

Blue Valley Middle School

# Student Handbook

2023-2024



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**ATTENDANCE**

Blue Valley Unified School District #229 strongly believes that regular attendance contributes to the probability of educational success, and to the development of attitudes of consistent performance that will generalize to adult life. Much of the value of any course is attained by:

1. Participation in the classroom experience;
2. Sharing in discussions and demonstrations;
3. Personally receiving directions for assignments;
4. Viewing and listening to visual presentations;
5. Experiencing the continuity of course work;
6. Participating in group activities;
7. Attending lectures and taking notes; and
8. Observing and learning from the presentation of other student's work.

If a student must be absent from class, parents are asked to call the **absentee line at 239-5105 or send an email through our website under Parents/Report an Absence** and advise the school of the absence. Parents should contact the school in advance of the absence if at all possible or by 8:00 a.m. on the day of absence. If a parent does not call, they will receive an automated call.

Building administrators will take action with students who are excessively absent from school. Corrective measures will be administered and may include detention, parent conference, etc. Students are considered truant by the Johnson County District Attorney's office if he/she has (a) three consecutive unexcused absences, (b) five unexcused absences in one semester, or (c) seven unexcused absences in a school year. School officials are mandated truancy reporters, and students will be reported truant to the Johnson County District Attorney's office as required by state and county requirements.

The following are reasons for excusable absence:

1. Student illness
2. Illness or death in the family (mother, father, siblings, grandparents, aunts, uncles, cousins, death of a friend)
3. Necessary appointments that cannot be made outside the school day and are verified.
4. Emergencies requiring a student's service or presence at home and which can be verified.
5. Obligatory religious observances of the student's own faith.
6. Family vacations and family business arranged in advance with the school administration (with class assignments arranged in advance and due upon return, or upon a date agreed upon by the teacher, whichever is later).
7. Participation in a school-approved student activity, a Kansas State school sanctioned activity, or a district approved function.
8. Personal Matters.

**Any absence for reasons other than those listed above and/or without parent knowledge and arrangement with school officials may be considered an unexcused absence.**

The Blue Valley School District Policy 3200b states that a student may have no more than seven

excused absences per class period per year without administrative approval. If a student has over seven absences in any period, administration may ask for doctor's documentation to excuse additional absences. If a student is participating in any school activities or athletics, they must be in attendance that school day for the majority of the day. Students not in attendance over half of the school day are unable to attend practices, performances, field trips, athletic events, CAN night, etc.

### **ARRIVAL**

School hours are 7:51am to 3:00pm. Students arriving at school between 7:15am-7:45am should report to the Gym unless they have made previous arrangements with a teacher. If arriving after 7:45am students will report to their grade level pod/1<sup>st</sup> hour class. Students should be in their seats ready to begin class upon the bell. It is a good idea for students to arrive early to class in order to have materials out and ready to go when the bell rings.

### **CAR LINE PROCEDURES**

Please help ensure a safe and orderly drop off and dismissal from school each day by the following the below guidelines.

- The curb marked by yellow is the only area for pick up or drop off.
- Pull all the way forward to the sign "end of drop off/pick up zone." Exit the car on the curbside only.
- Students should NOT be let out in the parking lot for safety concerns.
- There is only one crosswalk, which is near the office. A parent MUST walk students to the crosswalk to wait for a supervisor to signal when it is safe to cross.
- Proceed with caution in the car-rider line.
- Please do not talk on cell phones in the car line.
- Please be patient.

### **TARDY POLICY**

Students arriving after 7:51 A.M. should report to the office to receive a pass. If the reason for late arrival does not fall within the guidelines of excusable absences the student will receive a tardy card, marked unexcused. Students receive a warning for the first 3 tardies. All subsequent tardies will result in an office referral.

Teachers monitor tardies and assign consequences after 1<sup>st</sup> hour. There is a passing period between classes to use the restroom and pass from one class to another. If you have been detained in the office or by a teacher between classes, ask for a pass from the person who detains you before going to your next class. Teachers follow the same disciplinary consequences as the office in addressing tardies.

### **DISMISSAL**

Students should exit the building and leave campus by 3:15pm unless they have made prior arrangements with a teacher or participating in an after school activity. If an emergency should arise, please call the office and we will work with you to be sure that your child is being supervised while here at school after hours, if at all possible.

### **LEAVING SCHOOL GROUNDS**

Once students are on the bus and/or have arrived at school, the school accepts responsibility for their safety. After arrival at school, students may **not** leave the school property unless properly excused. During the school day any student who leaves the school property for any reason must sign

out in the office. Parents should come into the office when they desire a student to leave early.

**Students needing to leave school for doctor, dental or other personal appointments must bring a note from a parent. This request should include your name and grade level, the date and time you are to be dismissed along with the reason. Present it to the office before school on the day the pass is needed and the office will issue a pass excusing the student from class at the appropriate time.**

### **MAKE-UP WORK AFTER ABSENCES**

Make-up work is defined as the actual schoolwork or homework assigned on the day of the absence or an alternative assignment given equal in purpose, amount of time required to complete, and credit (if appropriate). **Schoolwork previously assigned to the student and due on the date of an absence is due on the day of return.**

Students are given two school days per absence to make up missed work for full credit. After three days of excused absence, the student is given one day per absence to make up work. The allotted time for make-up will begin on the day the student returns.

Any absence for a day or any significant part of a day for reasons other than those listed above and any absence *without parent knowledge and arrangement with school officials* shall be considered an **unexcused absence** (with makeup work suggested to the student, but with no credit awarded). A “significant part of a day” is defined as more than one class period or its equivalent. Per the state of Kansas policy, **students who are absent for more than three (3) consecutive days must provide a physician’s statement to the school in order to excuse the absences.** If a student will be gone for a period of three (3) or more days for reasons other than illness, such as vacation, the student must obtain written permission from the school administration and collect assignments from teachers prior to the absences. Permission forms can be obtained from the BVMS main office.

### **MAKE-UP WORK DUE TO SCHOOL SPONSORED ACTIVITY**

Students missing class because of a school-sponsored activity and having previously assigned work should submit assignments on the date due. We expect students to turn in any due assignments and receive any new assignments prior to their absence. Generally, tests are considered “class work” and are included in the provisions above. Therefore, if a test has been previously assigned for the date of an excused absence, the student should take the test on the return day.

### **LATE WORK**

We expect all students to turn in schoolwork on time, complete, and done to the best of their ability. If unusual circumstances arise, each student or parent will need to make his/her teachers aware of the problem or concern.

### **AFTER-SCHOOL ACTIVITIES**

Participation in extra-curricular activities in the Blue Valley School District is a privilege. That privilege is available to a student for as long as the student complies with BVMS policies, School District policies and Kansas State High School Athletic Association policies. Failure to comply with these guidelines may result in suspension of the privilege of participating in extra-curricular activities. Extra-curricular activities include, but are not limited to, all athletic teams, cheerleading, all-school plays, and musicals. They do not include graded/co-curricular activities such as drama class and

instrumental music.

**Students are expected to attend the majority of the school day to participate in any after-school function or activity.** Exceptions may be made for special circumstances with administrative approval.

### ***Guidelines for After-School Activities***

1. Normal school rules apply during events.
2. Student should be picked up within 10 minutes of the ending time of any school activity.
3. Students should take all belongings with them to the event. They will not be allowed to return to their lockers unless under the direct supervision of a teacher or staff member.
4. Once a student leaves school grounds they are not allowed to return. Student should not leave school grounds and then return to the event or to the school to be picked up.
5. During the event, students are required by the State of Kansas Activity Guidelines to use good sportsmanship or they may be removed from the game and/or other after school activities. Students should not make inappropriate comments or stomp on the bleachers. No booing will be permitted at any time.
6. At athletic events, students are to remain in the gym/football field area unless it is half-time and/or between games.

## **INTERSCHOLASTIC ATHLETICS**

The middle school interscholastic athletic program shall be operated in strict accordance with the rules and regulation of the KSHSAA. Interscholastic school athletics are available for 8<sup>th</sup> grade students in football, volleyball, boys and girls basketball, cheerleading/drill team and 7<sup>th</sup> and 8<sup>th</sup> grade cross country, cheerleading/drill wrestling and track.

KSHSAA (Kansas State High School Activities Association) rules require completion of a current physical examination before a student can participate in athletics or spirit squad/cheerleading. Physical forms are available in the school office. **Current is defined as after May 1, 2023.** A new physical form is required each year. KSHSAA requires students to pass **five (5) classes** each semester. Schools may not waive this requirement. Please contact the Assistant Principal if you have questions.

KSHSAA Rule 52 requires the KSHSAA member schools to encourage sportsmanship from both players and parents. The following interpretations and policies are a part of KSHSAA Rule 52.

1. Be courteous to all participants, coaches, officials, staff and fans.
2. Know the rules, abide by and respect the official's decisions.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, your team, and your school.
6. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Failure to adhere to the above interpretations and policies by member schools and/or individuals shall be subject to consideration by the KSHSAA. Action may result in the form of a reprimand, probation or suspension of the school and/or individual upon the degree of violation.

## **PE LOCKER ROOM GUIDELINES**

1. Lock up your belongings. Do not leave your personal property in the locker room. **LOCK IT UP!**
2. Never give anyone your locker combination.
3. No food, drinks, gum or glass are allowed in the locker room.
4. No cell phones.
5. Mark all your sports/ gym equipment with your name. If dressing out for Gym, student's last name should be written on the front of their PE shirt and shorts. Student's first name should be written on the back of their PE shirt.
6. Students should take their PE clothes home at the end of each week to be washed for the next week of activities.
7. Only stick deodorant is permitted. No spray or pump deodorants.
8. No jewelry allowed during PE activity time.
9. Socks and athletic shoes must be worn. Shoes must be tightly laced and tied.

## **BUS TRANSPORTATION**

### **Misconduct:**

Misconduct notices will be issued to those students who do not comply with the rules and regulations. The original copy is given to the student for a parent signature. After the notice is returned to the driver, it is turned in to the school and placed in the student's discipline file. If the notice is not returned, transportation will be denied. Riding a bus is a privilege, not a right. Beginning with the third misconduct notice, suspension of bus transportation services will occur. Student behavior that endangers the health and safety of the student passengers and the driver will be deemed a "serious offense" and will result in an immediate suspension of the student from bus service.

- If a student has concerns about anything happening on the bus, it should be reported to the driver and also the office.
- If a parent has concerns about anything happening on the bus, it should be reported to the bus company and also the office.

### **While on the bus:**

- The driver is in charge of the students and the bus. Students must obey the driver promptly and respectfully.
- "Classroom conduct" is to be observed by students while on the bus. Unnecessary loud conversation could divert the driver's attention and result in a serious accident.
- Keep hands and head inside the bus at all times after entering and until leaving the bus.
- Assist in keeping the bus safe and clean at all times.
- Treat bus equipment with respect.
- Damage to seats, etc., must be paid for by the offender.
- Students should never tamper with the controls or equipment on the bus.
- Keep books, packages, coats, feet and all other objects out of the aisle.
- Do not throw anything out of the bus window(s).
- Students must maintain absolute silence when approaching a railroad crossing stop or street intersection.
- Students are not permitted to leave their seats while the bus is in motion.
- No glass containers, animals, pets, toys, or weapons are allowed on the bus.
- The use or possession of tobacco, lighters/matches, liquor or illegal drugs on school buses or at the bus stop is prohibited and shall be reason for immediate suspension of transportation.



- All students must adhere to all policies of the bus company and school district, and they must cooperate with the assigned bus driver(s) to assure safety on the bus.

### **Extra-Curricular Trips:**

- The above rules and regulations apply to any trip under school sponsorship.
- Students shall respect and adhere to the requests of the teacher or chaperone appointed by the school during all activities of a field trip.

### **SCHOOL RESOURCE OFFICER (SRO)**

Blue Valley Middle School, in conjunction, with the Overland Park Police Department, has a police officer assigned as a School Resource Officer (SRO). Operating within the school, the SRO assumes a variety of roles involving education, counseling, referral, law enforcement and Juvenile Court/parent/school liaison. SRO's may interview students at school about routine police matters or investigations. A parent or guardian will be contacted by school administration if a student is considered to be a suspect of an illegal act. The most common objectives of the SRO include:

- Improve respect for the law and the image of police among students;
- Promote good citizenship on the part of youth;
- Foster respect for personal property and the rights of others;
- Improve communication and increase cooperation between the police, school and the community;
- Increase youth awareness of ordinances and laws and the rationale behind them;
- Reduce juvenile crime and delinquency in the school and community.

### **UNACCEPTABLE BEHAVIOR**

The Board of Education will, to the full extent of its legal power, insure that every student has an opportunity to attend school and receive an education without fear of injury to person or property. The Board will not allow persons with disruptive intent to endanger the safety of students or school personnel, to damage property, to interfere with the educational process, or to attempt to close the schools. Behavior which interferes with the maintenance of an effective learning environment or which is antagonistic to the welfare of other students will not be considered acceptable.

A student who commits any of the following acts may be subject to disciplinary action:

- Violation of school rules;
- Failure to comply with reasonable request(s), defiance, and/or insubordination;
- Making threats, harassment, de-pantsing, bullying, cyberbullying, hazing, intimidation, extortion and/or bodily harm;
- Disrespect for others;
- Obscenity, profanity, or indecency;
- Possession, transfer, consumption, sale or being under the influence of alcoholic beverages;
- Possession, transfer, use, consumption or sale of narcotics, drugs, paraphernalia, other restricted substances, or being under the influence of same and/or use of inhalants;
- Possession or use of a weapon;
- Smoking and/or possession of tobacco products;
- Theft;
- Violation of compulsory attendance laws, excessive tardies, and/or absences;

- Unruly conduct;
- Possession of pepper spray or mace;
- Forgery;
- Trespassing;
- Arson;
- Vandalism;
- Violation of Board policy;
- The use of personal electronic devices that result in a substantive disruption to school; that causes personal harm or embarrassment; and/or that promote academic dishonesty;
- Other unacceptable behavior.

Corrective measures for unacceptable behavior shall be described to students in advance. Those measures may include, but are not limited to, counseling, conferencing, parent involvement, referral to specialists/agencies, detention periods, work sessions, exclusions from class, in-school and out-of-school suspension, Saturday school, and expulsion.

**EMERGENCY SAFETY INTERVENTIONS (ESI) – Board Policy 3522**

Emergency Safety Interventions (ESI) refers to the use of seclusion or physical restraint. District personnel may use seclusion and/or physical restraint only when less restrictive alternatives were determined by a school employee to be inappropriate or ineffective, and when a student’s behavior presents an immediate danger to self or others. Violent actions that are destructive of property may necessitate the use of ESI. The use of ESI shall stop as soon as the immediate danger of physical harm ceases to exist.

**ESI Restrictions**

1. Use of ESI for purposes of discipline, punishment or for the convenience of a school employee, is prohibited.
2. A student shall not be subjected to an ESI if the school has received appropriate documentation from the student’s licensed health care provider, stating the student has a medical condition that could put him/her in mental or physical danger because of an ESI. The written statement shall include the student’s specific medical diagnosis, a list of reasons why ESI would be dangerous based on the diagnosis, and any suggested alternatives to ESI. A student may still be subject to an ESI if not using the ESI would result in significant physical harm to the student or others.

Campus Police Officers and School Resource Officers shall be exempt from the requirements of ESI when engaged in an activity with a legitimate law enforcement purpose. School security officers are not exempt from ESI requirements.

**Seclusion**

“Seclusion” occurs when a student is (1) placed in an enclosed area by school personnel; (2) purposefully isolated from adults and peers; and (3) prevented from leaving, or reasonably believes he or she will be prevented from exiting. All three conditions must be present for seclusion to occur. Use of “Time Out” where a student is temporarily removed from a learning activity without being secluded when used as part of a behavioral intervention is not considered an ESI.

**Seclusion Restrictions**

1. During seclusion, a school employee shall be able to see and hear the student at all times.

2. All seclusion rooms equipped with a locking door shall be designed to automatically disengage when the school employee moves away from the seclusion room.
3. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent, including well-ventilated and sufficiently lighted.

### **Restraint**

“Physical restraint” occurs when bodily force is used to substantially limit a student’s movement, except that consensual, solicited or unintentional contact to provide comfort, assistance or instruction shall not be deemed physical restraint. The use of “Physical Escort” or temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location is not considered an ESI.

### **DETENTION**

Detention refers to a period of time in which the student is assigned to stay in the office during lunch, before or after school for any behavioral infractions. Students should fully understand that any staff member in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a staff member or teacher might assign a detention to a student who is not in their classes. Office detentions are those detentions that are assigned specifically by a school administrator.

### **SUSPENSIONS**

**ISS** (In School Suspension): Some behavior problems result in a student being assigned ISS. ISS is a supervised placement. Students will be expected to do school work and will receive credit for the work.

Students who do not comply with the ISS rules may be subject to **OSS** (Out of School Suspension). OSS students suspended from school are suspended from activities as participants and observers. They are not to be at school at all during the suspension. Students may be allowed to make-up major tests or long term assignments.

Kansas law authorizes the Board of Education to adopt regulations for the purpose of authorizing certain persons to carry out the suspension and expulsion powers of the Board of Education. For the purpose of providing reasons for suspension and expulsion of students, as well as the procedures to be followed, the Board of Education hereby adopts the following:

- A. The Superintendent shall appoint a hearing officer or a committee of certified employees as a Long-term Suspension and Expulsion Committee. Such hearing officer or committee may suspend and/or expel in accordance with the terms and conditions of this policy.
- B. Reasons for Suspension or Expulsion. Students may be suspended or expelled for any of the following reasons:
  1. Conduct that endangers the safety of others or that substantially impinges upon or invades the rights of others at school, on District property, or at a District-sponsored activity;
  2. Willful violation of any published regulation for student conduct adopted by the Board;
  3. Conduct that substantially disrupts, impedes, or interferes with the operation of any school;
  4. Conduct that constitutes the commission of a felony whether the students is an adult or a juvenile;
  5. Conduct at school, on District property, or at a District-sponsored activity that constitutes the commission of a misdemeanor, whether the student is an adult or a juvenile; or

6. Disobedience of a teacher, law enforcement officer, school security officer, or other District authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any school or in the substantial and material impingement upon or invasion of the rights of others.

### **SEXUAL HARASSMENT**

The Blue Valley Board of Education believes that all students are entitled to work and study in school-related environments that are free of sexual harassment. Therefore, sexual harassment by an officer, employee, or student of this school district is prohibited. Sexual harassment is any sexual advance, request for sexual favor, or sex-based behavior that is not welcome and not requested. Any individual whose behavior is found to be in violation of this policy will be subject to discipline including, without limitation, termination of employment, suspension, expulsion from school, or other appropriate action. A student who believes that he or she has suffered sexual harassment may report such matter to an administrator, nurse, counselor, or teacher. If the nurse, counselor, or teacher receives the complaint, he/she shall notify an administrator as soon as possible. A claim regarding sexual harassment may also be reported to the appropriate district office administrator. To the extent reasonably possible, the privacy of the person who reports a claim of sexual harassment shall be preserved. Retaliation against a person who reports a claim of sexual harassment is prohibited.

### **CIVILITY OF STUDENTS - BULLYING**

Students shall behave civilly and with fairness and respect in dealing with other students, district personnel, patrons, visitors, and anyone having business with the District. Civil behavior is required on school property, in a school vehicle, or at a school sponsored activity or event.

Uncivil behaviors shall be defined as those that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent, or harassing whether they occur in telephone conversations, voice mail messages, face-to-face conversations, written letters, or e-mail messages. Examples of uncivil behavior shall include, but are not limited to: bullying; the use of profanity; personally insulting remarks; attacks on a person's race, gender, nationality, or religion; and behavior that is out of control.

In accordance with Kansas law, bullying is defined as any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, know or should know, will have the effect of: 1) harming a student or staff member, whether physically or mentally; 2) damaging a student's or staff member's property; 3) placing a student or staff member in reasonable fear of harm to the student or staff member; 4) placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or 5) any other form of intimidation or harassment prohibited by the Board of Education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8205, and amendments thereto.

Likewise, Kansas law defines cyberbullying as bullying by the use of any electronic communication device means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Any uncivil behavior by students shall be reported to district personnel. A record shall be made of the alleged incident and the action taken. Confidentiality shall be observed whenever possible to protect

the complainant and the alleged offending student. Retaliation against a person who reports a claim of uncivil behavior shall be prohibited.

### **REPORT BULLYING**

Harassment and bullying are not acceptable. Any incidents should be reported in one of the following ways:

1. Report an incident to a teacher, counselor, administrator or any BVMS staff member.
2. Anonymous Link on our website, student Canvas course, at BVMS.org under Bullying Reporting Form.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper use and care of all school equipment and property. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage or replace the item.

### **PERSONAL PROPERTY**

Any item of value, including but not limited to: cameras, expensive jewelry, cell phones, IPAD, designer shoes, games and gaming systems.

To decrease the loss of personal items, the following guidelines are suggested:

1. Do not bring any more money to school than you need.
2. Large sums of money and collectibles **should not** be brought to school unless prior arrangements have been made with a teacher or office.
3. Use your hall and gym lockers and **KEEP THEM LOCKED. DO NOT** give your locker combinations to others!
4. Do not take coats to class.
5. Label **all** personal items with first and last name so that we know who it belongs to if it gets lost.

**Please be advised that Blue Valley Middle School will not be responsible if personal items are lost, stolen, or damaged.**

### **CELL PHONES/ELECTRONIC DEVICES**

If a student brings a cell phone or electronic device to school, it needs to be turned off while in the building and stored in their locker **unless** it is being used for an instructional purpose with the classroom teacher's approval. Students are expected to use the devices appropriately and as instructed by staff. Blue Valley Middle retains the right to take away privileges if students misuse their device.

**Inappropriate use of a device includes, but is not limited to:**

- Social Media
- Games
- Pornography
- Cyber-Bullying/Mean Behavior
- Inappropriate Picture/Video Taking
- Inappropriate Text Messaging
- Cell phones are not permitted in the bathroom and locker rooms
- Use of cell phones during inappropriate times such as presentations, speeches, etc.

In our ever-changing society, we understand the need for parents and students to have the ability to communicate via cell phones; however, we cannot allow cell phones or other electronic devices to be a distraction to our learning environment. **Cell phones/electronic devices should be turned off while in the building unless being used for an instructional purpose with the classroom teacher's approval.**

**A courtesy phone is available in the front entryway for students to use between class periods or during lunch. Teachers also have phones in their classrooms. Long distance phone calls can only be made from the office phone.**

### **STUDENT MESSAGES/CALLS/DELIVERIES**

Calling students out of class for telephone calls, messages, etc. is both time consuming and disruptive to the student, teacher and the entire class. If a message/package is received, office staff will call the student up when they are available to do so. Teachers may not dismiss students immediately if it disrupts class, tests, or an activity. Students are encouraged to check in the office during passing periods if they are expecting something. Items are not delivered, it is the student's responsibility to pick up the items they have forgotten. **If an emergency situation exists, please explain the situation to the office staff so we can ensure that your child will receive the message promptly.**

### **LOST AND FOUND**

Lost and found items should be turned into the office or the Lost & Found shelf in the gym hallway. They will be kept for a reasonable length of time before disposal. If an item may have been left in the gymnasium, first check with the physical education teacher. Expensive items will be kept in the office; all other lost and found items are located in the hallway outside of the gymnasium. It is a good idea to label items with first and last name.

### **DRUG FREE/SAFE SCHOOL**

Recognizing its responsibility to promote the health, safety, and welfare of the students of this school district, the Board of Education adopts the following policy in order to assist in the protection of students from dangers which result from the use and abuse of alcoholic and cereal malt beverages, tobacco and tobacco products, controlled substances (drugs), and the improper use of legal substances, including prescription and non-prescription medications and other products. A program of drug and alcohol education shall be an integral part of the school curriculum. That educational program will include advising students of not only the physical and emotional dangers of drug and alcohol abuse, but also advising students of society's penalties for violation of drug and alcohol laws.

1. ***Alcohol and Cereal Malt Beverages*** – The use, possession or transfer of any alcoholic or cereal malt beverage, including being under the influence of such beverage, on school property or at school-sponsored activities, either within or outside the school district, shall be prohibited. Any student who violates this policy shall be suspended for not more than ten (10) school days by the school principal and may be referred to the school district's Suspension and Expulsion Committee for further action. In the event of out-of-school suspension, such student shall be prohibited from participating in school activities. A suspension may be reduced if the student seeks professional alcohol assessment and provides evidence of having done so.
2. ***Cigarette and Tobacco policy*** – The use, possession or transfer of any cigarette or any tobacco product on school property or at a school-sponsored activity shall be prohibited. This includes lighters, e-cigarettes, vapes, vape juice, and other paraphernalia. Any student who violates this policy shall be suspended (either in-school or out-of-school) for not more than ten (10) school days

by the principal and may be referred to the school district's Suspension and Expulsion Committee for further action. In the event of an out-of-school suspension, such student shall be prohibited from participating in school activities. A suspension may be reduced if the student enrolls in a stop smoking or tobacco use clinic and provides evidence of such enrollment.

3. ***Inhalants, Non-prescription Medication and Drug Paraphernalia*** – The inhaling of products such as solvents, aerosols, nitrites, or anesthetics, which are not manufactured for the purpose of inhalation, shall be prohibited. *The use of non- prescription (over-the counter) medication in a manner or for purpose other than described on the product label shall be prohibited.* The use, possession or transfer of drug paraphernalia shall be prohibited. Any student who violates this policy shall be suspended (either in school or out-of-school) for not more than ten (10) days by the school principal and may be referred to the school district's Suspension and Expulsion Committee for further action. In the event of out-of-school suspension, such student shall be prohibited from participating in school activities. A suspension may be reduced if the student seeks a professional drug assessment and provides evidence of having done so. Any certified or classified employee of the district who observes a student exhibiting an apparent health disturbance shall refer such student to the school nurse for further observation. If the nurse has reasonable grounds to believe that the student's behavior or health disturbance may be related to the use of alcoholic or cereal malt beverages or the use of a restricted substance, the nurse shall alert the school principal or designee, who will then immediately contact the student's parents or guardians and urge that a physician be consulted.
4. A school principal or designee will report all facts which may indicate an apparent violation of criminal or juvenile laws. Such reports will be made as soon as possible to the local law enforcement agency or Social and Rehabilitation Services (SRS).
5. A school principal may devise an appropriate disciplinary plan relating to the substance abuse in question.

### **CANINE SEARCHES**

Blue Valley Schools are promoting safety as an important component in effective schools. We do not believe we have a drug problem in our middle schools, but we do believe in preventative measures. Searches may occur during the course of the year at unannounced times. Board Policy 3519 states that when authorized by the Superintendent or his/her designee, a school principal may use a trained dog to identify controlled substances, weapons, explosives, or other illegal property or substances which may threaten the general health, welfare, or safety of students, school district employees, or other persons. The dog may be provided by a law enforcement agency or a licensed private agency. The dog may be used to detect such property or substances on any school district owned or leased property, including, without limitation, school facilities, athletic facilities, and parking lots.

### **STUDENT PERSONAL APPEARANCE EXPECTATIONS**

Board Policy 3513 states student clothing shall be appropriate for students in the business of learning. Clothing or appearance that distracts from the purposes of the school shall not be permitted. Student clothing shall reflect a sense of self-respect and personal dignity. District staff shall seek parent cooperation in encouraging students to adhere to this policy.

Clothing that disrupts learning is not appropriate for school and students will be asked to change their clothes. Provocative clothing is inappropriate as well. Examples of clothing that disrupts learning include:

- Apparel that allows a bare midriff

- Apparel that allows underwear to show (i.e. boxers under low slung jeans, or bra straps)
- Clothing that is too tight such as tube tops
- Shirts with cut-off sleeves should not show underwear or any part of chest
- Extremely short shorts or short skirts with high slits
- Low-cut/plunging necklines on shirts
- Parents will be encouraged to monitor student dress to support a learning environment.
- Apparel items posing a threat to the safety of school community members are not to be worn in schools (i.e. chains, studded accessories).
- T-shirts that advertise illegal activities or items students cannot legally buy will not be worn in school.
- Sponsors of extracurricular activities will also be expected to have students adhere to this expectation.
- Footwear must be worn at all times.

Students who are wearing inappropriate clothing will be asked to cover the clothing or replace it. Students failing to comply will be sent home or the parent will be contacted to bring other acceptable clothing. For students who repeatedly fail to comply with guidelines could also be assigned other school consequences.

### **AUDIENCE EXPECTATIONS**

Be courteous to those performing and watching the program. Applause is adequate in all cases except pep rallies and athletic events, where cheering is acceptable. Please do not stomp on the bleachers. Do not get up to leave or enter while a program is in progress. Wait for a break in the action, then quickly and quietly enter or exit. Please do not talk during the program and make sure cell phones are turned off.

### **CARDINAL ACTIVITY NIGHT**

Cardinal Activity Nights (CAN) are scheduled for Friday evenings throughout the school year. Please watch the monthly calendar on the school's website ([www.bvms.org](http://www.bvms.org)) for specific dates. The PTO sponsors these events for our students. Games and an open gym are provided for student use. Snacks and drinks are also available for purchase (ie. prepackaged candy, soda pop and chips).

Please review the following **Cardinal Activity Night** guidelines:

1. CAN's are for Blue Valley Middle School students only.
2. Students may arrive at 7:00 p.m. (not before) and must remain until 9:00 p.m. unless signed out by their parent or guardian. Families are not allowed to check out another student unless the office is notified in advance in writing.
3. Once a student leaves, they may not return.
4. Students will not have access to their locker.
5. Food and drinks may not be brought into the building. Snacks will be available for purchase.
6. The dress code is the same as the school dress code.
7. School rules that apply to students conduct during school hours and all school functions will also apply during CAN.
8. Students must be in attendance for a majority of the school day in order to attend CAN.
9. Students serving in or out-of-school suspension on the day of a scheduled CAN will not be allowed to attend the CAN.



10. Anyone not following the above guidelines or the direction of a chaperone will not be allowed to attend CAN. If during the course of the evening, a student is in violation of any of the above guidelines, a parent will be called to pick up the student.

### **STUDENT DIRECTORY**

Your PTO membership gets you access to the School Online Directory. Sign up online at <https://bvmspto.membershiptoolkit.com/home>. This directory lists the students' name, parents' names, address, home phone number and email. If you do not wish to have your information in the directory, please submit your request in writing to the office.

### **PLAGIARISM/CHEATING/FALSIFICATION**

**Plagiarism** – Presenting someone else's work as your own, copying without using quotation marks, not giving credit to sources, improper documentation, having someone else do work but submit as own, resubmitting same work produced for another assignment, receiving unauthorized assistance.

**Cheating** – Copying, allowing others to copy work, using or consulting unauthorized notes/resources, unauthorized collaboration, giving/revealing/receiving test or quiz info via technology, notes, gestures, etc.

**Falsification** – Deliberate concealment of true origin of data, forgery of signature of documents, etc. Plagiarism/Cheating/Falsification may result in a student receiving a low grade or a failing grade. It will also result in no credit for the plagiarized assignment and an academic warning. Any further instance of plagiarism will result in further disciplinary action.

### **TECHNOLOGY USE**

Communication technology includes technology on school grounds or at school activities whether or not owned or operated by the school district. Examples of communication technologies include, but are not limited to, computer networks, Internet, and e-mail. Student use of these services is a privilege that may be restricted or denied. Any student who uses communication technology services in an inappropriate or unacceptable manner or in violation of Board policies or administration guidelines will be subject to disciplinary action including, but not limited to, temporary or permanent loss of use.

### **WEAPONS**

Board Policy 3516 addresses the possession of a "weapon" or "weapon-like device" on school district property. It is essential that both parents and students realize that this policy applies 24 hours a day, 7 days a week, and 365 days per year, (even during the summer or other vacation times). Students who possess such items on district property at any time can suffer district expulsion or other appropriate school consequences. Depending on the issue the law may also be involved. The lesson here is to never bring a weapon or weapon like device onto school property.

Per Board Policy 3516, "weapon-like devices" include, but are not limited to, any facsimile weapon, pocket knife, box cutter, antique firearm, Class C common fireworks, etc. This does include pellet guns, b-b guns and paint guns.

## **LASER PENS**

Laser pens are not allowed in school. Any laser pen brought to school will be confiscated and held in the office until a parent is able to pick it up.

## **GUIDANCE**

Guidance services are available for every student. These services include assistance with educational planning, interpretation of test scores, occupational information, career planning, study help, help with home, school and/or social concerns. Our school counselors will be doing many cooperative group activities across grade levels. We also have a social worker and school psychologist available.

## **LIBRARY MEDIA CENTER**

The library will be open from 7:30 a.m. until 3:30 p.m. Material may be checked out for a three-week period and renewed for an additional two weeks. Exceptions may be made for items in heavy demand. Our Media Specialist gathers resources from within the district and the Johnson County Library system.

## **ENERGY DRINKS**

All performance enhancing, highly-caffeinated energy drinks are not allowed on school property.

## **WATER BOTTLES**

We certainly understand that staying hydrated is very important and will allow students to have water in the classrooms with the following considerations:

- The container must contain water and water only. No juice, soda, additives or energy drinks.
- No glass water bottles are allowed in the building.
- The container must have a closeable lid of some sort; this will be a screw on lid or a push top.
- The student will be responsible to fill the bottle between classes or with teacher permission during class.
- Classroom rules regarding the use of the restroom will be in effect. Students need to take care of restroom needs before class starts and one must be responsible for the amount of water that is taken in during classroom time.
- Bottles are not to be in close proximity to any technology.
- Water will not be allowed in any computer class or computer lab, as well as the library.
- Water bottles are not to be played with on school grounds. This includes throwing the bottle or pouring the contents of the bottle onto another person.

Any failure to follow the above policy will result in the student losing the privilege of having water in the classrooms.

## **CAFETERIA GUIDELINES**

Blue Valley Middle School students are expected to demonstrate responsible and appropriate behavior during lunch. Meals can occasionally be brought in for students but deliveries from independent restaurants are not allowed at any time. If a parent or family member joins a student for lunch, we have an alternate location for visitors at lunch. Please do not send food items to share with your table or other tables at lunch. With food allergies, this causes a health concern and is also

disruptive in the lunch room.

### ***Additional Reminders:***

- If dropping off a lunch, please deliver to the office by 10:45am.
- Please do not send food in to share with others during lunch. This guideline is to avoid exclusion of others.
- Four microwaves have been added to the lunchroom for student's use.

## **NURSE**

The nurse at BVMS is ready to assist students in meeting day-to-day health needs, as well as attending to emergencies. The nurse's duties include:

- Maintaining student prescription medicines - The nurse must have parent consent and a physician's order to dispense prescription medications. Over-the-counter medications require parent consent. For all medication, the original container, appropriately labeled, must be provided. If a change in type of drug or dosage is warranted, a new request signed by parent and/or physician must be provided. All medication will be maintained in the nurse's office and dispensed according to label instructions and at the discretion of the school nurse. If it is necessary for the student to retain possession of medication (i.e., inhalers), the Consent for Self-Administration of Medication form must be filled out by a physician and turned into the school nurse. The nurse can keep medicines refrigerated, if necessary. All prescription or non-prescription medication, if taken at school, must be taken under the supervision of the school nurse or designee.
- Minor aches or pains – The nurse cannot administer Tylenol unless the student has written approval on file. While the nurse keeps a supply of cough drops, Band-Aids, etc., please rely on these supplies only for emergency use. If your student comes to school with a cold, please send a supply of cough drops.
- Menstruation – The nurse's office has emergency supplies.
- Health instruction – The nurse visits classrooms and talks about health issues and human growth and development topics. She also brings in guest speakers pertinent to health topics.
- Conducts hearing, vision, and spine curvature screenings according to the state protocol and height, weight, and blood pressure measurements.
- Illness during the school day – If a student becomes ill, they should request a hall pass to see the nurse. **Students are not to directly call parents to pick them up; they need to go to the nurse's office.** The nurse will contact a parent or have the student call home. Please inform the school office if your emergency contact phone numbers change. These numbers are critical to the student's care.
- Long term conditions – The nurse should be notified of any health problem which may become a problem at school. Students with long term conditions (colostomy, migraines, special medications, etc.) will be monitored. The nurse will make a confidential list of students with health difficulties and notify the teachers.

## **LOCKDOWN PROCEDURES**

Lock & Teach: Students are to remain in their classrooms or quickly secure themselves behind a locked door. Nobody should remain in the hallways or bathrooms. The education process will continue behind locked doors during a "Lock & Teach" status. During "Lock & Teach" status, disregard bell schedules and/or fire alarms; everybody should remain behind locked doors. The purpose of a lockdown is to shield students, staff and visitors from exposure to a harmful situation, allowing administrators and emergency responder's time to achieve a safe resolution.

Lockdown – Lights Out: A “Lockdown – Lights Out” announcement indicates there is a potentially violent activity present in the building. All occupants should quickly find secure hiding places, if possible turn off lights, stay clear from hallway windows and be silent. Every effort should be made to avoid exposure to possible violent activity. The educational process **will not continue** during a “Lockdown – Lights Out” status. During “Lockdown – Lights Out” status, disregard bell schedules and/or fire alarms; everybody should remain behind locked doors.

All “Lock & Teach and Lockdown Lights Out” statuses should be discontinued only upon the direction of a building administrator.

## **TORNADO PROCEDURES**

Tornado Watch: A tornado watch is a forecast of the possibility of one or more tornadoes within a large area. Normal activities should continue but a watch for tornadoes is warranted.

Tornado Warning: A tornado warning means a tornado has been detected and may be approaching the area. If a tornado warning is issued, students will be notified via the intercom. After the intercom announcement, please proceed to the designated shelter. If the warning occurs during passing, please proceed to the closest designated shelter.

### Tornado Locations:

6<sup>th</sup> Grade Pod Classrooms: Go to room 601, Pod Bathrooms

7<sup>th</sup> Grade Pod Classrooms: Go to room 701, Pod Bathrooms

8<sup>th</sup> Grade Pod Classrooms: Go to room 801, Pod Bathrooms

Explo Classrooms:

- Vocal music, band, strings and computer technology go to girl’s gym locker room
- Art, foreign language, drama, FACS, and industrial technology go to boy’s gym locker room

## **GRADING SCALE**

Grades are recorded in letters ranging from “A” to “F”. An “F” denotes failure to pass in a class. An “I” denotes that the grade is incomplete and must be made up. The grade “K” is given in some instances and means that the student has been awarded credit for that course, instead of a grade. Where appropriate and when possible, grades will be calculated according to the following scale:

A = 93-100%	C = 73-76%
A- = 90-92%	C- = 70-72%
B+ = 87-89%	D+ = 67-69%
B = 83-86%	D = 63-66%
B- = 80-82%	D- = 60-62%
C+ = 77-79%	F = 0-59%

## **SLANT LISTENING STRATEGY**

**S = Sit up Straight**

**L = Lean Forward**

**A = Ask Questions**

**N = Nod your Head**

**T = Track the Talker and Take Notes**

## **BN3PHA**

B = Books

N = Notebook (Binder)

3P = Pencil, Pen, Paper

H = Homework

A = Assignment Planner

## **LOCKER INFORMATION**

### **Instructions on how to open a locker:**

Step One: Turn the combination dial RIGHT two or more complete rotations and then stop at the FIRST NUMBER of your combination.

Step Two: Turn the combination dial LEFT one complete rotation past YOUR FIRST NUMBER and STOP at your SECOND NUMBER.

Step Three: Turn RIGHT and STOP at your THIRD NUMBER. Lift the locker handle quickly and firmly.

## **STUDENT LOCKER GUIDELINES**

1. Student lockers belong to Blue Valley School District and are provided to the students for their convenience to secure appropriate school related items.
2. Students are not to paint, write, or place stickers on the inside or outside of the lockers; however, adhesive tape or magnets that can be easily removed are permitted in the inside. All decorations must be entirely removed at the end of the school year.
3. The locker combination is given to the student in confidentiality and should not be shared with other students.
4. Students are not permitted to change lockers without permission from the office.
5. Valuable personal items should not be brought to school. The school is not responsible for items lost from lockers.
6. Students should keep their lockers locked at all times.
7. In order to avoid the locker getting jammed it is important to make sure materials, coat etc. are neatly stored in the locker. Avoid putting magnets and magnetic pencil holders on the inside of the locker door as this may result in a locker jam.
8. The outside of lockers should not be decorated.
9. School lockers are school property and may be searched at any time and for any reason.

**Locker Problem Forms** are available in the office. If you should have any problem with your locker, complete the form, and return it to the office.