

PLEASANT RIDGE MIDDLE SCHOOL STUDENT HANDBOOK

MISSION:

As a team we will create a respectful, student-centered, and learning focused environment.

VISION:

Relentless pursuit of each student's success

Principal: Phoebe Lewis

Assistant Principal: Derek Adams

Pleasant Ridge Middle School
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Website: <http://www.bluevalleyk12.org/prm>

Office Hours: 7:30am - 4:00pm

Note: All dates and policies in this handbook are subject to change post publication. For an up-to-date calendar, please go to the Pleasant Ridge website and select the link to the calendar.

Middle School Level Philosophy

We believe it is essential to provide a balanced education for the middle school student based on an understanding and respect for his or her unique physical, social, emotional, and intellectual needs.

Our educational philosophy is based on these beliefs:

- 🐾 We believe middle level students have unique characteristics and are in a transitional stage of their development. The school will be organized to best meet those needs.
- 🐾 We believe all students can learn and learning must be accommodated through meeting the needs of the wide range of student abilities and interests.
- 🐾 We believe in a positive, caring, and safe environment designed to encourage the development of the total child.
- 🐾 We believe each student should have the opportunity to grow in the areas of self-knowledge, self-discipline, social skills, citizenship, and academic responsibility.
- 🐾 We believe each student should have learning opportunities which encourage exploration through a variety of experiences.
- 🐾 We believe the development of positive self-esteem is fundamental to every student's success in school.
- 🐾 We believe each student should be treated with respect and trust.

Mission Statement

- 🐾 As a team we will create a respectful, student-centered, and learning focused environment.

Vision Statement

- 🐾 Relentless pursuit of each person's success

Seven Blue Valley Character Virtues

The Code by which we live at PRMS is built upon the foundation of the BV Character Virtues.

Respect

- A caring and regard for the value, dignity, uniqueness, and safety of self and others;

Responsibility

- A willing fulfillment of obligations to self and others and accountability for one's conduct;

Honesty

- Valuing the truth and acting with integrity and authenticity;

Self-discipline

- Living within agreed upon or self-imposed limits in pursuit of a greater good or long-term goal;

Compassion

- Empathy for others, combined with the demonstration of kindness and support;

Courage

- Acting on your beliefs even in the face of adversity; and

Perseverance

- Putting forth efforts to pursue well-defined goals.

Academic Expectations

Grades and performance in Middle School are a strong indication of post-secondary educational success. To be a successful middle school student, you will need to model the following academic behaviors:

At School:

- 🐾 Ask questions when you are confused or need clarification.
- 🐾 Be a self-advocate. Let the teachers know what you need to be successful
- 🐾 Turn in quality work.
- 🐾 Be attentive and engaged in class. Look at the speaker and follow along.
- 🐾 Be respectful towards others and their learning.
- 🐾 Be on-time and have all your materials for class.

At Home:

- 🐾 Have a routine for doing homework (A regular place and time)
- 🐾 Be organized. Know what you need, bring it home, and know where to find it
- 🐾 Check parents-online and your teachers' websites.
- 🐾 When you are absent, make up your work in a timely manner

Library Media Center

The Library Media Center is at the center of our educational activity. We encourage your utilization of the Library Media Center's services.

- 🐾 The library is open one-half hour before school until one-half hour after school.
- 🐾 Materials may be checked out for a two-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.
- 🐾 Students who wish to use the computers/software in the library must adhere to the published guidelines governing their use.

School Counselors

Guidance services are available for every student in the school. Their services include assistance with educational planning, interpretation of test scores, occupational information, career information, study skills help, help with home, school and/or social concerns, or any question or concern the student may feel he would like to discuss with the counselor. The counselors also conduct several group sessions with students who are interested and with various parent groups.

Appointments may be made to see a counselor, before or after school and between classes. You should not remain in the counseling office, waiting to see a counselor, without an appointment. Parents are also encouraged to utilize the services of the school counselor and the special services personnel of the district.

Care of the Facility

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. Students who disfigure property or equipment will be required to pay for damage done or replace the item(s) and pay for labor time required to repair the item(s).

Use of Communication Technologies by Students

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 as 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 promote academic dishonesty (BOE policy 3500b) are prohibited from use in all parts of the school.

Electronic Devices

Pleasant Ridge is committed to aiding students and staff in creating a 21st century learning environment, for that reason the use of Chromebooks is provided under our district's 1:Learner Initiative. Use of Cell Phones is strictly prohibited in alignment with the district's Middle School Cell Phone Policy.

Fire and Severe Weather Drills

Fire 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 by the prescribed route(s) as quickly as possible. Severe weather drills will be conducted two times per school year. Students will be expected to comply with all staff requests during emergency situations including "intruder drills" and other Crisis Response Team incidents

Personal Property

Expensive items such as watches, large sums of money, electronic games, etc., should not be brought to school. You take a risk of theft or loss by bringing the above items to school. Protect yourself and your property and leave them safely at home.

Lockers

A locker assigned to a student remains as school property jointly held by the student and the school. All students will have individual lockers. Care should be taken to insure confidentiality of the combination and an "orderly" arrangement of materials and supplies. Lockers and gym lockers should remain locked at all times. Report any locker difficulty to the office. Outside locks will not be permitted on any hall locker.

Special notes regarding lockers:

1. *The locker combination is confidential data and should not be shared with others.*
2. Do not bring valuable items to store in lockers (electronic games, iPads, etc.)
3. Do not paint/write on lockers or place permanent stickers on locker inside or outside.
4. Report any problems to the office.
5. Keep lockers locked at all times. Unlocked lockers may be subject to theft.
6. Lockers must be thoroughly clean prior to checkout time.

Student Personal Appearance Policy

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. PRMS expectations are:

- 🐾 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 or exposed back
 - 🐾 Apparel that allows underwear to show (i.e. boxers under low slung jeans, bra straps under tops)
 - 🐾 Clothing that is too tight
 - 🐾 Extremely short shorts or short skirts with provocative slits
 - 🐾 Necklines that are provocative
 - 🐾 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.

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 health and safety reasons, footwear must be worn at all times.

Student Transportation

We want to encourage safe practices as students are transported to school. Please observe all safety regulations on and near the campus. *Do not walk in nearby fields or on others' property.*

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 the Petermann (now part of Durham School Services 2012-2013). 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.

- 🐾 The bus loading area will be on the southwest loop of the building.
- 🐾 Car Drop-Off and Pick-Up Zone is on the SE driveway loop of the building

Prior to loading the bus:

- 🐾 Pupils 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.
- 🐾 Be careful in approaching bus stops. 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.

- 🐾 “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.

After Leaving the Bus:

- 🐾 Cross the road when the driver signals it is safe. The student should then look to be sure no traffic is approaching from either direction.
- 🐾 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, BOTH students must have a note signed by a parent to the effect. The school cannot accept responsibility to give this permission.

Extra-Curricular Bus Trips:

- 🐾 The same rules and regulations for bus transportation apply to any trip under school sponsorship.
- 🐾 Students shall respect and adhere to the request of the teacher or chaperone(s) appointed by the school during all activities of a field trip.

Other Transportation Information:

- 🐾 A driver shall not be required to transport a student when the student’s conduct endangers safety of others, when he/she commits acts of vandalism or uses obscene language, unacceptable signs or commits immoral offenses. Notification of suspension of transportation shall be made to the parent by the bus contractor or the school.

Bus Slips

- 🐾 Bus slips are given to students who violate rules and regulations or as a reprimand for misbehavior, etc.
- 🐾 They must be signed by a parent or guardian and returned to the bus driver prior to the student’s riding the bus again. Problems or concerns should be handled through Durham Bus Company, 913-681-2492

Pedestrian, Bike, and Skateboard Safety

- 🐾 Please use extreme caution entering/exiting Antioch Road and 165th Street

- 🐾 Skateboards, Razors, and Hoverboards create safety problems and are NOT to be used on the campus. We adhere to the school district policy and will **NOT permit skateboards on the campus.**
- 🐾 No middle student may drive to or from school unaccompanied by a licensed adult.

The Cafeteria

The regulations of the lunchroom are designed to make the school cafeteria a place where you can enjoy your lunch while, at the same time, leaving it clean and attractive for others who will use the room following your departure. Please be courteous to all students and staff!

The lunchroom personnel and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwashing area.
3. Not placing gum on trays or utensils.
4. Leaving the table, chairs and floor around your place in a clean condition for others who will use the facility.
5. Remaining seated when not getting your lunch or taking utensils back.
6. Following all requests of the lunchroom workers/supervisors in a cooperative and courteous manner. (Specific lunchroom guidelines will be conveyed during your lunch period.)
7. Birthday and special lunches dropped off at the school must be eaten in the Commons. Lunches will NOT be eaten in the school office.
8. Students are not allowed to order food or lunches to be delivered to the school. Parents may drop lunches off in the office for students.

Students who bring their own lunches are asked to go directly to their table and place discarded sacks and cartons in the wastebaskets at the conclusion of the lunch hour. No food may be taken from the cafeteria. Only plain bottled water with a cap may be taken from the cafeteria.

Attendance Policy

The 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, which will generalize to adult life. The State of Kansas delegates to the Board of Education the responsibility of determining reasons for excusable absences.

The following are reasons for *excusable absence* (makeup required, credit received according to provisions of building guidelines) for non-attendance at school, extra-curricular or co-curricular activities:

1. Personal illness;
2. Illness or death in the family (mother, father, siblings, grandparents, aunts, uncles, cousins, death of a friend);
3. Necessary appointments which 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 personal matters 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); or/and

7. Participation in a school approved student activity; a Kansas State High School - sanctioned activity, or a district-approved function.

Students shall make up all assignments missed during excused absences, with credit awarded according to school guidelines. 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.

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 PRMS main office.

Truancies

A student is truant if after leaving his home for school, he/she does not attend school, or if he/she leaves school or assigned area(s) during school hours without permission, or if he does not attend a class, or does not attend an assigned detention period.

Students are considered truant by the Johnson County District Attorney’s office if he/she has 3 consecutive unexcused absences, 5 unexcused absences in one semester or 7 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.

Illness

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. Do not go directly to the health room without a pass, except in the case of an emergency. If you wish to go home due to illness, the nurse will contact a parent(s) and clear your leaving through the office. **It is necessary for the nurse to make a phone call to parents if a student needs to go home; students should not call parents to come and get them before contacting the nursing office.**

Make-up Work After Absences

Students who have excused absence shall have the opportunity to make up work. ***It shall be the responsibility of the student, on his own initiative, to contact the teacher(s) involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up.***

- 🐾 If a student was absent one week or less the student will be granted double the amount of time they were absent in which to make up work.
- 🐾 If he/she is absent more than one week, the student will be granted the amount of time absent, plus one week to make up the work. If a student has a long-term assignment, which has had a previously announced due date, he/she should work together with the teacher to adjust the time needed and the due date for the assignment.

- 🐾 Students who are absent from class due to a school activity are expected to turn in assignments and get any assigned homework before they leave for the activity.
- 🐾 When a student is absent for any reason, they may obtain homework assignments by consulting the PRMS website or working with a buddy student in his/her class to get the work missed.
- 🐾 If you are aware of a long-term absence that is coming up such as a family vacation, notify the office in writing and have your student complete the request for homework form prior to their absence.

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, 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. Students who leave the campus after school hours are expected to go to their own home.

- 🐾 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 adult responsible must come into the office when he/she desires a student to leave prior to normal dismissal time. Written authorization must be obtained by the office to permit students to depart with anyone other than the student's parent/guardian.

School Security

All exterior doors at PRMS will be locked during the school day and all visitors, including families, will need 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 Identification Badge and share the purpose of their visit before being "buzzed in." Once inside, visitors will continue to sign in at the office and wear a visitor badge while in the school.

School Arrival

Contract time for teachers is 7:30-3:15; therefore, supervision is limited prior to 7:30am and after 3:15 pm. Students are not permitted to enter the academic areas of the building before 7:35 am unless given prior permission by his/her teacher or the building administration. Students should remain in the designated supervised areas until 7:35am. Sixth graders should report to the Commons area when they arrive, and seventh and eighth graders should report to the Gymnasium when they arrive. All students are welcome to participate in our breakfast program. If you wish to have breakfast at school, report to the commons area and remain there until you have finished eating. Remember that no food/drink (except plain bottled water with a cap) may be taken out of the cafeteria/commons area. Please remember to clean up your breakfast area after you are finished.

Students are not to remain in the building after the dismissal time(s) unless requested to do so by a faculty member or involved in a school activity and then the student(s) must be under the direct supervision of faculty members.

Tardiness

Students are expected to arrive at school between 7:30 and 7:40am. Students arriving after 7:40am should report to the office to receive a pass. If the reason for late arrival does not fall

within the guidelines of reason one (1) through seven (7) of the district's reasons for excusable absences (see ATTENDANCE) the student will receive a tardy card, marked unexcused. 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 have consequences for students who are tardy to their class. There are minutes allotted 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.

Hall Passes

Students are not permitted in the halls during class periods unless a teacher has given express permission. It is the student's responsibility to see that he/she has a written pass before leaving his/her assigned areas for any reason.

School Visitation – Students

- 🐾 School visitors are not permitted. Relatives or friends of current students are not permitted to shadow during the day. If an out-of-town (generally out of the Kansas City area) visitor wishes to visit PRMS, a request should be made to the principal or assistant principal 24 hours prior to the visitation date by your parent. A school administrator shall act on the request and issue a visitor's permit, if approved.
- 🐾 All visitors and guests in the building should wear I.D. badges.

New students wishing to enroll at PRMS, who also wish to visit the school, should set up a tour with the registrar's office 72 hours prior to the school date.

Interscholastic Activities Program

The middle school athletic program shall be operated in strict accordance with the rules and regulations set forth by KSHSAA, those of the league affiliate within the policy limits set on time and place of events that are termed "extra curricular".

- 🐾 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 administration at least 24 hours prior to the absence.
- 🐾 Interscholastic school athletics are available only for 7th and 8th grade students. KSHSAA rules require completion of an approved physical examination before a student is eligible to take part in practice sessions or to represent his/her school in interscholastic athletics or cheerleading. ***The physical exam may not be taken earlier than 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.***
- 🐾 Special health/safety guidelines will be provided by coaches/sponsors prior to the start of activities. Activity, participation guidelines and season schedules will be available to participants prior to the start of each activity.
- 🐾 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.

Academic Guidelines

Pleasant Ridge Middle School follows the Kansas State High School Athletic Association Academic guidelines. The guidelines are as follows:

- 🐾 Scholarship—Students shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous quarter or the last quarter of attendance.
- 🐾 Enrollment—The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed), of unit weight, or its equivalency, during the present quarter.

Philosophy of Discipline

The Board of Education of Blue Valley Unified School District #229 believes that discipline in the broadest sense is all of the actions, which support and guide student activities within a school. In this regard, discipline relates to the over-all climate established to implement the expressed purposes and objectives of this school district in the most effective manner. Discipline includes the reflection of student choices and decision-making as a way to contribute to the academic and social success of each student.

Code of Student Behavior

Blue Valley District Administrators are instructed to help instill and to administer the enforcement of fair, firm and consistent behavior codes within their buildings which will help insure appropriate learning climates(s) in the school district. The behavioral expectations for students are age-level appropriate and communicated to the students, staff and parents. Positive school citizenship should be encouraged and reinforced within the entire school community.

Unacceptable Behavior

The Blue Valley School district's philosophy of discipline strives to assist students to understand that school rules function much like the laws in society. Both fulfill a need to protect individual and group rights.

The Board will not allow persons with disruptive intent to endanger the safety of pupils or school personnel, to damage property, to interfere with the educational progress, or to attempt to close the schools. Acts of behavior which interfere with the maintenance of effective learning environment or which are antagonistic to the welfare of other pupils will not be considered acceptable. The specific acts of behavior application to students in respect to school activities, or on school property, which are, deemed grounds for disciplinary action are:

- 🐾 Breaking school rules.
- 🐾 Failure to comply with reasonable request(s), defiance, and/or insubordination.
- 🐾 Fighting
- 🐾 Making threats, intimidation and/or extortion
- 🐾 Obscenity, profanity, indecency, or bullying/harassment
- 🐾 Possession, transfer, consumption, sale or being under the influence of alcoholic beverages
- 🐾 Possession or use of weapon and/or look-alike toys

- 🐾 Possession of laser pointers
- 🐾 Smoking
- 🐾 Theft
- 🐾 Bullying
- 🐾 Violation of compulsory attendance laws, excessive tardies, and/or absences
- 🐾 Unruly conduct which disrupts school
- 🐾 Forgery
- 🐾 Trespassing
- 🐾 Arson
- 🐾 Vandalism
- 🐾 Violation of Board policy
- 🐾 The use of personal electronic devices that result in a substantive disruptions to school; that causes personal harm or embarrassment; and/or promote academic dishonesty
- 🐾 Public Display of Affection (Hugging/Kissing, etc.) is not acceptable at the MS level
- 🐾 Other unacceptable behavior

Corrective measures for those unacceptable behaviors and violations of school rules and regulations should be described to the pupils in advance. Those measures may include, but not be limited to counseling, conferencing, peer-mediation, parent involvement, written assignments, referral to specialist/agencies, detention periods, work sessions, exclusions from class, in and out of school suspensions, Saturday school and expulsion.

Bullying

Bullying has various forms. All students and staff have the right to learn and teach in an environment free from bullying behavior. Our rule is simple: If you see it, report it to the adult who can make a difference. We have the 1-800-Safe-Schools hotline, 239-HELP or visit our school website and click on the Report Bullying Here tab, if an individual is worried about reporting in person. Whatever you do, please report bullying behavior, so we can do what we need to do to make it stop!

Weapons/Weapon-Like Devices - Possession on School Property

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 that 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 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 on school property.

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

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 not limited to the following: 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.

Drug Abuse Policy

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 suspended or expelled from school.

Plagiarism/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, 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.

Detention Periods

- 🐾 A detention period is a time when the student is assigned to stay beyond the regular school day for violations of acceptable student behavior policies. Detentions may be assigned before school, after school, or on a Saturday. Students should fully understand

that any teacher, paraprofessional or substitute in the building has the authority to correct misconduct at any time.

- 🐾 Detention period time may include independent study time, reflection, conferencing, etc., as assigned by the staff member.
- 🐾 Excessive detentions will result in extended time periods for detention time(s) and/or Saturday School.
- 🐾 24 hour written notice must be given to the student in order for them to arrange transportation.
- 🐾 If the student cannot keep a detention period, it is his/her responsibility to have his/her parent call or send a note to the teacher, in advance of the assigned time for the detention period, requesting an alternative date/time.

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.” A short-term suspension not exceeding ten (10) school days, may be imposed by an administrator. 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. However, a student may not receive credit for work missed during the duration of any short-term suspension from school.

A student may be suspended or expelled who commits 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 substantially impinges upon or invades the rights of other.
- 🐾 Conduct which as 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, disruptions interference with the operation of any 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 72-8901 Et.A1. is published and available upon request.

Emergency Safety Interventions (ESI)

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 written documentation provided by 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 behaviors meet the conditions for conducting an ESI and a student is (1) purposely isolated from the learning environment and separated from most or all peers and adults by school personnel; and (2) is prevented from leaving, or has reason to believe he or she will be prevented from leaving the location of isolation. Both conditions must be present for seclusion to occur. The 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, or the use of in-school suspension, out of school suspension, or any other appropriate disciplinary measures are not considered an ESI.

Area of Isolation Restrictions

1. During seclusion, a school employee shall see and hear the student at all times.
2. All areas of isolation equipped with a locking door to prevent exit, shall be designed to automatically disengage when the school employee moves away from the seclusion room.
3. All areas of isolation shall be a safe place with proportional and similar characteristics as those of other rooms where students frequent, including well-ventilated and sufficiently lighted.

Restraint

"Physical restraint" occurs when student behaviors meet the conditions for conducting an ESI and 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. Except in cases where the students' movements are substantially limited by bodily force 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 Intervention (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
B.O.E. Amended 18 Mar 2019

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

Legal

K.A.R. 91-42-1 through 91-42-7 | Office of KS Secretary of State

Cross References

3522 - Emergency Safety Interventions Guidelines

Procedures and Regulations Subject to Change

The information contained in this handbook is current and in effect at the time it is submitted for printing. Therefore, the procedures and regulations as set forth in the handbook may be altered or revised as dictated by necessity. Changes will be announced and posted on the bulletin boards. Please note any further policy changes in your notebook. Pleasant Ridge Middle School adheres to all Board of Education policies (USD #229) including policy #2140 “Nondiscrimination Statement” and policy #2144 “Grievance Procedure for Discrimination Complaint.” Copies of all Board of Education policies are available upon request. The Blue Valley Unified School District #229, Overland Park, KS, 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: Blue Valley District Office (913-239-4000).

