
Gering – Mario Chavez
Kimball –Danielle Reader
Leyton - Charles Jones
Minatare – Rocky Schneider
Mitchell - Heath Peters
Morrill – Tom Peacock

Section I – Mission, Philosophy, Description, and Goals

Mission Statement

VALTS creates a safe, personalized learning environment where students reclaim their path to school, develop resiliency and life skills, and graduate prepared for future academic and career success.

Vision

Every student achieves individual success—becoming resilient, confident, and empowered to contribute meaningfully to their communities—thriving in a flexible learning environment where barriers are removed and support is always available.

Values

The Mission, Vision, and Values of VALTS were created through feedback from stakeholders. The statements in parentheses are the values of ESU 13 as a whole, indicating our alignment with the great mission of ESU 13 as an organization.

V – Value Relationships (Service & Hospitality / Healthy Partnerships)

We build strong, respectful relationships with every student, family, and each other while providing second chances without stigma.

A – Adapt for Each Learner (Innovation)

We provide flexible learning and remove barriers to meet students where they are.

L – Learn for Life (Empowering Leadership)

We teach academic and life skills so students are prepared for their future.

T – Take Ownership (Empowering Leadership)

We hold ourselves and our students accountable for growth, effort, and results.

S – Strengthen Community (Healthy Partnerships / Nurturing Communication)

We partner with families and communities to support every student.

Non-Discrimination Statement

ESU #13 does not discriminate on the basis of any protected status in its programs and activities and provides equal access to designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. Complaints or concerns involving discrimination should be addressed to:

ESU#13 Compliance Coordinator/Human Resources
4215 Avenue I
Scottsbluff, NE 69361
(308) 635-3696

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

ESU #13 is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. ESU #13 does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, or any other status protected by law. Accordingly, unlawful discrimination of any kind by ESU #13 employees, including co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated. All ESU #13 employees are expected to take prompt and appropriate actions to report and prevent discrimination. Employees who witness or become aware of possible discrimination must immediately report the conduct to his or her supervisor or the designated Compliance Coordinator.

Program Description

Our alternative school is one that offers the same basic curriculum as the “traditional” school but uses alternative delivery methods. Just as some of us learn best visually, and others acoustically or kinesthetically, students’ unique characteristics cause them to learn best in situations that support their individual needs. While the structure of the alternative program may vary from site to site, the following common effective characteristics have been identified:

- Small class sizes
- Sense of community among staff and students
- Individual educational planning
- Choices for delivery of instruction
- Autonomy and democratic structure
- Broad participation of family and community
- Well defined standards and expectations
- Focus on personal, social, emotional and academic development
- Accountability and constant evaluation
- Support of school districts
- School environment which is safe, disciplined, and drug free
- Opportunities for community involvement

Effective alternative schools serve a segment of the population whose needs differ from others. We are not exclusively a remediation or behavior center.

Program Goals

The program goals are as follows:

- A. To provide alternative ways for students to achieve high school graduation resulting in an increased graduation rate.
- B. To develop innovative student performance assessments which measure student progress.
- C. To provide a caring, diversified learning environment where students will develop positive self-concepts, increase their self-esteem, and recognize and appreciate the correlation between education and success in the workplace.
- D. To be accountable to the community and the home school district through quality student achievement.
- E. To provide opportunities for community involvement.
- F. To provide a safe and orderly school environment.
- G. To provide an alternative diversified environment where students can achieve success.

Section II - Curriculum, Expected Outcomes, and Target Population

Curriculum

The academic program offers basic standards- based programs and career-oriented programs in Science, Social Studies, Math, English and communication skills. Socialization skills, job skills training, and problem solving are also emphasized.

Because the staff is small, we work together to help each student achieve the necessary requirements for grade level advancement and graduation. Each student's program is individualized to meet graduation requirements. Elective courses or any course not offered in the regular scheduled programming will be provided via an asynchronous online learning platform.

Students will receive non-academic instruction aligned to Nebraska state statute and Nebraska Department of Education guidance, including training in dating violence prevention, drug use and misuse awareness, and digital citizenship. These learning experiences are designed to support student safety, well-being, and responsible decision-making in both school and community settings.

Expected Outcomes

The expected outcome of the program are as follows:

- *Increased proficiency in basic skills*
- *Increased career/vocational exploration*
- *Increased skills in conflict resolution*
- *Increased appropriate career choices*
- *Increased student self confidence*
- *Increased student productive behavior*
- *Increased student attendance*
- *Increased student of relevancy between education and employment*
- *Increased graduation rate*
- *Increased post-secondary and workforce success*

Target Population

Below are characteristics of at-risk students whose needs can be met through our alternative program:

- Students at risk of dropping out and/or not meeting cohort graduation date.
- Students who have exhausted the educational opportunities in their resident school.
- Students with a demonstrated need for consistency in instructional staff, curriculum, and/or scheduling.
- Students whose individual instructional pacing needs do not fit the traditional means of instructional delivery.
- Students whose educational success is, in part, dependent on non-academic support, e.g., flex scheduling, intensive counseling, child care, and health counseling.
- Students whose talents significantly exceed their performance.
- Students with deficiencies in basic skills.
- Students wanting to have a better chance to complete their education.

Section III – Application and Admission

Application Procedures

Students wishing to apply for enrollment in the Valley Alternative Learning Transitioning School facility must submit a request to their home high school. The request must include the reason(s) the V.A.L.T.S. facility is being requested to meet the educational needs of the student.

All applications will be reviewed by the home high school administrative team (counselors and principals) to determine placement.

While all applications will be reviewed on an individual basis, placement priority will be given to junior/senior level students with a minimum number of credits needed to complete graduation requirements.

Placement on a waiting list will be necessary should the V.A.L.T.S. facility experience full enrollment. Priority for the waiting list positions will follow the same guidelines as placement in the facility.

Criteria for Admission

- Referred by the student's home district.
- Expressed desire to be part of the program (self-referral).
- Expressed desire to achieve graduation.
- Referred by the home high school's counseling team and principal.
- If students have qualified for special education services, an IEP must be held to determine the least restrictive environment and change of placement.

- Reasonable student expectation to complete the program within 6 quarters of graduation class. At a minimum, students should have completed enough of their home district's graduation requirements to be successful prior to entering the V.A.L.T.S. program.
- Agrees to abide by conditions and rules established for the program.

Academic Requirements

Requirements for graduation from the Valley Alternative Learning Transitioning School will remain the same as for all other students in their home district. Students must pass each course with a minimum of 2.0 to earn credit.

When the student is admitted to the V.A.L.T.S. facility, the application will include the student's transcript, attendance records, State Assessment Scores and a listing of all courses required for graduation.

The V.A.L.T.S. curriculum is designed to help those students lacking the required credits to graduate with his/her class. It is not designed to be an accelerated option for traditional students to advance.

Students who are not on track to graduate with their cohort class are required to attend summer school. Summer school dates and times will be determined on an annual basis.

V.A.L.T.S. Grade Scale

<u>LETTER</u>	<u>POINT RANGE</u>	<u>PERCENT RANGE</u>	<u>SCORE</u>
<u>A+</u>	<u>4.00</u>	<u>99-100</u>	<u>4</u>
<u>A</u>	<u>3.8-3.94</u>	<u>95-98</u>	<u>4</u>
<u>A-</u>	<u>3.5-3.79</u>	<u>90-94</u>	<u>4</u>
<u>B+</u>	<u>3.38-3.49</u>	<u>87-89</u>	<u>3</u>
<u>B</u>	<u>2.7-3.37</u>	<u>84-86</u>	<u>3</u>
<u>B-</u>	<u>2.5-2.69</u>	<u>80-83</u>	<u>3</u>
<u>C+</u>	<u>2.38-2.49</u>	<u>77-79</u>	<u>2</u>
<u>C</u>	<u>1.6-2.37</u>	<u>73-76</u>	<u>2</u>
<u>C-</u>	<u>1.5-1.59</u>	<u>70-72</u>	<u>2</u>
<u>F</u>	<u>1.38-1.49</u>	<u>67-69</u>	<u>1</u>
<u>F</u>	<u>1.0-1.37</u>	<u>63-66</u>	<u>1</u>
<u>F</u>	<u>.67-.99</u>	<u>60-62</u>	<u>1</u>
<u>F</u>	<u>0.00</u>	<u>Below 60</u>	<u>0</u>

Section IV – Use of School Building and Grounds

Building and Grounds Rules

- I will respect all property.
- I will not loiter around school facilities.
- I will only have food or drink in designated areas.
- I will help maintain a clean parking lot and grounds area.
- I will leave all school grounds and work areas clean and litter-free.
- I will only be in my vehicle when it is allowed by V.A.L.T.S. staff.
- I will not leave the building during school hours unless permission is granted by V.A.L.T.S. staff.
- I will leave the building at a safe, slow speed.
- I will only use approved vehicles for field trips.

Violations of V.A.L.T.S. rules and regulations could result in in-school suspension, out-of-school suspension, or expulsion from the program. This list of rules is not exhaustive. Students are also expected to comply with the student code of conduct of their home school district. Violations of their home district's conduct policies—including but not limited to infractions involving drugs, alcohol, weapons, or violence—may result in disciplinary action up to and including out-of-school suspension or expulsion from V.A.L.T.S.

Asbestos

Educational Service Unit #13 has completed and has on file at the Administration Office, each building's Asbestos Management Plan. This plan contains the results of all building inspections and response action necessary to either abate or encapsulate any asbestos-containing material. Each building plan is available for public inspection in the Administrator's office at the Scottsbluff Office (4215 Avenue I, Scottsbluff, Nebraska) and at the Sidney location (361 College Drive, Sidney, Nebraska).

Internet/E-mail Acceptable Use – Student

The following are guidelines for acceptable use of the internet/e-mail:

1. The intent of the legislature is to provide educators and students with access on the internet/e-mail for professional growth opportunities, research and other educationally related experiences. ESU #13 recognizes some personal use of the internet/e-mail is appropriate, being mindful of excessive personal use limits access availability for others.
2. Transmission or reception of any material which is in violation of any federal or state regulation is prohibited. This includes, but is not limited to the following copyrighted material; threatening, harassing, pornographic, or obscene material; or materials protected by trade secrets.
3. Commercial activities, product advertising, and political lobbying are prohibited. Excessive personal use during the school day will be considered misuse.
4. Users of internet/e-mail are expected to abide by established rules of network etiquette including, but not limited to the following:

- a. Politeness is a must at all times. Abusive messages, hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
 - b. Profanity, vulgarities, or any other inappropriate language is prohibited.
 - c. Personal phone numbers and home addresses are not to be divulged.
 - d. Network storage areas will be regarded as school property. Files and communications may be reviewed by ESU #13 personnel. Electronic mail is not guaranteed to be private.
 - e. "Chain letters" are considered to be a misuse of the system.
 - f. Talk, write, and chat commands may be intrusive and should only be used after receiving permission from the other party. Personal information should not be given.
 - g. Classroom use will take precedence over individual use.
5. Users must respect the integrity of the system at all times. Students and staff should not intentionally develop or activate programs that harass other users, infiltrate a computer system, or alter the software components of a computer or computer system. These include, but not are limited to: viruses, forgoing e-mail, hacking, and attempting to use administrative commands,
6. Do not vandalize or destroy the data or hardware on any other system.
7. Security of any computer system is essential. Access to internet/e-mail is intended for exclusive use by authorized individuals. Any problems which arise from the use of an account are the responsibility of the account holder. Misuse may result in the suspension of the account privileges. This may include, but is not limited to the following:
- a. Trespassing in another's work file.
 - b. Giving out your password or the password of others.
 - c. Attempting to log in to another individual's account.
 - d. Failure to notify the supervising staff members of a security problem.
8. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users.
- a. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - b. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - c. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - d. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - e. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - f. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is called a bug, virus, worm, Trojan horse, or similar name.
 - g. Users shall not engage in any form of vandalism of the technology resources.
 - h. Users shall follow the generally accepted rules of the network etiquette. The ESU #13 Administrator or designee may further define such rules.

Infractions related to technology use, such as cyberbullying, unauthorized access, or distribution of inappropriate materials, will be addressed in accordance with ESU #13 policies and may also be subject to disciplinary measures by the student's home district, including the restriction or revocation of school-issued devices or technology access at the discretion of VALTS staff.

Personal Belongings

Lockers are available for student use; however, students are solely responsible for the safekeeping of their personal belongings. It is recommended that students do not bring valuable items—such as large amounts of cash, electronics, or personal valuables—to school or on field trips. ESU #13 and VALTS staff are not responsible for lost, stolen, or damaged items.

All lockers remain the property of ESU #13 and may be subject to inspection at any time. Students should have no expectation of privacy in school-provided lockers or storage areas. Lockers may be searched based on reasonable suspicion of a violation of school rules or law, or randomly as a preventative measure to maintain a safe and orderly environment (see section titled *Searches, Seizures, and Arrests*).

Removal of Students and Interviews of Students

It shall be the policy of ESU #13 to follow the policy of the school in which each individual student is enrolled with respect to the removal of students and interviews of ESU #13. In the absence of such a school policy, or when the school policy has not been provided to ESU #13, the following procedures shall be used.

1. Removal of Students by Law Enforcement Officials

In dealing with law enforcement officials, ESU #13 employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with ESU #13 operations or educational programming.

A peace officer may in the line of duty require a student to accompany him for questioning or detention, either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 without a warrant or order of the court (1) when, in the presence of the officer, the juvenile has violated a state law or a municipal ordinance; (2) when a felony has been committed and the officer has reasonable grounds to believe the juvenile committed it; (3) when such juvenile is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the juvenile's protection; or (4) when there are reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian. A probation officer assigned to a student by a court also has the statutory authority to arrest a student in certain circumstances and that power is similar to the power granted to a peace officer by law.

If a peace officer or probation officer requests custody of a student who is at that time

under the control and jurisdiction of ESU #13:

- a. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student.
- b. Upon releasing the student, the school in which the student is enrolled has a statutory responsibility to inform the student's parent or guardian of the removal. To assist the school in meeting this responsibility, the ESU #13 employee who has released the student shall contact an appropriate administrator or director of the school in which the student is enrolled. The Program Administrator or Program Director shall be informed of any circumstances that warrant a delay in immediately contacting the parent or guardian, such as information which suggests that immediate notification could interfere with the peace officer's performance of duties or create a dangerous situation for the student or peace officer.

In some cases there may be orders for custody of a student served by the FBI, a federal marshal, a postal inspector, another federal officer, state official or officers from the jurisdiction of ESU #13. While these officers may have authority to arrest and remove students, local law enforcement should be contacted and requested to participate in or monitor the removal.

A student should not be released to a private or "special police officer" who is not an officer of a Nebraska political subdivision or an officer of some agency of the federal government without consent of the student's parent, guardian or custodian.

2. Interviews of Students by Law Enforcement Officials

Unless a student is placed under arrest, a peace officer or probation officer will not be permitted to remove a student from the control and jurisdiction of ESU #13 for questioning unless permission of the student's parent, guardian, or custodian is obtained. Law enforcement officers should be urged to contact students outside the instructional day and off ESU #13 premises whenever possible. Questioning or interview of students in ESU #13 premises should only take place pursuant to the following guidelines:

- a. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to ESU #13, questioning should not take place until the student's parent, guardian, or custodian has been contacted, by either ESU #13 or by an appropriate administrator or director of the school in which the student is enrolled, and permission is given for such interviews. The consent should be documented. The presence of an ESU #13 employee during the interview is not necessary.

- b. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining prenatal consent for the interview would be impossible or counter-productive, the interview may be conducted on ESU #13 premises without such consent. In these situations, an employee of ESU #13 or the school in which the student is enrolled should be present during the interview to ensure that the interview relates only to those matters specified by the law enforcement official.
- c. If the investigation relates to an incident which took place on ESU #13 school premises or during instructional time, it is not necessary to obtain parental consent for an interview. In these situations, an employee of ESU #13 or the school in which the student is enrolled should be present during the interview to ensure that the interview relates only to the incident which took place on ESU #13 or school premises or during instructional time or something which is directly related thereto.
- d. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on ESU #13 premises free from the observation of other children or individuals. In such situations, it is neither necessary nor desirable that an ESU #13 employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian or custodian for the interview.

3. Disclosure of Student Records

ESU #13 employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

4. Interviews of Students by Persons other than Law Enforcement Officials

Any person other than an employee or agent of ESU #13 or of the school in which the student is enrolled who comes to ESU #13 premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of the Program Administrator or Program Director.

Permission to remove is not to be granted unless authorized by the student's parent, guardian or custodian or a person authorized by the student's parent, guardian or custodian.

Permission to interview is not to be granted unless that person has a clearly valid and proper reason and such is not disruptive to ESU #13 operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

Searches, Seizures and Arrests

ESU #13 property is held in public trust by the Board. ESU #13 authorities may, without a search warrant, search students, protected student areas, or vehicles driven by students parked on ESU #13 property based on a reasonable and definable suspicion that an ESU #13 policy, rule, regulation or law has been violated. This may include use of a metal detecting wand.

The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the ESU #13 facilities. The furnishing of a locker, desk or other facility or space owned by ESU #13 and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk or other facility.

ESU #13 authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, vapes, weapons, explosives, poisons and stolen property. Such items are not to be possessed by students while they are on ESU #13 property or on property within the jurisdiction of ESU #13; while on ESU #13 owned and/or operated transportation; while attending or engaged in ESU #13 activities; and while away from ESU #13 grounds if misconduct will directly affect the good order, efficient management and welfare of ESU #13.

Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The Board believes that illegal, unauthorized or contraband materials may cause substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the ESU #13 premises or property within the jurisdiction of ESU #13.

The Program Administrator or Program Directors may release a minor student into the custody of a law enforcement officer upon presentation of a court order or warrant for the student's arrest, or to remove a student from the ESU #13 premises if the officer or Program Administrator or Program Director has reason to believe that the student has violated the law.

The Program Administrator, Program Director, or designee will immediately attempt to notify the parent/guardian or responsible relative of the student's removal from the ESU #13 premises and the place to which the student is reportedly taken, except in cases of child abuse.

The appropriate Program Administrator or Program Director of the school in which the student is enrolled is to be notified when items are discovered that would warrant discipline of the student under the school's student code of conduct.

Visitors to ESU #13

The ESU #13 Board encourages parents and other district citizens to visit ESU #13 programs and classrooms at any time to observe the work of students, teachers and other employees. All visitors, which includes persons other than employees or students, must notify the Program Administrator or Program Director of their presence in the facility upon arrival and request authorization to visit elsewhere in the building.

Persons who wish to visit a classroom while ESU #13 is in session are asked to notify the Program Administrator or Program Director and obtain approval prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending ESU #13 events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. The Board, Administration and Directors will not tolerate any person or persons whose presence disturbs classes or ESU #13 activities or hinders the instructional process. Children who wish to visit ESU #13 must be accompanied by a parent or responsible adult.

It shall be the responsibility of employees to report inappropriate conduct. It shall be the responsibility of the Program Administrator and Program Directors to take the action necessary to cease the inappropriate conduct. If the Program Administrator or Program Director is not available, an ESU #13 employee shall act to cease the inappropriate conduct.

The Board discourages using ESU #13 as a site for parents without custody to visit their children. The onsite supervisor may deny the parent without custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the program day without the approval of the custodial parent or legal guardian. In this paragraph, "without custody" means the parent lacks joint legal custody under Nebraska law.

ESU #13 may restrict the use of its buildings and grounds or restrict access to ESU #13 property by issuing no trespassing commands and/or stay away/ no trespassing letters when deemed necessary by the Program Administrator or Program Director when any individual or group:

1. Is determined to present a risk to the safety of others
2. Presents a disruption to the learning environment
3. Fails to follow proper check-in and identification procedures
4. Does not have a legitimate purpose to be present on ESU #13 grounds or activities

In the event a person prohibited by this or other board policies is on ESU #13 property or is attending an ESU #13 sponsored event, the Program Administrator or Program Director will tell the person he or she must leave and will notify the person they are not permitted back on ESU #13 property, except if their presence is required by the ESU #13. The Program Administrator or Program Director may contact the proper legal authorities if necessary to enforce this policy and may file a report or sign a complaint on behalf of ESU #13.

Section V – Attendance

VALTS Attendance Policy-Absences

Students are expected to attend school every day that school is in session and follow all state-mandated attendance requirements. Consistent attendance is essential to student success.

- It is the student's responsibility to make up all missed work due to absences.
- All missed work must be completed within the week it is assigned, as outlined during weekly grade checks.
- Grade checks are distributed each Monday to monitor progress and missing assignments.
- For prearranged absences, students are expected to complete work in advance whenever possible.
- If a student leaves the facility without permission, they are required to make up missed work the following school day.
- Parents/guardians will be notified of all absences.

Tardies

Tardies at VALTS are defined as late arrival within 15 minutes of the start of class. Arrival after 15 minutes will be marked as an absence from that class. Students are expected to arrive on time and be prepared for class each day. Punctuality is a critical life and career skill.

Attendance Expectations and Interventions

To promote accountability and support student success, the following interventions may occur when attendance concerns arise:

- If a student accumulates three (3) or more tardies and/or absences combined within a quarter, the student may be required to:
 - Attend mandatory make-up time from 8:00 AM until the start of the school day
- Additional consequences and supports may include:
 - Parent/guardian contact
 - Parent/guardian meetings
 - Development of an attendance contract

As a program operated by ESU #13, VALTS monitors student attendance and, from time to time, may communicate absences and attendance concerns directly to the student's home school district. Chronic absenteeism is reported to the home district in alignment with Nebraska Revised Statute § 79-209, and VALTS staff may collaborate with district personnel to support the development of a collaborative attendance plan as needed. Because regular attendance is critical to academic success in the VALTS program, students who fail to meet attendance expectations—even after interventions and supports—may be referred back to their home school and may face removal or expulsion from the program due to lack of engagement.

Section VI - Scholastic Achievement

Academic Integrity

A. Cheating and Plagiarism

Cheating and plagiarism violate the standards of academic integrity. Sanctions could be imposed against students who engage in such conduct.

- "Cheating" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to the following: tests, advanced information, use of unauthorized materials, use of another student's answers, use of another student to take a test, misrepresenting the need to delay a test, and failure to contribute to group projects.
- "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.
- AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work [without citation]. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or ESU 13 policies.

B. Sanctions

- Academic Sanction: The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, and require the student to complete another assignment, test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement assignment, test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Report to Parents and Administration: The instructor will notify the Principal of the offense, and the instructor or Principal will notify the student's parent or guardian.
- Student Discipline Sanctions: Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor. Such additional sanctions will be given strong consideration if a student has engaged in a serious or repeated academic integrity offense or other rule violations, and if the academic sanction is otherwise

not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic violations.

Section VII - Support Services

Dispensing Prescription and Non-Prescription Medications

The administration of prescription and non-prescription medication to students is to be limited to medications that must be taken while students are participating in ESU #13 programs or otherwise under the control and jurisdiction of the ESU #13. All medications administered by ESU #13 personnel should be administered in accordance with the Medication Aide Act.

If at all possible, all prescription and non-prescription medications should be given at home outside of school hours by the parent or by other responsible parties identified by the parent. However, ESU #13 recognizes that some medication regimens necessitate the administering of medication during school hours; therefore, a safe and effective means of administering the medication is required.

1. **Authorizations for Prescription Medications:** Prescription medications may be administered when the Medication Administration Form is on file with ESU #13 and meet the following:
 - a. **Physician's Authorization:** A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given and reason the student is receiving the medication.
 - b. **Caretaker's Authorization:** A caretaker's signed and dated authorization or permission to administer the medication during school. (Note: All references to "caretaker" in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration.)
 - c. **Original Packaging:** The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the student and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification and a corrected label must be obtained if orders differ from those listed on the packaging.
2. **Authorization for Non-Prescription Medications:** Non-prescription medications may be administered provided that a caretaker's authorization is provided in the form established by the Administrator or Administrators designee and the medication is in its original packaging.

3. Renewal of Authorizations: Medication authorizations must be renewed annually and updated immediately as changes occur (*ie. Change in dose or medication*).
4. Documentation: Accurate medication administration records are to be kept and maintained. Documentation of each dose of medication administered shall be made reflecting the student's name, the name of medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual observations, and any refusal by the recipient to take or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two years.
5. Storage: Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized personnel who are designated by the administration shall have access to the medications. The ESU #13 school nurse shall establish procedures for monitoring the storage and handling of medication, the medications expirations date, and the disposal of medication.
6. Receipt and Disposal of Medications: Medication shall be delivered to ESU #13 personnel and picked up by the caretaker. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent in a reasonable time following the student's departure from the ESU #13 program shall be destroyed. Procedures for destroying medication shall include a witness and documentation.

Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions

It is the policy of the ESU #13 to follow the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Emergency Protocol) and related policies of the school in which ESU #13 provides services in the ESU #13 facilities.

Each employee who is or will be providing services to student in an accredited school, an approved school, or to children in an approved early childhood program, is to be provided with the following:

1. Information about the existence of the Emergency Response to Life- Threatening Asthma or Systemic Allergic Reactions (Emergency Protocol) established by the Nebraska Department of Education and adopted by ESU #13;
2. Access to a copy of the Emergency Protocol form and either a copy of the school's signed Emergency Protocol or directions to obtain such from the school administrator;

3. Information about the availability of a school nurse and, if one is not available, who at the school site where services are being provided is a designated trained non-medical staff member for the purposes of implementing the Emergency Protocol;
4. Information about the whereabouts within the school building where the employee is providing services of the equipment and medication necessary to implement the Emergency Protocol in the case of any student or school staff emergency, including the location of an IM EpiPen- Jr. or an adult EpiPen, or the school official who is to be contacted to obtain such information;
5. Appropriate direction and instruction so that employee who may be involved in an Emergency Protocol Response provides appropriate and accurate information to the appropriate school official, in order that the school may maintain records of administration of medication by school staff as required;
6. Inform and provide the employee of any written request from a parent or guardian of a minor student served by the employee, directing that such minor student not receive emergency treatment under the protocol.

Student Self - Management of Asthma, Anaphylaxis, and Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions while participating in programs operated by ESU #13 when the student has a self-management plan established with the school in which they are enrolled that is prepared and signed in accordance with legal requirements.

Section VIII - Drugs, Alcohol, and Tobacco

Drugs

WNCC policy prohibits the consumption, possession or sale of controlled substances and/or the presence of controlled substances on College property, whether leased or owned, and on the specific premises of College sponsored or supervised off-campus functions. Conduct covered by this offense includes but is not limited to:

- a. Manufacture, distribution, sale, offer for sale, possession, or use of any illegal drug or narcotic, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana;
- b. Misuse or abuse of legal drugs or narcotics;
- c. Possession of a device (drug paraphernalia) that has been used to ingest illegal drug or narcotic

Alcohol

WNCC policy prohibits the use, possession, or sale of alcoholic beverages on College property, whether leased or owned, and on the specific premises of College sponsored or unsupervised off-campus functions.

Tobacco

The use of tobacco products is prohibited in all buildings and all vehicles owned by ESU #13. Smoking is also prohibited in any outdoor areas where others may be affected by smoke, including areas near the entry of buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (including electronic nicotine delivery systems), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section IX - Student Conduct, Rules and Regulations

Anti-Bullying

Anti-Bullying and Positive Behavior Policy

ESU #13 is committed to providing a physically safe and emotionally secure environment for all students and staff. We promote positive behaviors including respect, cooperation, teamwork, empathy, and acceptance of others. Bullying, harassment, and intimidation are not tolerated.

Definition of Bullying:

Bullying is an ongoing pattern of physical, verbal, or electronic behavior intended to harm, intimidate, or humiliate another student, occurring on school grounds, at school activities, or through electronic communication that impacts the school environment.

Rights and Responsibilities:

- **Students** have the right to feel safe and are expected to treat others with respect and report concerns.
- **Staff** are responsible for modeling positive behavior, intervening, and reporting incidents.
- **Director/Principal** ensures timely investigation and appropriate response.

Reporting and Response:

Bullying may be reported to any staff member or the Director. Anonymous reporting options (such as Safe2Help Nebraska) may also be used. All reports will be taken seriously, investigated promptly, and addressed through appropriate supports, interventions, and/or consequences.

False Reporting and Retaliation:

False reporting and retaliation are prohibited and may result in disciplinary action.

Prevention and Education:

V.A.L.T.S provides ongoing instruction in bullying prevention, social-emotional learning, and digital citizenship to support a positive school culture.

Dissemination:

This policy is published in handbooks and on the ESU #13 website and is accessible to all students, staff, and families.

Safe2Help Reporting Tool

Our program utilizes the Safe2Help Nebraska reporting system, operated in partnership with the Boys Town National Hotline, as a confidential and anonymous resource for students, staff, and community members to report safety concerns. Reports may include concerns related to bullying, threats, mental health, substance use, or other behaviors that may impact student safety and well-being. To submit a report of for more information, please visit:
<https://safe2helpne.com/>

Classroom Expectations

- Students will contribute creatively and productively to any independent or group activity.
- Students will complete all assignments to passing quality and turn in all assignments by their due dates.
- Students understand the expectation for successful grades.
- Backpacks and purses are not allowed in classrooms. If students bring a backpack or purse, they will be required to leave it in their locker or office.

Work Hours, Summer School, and Other Outside Placements

- Students who are behind their cohort graduation class are required to attend summer school.
- Students who are granted the option of receiving elective credit for work study, community service and volunteer hours must complete 180 hours per quarter for five elective credits. Hours cannot be counted if work is done “under the table” or hours are traded for a service. Babysitting/childcare hours for family and/or friends will not be accepted.
- Jobsite Evaluations: Pre-Approval by Administration on all work/volunteer hours will be required.
- V.A.L.T.S offers limited enrollment to the Aulick and/or Western Sugar Career and Technical Education programs. Students who wish to apply for enrollment need to notify a teacher or the Director. An application process will take place. Please ask the Director for a copy of the application process in its entirety.

Electronic Devices

In accordance with LB 140 (2024), which restricts student use of personal electronic devices during instructional time in public schools except under specific circumstances, VALTS enforces a structured and educationally appropriate policy regarding the use of phones and other

personal electronic devices. This policy applies during all instructional functions conducted on school property.

Permissible Exceptions (as outlined in LB 140):

Student use of personal electronic devices may be allowed under the following conditions:

1. For educational purposes as explicitly directed by a staff member.
2. During emergencies that pose a risk to the health or safety of the student or others.
3. As required by a student's Individualized Education Program (IEP) or 504 Plan.
4. When necessary for medical reasons, including communication with a caregiver or medical professional.
5. When a student is engaged in an activity during non-instructional time (e.g., before or after school, passing time, or lunch periods).

V.A.L.T.S. Cell Phone Policy

- Cell phone use is not allowed during instructional time unless teacher-approved for educational purposes or falls under one of the exceptions outlined above. Phones must be in SILENT mode and placed on the desk at the front of the classroom or other designated area by the teacher. Teachers will communicate specific, limited times when phones may be used if they are to be used at all
- Earbuds/headphones are not allowed during instructional time. They may only be used during passing time. One earbud may be used but not both to ensure student safety and awareness of their environment. Failure to comply with the cell phone policy will lead to the four step VALTS disciplinary progression and/or an office referral.

Parents may call the VALTS office (308-635-0206) if they need to reach their student during the school day.

Artificial Intelligence (AI) Glasses: V.A.L.T.S recognizes that while AI-enabled glasses offer emerging technological capabilities, they pose substantial risks of misuse within the educational environment. Unlike traditional eyewear, these devices contain integrated cameras, microphones, and processors that can operate discreetly, creating unique challenges that threaten the fundamental safety and integrity of our school community. The primary risks associated with unauthorized AI glasses include, but are not limited to:

- Threats to Student Safety and Privacy: AI glasses allow for the surreptitious recording and live-streaming of students and staff without their knowledge or consent. This creates a severe risk of privacy violations in sensitive areas, such as restrooms, and increases the potential for digital harassment or bullying.
- Academic Dishonesty: These devices provide real-time access to the internet, translation tools, and AI-generated prompts. This allows for sophisticated methods of cheating on exams and daily assignments that are difficult for educators to detect visually.
- Data Security: AI glasses often sync with external cloud servers. The unauthorized capture of classroom discussions or student data poses a risk to the school's data protection standards and the confidentiality of student records.
- Classroom Distraction: Constant access to head-up displays (HUDs) and notifications undermines the focused learning environment and prevents students from fully engaging with their peers and instructors.

AI-enabled glasses and similar wearable AI technologies are strictly prohibited from being worn or used by students on school grounds at any time. This includes during the school day, at school-sponsored events, or on school-provided transportation.

Any student seeking an exception to this policy - for example, as a documented assistive technology for a disability or for a specific, if this is the only pair the student owns and there is a financial burden on the guardian, or the supervised educational project - must obtain formal, written approval from the Director prior to bringing the device onto campus. The Director may permit the student to utilize the device by turning off the power to the glasses or permitting them with full power depending on Director discretion.

Student Behavior

- I will attend school every day, unless there is a medical or family emergency.
- I will make all possible attempts to schedule appointments out of scheduled school time.
- I will adhere to the attendance policy at all times. If I am going to be absent or tardy for any reason, my parents or guardian will personally call V.A.L.T.S. prior to my absence.
- I will make up any assignments I miss as a result of my absence the day(s) I return to school. I will stay after my classes the day of my return or come in early before class.
- I will behave in an appropriate manner at all times. I will remember that aggressiveness and inappropriate gesturing are unacceptable.
- I will treat staff members, fellow students, and visitors with respect.
- I will respect others' privacy.
- I will respect my own and others' personal property and personal space.
- I will not interrupt others while they are speaking.
- I will dress appropriately. Shirts displaying drug and alcohol messages are not permitted and undergarments should not be seen. (See Dress Code Policy)
- I will not use or have in my possession: tobacco, vape pens, alcohol, any illegal substances, mind altering substances, look-alike drugs, or weapons while on the premises of V.A.L.T.S. or WNCC campus. WNCC is a tobacco free campus.
- Any student suspected of possessing or being under the influence of any illegal substances will be referred to the office. The office will contact law enforcement and the student will be assessed by the officer that responds to the call.
- I will refrain from bringing inappropriate materials and paraphernalia.
- I will not loiter in the building after my classes.
- I will observe all expectations and guidelines in adherence to my home school.

Student Conduct Rules

Students are to be held responsible for compliance with the student conduct rules of the school district in which they are enrolled. ESU #13 employees shall report conduct violations to the responsible Program Administrator or Program Director of such school as appropriate for disciplinary action, subject to the student's IEP or 504 Plan.

The Administrator, Director or designee is authorized to establish additional conduct rules for students while participating in ESU #13 programs and such conduct rules, when approved by the Board, shall have the effect of Board-approved policy.

Student Fees

ESU #13 will not assess any fee to students in a manner inconsistent with the adopted Student Fee Policy of the school district in which the student is enrolled ("School District"). Further, ESU #13 will not assess any fee to students in the absence of specific authority within a contract for services between ESU #13 and the School District.

ESU #13 requires certain goods or services to be provided by ESU #13 when no counterpart service is available within the School District; any fees to be charged for any such good or services by ESU #13 shall be specifically identified by the School and ESU #13. Any fees assessed by ESU #13 at the direction of, or by contract with, the School shall be deemed a fee collected by the School District.

Student Dress Attire and Appearance (Dress Code)

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards, and are prohibited from wearing the following attire:

- Clothing displaying indecent, suggestive or profane writing, pictures or slogans
- Clothing that advertises or displays alcohol, tobacco or any illegal substance
- Hoods (hoodie), Bandanas, Durags, etc. are not approved.
- Bare feet (some type of footwear must be worn)
- Costumes and/or those clothes intended only for leisure, or special occasions
- Chains hanging or attached to pants or shorts
- Any apparel which may create a safety hazard to the student wearing it or to others
- For all students, mid-thigh to top of chest are to be covered while also concealing all undergarments.

The Director/Principal has the final discretion in making the decision of what is a disruption. The Director/Principal and Staff will determine if a student is wearing inappropriate clothing. The student will be asked to change clothes and/or cover the inappropriate clothing or have parents bring appropriate clothing for changing.

Title IX

Employees or students, who believe they have been subject to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your supervisor or the supervisor of the offending person, the Title IX Coordinator or the Human Resources Manager if you do not wish to communicate directly with the person whose conduct was offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator or the Human Resources Manager, if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to the supervisor.
4. For student reporters, contact any teacher.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator may file a formal complaint and begin the following complaint procedure.

Allegations of sexual harassment or discrimination shall be investigated and if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion if the offender is a student. Retaliatory action will not be taken against an employee for reporting discrimination or harassment.

Response to a Formal Complaint

1. Filing Formal Complaint: An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person, by mail, or by electronic mail using the following contact information:

TITLE IX COORDINATOR CONTACT INFORMATION
ESU#13 Compliance Coordinator/Human Resources
4215 Ave I, Scottsbluff, NE 69361
308-635-3696

The formal complaint must be signed by the complainant or by the Title IX Coordinator.

Fire Drill Procedures

In compliance with State Fire Marshal regulations, V.A.L.T.S. will hold fire drills. During these drills, students and faculty will exit the building in a quiet, orderly fashion through the door that offers the safest exit. Students should then proceed to the parking lot on the north end of the Harms Advanced Technology Center at a safe distance from the building. Students are to remain in this area until they receive an all-clear signal from an authorized person.

Tornado Drill Procedures

V.A.L.T.S. will conduct tornado drills in accordance with the Harms Advanced Technology Center and host school district's regulations. We will quickly and quietly proceed down the stairs to the lower level of the building where all faculty and students will assume the position required for tornado safety. At the conclusion of the drill, we will quietly return to the V.A.L.T.S. classrooms.

Section X - Parent and Student Conferences

Parents/guardians are expected, as per agreement, to consult with teachers about their student's progress. Regular conferences will be scheduled in the fall and spring semesters. Special conferences may be scheduled as needed. Parents are encouraged to contact V.A.L.T.S. staff for an appointment any time they have a question or concern.

Section XI - Forms

Network Acceptable Use and Internet Safety Agreement
Parent/Guardian and Student Contract
Field Trip Form
Attendance Policy Contract
Publicity Permission

Educational Service Unit No. 13
Network Acceptable Use and Internet Safety Policy Parent's or Legal Guardian's
Agreement

Educational Service Unit No. 13 Network Acceptable Use and Internet Safety Policy Student's Agreement By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in ESU #13 Network Acceptable Use and Internet Safety Policy. I understand that to gain access to the ESU #13 computer network systems, I must return this form signed by me and my parents or legal guardian. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

AI Tools & Systems:

- AI Output Review: Always review and critically assess outputs from AI tools before submission or dissemination. Staff and students should never rely solely on AI-generated content without review.
- Bias and Misinformation: Be aware that AI-generated content may possess biases or inaccuracies. Always verify AI-produced results using trusted sources before considering them in academic work.
- Safety & Respect: Users must not use AI tools to create or propagate harmful, misleading, or inappropriate content. (Note: This may also be added to a student code of conduct or bullying/harassment policy.)
- Transparency: Any use of AI to aid assignments, projects, or research must be declared [and properly cited].
- Usage: AI tools will be used for educational purposes only. Misuse or malicious use of AI technologies will lead to disciplinary action.

Parent/Guardian

Date

Student

Date

Parent / Guardian and Student Contract

My child and I are prepared to meet the following criteria in agreement with the **Valley Alternative Learning Transitioning School**:

- Attend scheduled Parent/Teacher/Student Conferences.
- Support the attitude that we are a 3-part team (Parent, Student, and Teacher) and all parts of the team must work together for the good of the student.
- See that my child gets to school on time for his/her session and adheres to the attendance policy.
- Support the V.A.L.T.S. program in all the rules and regulations of the V.A.L.T.S., Harms Advanced Technology Center, and my child's host school district.
- Understand that tolerance and respect for differences are valued at V.A.L.T.S.
- Actions or words that violate this expectation may result in suspension or expulsion.
- Understand that using, possessing, distributing, or being under the influence of look-alikes, drugs, alcohol, or weapons during school hours or daily breaks will result in suspension or expulsion. Students suspected of any these types of behaviors will be referred to local law enforcement officials for investigation/assessment.
- Understand that fighting will not be tolerated and may result in expulsion.
- Understand that V.A.L.T.S. is not a shortcut to graduation. V.A.L.T.S. follows the host school district's policy for credits to graduate.
- Understand that if we fail to uphold our commitment to this agreement our child's continued placement in the V.A.L.T.S. program could be in jeopardy.

Parent/Guardian

Date

Student

Date

V.A.L.T.S. FIELD TRIP FORM

I give permission for: _____
(Student's Name)

to take part in all field trips this school year. I understand that there will be times when there will be no advance notice prior to a trip away from the building. One of the features of V.A.L.T.S. is an opportunity to tie into the broader community and I understand that this sometimes happens spontaneously.

I agree that students will ride only in vehicles approved by the V.A.L.T.S. administration.

I release the Valley Alternative Learning Transitioning School and my student's home school district from all responsibility in case of an accident.

Signed: _____
(Parent or Emancipated Youth)

Attendance Policy Contract

I, _____ have read
(student's signature)

and understand the Attendance Policy for the current school year. I understand that the purpose of this attendance policy is to instill in me the importance of attendance and punctuality as I continue to develop meaningful life skills. I will adhere to this policy. I understand that should I abuse this policy I could be dismissed from the program.

Date: _____

I, _____ have read
(parent/guardian signature)

and understand the Attendance Policy for the current school year. I will support my student in adhering to this policy. I understand that should my student abuse this policy he/she could be dismissed from V.A.L.T.S.

Date: _____

V.A.L.T.S. News Coverage/Web Publications Authorization

Return this form ONLY IF you DO NOT want your child to be included in any publicity that a classroom or regular school program might receive.

Reporters from local newspapers, television stations, and radio stations frequently visit schools to gather information and pictures for stories on a variety of topics (profiles on new school programs, stories about outstanding students and teachers, parent/student issues, news such as new standards and policies).

Occasionally, due to family, legal, or other reasons, parents and legal guardians prefer that their children never receive publicity. We ask that those parents and legal guardians sign and return the form below. Signed forms returned to us will be kept on file at ESU #13 and referred to when members of the media visit the school. Reporters and photographers will be asked to avoid featuring any children for whom this form is on file.

Please note that this procedure cannot apply to public events or programs for which children must register.

_____ I do **NOT** want my child to be included in any publicity or web publications that a school classroom or regular school program may receive.

Name of Child _____

Parent/Guardian Signature _____