

LAKewood

Lead
Grow
Serve
Dream
Believe
Create
Share
Care
Love

2019-2020

COUGARS

Student Handbook



Lakewood Middle School

6601 Edgewater Drive
Overland Park, KS 66223
Phone: (913) 239-5800

Vision Statement

**“We will inspire and empower students
to positively impact our world.”**

Mission Statement

**“To advance personal and academic growth
through meaningful relationships.”**

Principal: Dr. Stephen Heinauer

Assistant Principal: Mrs. Meaghan Graber

Attendance Line: (913) 239-5805

Fax: (913) 239-5848

Office Hours: 7:00 a.m. — 4:00 p.m.

Please Note: All dates and policies in this handbook are subject to change past publication. For an up-to-date calendar, please go to the Lakewood website.

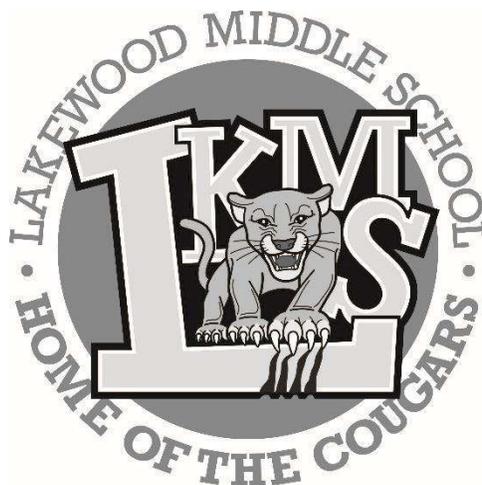
Dear Students,

Welcome to Lakewood Middle School! We are so thankful to have you as part of our learning community. At LKMS we focus on two primary goals-improving the academic performance and encouraging the personal growth of each student. You will quickly discover the staff members at LKMS are some of the most caring, kind, and compassionate teachers you have ever worked with. We are committed to providing you with a safe, positive, and exceptional learning environment. If there is ever anything we can do for you to enhance your experience at LKMS, please do not hesitate to ask. We are here for you!

Your three years at LKMS should be both exciting and educationally stimulating. At LKMS you will be provided with a variety of experiences and opportunities to grow both academically and in virtue. One of the best ways for you to be successful in school is to be involved. The LKMS staff offers many activities, clubs, and other school functions. Our staff is willing to do anything to help you stay connected at school. Again, we are here for you!

Please take time reviewing the contents of this handbook with your family. Should you have any questions, please do not hesitate to ask. We are here to ensure you have a successful 2019-2020 school year.

Sincerely,
The Staff Members of LKMS



Blue Valley Virtues

Respect is care and regard for the value, dignity, uniqueness and safety of self and others.

Responsibility is the willing fulfillment of obligations to self and others and accountability for one's conduct.

Honesty is valuing the truth and acting with integrity and authenticity.

Compassion is empathy for others, combined with the demonstration of kindness and support.

Self-Discipline is living within agreed-upon or self-imposed limits in pursuit of a greater good or a long-term goal.

Courage is acting on your beliefs even in the face of adversity.

Perseverance is putting forth effort to pursue well-defined goals.

ACADEMICS

Educational Philosophy

The Lakewood Middle School staff is dedicated to providing a quality education for all students. We believe that education is both a right and a privilege and is the shared responsibility of parents, students, and faculty. We are committed to establishing an environment conducive to achieving competency in basic skills, competency in problem-solving skills, and positive self-image and to developing good citizenship, mutual respect, motivation for lifelong learning, and cultural appreciation, with the understanding that each student is unique in his or her needs, interests, and abilities.

Lakewood Middle School Vision

"We will inspire and empower students to positively impact our world."

We believe that students in middle school have the potential and the power to impact the world, especially during their adolescent years. We long for our students to develop interests and passions to make this world a better place and we are committed to providing our students with the required knowledge and resources to make such an impact a possibility.

Lakewood Middle School Mission

"To advance personal and academic growth through meaningful relationships."

We believe that meaningful relationships are essential in helping our students grow both personally and academically. Positive relationships between student-teacher,

student-student, teacher-parent, and teacher-teacher help foster growth in our students.

Library Media Center

The Library Media Center is at the center of our educational activity. We encourage the utilization of the Library Media Center's services. The library is open from 7:15am until 3:15pm. Materials may be checked out for a three-week period and may be renewed for an additional two weeks. Exceptions may be made for items in heavy demand. Students will be responsible for the replacement of materials should they be lost or damaged.

Technology

Communication technologies shall be defined as technologies used on District grounds or at District activities whether or not owned or operated by the District, including, but not limited to, computer networks, the Internet, and e-mail. Student use of communication technologies shall be considered a privilege, which may be restricted or denied. Any student who uses communication technologies in an inappropriate or unacceptable manner or in violation of Board policies or administrative guidelines, shall be subject to disciplinary action including but not limited to, temporary or permanent loss of use. The use of personal electronic devices that result in a substantive disruption to school; that causes personal harm or embarrassment; and/or that promotes academic dishonesty are prohibited from use in all parts of the school.

Chromebook – Middle school students in Blue Valley will each receive a Chromebook that is their device to use during middle school. Chromebooks come with a charging cord and a sleeve to transport it. Students are expected to charge their Chromebook each night and bring it to school fully charged. Students will take their Chromebook with them to classes and use it at the appropriate times.

Online Resources - We use Canvas as a learning management system and it is the portal that teachers use to share informational content with students. Students access Canvas at school frequently in their school day. LKMS staff will support students in understanding how to use this system. LKMS has some classes that will use online resources as part of the class materials both at school and potentially at home. Each teacher will share with students (and parents) what the online resources are for their class if applicable. This information would include how students get to the site and log in information. The Online resources may include online textbooks, Math Excel and our school website. In addition to the student

Chromebook, please remember that our library has many computers that are available for student use both before and after school.

Make Up Work Policy

School work previously assigned to the student due on the day of an absence is due on the day the student returns to school. It is the responsibility of the student to collect all make up work from teachers and return make up work according to the policies below:

- If students are absent for up to three consecutive days, they will have two consecutive school days for each day missed to do the make-up work required. The student will receive one additional school day for each consecutive day of absence over three days. The allotted time for make-up will begin on the day the student returns.
- For any absences arranged in advance with administration and totaling not more than eight days each semester (consecutive or spaced throughout the semester) make-up work should be made up in advance or as arranged by the teacher. As instructional decisions are made based on student learning, teachers are not required to give work in advance.
- Students missing class because of a school-sponsored activity should submit assignments on the date due. Students who miss an assignment that is given in a class on the day they are absent because of school-sponsored event will have the same due date as those students who did not miss the class period.
- In most situations, 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 date.
- Students will usually receive make up assignments on the day they return to school. After three continuous days of absences a parent may contact the child’s teacher to request homework assignments not available on Canvas.

Late Work Policy

Student work is considered to be late if not turned in by the time determined by the classroom teacher. Assignments not turned in on time will be recorded in the student planner. Work not turned in on time may be deducted 10% for each day it is late, up to 50% off. Teachers will grade the assignment, award points and then may take the deduction for the number of days it is late. After the fifth day an assignment is late, teachers will no longer accept the assignment and students will receive a zero in the grade book. In some instances, the student will be unable to make up the assignment. Each quarter students are provided four late assignment

passes. Passes are filled out by the teacher and then signed by the parent/guardian. Once the four passes have been exhausted, further measures may be taken to ensure the personal and academic success of each student.

Parents and students are encouraged to track assignments on Canvas for due dates and any notations made by the classroom teacher.

Plagiarism and Cheating

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, or 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.

Grading of Students

Similar to all Blue Valley Schools, LKMS utilizes a quarter grading calendar. Every 9 weeks students will receive a report card. Grades are recorded with letters ranging from “A” to “F”. An “F” is considered a failing grade. Pluses and minuses will be included although no “A+” is given. The following percentages are to be used for the purpose of creating our grade 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%

An “I” on a grade card indicates the grade for that course is incomplete and that work should be made up prior to the issuance of a grade. A “P” indicates the student has been awarded credit for the course. “Progress Reports” and “Grade Cards” will be available through ParentVue and StudentVue at the end of each quarter. Grades can be monitored by parents and students throughout the quarter

via Canvas. Please allow an appropriate amount of time for teachers to grade and input grades after each assignment.

School Counselors

Guidance/Counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study skills, help with home, school and/or social concerns, or any question or concern the student may feel he/she would like to discuss with the counselor. The counselors also conduct several group sessions with students and with various parent groups. Appointments may be made to see a counselor before or after school and between classes.

Calling Teachers

It is important to know the planning times of your teachers. Unless for emergency purposes, teachers are not able to receive phone calls during instructional times. You may phone during the school day and request that a message be given to the staff member. Whenever possible, staff members will attempt to return phone calls during planning periods.

- Teachers may be called at LKMS (239-5800) during the following hours:
7:30 – 7:40 a.m. or 2:50 – 3:15 p.m.
- Please do not phone teachers at their residence to discuss school matters.

ARRIVAL AND DISMISSAL

Arrival and Dismissal

The safety and well-being of our students is our top priority. Classes begin at 7:41 a.m. and end at 2:50 p.m. LKMS staff members are on duty between the hours of 7:30 a.m. and 3:00 p.m. Because of this, unless otherwise arranged, students are discouraged from arriving on campus before 7:30 a.m. Students are also not permitted to be in the building after school is dismissed unless requested to do so by a staff member.

AM Arrival

If students arrive to school before 7:41 a.m., they go to designated areas. Sixth grade students meet in the commons. Seventh and eighth grade students meet in the gym. At 7:36 a.m., students will be dismissed from their designated areas to go to their lockers before going to first hour. All students wanting to purchase a breakfast may go directly to the commons. Food and drink should remain in the commons.

Tardiness

Students are expected to arrive at school between 7:30 and 7:41 a.m. Students arriving after 7:41am should report to the office to receive a late pass. If the reason for late arrival does not fall within the guidelines of the district's reasons for excusable absences, the student's arrival will be recorded as an unexcused tardy. Students receive a warning for the first three tardies. On the third tardy, the student's parents will receive an email advising them that on the fourth tardy their student will serve a school detention before school. Teachers may also have consequences for students who are tardy to their class. There are at least three to five minutes allotted between classes to use the restroom and pass from one class to another. If a student has been visiting in the office or with a teacher between classes, the student should ask for a pass from the staff member before going to their next class.

PM Dismissal

When the bell rings at 2:50 p.m. all students not staying for a supervised activity are asked to exit the building. Students are strongly encouraged to have communicated a dismissal plan in advance with their parent(s). During inclement weather students are permitted to wait inside the building's vestibule. Unless supervised by a LKMS staff member, students are not permitted to re-enter the building.

ATTENDANCE

Attendance Policy & Expectations

The Blue Valley School District believes that all students shall regularly attend classes in which they are enrolled. However, the school district also realizes that some absences from school can not be avoided by students. Board policy 3200 provides educators and parents with information regarding excused and unexcused absences, and to provide a procedure for beginning discussions when a student's academic progress suffers as a result of excessive absences.

The following information is a summary of Board Policy 3200:

Excused Absences

- Personal illness
- Illness or death of a family member
- Appointments that cannot be made outside of the school day and are verified
- Emergencies requiring a student's service or presence at home and which are verified

- Obligatory religious observances of the student’s own faith
- Family vacations arranged in advance with school administration
- Participation in a school approved student activity
- College visits made by high school students
- Personal matters

Verification for Excused Absences

Administrators, school counselors, school nurse, or the school attendance clerk are authorized to request from students or parents evidence needed to verify the validity of the reasons given for the absence. This information will remain confidential.

Unexcused Absences

Any absence for a day or “significant part of the day” (defined as one class period or its equivalent – approximately 45 min.) for reasons other than those listed above shall be considered an unexcused absence.

Limitation on Excused Absences

No more than seven excused absences per class period per school year may be granted. Students requesting additional excused absences above this limitation may submit a request for approval to administration. At any point when school educators feel that any number of excused absences is adversely affecting a student’s academic and learning progress or when the well-being of the student is compromised due to excessive excused absences, school educators may convene a discussion with the parents and the student.

Duties of the School

- Maintain accurate official records of attendance
- Notify parents of student absences
- Implement corrective measures for serious attendance problems

Attendance Line and Student Check Out

Parents are asked to use the online “Report an Absence” feature or to call the LKMS attendance line at 239– 5805 to report absences for illnesses, doctor appointments, late arrivals, etc. If an absence is not reported by 8:00am the office is required to verify the absence with a phone call or e-mail. Student absences that are unable to be verified will be considered unexcused. Occasionally students may need to be checked out during the school day. If your child needs to be checked out prior to dismissal, please either call the attendance line at 239-5805 or utilize the online student check out form.

School Reporting Requirements

School administrators are required to report students who are not attending school as required by law. A student is truant if the student is inexcusably absent from school (a) on three consecutive school days, (b) on five school days in any semester, or (c) on seven school days (or 45 min. of the day) in any school year. In accordance to state and county requirements, a truant student who is less than 18 years of age shall be reported to the District Attorney.

Leaving School Grounds

After arrival at school, or on school grounds, students may not leave the school property unless properly excused. Students who leave the campus or the classroom without permission will be considered truant. During the school day, any student who leaves the school property for any reason must be signed out in the office by his parent/guardian. The responsible adult must come into the office when he/she desires a student to leave prior to normal dismissal time. Students must obtain written authorization from their parent to depart with an individual other than their parent/guardian.

Closing Schools or Delayed Start

The superintendent determines if the school will be closed or start at a delayed time for reasons of weather or unexpected events. School closings and delayed start times are announced first on the district website. Closings are also announced on television and radio. Parents are encouraged to subscribe to BV Alerts found at www.bluevalleyk12.org.

BEHAVIOR EXPECTATIONS

Student Behavior

As the safety and well-being of our students is our top priority, positive and virtuous behavior is our goal for each and every student. Students are expected to become increasingly responsible for their own behavior and work toward the development of the Blue Valley Virtues.

As our students develop into positive, contributing members of society, we support them by focusing on three expectations. At Lakewood Middle School we want our students to: Be Polite, Be Prepared, and Be Productive in a variety of learning environments.

Environment	Polite	Prepared	Productive
Classroom	Respect yourself, others, and property. Be positive and kind.	Be on time and ready to learn. Complete assignments on time. Study for tests and quizzes.	Use time wisely. Actively participate. Be a self-advocate.
Hallway	Walk at all times. Speak with appropriate volume. Respect yourself, others, and property.	Organize supplies for class. Have a plan.	Walk with a purpose. Take care of business.
Lunch	Respect yourself, others, and property. Be seated unless getting food or cleaning. Be inclusive.	Be on time. Bring your lunch or lunch money. Sit at your table and wait to be dismissed.	Use time wisely. Clean your space.
Bathroom	Respect people, property, and privacy. Wash hands.	Use bathroom during passing time. Have permission outside passing time.	Limit talking. Use time efficiently.

Learning from our Mistakes

Although we believe every student at LKMS is naturally a great kid, sometimes great kids make poor choices. The Board of Education of Blue Valley Schools defines discipline as *all of the actions that support and guide student activities within a school and that establishes a climate designed to achieve the purposes and objectives of the district in the most effective manner.* Appropriate discipline is administered based upon the seriousness of the inappropriate behavior and shall be progressive.

<u>Unacceptable Behaviors</u>	<u>Possible Consequences</u>
<input type="checkbox"/> Academic (Missing Work) <input type="checkbox"/> Academic Misconduct (Plagiarism) <input type="checkbox"/> Bullying (Cyber, Physical, or Verbal) <input type="checkbox"/> Bus Misconduct <input type="checkbox"/> Cheating <input type="checkbox"/> Dangerous Items <input type="checkbox"/> Disruptive Conduct <input type="checkbox"/> Excessive Absences <input type="checkbox"/> Excessive Tardies <input type="checkbox"/> Harassment (Physical, Sexual, or Verbal) <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Inappropriate Use of Technology <input type="checkbox"/> Lying <input type="checkbox"/> Possession of a Weapon or Weapon-like Device <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Skipped Class <input type="checkbox"/> Theft <input type="checkbox"/> Unserved Detentions <input type="checkbox"/> Use or Possession of Alcohol, Tobacco, or Other Drugs <input type="checkbox"/> Vandalism <input type="checkbox"/> Verbal/Written Threats	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Assigned Seat in Class <input type="checkbox"/> Assigned Seat at Lunch <input type="checkbox"/> Student/Teacher Conference <input type="checkbox"/> Student/Administrator Conference <input type="checkbox"/> Parent Contact (phone, email, or in person) <input type="checkbox"/> Lunch Detention <input type="checkbox"/> Teacher Detention (before or after school) <input type="checkbox"/> Office Detention (before or after school) <input type="checkbox"/> Reflection Form <input type="checkbox"/> Peer Mediation <input type="checkbox"/> Behavior Contract <input type="checkbox"/> In-School Suspension <input type="checkbox"/> Out-of-School Suspension <input type="checkbox"/> Expulsion

Detention Periods

A detention period is a time when the student is assigned to report before or after the regular school day for violations of acceptable student behavior policies. Students should fully understand that any teacher, paraprofessional, substitute, or

other staff member in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher might assign a detention to a student who is not in any of his/her classes. When it becomes necessary to keep students after school, contact with a parent should be made in order to arrange transportation. If the student cannot keep a detention period, it is their responsibility to have their parent call or send a note to the teacher, in advance of the assigned time for the detention period, requesting an alternative time. When an alternative time is given, it is important for the student's parent to also work with the student to help insure that another infraction does not occur.

Suspensions and Expulsions of Students

All Blue Valley district policies regarding suspension and expulsion of students shall be derived from those guidelines provided in KSA 72-8901 Et.Seq. and amended provisions. Suspensions and expulsions of students may be imposed for serious violations of the published regulations. To be "suspended" will be defined as "to be debarred temporarily from the privileges of functioning as a student". An administrator may impose a short term suspension not exceeding ten (10) school days. A long-term suspension, one exceeding ten (10) school days, must result from authority of the District Suspension and Expulsion Committee. Students on suspension should complete school assignments in order to remain up to date and to aid in their returning to classes. To be "expelled" will be defined as "to cease the privileges of functioning as a student." All expulsions must result from authority of the District Suspension and Expulsion Committee. School principals are directed to suspend, in accordance with the district's suspension and expulsion procedures, any student who is in violation of this policy and to refer such student to the district's Suspension and Expulsion Committee for their action under the Statutes of Kansas governing the suspension and expulsion of students.

A student may be suspended or expelled who commits any one (1) of the following:

- Willful violation of any published regulations for student conduct adopted or approved by the Board of Education.
- Conduct which substantially disrupts impedes or interferes with the operation of any public school.
- Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property or at a school supervised activity;
- Conduct which has resulted in conviction of the student of any offense specified in Chapter 12 of the KS. Statutes annotated or any Criminal Statute of the United States.

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

The Board’s regulation pertaining to suspension(s) and expulsion of students (as authorized by KSA 728901 et. al.) is published and available upon request.

Weapons/Weapon-like Devices

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

Drug Abuse

The possession, use, transfer, or sale of restricted substances, (drugs, tobacco, alcoholic and cereal malt beverages, as defined by state statutes to include lighters and other paraphernalia) on public school property or at public school activities is expressly prohibited. Any student violating this policy will be subject to disciplinary actions up to and including expulsion.

Sexual Harassment

The Board of Education believes that all students and employees are entitled to work and study in school-related environments that are free of sexual harassment. Therefore, sexual harassment by any officer, employee, student or other person having business with the District is prohibited. Sexual harassment is defined as sexual advance, request for sexual favor, or sex-based behavior that is not welcomed and not requested.

Examples of sexual harassment include, but are not limited to, unwanted attention of a sexual nature; continued or repeated unwanted sexual flirtations; advances or propositions; continued or repeated unwanted remarks about an individual’s body; sexually degrading words used toward an individual or to describe an individual;

the display in the school or work place of sexually suggestive actions, gestures, objects, graffiti or pictures.

- A student who believes that he or she has suffered sexual harassment, or his or her parent or guardian, may report such matter to a building administrator, nurse, counselor, or teacher. If a school official receives a complaint from a student or parent, he or she will notify a building administrator as soon as possible. Students or their parents may also notify a district level administrator in Education Services.
- Reports of sexual harassment received from other sources will also be investigated.
- After completion of an investigation, if the investigator determines the claim of sexual harassment was made maliciously, disciplinary action will be taken.
- Retaliation against a person who reports or testifies to a claim of sexual harassment shall be prohibited. Any retaliation shall itself be viewed as an instance of sexual harassment, subject to the provisions of this policy.

Student Personal Appearance Policy

The Board of Education has adopted goals and policies (3513) that are designed to provide for an effective instructional school climate at LKMS. The Board of Education supports the wearing of clothing that is appropriate for students in the business of learning. Student clothing shall reflect a sense of self-respect and personal dignity. Clothing or appearance that distracts from the purposes of the school are not permitted. Clothing that disrupts learning is not appropriate for school and students will be asked to change their clothes. District staff shall seek parent cooperation in encouraging students to adhere to this policy.

Clothing or appearance that distracts the purposes of school may include, but is not limited, to the following:

- Apparel that allows a bare midriff
- Apparel that allows underwear to show (i.e. boxers, bra straps)
- Clothing that is too tight such as tube tops
- Extremely short shorts, skirts, or dresses
- Provocative necklines or slits
- Apparel items posing a threat to the safety of school community members are not to be worn in school (i.e. chains, studded accessories)
- Hats/caps/hoodies/etc. will not be worn during the school day

Students who are wearing inappropriate clothing will be asked to cover the clothing or change. Students unwilling to comply with the above guidelines will be sent home or the parent will be contacted to bring more acceptable clothing. For health and safety reasons, footwear must be worn at all time. Sponsors of extracurricular activities will also be expected to have students adhere to these guidelines as appropriate.

Assemblies

Assemblies will be held at various times during the school year. Recognition assemblies and special student interest assemblies are a few examples of programs offered and all are considered part of the overall educational program. Students are expected to be courteous and use good judgment during assemblies. Students displaying unacceptable behavior may be removed and prevented from participating in similar programs.

Audience Courtesy

During an assembly, concert, play, etc., the following courtesies should be observed:

- Show the participant(s) the same respect you would want if you were presenting the activity.
- Applause is appropriate in all cases. In pep rallies and athletic events cheering and whistling is acceptable.
- Remain seated during programs – if you have an emergency, wait for an appropriate pause in the program and then leave/enter quickly and quietly.
- Always be courteous to those performing and to others watching a program. We want our presenters to regard us as the best audience for which they have ever performed.

Care of School Property

We are very proud of our school facility and want to demonstrate that pride. Students are responsible for the proper use and care of all school equipment and property. We expect all students to help keep the school clean. Please help keep the school clean by properly storing possessions and picking up paper and litter from the floors. Students who disfigure school property or equipment will be required to pay for the damage done and/or replace the item(s).

Bullying

In accordance with Kansas law, bullying is defined as any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating,

threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have 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. If you see any form of bullying, report it to an adult who can support you and make a positive difference.

Blue Valley Middle Cell Phone/Personal Tech Devices

In an effort to provide the most effective learning spaces possible and to be consistent with its application across the district, the following guidelines are in effect concerning personal cell phones and associated personal technology devices (CP/PTD) at the middle school level:

- CP/PTDs are defined as any device designed for personal communication, digital information transfer, or electronic gaming/play.
- CP/PTDs are not allowed to be in use by middle school students during the school day. The school day is defined as anytime between the beginning of the first period and end of the last period of the day.
- CP/PTDs are to be kept on their person, or in a locker, backpack or assigned classroom location out of sight and are to be powered off.
 - **Please note: At Lakewood Middle School we ask all students to keep their cell phone in their locker during the school day.*
- Should the need arise for a student to contact parents during the school day the main office phone, courtesy phone or the classroom phone should be used for such a call.
- Should the need arise for parents to contact their child, the main office phone should be used for such a call.
- CP/PTDs may be used by the student for educational purposes only at the request of the classroom teacher or other staff member.
- CP/PTDs used to monitor identified student health needs such as blood sugar levels are allowed and must be approved by the principal.

1st Incident	The item will be taken away, and the student will need to pick up the item after school. A staff member will communicate with home.
2nd Incident	The item will be taken away, and the student will need to pick up the item from the office after school. A staff member will communicate with home.
3rd Incident	The item will be taken away and the parent of the student will need to pick up the item from the front office.
4th Incident	The student and parent will be advised to no longer bring the item to school for the remainder of the quarter.

Food Service & Cafeteria

Breakfast and lunch options are available in the cafeteria. Students are offered a variety of choices including a salad bar and ala carte items. Students may bring in their own lunch or purchase items from the school. Students may have a food service prepaid lunch account or pay on a daily basis. If students have a negative lunch balance account, they will be offered a “Type A” lunch with milk (no ala carte items) until the balance is paid. Birthdays and other celebrations cannot be celebrated in the cafeteria during lunch. With the myriad of food allergies among our student body, food should not be shared. Additionally, parents are discouraged from bringing in food for anyone besides their own child(ren). The sharing of food and treats with some students and not others also leads to hurt feelings. Lunch time should be an enjoyable and relaxing social time for students. Students who are not in compliance with lunchroom guidelines may receive a consequence.

The following guidelines are reinforced at each lunch period:

- Students are to remain in their seats
- Students are not permitted to save seats or tables
- Students are not permitted to throw or play with food
- Voices shall be kept at an appropriate level
- Unless permitted, students must remain in the lunchroom
- Students should be respectful
- Students will be responsible for cleaning the table top and floor under and around table they are sitting at
- On special occasions, parents/guardians may drop off food for their child.

**Please note, parents are not permitted to drop off food for people other than their own child.*

Lockers

Each student will receive a randomly assigned locker that remains as school property. The locker is jointly held by the student and the school. Care should be taken to insure confidentiality of the combination and an orderly arrangement of materials and supplies. Students are encouraged to communicate any locker difficulty with the front office. Outside locks are not permitted on any hall locker. Please note: LKMS is not responsible for any items kept in the student's locker that are lost or damaged. School officials may inspect lockers as deemed necessary.

Special Notes Regarding Lockers:

- The locker combination is confidential data and should not be shared with others.
- Do not bring valuable items to store in lockers (electronics, money, etc.).
- Do not paint/write on lockers or place permanent stickers on the inside or outside of the locker.
- Backpacks must be kept in school lockers and should not be left anywhere else in the building.

Protection of Personal Property

As part of a learning community it is important that we respect all school and private property. Please consider the following:

- Protect your own property – don't take valuables to school where they may be lost or forgotten.
- Don't bring more money to school than you need.
- Use hall and gym lockers and keep them locked. Don't give your locker combination to any one.
- Mark gym equipment with your name as instructed at the beginning of the semester.

GETTING INVOLVED

Interscholastic Activities Program

The Blue Valley School District adheres to the guidelines set forth by the Kansas State High School Activities Association (KSHSAA). KSHSAA guidelines require the completion of an approved physical examination before a student is eligible to take part in practice sessions or to represent his or her school in interscholastic athletic contests, drill teams or cheerleading. Further, we require that physical exams be completed prior to tryouts for any athletic team, drill team

or cheerleading. The physical examination must have been completed after May 1st, prior to the academic year the student participates, and must be completed prior to the student's first practice session for an activity. Please remember to obtain proper signatures as indicated on applicable forms. All students participating in extra curricular activities shall be required to attend a full day of school on the day of the scheduled activities, unless they have been excused for necessary appointments by the principal/assistant principal at least 24 hours prior to the absence. Any student representative of the school in interscholastic activities must be passing five out of seven hours of classwork in the preceding trimester in order to participate in the following: Football, Cheerleading, Track, Basketball, Volleyball, Drill Team, and Cross Country. The five of seven requirement is a minimum standard set by the KSHSAA. Individual sponsors may submit in writing other standards to be considered by the faculty. Any student whose grades are below this standard will remain ineligible for the period necessary to raise all grades to passing. The school does not provide accident insurance for students participating in athletics. Parents should make certain that students have adequate coverage for any accident that might occur.

Guidelines for After School Activity Participation

We believe that in order to guarantee the students of LKMS the excellent learning climate they deserve, the following guidelines should be observed by LKMS students who are representing our school:

Academic Guidelines

- Students are to meet the KSHSAA Academic Guidelines that require a student to pass five subjects during each grading period.
- Students who fail to attain the grade requirement(s) shall be dismissed from activities for the duration of that season.

Behavior Guidelines

- Students who are participating in school-sponsored activity programs are expected to be excellent representatives of the LKMS community.
- Students who are suspended on the day of an activity may not participate in that activity.

Intramural Program

Intramural activities will be provided for all students. Some activities will be individual in nature while others will require team participation. Students are encouraged to watch for announcements of intramural activities that may be of interest to them. Intramurals may take place before, during or after school hours.

Certain activities will require a permission form to be filled out by parents and students prior to participation.

Activity Night

The PTO periodically sponsors night activities for students known as Cougar Nights. These fun-filled events are typically on Friday nights. Specific dates for the events are announced in advance in the Cougar Connection. Activity nights are open to Lakewood Middle School students only. To help cover expenses, most events have a minimal admission fee. Typically, snacks and drinks are also available to purchase at the concession stand. Activity nights are supervised by the LKMS PTO and parent volunteers. Students must comply with all school guidelines and rules when attending any school function. Students are not permitted to walk home from this event.

HEALTH AND SAFETY

School Security

The safety and well-being of our students is our top priority. We are committed to promoting and fostering a safe environment in and around Lakewood. All exterior doors at LKMS are locked during the school day and all visitors, including families, are required to use the buzz-in entry system. Visitors will be asked to use the outside intercom and security camera to show their government-issued ID or Blue Valley Schools Photo ID and to share the purpose of their visit before being allowed into the building. Once inside, visitors will sign in and receive a visitor badge to wear while in the school.

Accidents

Occasionally accidents at school sponsored events occur. Accidents in the school building or on the school grounds in an activity sponsored by the school should be reported immediately to the person leading the activity and then, when necessary, the school nurse.

Health Requirements

Kansas law requires that all students attending Blue Valley Schools have current and complete immunization records on file in the school nurse's office. According to Kansas Statute K.S.A. 72-5209, children who have failed to complete immunization requirements shall be excluded from school until completion is verified. The only two exceptions to this law are on the grounds of religious beliefs or for medical reasons, in which case the parent or guardian should contact the school nurse for further details. It is required that all students regardless of age or

grade have a second MMR. A Td booster is required 10 years after the date of the last DPT.

Medication should be given at home whenever possible. If a medication needs to be given at a specific time during the school day, the school nurse will administer the medication providing the following requirements have been met: Prescription medication must be sent in the original prescription bottle, accompanied by a written order from the physician and a signature of the parent. Non-prescription medication from home must be in the original container, accompanied by a written request with specific instructions from a parent. If it is necessary for a student to retain possession of a medication (i.e. inhalers), this must be discussed with the school nurse and approved in writing by the parent and the child's physician. For the safety and protection of all students, medications need to be delivered to school by the parent or guardian, not the student. Those students receiving medication from the nurse have the responsibility to be at the nurse's office at the specific time to take their medication.

Illness During School Day

If a student becomes ill during the school day, he/she should obtain a pass from his/her teacher to go to the nurse's office. Students should not go directly to the health room without a pass, except in the case of an emergency. If a student wishes to go home due to illness, the nurse will contact a parent(s) and, if necessary, coordinate leaving through the office. Students are discouraged from calling their parent from a cell phone if they are not feeling well. A phone is available in the nurse's office for this purpose. Each parent should make certain the school has accurate telephone numbers and that an emergency number is listed and kept up to date. It is vital that all emergency information is updated in the event it is needed by school personnel. A child who has a temperature elevation or shows signs of illness should always be kept at home. He/she should have a normal temperature for 24 hours and be in normal health before returning to school. Any contagious illness should be reported to the school office immediately.

TRANSPORTATION

Pick-up & Drop-off

The safety and security of our students is a priority. The following information will help you gain a better understanding of our arrival and dismissal process:

- The north side of the building (front entrance) is where vehicles drop off and pick up students.

- If you approach LKMS or LKE from the north, please use the Lamar entrance during drop off and pick up times. It is illegal to turn left into Lakewood Middle School from 7:15am-8:45am and 2:30-4:00pm during school days. [See 12.04.050(b) Unauthorized Right/Left/U-Turn in Violation of a Sign \$90 fine.]
- Pulling up as far as possible in the loading zone reduces the number of cars stuck on Edgewater. We will have staff directing the traffic flow for the beginning of the year to help you familiarize yourself with our traffic patterns.
- Students are not permitted to walk in the parking lot alone. If you should choose to park and wait for your child(ren), please meet them prior to them crossing the parking lot drive. This practice is consistent with other middle schools in our district.

Thank you for helping us maintain a safe and efficient arrival and dismissal process.

Pedestrian, Bike, Skateboard and Rollerblade Safety

To ensure the safety of our students, we strongly recommend for students and parents to discuss safe options to go to or to leave school. Students riding bicycles are encouraged to use the north sidewalk (across campus) when coming and going to the east and to use the west sidewalk on Edgewater when exiting to the south. Students are also strongly encouraged to wear helmets. Other appropriate safety gear should be considered by parents. Students are asked to walk bikes through parking lot areas and across driveways on school property. It is strongly recommended for students to utilize a locking system for any bike left on school property and use the available bike rack(s). Skateboards, rollerblades, and similar devices have created safety concerns and are not permitted on campus.

Student Transportation

Middle School students are not permitted to drive vehicles to school for any reason. Blue Valley Unified School District #229 has bus transportation contracted with Durham School Services. Students must adhere to all school and bus company policies. To assure student safety, students are required to cooperate with the assigned bus driver(s). The telephone number of the bus company is (913) 681-2492.

Prior to Loading:

- Students must be on time and must ride the appropriate bus to which their area is assigned.

- Bus riders should conduct themselves in a safe and courteous manner while waiting for the bus.
- Students are encouraged to be careful when approaching bus stops. Students should wait until the bus comes to a complete stop before attempting to board the school bus.

While on the Bus:

- The driver is in charge of the students and the bus. Students must obey the driver promptly and respectfully.
- Proper “classroom conduct” is to be observed by students while on the bus. Unnecessary loud conversations and/or noises may divert the driver’s attention.
- When boarding the bus, go quickly and quietly as far as possible towards the rear of the bus and, if necessary, load three to a seat.
- Keep hands and head inside the bus at all times.
- Keep books, packages, coats, feet and all other objects out of the aisle.
- Do not throw anything out of the bus window(s).
- Students are not permitted to leave their seats while the bus is in motion.
- Students must maintain absolute silence when approaching a railroad-crossing stop.
- No glass containers, animals, pets, toys, or weapons are allowed on the bus.
- The use or possession of tobacco, liquor or illegal drugs or the commission of an illegal act on school buses or at the bus stop is prohibited.

After Leaving the Bus

The driver will not discharge riders at places other than their regular bus stop at home or at school, unless proper authorization from parent or school official is obtained. If a student who normally rides a different bus plans to ride home with a friend on his/her bus, the student must have a note signed by his/her parent indicating the change in transportation.

Extra-Curricular Trips

The above rules and regulations apply to any trip under school sponsorship. Similar to classroom expectations, students are asked to respect and adhere to the requests of the teacher or chaperone(s) appointed by the school.

Other Transportation Information

A driver shall not be required to transport a student when the student’s conduct endangers the safety of others, when he/she commits acts of vandalism, fails to follow directions, uses obscene language, uses unacceptable signs or commits

other offenses. Misconduct notices are given to students who do not follow the bus rules and regulations or as a reprimand for misbehavior, etc. The misconduct notices must be signed by a parent or guardian and returned to the bus driver.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act

Blue Valley Process

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by Blue Valley USD 229. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access.

2. The right to request that your educational records be amended if you believe the records are misleading, inaccurate or otherwise in violation of your rights. This includes the right to request a hearing at which you may present evidence to show why the records should be changed if your request for an amendment to your records is denied in the first instance.

3. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Blue Valley School has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, Room 4074, Washington, D.C. 20202-4605.

4. The right to obtain a copy of the Blue Valley Schools policies for complying with FERPA. A copy may be obtained from Student Services, 913-239-4044.

5. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with limited exceptions. Disclosure of information from your educational records to other persons will occur only if: (1) we have your prior written consent for disclosure; (2) the information is considered "directory information" and (3) you have not objected to release of such information; or (4) disclosure without your prior consent is permitted by law, including: the district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. The District shall disclose, without your consent, education records to officials of another school district in which a student seeks to enroll or intends to enroll.

MISCELLANEOUS

Lost and Found

Items found at school should be immediately brought to the office. The front office will work diligently to find the rightful owner. Students are strongly encouraged to clearly label their own belongings. At semester breaks, unclaimed clothing will be donated to charity.

Emergency Drills

Emergency drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly, and quietly clears the building or proceeds to the designated shelter by the prescribed route(s) as quickly as possible. The teacher in each classroom will give the instructions to the students. Emergency drills will be conducted throughout the school year. Drills are performed for a variety of reasons, including but not limited to; fire, severe weather, emergent, but non-life threatening situations, etc. Students will be expected to comply with all staff requests during all emergency situations and drills.

Public Telephone

A courtesy phone is available in the office for school related phone calls. Phone calls are to be made between classes, during lunch periods (permission required), and before and after school. In the event of an emergency, a student may be excused from class to use the phone.

Non-Discrimination Statement

The Blue Valley Unified School District #229, Overland Park, Kansas does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding the above, please contact the building administrator.

Emergency Safety Interventions

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.

Restraints Restrictions

1. The use of prone physical restraint, supine physical restraint, physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student’s primary mode of communication is prohibited.
2. The use of chemical restraint, except as prescribed treatments for the student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments, is prohibited.
3. The use of mechanical restraint, except those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a certified law enforcement officer in carrying out law enforcement duties, and seat belts or other safety equipment when used to secure students during transportation, is prohibited.

School Documentation of Incidence

1. Each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following: a) date and time of ESI; b) type of ESI, c) length of time the ESI was used; d) school personnel who participated in or supervised the ESI; and e) whether the student had an IEP, 504 plan, or behavior intervention plan at the time of the incident.
2. All documentation shall be provided to the building principal, or principal’s designee who will maintain the documentation and review the data at least quarterly.
3. The principal or designee will submit the documentation on the final day of the fall and spring semester of each school year to the Superintendent or his/her designee.
4. The District designee will report incidents of using ESI to the Kansas State Department of Education (“KSDE”) as required.

Parent Notification and Documentation

1. The principal or designee shall notify the parent the same day as the incident. The same-day notification requirement is satisfied if the school

attempts at least two methods of contacting the parents (i.e. phone and text, or phone and email).

2. A parent may designate a preferred method of contact to receive notification.
3. A parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.
4. Documentation of ESI shall be completed and provided to the parent within one (1) school day of the incident. The documentation will include: a) events leading up to the incident; b) student behaviors that necessitated the ESI; c) steps taken to transition the student back to the educational setting; d) the date and time of the incident, type of ESI used, duration of the ESI, and the school personnel who used or supervised the ESI; e) space or an additional form for parents to provide feedback or comments to the school regarding the incident; f) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and g) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items if the triggering issue necessitating the ESI's is the same.
5. Upon the first ESI each year, parents will be provided a printed copy, or upon written request, an email copy of: a) the ESI policy which indicates when ESI can be used; b) flyer of parent rights; c) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy), d) the complaint process of the state board of education; and e) information that will assist the parent in navigating the complaint process including contact information for Families Together and the Disability Rights Center of Kansas. Upon the second or subsequent incident, the parent shall be provided with a full and direct website address containing all such information.
6. If the school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint or mechanical restraint, including handcuffs, on a student, the school shall notify the parent the same day using the parents preferred method of contact. The school is not required to provide written documentation to the parent, nor document this law enforcement action as an ESI.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. The student may be invited to attend the meeting at the discretion of the parent.

The school shall hold this meeting within ten (10) school days of receiving the parent's request. The time for calling the meeting can be extended beyond the 10-day limit if the parent is unable to attend within that time period.

1. The focus of any such meeting shall be to discuss proactive ways to prevent the need for ESI and to reduce incidents in the future.
2. For a student with an IEP, the IEP Team shall also discuss the incident and consider whether to conduct a functional behavior assessment and/or whether a behavior intervention plan is needed, or existing plan needs to be modified.
3. For a student with a Section 504 Plan, the 504 Team shall also discuss the incident and consider whether to conduct a functional behavior assessment and/or whether a behavior intervention plan is needed, or existing plan needs to be modified. The Team should also discuss and consider if there is a need for a special education evaluation.
4. If the student with an IEP or Section 504 Plan is placed in a private school by the parent, the meeting shall include the parent and the private school. If a formal team meeting is held, the private school will help facilitate the meeting.
5. For a student without a Section 504 Plan or IEP, the school staff and parent shall discuss the incident and consider the appropriateness of a referral for special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the parent, a school administrator, at least one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator.

Nothing in this section shall prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if the student would benefit by the measures.

ESI Complaint Investigation Procedures

1. If a parent believes that an ESI was used in violation of state law or board policy, the parent may file a written complaint within thirty (30) calendar days of notification of the disputed ESI. The "Request of Investigation of Emergency Safety Invention (ESI)" shall be accessible on the Blue Valley District website.
2. The Board of Education has delegated to the Superintendent or his/her designee the authority to receive parental written complaints regarding the use of ESI.

3. Upon receipt of a complaint, the Superintendent or his/her designee will investigate the complaint and develop a written report which will include findings of fact, conclusions relevant to the requirements of this policy or regulations of the KSDE; and, if necessary, corrective actions to remedy an instance of noncompliance.
4. The written report will be submitted to the parents, the school, the Board of Education, and to the KSDE within thirty (30) calendar days from the date the complaint is received in the Superintendent's office.
5. A parent may file a request for administrative review by the Kansas State Board of Education within thirty (30) calendar days from the date a final decision is issued pursuant to the local dispute resolution process.

Annual Staff Training

Staff members shall be trained regarding the use of positive behavioral intervention strategies,

de-escalation techniques, and prevention techniques.

1. The District designee will schedule school personnel ESI training programs consistent with nationally-recognized training programs on the use of emergency safety interventions.
2. Training will be designed to meet the needs of personnel as appropriate to their duties and potential need for use of ESI procedures. Staff members deemed most likely to need to restrain a student will be provided a greater intensity of training.
3. The District designee will maintain written or electronic documentation of training provided and lists of participants in each ESI training program. This documentation will be made available for inspection by the state board of education upon request.

Appointment of Designee

The Superintendent shall appoint a District staff member to implement the requirements of this policy for using Emergency Safety Interventions (ESI).

Board ESI Policy Notice

Board Policy 3522 is published on the District's website, on each school's website, and the entire Board ESI Policy must be available in each school's student handbook, code of conduct, or school safety plan. Parents will be notified of the online availability of this policy annually during enrollment.

B.O.E. Adopted 12 Aug 2013
B.O.E. Amended 08 Sep 2014
B.O.E. Amended 10 Aug 2015
B.O.E. Amended 08 Aug 2016

LEGAL REFERENCE: K.A.R.91-42-1 through 91-42-7.