

Overland Trail Middle: Home of the Falcons

OTMS MISSION STATEMENT

Cultivating an environment of academic and social growth for all through positive relationships, collaboration, and empathy.

BLUE VALLEY MIDDLE SCHOOLS

Blue Valley middle schools are designed to meet the needs of a special group of students: young adolescents. We look forward to working with families to help students move successfully through these transitional years. The middle school level focuses on two primary goals – improving the academic performance and encouraging the personal growth of each student. The comprehensive curriculum and structures ensure excellence around college and career readiness, personal and social responsibility, and technology literacy.

Blue Valley middle schools incorporate the following educational principles that are identified in the context of the early adolescence stage of human development:

- Curriculum is grounded in rigorous, academic standards.
- The focus will be on what students should know and be able to do.
- The school is a safe and healthy environment that provides purposeful and meaningful relationships among students and staff.
- Families and the community are involved in supporting student learning and personal growth.
- Instruction is congruent with best educational practices.

Families are invited to become involved as active partners in their child's school experiences. The experience will be enriching for families and children and helpful to the middle school community.

MIDDLE SCHOOL EXPERIENCE

The Blue Valley middle school program is responsive to the unique developmental needs of young adolescents, including physical, intellectual, emotional, ethical, and social domains. Middle school students in Blue Valley are provided an elective program for the purpose of expanding their base of experiences. These elective classes concentrate on introducing practical lifetime skills as well as broadening student interest and self-knowledge.

Students will have many opportunities to be involved in learning experiences that explore connections among ideas and fields of knowledge. These experiences make learning more meaningful. Students learn to solve problems using skills and knowledge from many disciplines and do not spend large amounts of time learning skills in isolation. Applications of skills in real-life situations are extremely important.

MIDDLE SCHOOL CURRICULUM IN BLUE VALLEY

Middle school is designed to meet the diverse intellectual, social, physical and emotional needs of young adolescents. Academic programs include science, social studies, mathematics, reading and language arts, health and physical education.

Additionally, middle school students choose from an exploratory program, including speech and

drama, pre-engineering, family and consumer sciences, computer technology, world language, visual art, vocal music, band and orchestra.

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 questions regarding the above, please contact the district office at 913-239-4000 and request Melissa Hillman, Title IX coordinator.

SCHOOL HOURS

School is in session Monday through Friday from 7:51 a.m. until 3:00 p.m. Students may enter the building after 7:15 a.m. and report to the commons area until teachers arrive. Students may be asked to stay after school to complete homework, receive tutoring help or discuss behavioral issues; however, as a general rule all students should be picked up by 3:15 pm unless supervised by OTMS staff during a school activity.

BLUE VALLEY VIRTUES

The district clearly recognizes the need for all citizens to develop a sense of personal and civic responsibility. The community desires and supports the need for schools to assist families in their efforts to develop positive character traits in young people through character education. Recognizing that schools and communities enforce certain rules and have certain expectations that reflect inherent values, this district and community endorse these core virtues: **respect, responsibility, honesty, compassion, self-discipline, courage and perseverance.**

ATTENDANCE

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. Much of the value of any course is attained by:

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

The State of Kansas delegates to the Board of Education the responsibilities of determining excusable reasons for absences. The following are excusable reasons for absence (make-up required – credit received according to provision of building guidelines):

1. Student illness.
2. Illness or death in the family (mother, father, siblings, grandparents, aunts, uncles, death

of a friend.)

3. Necessary appointments which can be verified.
4. Emergencies requiring a student's service or presence at home and which can be verified.
5. Obligatory religious observances of the student's own faith.
6. Family vacations and family business arranged in advance with the school administration.
7. Participation in a school-approved or equivalent outside activity approved in advance by a school administrator, e.g., athletic competitions which are not school sponsored, community or professional theatre or music, and the like, which provide substantially the same benefits to students as those activities which are sponsored by the school.
8. Personal matters.

Any absence for reasons other than those listed above and/or without parent knowledge and arrangement with school officials will be considered an unexcused absence. Students absent from school due to reasons number 4 and 6 above may do so until the days of excused absence for those two reasons reach eight (8) per semester. Out of concern for the probable effect of continued absences on the student's success in school, additional days above eight (8) missed during the semester for reasons 4 and/or 6 will be considered as unexcused absences.

A student is inexcusably absent from school if he or she is absent all or a significant part of a day without a valid excuse acceptable to the school employee designated by the board to have responsibility for school attendance. Significant part of a day is defined as one class period or its equivalent. Under Kansas compulsory attendance statutes, regular school attendance is required of all students enrolled in elementary and secondary schools. Parents or guardians must assume responsibility for assuring that students' age seven (7) years to sixteen (16) years comply with attendance policies. Students 16-18 are also expected to attend school but may withdraw with a parent's consent. School personnel will meet with parents prior to obtaining their consent to inform them of the consequences of withdrawal. Any student not under the care of a parent or guardian should make arrangements with the attendance officer regarding compliance with attendance policy. For students in special education (not gifted), compulsory attendance statutes apply from entry to the early childhood program (age 3) to age twenty-one (21) or high school graduation.

In accordance with Board Policy, the principal/designee of each school, as appointed annually by the Board of Education, will:

1. Maintain accurate official records of attendance; the official record of attendance will be the teacher grade book and/or attendance records, maintained electronically.
2. Notify parents of student absences;
3. Implement corrective measures for serious attendance problems; the building principal will develop, with staff, methods and consequences which address attendance problems at the building level;
4. Report truancy as required by law; Kansas statutes provide that a student is "truant" if they are absent without excuse, for a "significant portion" of the school day, for three consecutive days, or five days in a semester, or seven days in a school year. When that occurs, then the school is to provide notice to the student's parent or guardian. Once notice

is received, then any further unexcused absences trigger a report to the District Attorney's Office. Once a truancy case is filed, the assigned Judge has discretion to formulate a plan designed to meet the child's needs. Additionally information about truancy can be attained by calling 913-715-3000.

Students are required to attend a full day of school on the day of scheduled activities, unless they have been excused by an administrator for appointments at least 24 hours prior to the absence. In certain circumstances, when a performance, (i.e. drama or musical performance, will be adversely affected due to the absence of the student, the sponsor and principal may make an exception to this policy. This policy will also apply to PTO sponsored functions.

ADMINISTRATIVE PROCEDURES

Regarding Attendance:

1. The parent/guardian of a student shall be expected to notify the attendance staff by calling the absentee line at 239-5401 on a day of absence or in advance as may be required.
2. Building Administrators will take action with students who are excessively absent from school or class. Corrective measures will be administered and may include such measures as detention, parent conference, make-up assignments, a school service assignment, exclusion from school activities, loss of credit, or suspension.
3. **TRUANCY:** The school is required by law to report students who are not attending school. A student is truant if the student is inexcusably absent from school (a) on three (3) consecutive school days, (b) on five (5) school days in any semester, or (c) on seven school days in a school year. A "school day" shall mean a full school day or a "significant part of a school day", which is defined as one class period or its equivalent. The parent will be notified by a phone call when any unexcused absence is recorded. Any unexcused absence in excess of two per year will result in disciplinary consequences for the student. A truant student who is less than 18 years of age shall be reported to the District Attorney and the parent will be notified in writing.
4. If a student must be absent from class, parents are asked to call the absentee line at 239-5401 and advise the school office personnel of the absence. Parents should call in advance of the absence if at all possible, or by 7:30 a.m. on the day of the absence. If a telephone call is not received, the office personnel will attempt to reach a parent(s) during the day. If telephone contact is not made during the day of the absence, the absence will be unexcused.

TARDINESS

Students arriving at school after 7:51 a.m. must sign-in at the office and obtain a permit-to-class form prior to attending class. Since tardiness on the part of an individual student creates interruptions of instructional time for all students, we prefer that doctor appointments be arranged after 3:00 p.m. If a student has been detained in the office or by a teacher between classes, he or she should ask for an admit slip from the person by whom they were detained before going to the next class. Teachers are expected to design their own tardy policy consistent with the needs of the classrooms. Repeated tardiness to any class will result in penalties, including make-up sessions, and may require a parent conference.

MAKE-UP WORK AFTER ABSENCES

Students who have excused absences shall have the opportunity to make up work. It shall be the responsibility of the student on his or her 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 is absent one week or less, the student will be granted double the amount of time he or she was absent to make up the work. If he/she is absent over one week, the student will be granted the amount of time absent, plus one week, to make-up work; however, if a student has a long-term assignment which has a previously announced due date, that assignment shall be due upon the student's return to class. Parents and students should utilize Parent/StudentVue for make-up work, or they may email teachers to obtain missed work.

BUILDING SECURITY

All exterior doors at OTMS 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.

Main entrance doors will be unlocked for a short period of time during arrival and dismissal. Staff are asked to assist with building security by making sure all doors to the outside stay closed and locked throughout the day.

All staff are required to wear a Blue Valley Schools Photo Identification Badge while onsite at any district facility. Staff members who misplace or damage their badge will need to contact the Safety and Security Department at District Office to secure a replacement.

STUDENT MESSAGES/CALLS/DELIVERIES

Calling students out of class for telephone calls, messages, etc. is disruptive to the student, the teacher and to the entire class. For this reason, students will only be called out of class for telephone calls or messages in **emergency situations**. Parents are asked to use discretion and help us reduce disruptions except in emergency situations. If such an emergency situation exists, please explain the situation to a secretary, an administrator, or a counselor and they will make sure your student is properly notified.

- Classes should not be interrupted by deliveries, i.e. forgotten homework, etc. due to the disruption it causes. Items will be delivered by office staff during passing periods or at lunch. If a student knows an item is being dropped off at school, we encourage students to be responsible and check with the office during a passing period or at an appropriate time to pick up their item.
- Please be advised that we cannot allow delivered flowers, balloons, candy, etc. to be taken to the classroom (and generally discourage these items being sent to school). Students will be notified and be able to pick these items up at dismissal. Please keep in mind that some students have after school activities, walk home or ride the bus and it may be difficult to transport these items home safely. It might be best to have these items delivered to the home.

HEALTH SERVICES

The school nurse is available to assist students when ill, dispense medication and answer questions regarding health. The nurse provides health education individually and in the classroom. If a student becomes ill at school, the student should request a hall pass from the teacher to see the nurse. If the student is too ill to stay at school they must first visit the nurse. The nurse will call the parent, or give the student permission to call the parent in the health room. We ask that students not text parents to make arrangements to go home with illness before visiting the nurse. The nurse needs to be aware of health issues as she is here for the health and safety of all students and to prevent and treat medical emergencies.

If students are absent from school because of an illness they should not return to school unless they have not vomited or had a fever (without fever reducing medication) within the prior 24-hour period.

HEALTH SERVICES / MEDICATION POLICY

Prescription medication must be sent in the currently labeled prescription bottle and accompanied by a WRITTEN REQUEST from the physician. These orders may be transmitted to the school nurse via facsimile (fax). *Physician's order for medication must be reviewed and updated at the beginning of each school year and all changes in dosage require a new written order.* In grades six through twelve, students diagnosed with allergies or asthma may possess, carry and self-administer prescription medication for the treatment of those conditions (e.g., inhaler, Epi-pens) pursuant to the stipulations of board policy 3611.2. Diabetic students on any level may self-administer insulin. Middle level students should also self-administer under the supervision of the school nurse unless physician, parents and the school nurse can agree that the student is capable of administering insulin independently and an appropriate arrangement within the school can be determined.

Non-prescription medication from home must be in the original packaging, clearly showing the dosage by age, the ingredients and the expiration date. A WRITTEN REQUEST with specific instructions from a parent/guardian must accompany the medication. This permission form must be renewed annually. Only FDA approved substances will be given and only for the purpose for which they are approved.

Controlled substances, such as those medications used to treat ADD, ADHD or psychiatric behavioral disorders, should be delivered to the School Nurse by the parent/guardian. These medications will be counted and the count noted. Parents will be asked to retrieve unused portions of these substances.

Over the counter medications (i.e. Tylenol, Advil) or generic equivalents that are stocked in the health room will be administered **only** by the School Nurse, at his/her discretion, or by someone who administers the medication under the supervision of the School Nurse.

SCHEDULE CHANGES FOR ELECTIVE CLASSES

We require students to attend all classes as scheduled on the first day of class. If a schedule change is desired, students must report to student services and schedule a meeting with the counselor. If the request is within the first week of the semester, the student must complete a class change form. These are available in the student services' office. This form must be completed and returned to the counselor before a change can be considered.

Completing this form **DOES NOT** guarantee the student will be allowed to change classes. Also, any changes to core content classes must be approved directly with school administration.

FEE SCHEDULE AND INSTRUCTIONAL MATERIALS RENTAL

The students must pay for books and materials assigned to him/her which are lost or damaged. Should the lost books or materials be found after payment has been made, a refund will be given. In checking books and materials at withdrawal or at the end of the term, only the exact books and materials issued to the student will be accepted. There will be a charge in some exploratory classes to cover the cost of materials used for projects.

LOCKER POLICY

A locker is assigned to each student and remains school property, jointly held by the student and the principal. A student may use only the locker to which he or she is assigned. Students will have access before and after school and during lunch. Periodic inspections may be made to see that lockers are kept neat and orderly. All personal items and books, when not in use, should be neatly kept in the student's locker. Any locker difficulty should be reported 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 given to any other student.
2. Lockers should remain locked when not in use. Do not "jam" lockers for easy access as the school is not responsible for items that go missing if a student has not locked their locker.
3. Students should refrain from bringing valuable personal items, i.e., iPod, phones, digital cameras, etc., to store in lockers.
4. Do not store food or other perishable snacks in your locker unless part of your daily lunch.
5. Students are not to paint, write, or place permanent stickers on the inside or outside of the lockers.
6. Locker problems should be reported to the registrar and a follow-up will be made.
7. The student will thoroughly clean out his/her locker prior to check-out time at the end of the school year.

BACKPACKS

Students **MUST** bring a backpack to and from school to carry their belongings between classes. Students will have limited access to their lockers throughout the day. Backpacks that are meant to be rolled are not permitted unless approved by school administration.

INTERSCHOLASTIC SPORTS

Kansas State High School Activities Association (KSHSAA) rules require 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 team, or cheerleading. The physical examination must have been completed after May 1, 2022.

Any student representative of the school in interscholastic activities must be passing five out of seven hours of class work in the preceding semester in order to participate in the following: Football, Cheerleading, Track, Basketball, Volleyball, and Drill Team. The five of seven requirements is a minimum standard set by the KSHSAA.

BEHAVIOR GUIDELINES

1. Students who are participating in school-sponsored activity programs are expected to be excellent representatives of OTMS.
2. Students will be expected to adhere to the Code of Student Behavior and individual sponsor guidelines.

GRADING OF STUDENTS

Evaluation and feedback of progress is an ongoing process at Overland Trail Middle School. Official grades are earned by the students and are reported on a quarterly basis. It should be noted that progress reports are sent home at the midpoint of each quarter. Grades are recorded with letters ranging from “A” and “A-” to “F”. Credit is not earned for “F” work. The following percentages are to be used for the purpose of creating our grading scale:

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

An “I” on a grade card indicates that the grade for that course is incomplete and that work should be made up prior to the issuance of a grade. A “K” indicates that the student has been awarded credit for the course. We encourage parents to be aware of quarterly dates made available throughout the year by the administration. Parents can now access their student’s grades via

BV Parents Online – ParentVue. Parents are asked to notify the office if you need a password or if grade cards are not received.

CODE OF STUDENT BEHAVIOR

The Board of Education of Blue Valley Unified School District #229 believes that schools must have reasonable rules relating to student behavior which are consistently enforced. We believe that Blue Valley Schools must maintain positive, educational climates that are conducive to effective learning. We believe that Blue Valley students should adhere to appropriate codes of behavior for their personal development and for the benefit of a positive learning climate within the schools and within the community. School District staff is instructed to help instill and to administer the enforcement of fair, firm, and consistent behavioral codes within their buildings which will help ensure an appropriate learning climate in the school district. The behavioral expectations for students should be age-level appropriate and made clear to the students, staff and parents. Positive school citizenship should be encouraged and reinforced within the entire school community.

Students are expected to become increasingly responsible for their own behavior and work toward the development of the following characteristics:

1. Personal integrity and honesty rooted in respect for truth, intellectual curiosity, and love of learning.
2. A sense of duty to self, family, school, community and nation and an understanding of the rights and obligations of a citizen in a democratic society;

3. Self-esteem based on the recognition of one's potential.
4. Respect for the rights of all persons regardless of their race, religion, sex, age, disability, physical condition, or mental capabilities;
5. A recognition of the right of others to hold and express differing views, combined with the capacity to make discriminating judgments among competing opinions;
6. A sense of personal responsibility, justice, rectitude, fair play, and a commitment to them;
7. A disposition showing understanding, empathy, concern and compassion for others;
8. A sense of self-discipline and pride in one's work and respect for the achievements of others;
9. Respect for one's personal property, the property of others, and public property; and
10. Courage and ability to appropriately express one's convictions.

UNACCEPTABLE BEHAVIORS

The Blue Valley School District 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. Neither school rules nor the laws of the larger society work unless everyone knows and obeys them. The responsibility of being a member of a free society means accepting limitations so that individuals act in ways which do not threaten the rights, property, or safety of others. In school or society, students or adults accept responsibility for their actions as they accept the rights of citizenship.

The Board of Education of Unified School District #229 will, to the full extent of its legal power, ensure that every student has an opportunity to attend school and receive an education without fear of harm or injury to person or property. 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 process, or to attempt to close the schools. Acts of behavior which interfere with the maintenance of effective learning environments or which are antagonistic to the welfare of other pupils will not be considered acceptable. The specific acts of behavior applicable to students in respect to school activities, or on school property, which are deemed to be grounds for disciplinary actions, are:

- Violation of school rules
- Failure to comply with reasonable requests, defiance, and/or insubordination
- Making threats, harassment, bullying, cyberbullying, hazing, intimidation, extortion, and/or bodily harm (fighting)
- Disrespect for others
- Obscenity, profanity, or indecency
- Possession, transfer, consumption or sale of alcohol, narcotics, drugs, paraphernalia, other restricted substances or being under the influence of the same
- Possession or use of a weapon
- Smoking and/or possession of smoking paraphernalia or tobacco products
- Theft
- 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 disruption to school: that causes personal harm or embarrassment; and/or that promote academic dishonesty
- Other unacceptable behavior

Corrective measures for those pupils who commit acts of unacceptable behavior and violations of school rules and regulations should be described to the pupils. Those measures may include but not be limited to: counseling, conferencing, parent involvement, written assignment, and referral to specialists/agencies, detention periods, work sessions, extended day, exclusions from class, suspensions, and expulsions.

HARASSMENT

Students should treat each other with courtesy and respect. Therefore, verbal and physical abuse of any kind from one student to another will not be tolerated. It is important that students realize that verbal abuse (written or spoken negative references to a person's race, religion, cultural heritage, sex, physical characteristics, etc.) is a serious problem and will result in school disciplinary action and possible referral to the police department, depending on the seriousness of the abuse. The Board of Education of Blue Valley Unified School District No. 229 believes that all employees and students are entitled to work and study in school-related environments free of sexual harassment. Therefore, sexual harassment by any officer, employee, or student of this School District is prohibited. Sexual harassment is any sexual advance, request for sexual favor, or sex-based behavior that is not welcome and not requested. Any individual whose behavior is found to be in violation of this policy will be subject to discipline including, without limitation, termination of employment, suspension or expulsion from school or other appropriation action.

1. A student who believes that he or she has suffered sexual harassment may report such matter to the building principal, a nurse, counselor, or teacher. If a nurse, counselor, or teacher receives the complaint, he/she shall notify the building principal as soon as possible. A claim regarding sexual harassment may also be reported to the appropriate District Office administrator.
2. The Superintendent of Schools or the Assistant Superintendent for Human Resources shall designate an individual or team of individuals to investigate a claim of sexual harassment.
3. After completion of an investigation, if the investigator determines the claim of sexual harassment was made maliciously, the person making the malicious claim may be investigated and disciplinary action may be taken.
4. To the extent reasonably possible, the privacy of the person who reports a claim of sexual harassment shall be preserved.
5. Retaliation against a person who reports a claim of sexual harassment is prohibited.

STUDENT PERSONAL APPEARANCE

- The Board of Education supports the wearing of clothing which is appropriate for students in the business of learning. Clothing or appearance, which distracts from the general purposes of the school will not be permitted. We expect student dress to reflect a sense of self-respect and personal dignity.

- The Board of Education supports the development of good personal hygiene habits for all students. It is detrimental to the total student body when a few students do not use good personal health habits.
- We expect parents to require their children to adhere to the student personal appearance policy. Parents can be of vital assistance to the district administrators by seeing that their children follow the policies established by the Board of Education.
- Blue Valley administrators will ensure that students follow these guidelines when faced with issues about dress:
 1. Clothing that disrupts learning is not appropriate for school and students will be asked to change their clothes. Provocative clothing is inappropriate as well.*
 2. Parents will be encouraged to monitor student dress to support a learning environment.
 3. Apparel items posing a threat to the safety of school community members are not to be worn in schools (i.e. chains, studded accessories)
 4. T-shirts that advertise illegal activities or items students cannot legally buy will not be worn in school.
 5. Hats, caps and hoodies can be worn during the school day or at school sponsored activities as long as they are appropriate in nature and follow the same guidelines for clothing. However, it is a reasonable expectation that students do not wear these items during class per the teacher's discretion. This also applies to earbuds and headphones.
 6. Sponsors of extracurricular activities will also be expected to have students adhere to these guidelines as appropriate.

*Examples of clothing that might disrupt learning include but are not limited to:

- Apparel that allows a bare midriff
- Apparel that allows underwear to show (i.e. boxers under low slung jeans, bra straps under skimpy tops)
- Clothing that is too tight such as tube tops, tank top undershirts
- Extremely short shorts or short skirts or skirts with provocative slits
- Necklines which are provocative

DISRUPTIVE ITEMS

When students bring items that belong to them that cause any type of disturbance in the classroom, the teacher should pick up that item and turn it in to the assistant principal. The parent/guardian will then be contacted to pick up the phone. If there have been other such offenses, disciplinary action will be taken. Students are discouraged from bringing skateboards, roller blades, iPods and cell phones to school. Due to limited space, students will not be able to store skateboards and rollerblades in the school office.

- Cell phones may only be used before and after school. Students are expected to have them turned off during the school day. If a cell phone is seen or heard during class, it may be taken from the student and turned into the office. Parents will be notified to come and sign for the return of the cell phone in the office.
- No gum will be allowed to be chewed due to the possible educational disruptions and/or destruction to school property. If gum chewing is prescribed by a physician, a note must be presented to the school nurse.

- We encourage healthy nutritional habits and high energy drinks are not allowed. Water is the only drink available to students during instructional time. Students are encouraged to carry a water bottle throughout the day. These are for drinking only and any use such as in a water fight may result in consequences administered by school staff.
- Students may not bring water guns, pagers, laser pointers, skateboards and other items specifically identified that may be an educational distraction or pose a safety risk.
- iPods, mp3 and other music players may not be used during the school day, unless permission is given by a teacher. This includes accessing music on phones or Chromebooks. Personal devices must be turned off and out of sight. If a student is seen using a personal music player/phone, even in-between classes, it may be taken from the student and turned into the office.

AUDIENCE COURTESY

During assemblies, concerts, plays and other programs the following courtesies should be observed:

1. Show the participant(s) the same respect you would want if you were presenting the activity.
2. Applause is appropriate at assemblies; however, in pep rallies and athletic events cheering and whistling are acceptable.
3. Remain seated during programs – if you have an emergency, wait for a break in the action and then leave and enter quickly and quietly.
4. Always be courteous to those performing and to others watching a program. We want our participants to regard us as the best audience for which they have ever performed.

HALL PASSES

It is important that students do not miss academic time or disrupt the learning of others. Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass in their possession. A student is also required to sign in and out of a teacher's room. It is the student's responsibility to see that he or she has a written pass before leaving his or her assigned area for any reason

PLAGIARISM

Plagiarism is the use of another person's words or ideas without giving them credit. Students are instructed how to cite sources. Plagiarism may result in a student receiving a low or failing grade. Teachers will contact parents and document the incident in a referral form and give it to an administrator.

ELECTRONIC DEVICES AND SOCIAL MEDIA PROTOCOL

In order to maintain a safe and private environment for all students, NO CAMERAS OR CELL PHONES are allowed in the Overland Trail Middle School locker rooms or restrooms. OTMS Athletic programs understand the popularity and usefulness of social media networking sites such as Twitter, Facebook, You Tube, Instagram, and others and supports their appropriate use by student-athletes provided that:

- No sexually explicit, profane, lewd, indecent, or defamatory language is posted.
- No derogatory language regarding school personnel or other students is posted.
- No nude, sexually orientated, indecent images, or altered pictures are posted.

Overland Trail Middle School wants to avoid the disruptive impact of inappropriate social media postings for the morale and success of the team and our school. We all know that participation in OTMS athletic teams is a privilege, not a right. If it comes to our attention that any player violates this policy then that player will face discipline and even the possibility of dismissal from the team.

DRUG FREE/SAFE SCHOOL

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

- 1. Alcoholic and Cereal Malt Beverages.** The use, possession or transfer of any alcoholic or cereal malt beverage, including being under the influence of such beverage, on school property or at school-sponsored activities, either within or outside the School District, is expressly prohibited. In the event of a suspension, such student shall be prohibited from participating in school activities.
- 2. Controlled Substances (drugs).** The use, (including being under the influence of a controlled substance), or transfer of a controlled substance, as defined by Kansas law, on school property or at school-sponsored activities, either within or outside the School District, is expressly prohibited. The transfer of a prescription medication to any person other than the person for whom the prescription was written is expressly prohibited. In the event of a suspension, such student shall be prohibited from participating in school activities.
- 3. Cigarette and Tobacco Products (includes vapes).** The use, possession or transfer of any cigarette, vaping device, or any tobacco product on school property or at school-sponsored activities, either within or outside the School District, is expressly prohibited. In the event of a suspension, such student shall be prohibited from participating in school activities. Additionally, the school district will adhere to Kansas Statutes regarding the possession or attempted possession of cigarettes and tobacco products by minors. Students in violation of Kansas statutes or city ordinance will be reported to a law enforcement officer for issuance of an ordinance violation.
- 4. Inhalants, Non-Prescription Medication and Drug Paraphernalia.** The inhaling of products such as solvents, aerosols, nitrites, or anesthetics, which are not manufactured for the purpose of inhalation, is expressly prohibited. Inhalation of such products may endanger the health of a student. The use of non-prescription (over-the-counter) medication in a manner or for a purpose other than described on the product label is expressly prohibited. The use, possession or transfer of drug paraphernalia (as defined by Kansas law) is expressly prohibited. In the event of a suspension, such student shall be prohibited from participating in school activities. All prescription or non-prescription

medication, if taken at school, should be taken under the supervision of the school nurse and all non-prescription medication in the possession of a student shall have the original label intact.

5. Any certified or classified employee of the District who observes a student exhibiting an apparent health disturbance shall report to the school nurse for further observation. If after observation, the nurse has reasonable grounds to believe that the student's behavior or health disturbance may be related to the use of alcoholic or cereal malt beverages or the use of a restricted substance, the nurse shall alert the school principal, or designee, who will then immediately contact the student's parents or guardians and urge that a physician be consulted.
6. A school principal, or designee, will report all facts that may indicate an apparent violation of criminal or juvenile laws. Such reports will be made as soon as possible to the juvenile office in the appropriate police jurisdiction if the student is under eighteen (18) years of age or to the appropriate police department if the student is over eighteen (18).

STUDENT POSSESSION OF A WEAPON

In compliance with federal and state law, the Blue Valley School District prohibits any student from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any student found to be in violation of this policy shall be expelled from school for one (1) year. In addition to expulsion from school, other appropriate disciplinary action may be taken for violation of this policy.

The Superintendent of Schools shall have discretionary authority to modify any expulsion or other disciplinary action on a case-by-case basis, if required by state or federal law.

As used in the policy, the term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any other object which is designed for or intended for use as a destructive or injurious device.

The term "weapon" also means any instrument or object that has the appearance of a weapon. This policy is in effect 24 hours a day, 7 days a week, 365 days a year. Students who possess such items on district property at any time can suffer district expulsion or other appropriate school consequences. 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.

1. As used in this policy, the phrase "possession of a weapon" includes, without limitation, a weapon in a student's personal possession, as well as in a student's motor vehicle, desk, locker, backpack, or purse.

2. To the extent that the provisions of Article 89 of chapter 72 of the Kansas Statutes Annotated (suspension and expulsion statutes) do not conflict with the requirements of this policy, such provisions shall apply to and be incorporated by reference in this policy. Any due process hearing afforded a student as the result of an alleged violation of this policy shall be conducted by the Superintendent of Schools, a certified employee of the School District, a committee of certified employees of the School District, or a hearing officer appointed by the Board of Education. If a student is found to be in violation of this policy, that student shall be referred to appropriate state or local law enforcement agencies and, if the student is a juvenile, to the Secretary of Social and Rehabilitation Services.
3. The Superintendent of Schools shall prepare an annual report, on a form prescribed and furnished by the State Board of Education, that contains a description of the circumstances surrounding and expulsions imposed on students pursuant to this policy, including the name of the school or schools concerned, the number of students expelled, and the type of weapons concerned. That report shall be submitted to the Board of Education and to the State Board of Education at the time specified by the State Board.
4. The provisions of this policy do not apply if possession of the weapon is specifically authorized in writing by the Superintendent of Schools.

LUNCH

Parents are welcome to come and check out their student for lunch. Please remember that lunch periods last for 25 minutes and students need to be back on time. This will eliminate classroom interruptions. Because we are unable to verify notes and phone calls, parents are only allowed to check out their own student. Parents/Guardians and siblings accompanying them are permitted to eat lunch with their student only with administrative approval. Visitors are asked to sign-in at the office and wait for students in the commons or front foyer. Please leave lunch deliveries on the designated cart in the front office. **Parents may bring food from home but food deliveries from restaurants is not allowed (e.g. fast food restaurants, pizzas, etc.). This includes delivery services such as UberEats, Door Dash, etc.** With the myriad of food allergies among our student body, students can not share food with other students as this presents a health risk. Also, sharing food and treats with some students and not others leads to hurt feelings. We appreciate your support and understanding.

CAFETERIA GUIDELINES

1. Students will be dismissed to the lunch line by a lunchroom supervisor.
2. Students are responsible for cleaning the tables and the area around their table.
3. Students needing to use the phone or restroom need to request permission from the lunchroom supervisor.
4. Students will be dismissed from the lunchroom by the lunchroom supervisor.
5. Lunchroom seating may/can be assigned by the lunchroom supervisor.
6. Food brought in may not be shared with others. If parents bring in food from home, it should only be given to their own child.
7. Students purchasing second helpings or snacks must have a positive lunch account balance.
8. School breakfast and lunch is no longer free for the 22-23 school year. Payments to student lunch accounts can be made to the [TITAN system](#) available on the district

website.

BUS AND TRANSPORTATION POLICY

We want to encourage safety practices whether students walk, ride bikes or are transported to school. Middle school students are not permitted to drive vehicles to school for any reason. Please observe all safety regulations on and near the campus.

Blue Valley Unified School District #229 provides bus transportation free of charge for students in grades K-12 who reside 2 ½ miles or more distance from the school. Other students may arrange with Durham School Services (681-2492) to ride the bus for a fee. Bus stops are located at designated street corners or locations. Walking distance and safety conditions are given consideration when bus stops are designated.

All students must adhere to all policies of the school district and bus company and they must cooperate with the assigned bus driver(s) to assure safety on the bus. Violation of district and/or bus policies may result in disciplinary action from the school.

Before Loading:

1. Pupils must be on time and must ride the appropriate bus to which their area is assigned. The bus cannot wait beyond its regular schedule for those who are tardy at the bus stops.
2. Bus riders should conduct themselves in a safe and courteous manner while waiting for the bus. Students should walk on the left side of the road facing traffic when going to and from the bus stop.
3. Students should be careful when approaching bus stops and wait until the bus comes to a complete stop before attempting to board the school bus.

While on the Bus:

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and respectfully.
2. "Classroom conduct" is to be observed by students while on the bus. In the interest of safety, only quiet conversation will be allowed. Unnecessary conversation could divert the driver's attention and result in a serious accident.
3. When boarding a bus, students are to go quickly and quietly to the rear of the bus and load three (3) students to a seat from the rear.
4. Students are to keep hands and heads inside the bus at all times after entering and until leaving the bus.
5. Students are to assist in keeping the bus safe and clean at all times.
6. Students are to treat bus equipment as they would furniture in their own homes. The offender must pay for damage to seats.
7. Students should never tamper with the controls or the equipment on the bus.
8. Students should keep books, packages, coats, feet and all other objects out of the aisle.
9. Students are not to throw anything out of the bus windows.
10. Students are not permitted to leave their seats while the bus is in motion.
11. Students must maintain absolute silence when approaching a railroad crossing stop or street intersection.
12. No glass containers, animals, pets, or weapons are allowed on the bus.
13. The use or possession of tobacco, 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:

1. Students are to cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) then cross only when the driver signals it is safe. The student should then look to be sure no traffic is approaching from either direction.
2. 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.

Extra-Curricular Trips:

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

USE OF COMMUNICATION TECHNOLOGIES BY STUDENTS

Use of technology is an important part of the education experience of Blue Valley students. Communication technologies provide exciting learning opportunities for the educational benefit of students.

Communication technologies include technologies on school grounds or at school activities whether or not owned or operated by the school district. Examples of communication technologies include, but are not limited to, wireless electronic devices, computer networks, Internet, and e-mail.

Student use of these services is a privilege, which may be restricted or denied. Any student who uses communication technology services in an inappropriate or unacceptable manner or in violation of Board policies or administrative guidelines will be subject to disciplinary action including, but not limited to, temporary or permanent loss of use.

MIDDLE SCHOOL CELL PHONE/PERSONAL TECHNOLOGY 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 game/play
- CP/PTDs are not allowed to be used 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 powered off and out of sight in a locked locker, backpack, or assigned classroom location.
- Should the need arise for a student to contact parents during the school day, the main office phone, courtesy phone or 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 used to monitor identified student health needs such as blood sugar levels are allowed and must be approved by the principal.
- Not allowed to be operated in restrooms under any circumstance.

STUDENT SUSPENSION AND EXPULSION

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

- A. **Appointment of Suspension and Expulsion Committee.** The Superintendent, or his designated representative, is authorized to appoint a hearing officer or a committee of certified employees to be called the Suspension and Expulsion Committee. Such hearing officer or committee is hereby given the authority to suspend and/or expel in accordance with the terms and conditions of this policy and as provided by law.
- B. **Reasons for Suspension or Expulsion.** Students may be suspended or expelled for any one (1) or more of the following reasons:
 - 1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
 - 2. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school;
 - 3. Conduct which endangers the safety of others or which substantially infringes upon or invades the rights of others at school, on school property, or at a school supervised activity.
 - 4. Conduct which, if the student is an adult, constitutes the commission of a felony or, if the student is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
 - 5. Conduct at school, on school property, or at a school supervised activity which if the student is an adult, constitutes the commission of a misdemeanor or, if the student is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
 - 6. Disobedience of an order of a teacher, law enforcement officer, school security officer, or other school authority, 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.
- C. **Terms of Suspension and Expulsion**
 - 1. A suspension may be for a short-term not exceeding ten (10) school days or for an extended term (long-term) not exceeding ninety (90) school days. An expulsion may be for a term not exceeding 186 school days. The principal of any school in this School District, or the principal's designated representative, is hereby authorized by the Board of Education to impose short-term suspensions which do not exceed ten (10) school days.
 - 2. A principal, or the principal's designated representative, may recommend a student for a long-term suspension or expulsion. Such recommendation for a long-term suspension or expulsion is to be made to the District hearing officer or the Suspension and Expulsion Committee which will hold a hearing on each case submitted as hereinafter provided.
 - 3. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.
- D. **Procedure for Suspension and Expulsion**
 - 1. **Short-Term Suspension.** Except as authorized hereafter, no short-term suspension shall be imposed upon a student without giving the student notice of the charges against him or her

and affording the student an informal hearing. Such notice may be oral or written and the informal hearing may be held immediately thereafter. The informal hearing shall include the following procedural due process requirements.

- A. The right of the student to be present at the hearing.
- B. The right of the student to be informed of the charges against him or her.
- C. The right of the student to be informed of the basis for the accusation (evidence against the student).
- D. The right of the student to make statements in defense or mitigation of the accusations.

Following the conclusion of the informal hearing, a short-term suspension may be imposed upon a student immediately, and without affording the student or his/her parents or guardians an informal hearing, if the presence of the student endangers other persons or property or substantially disrupts, impedes, or interferes with the operation of the school.

Written notice of any short-term suspension, and the reason or reasons therefore, shall be given to the student involved and to his or her parents or guardians within twenty-four (24) hours after such short-term suspension has been imposed; and, in the event the student has not been afforded an informal hearing shall be provided as soon thereafter as practicable, but in no event later than seventy-two (72) hours after such short-term suspension has been imposed.

In all cases wherein a student might be suspended for an extended term or might be expelled, he or she shall first be suspended for a short-term as herein provided.

2. Extended Term Suspension and Expulsion No long-term suspension or expulsion shall be imposed upon a student until an opportunity for a formal hearing is afforded to the student. In all cases wherein it is proposed that a student be suspended for an extended term or expelled, written notice of proposal to suspend for an extended term or to expel and the charges upon which that proposal is based shall be given or mailed to the student and to his/her parents or guardians within five (5) school days after imposition of a short-term suspension.

Any such notice of a proposal to suspend for an extended term or to expel shall state the time, date, and place that the student will be afforded an opportunity for a formal hearing. The hearing shall be held not later than ten (10) days after the date of the notice. Such notice shall be accompanied by a copy of **K.S.A. 72-8901 through 8906**, as amended, and this policy. The notice must also state failure of the student and the student's parents or guardians to attend the hearing will result in a waiver of the student's opportunity for a hearing.

The student and his/her parents or guardians shall notify the District hearing officer or the chairperson of the Suspension and Expulsion Committee if they desire to waive the opportunity for a formal hearing. Upon receiving such waiver of hearing, the District hearing officer or the Suspension and Expulsion Committee may impose a long-term suspension, expulsion, or other appropriate disciplinary measures.

