

Overland Trail Middle: Home of the Falcons

Student Handbook 2025-26



MISSION: We are cultivating an environment of academic and social growth for all through positive relationships, collaboration, and empathy.

VISION: Empower resilient, respectful, and responsible lifelong learners to achieve academic and personal excellence in a diverse, ever-changing community.

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 navigate these transitional years successfully. The middle school level focuses on two primary goals: improving academic performance and encouraging each student's personal growth. The comprehensive curriculum and structures ensure excellence in college and career readiness, individual 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:

- The 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 providing purposeful and meaningful relationships between 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 with an elective program to expand their base of experiences. These elective classes concentrate on introducing practical lifetime skills and 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. Skills that are applied in real-life situations are critical.

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. For more information, please [click here](#).

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.

ATTENDANCE

The Blue Valley Unified School District #229 strongly believes that regular attendance contributes to the probability of educational success and 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 coursework;
6. Participating in group activities;
7. Attending lectures and taking notes; and
8. Observing and learning from the presentation of other students' work.

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

1. Student illness.
2. Illness or death in the family (mother, father, siblings, grandparents, aunts, uncles, or a friend.)
3. Necessary appointments that 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 faith.
6. Family vacations and family business are 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 the school sponsors.
8. Personal matters.

Any absence for reasons other than those listed above and/or without parental 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 four and/or six will be considered unexcused absences.

A student is inexcusably absent from school if he or she is absent for 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. A substantial 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 ensure that students aged seven (7) 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 before 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 the 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.

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

1. Maintain accurate official attendance records; the official attendance record will be the teacher's 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 that 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, the school will notify 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 can 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 before the absence. In certain circumstances, when a performance (i.e., drama or musical performance) will be adversely affected due to the lack 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 legally required 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 over 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 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 before 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, they 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 tardy policy consistent with the needs of the classrooms. Repeated tardiness to any class may result in penalties, including make-up sessions, detentions, or 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 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 they were absent to make up the work. In other words, a student receives two days of make-up for each excused absence. Please note: if a student has a long-term assignment that 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 and Canvas 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 are required 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. For more information, please see the [Blue Valley Safety & Security District Webpage](#).

Arrival and dismissal of students is supervised by OTMS staff. All staff are required to wear a Blue Valley Schools Photo Identification Badge while on-site at any district facility. Staff members who misplace or damage their badge will need to contact the Safety and Security Department at the 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 the entire class. For this reason, students will only be called out of class for telephone calls or messages in **emergencies**. Parents are asked to use discretion to help us reduce disruptions except in emergencies. If such an emergency exists, please explain the problem 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 do not allow delivered flowers, balloons, candy, etc., to be taken to the classroom (and generally discourage these items from being sent to school). Students will be notified and will be able to pick up these items 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 they are ill, dispense medication, and answer health questions. The nurse provides health education individually and in the classroom. If a student becomes sick at school, the student should request a hall pass from the teacher to see the nurse. If the student is too sick to stay at school, they must first visit the nurse. The nurse will call the parent or give the student permission to contact 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. For more information, please see the [Blue Valley Health Services Webpage](#).

Suppose students are absent from school because of an illness. In that case, 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). *Physicians' orders 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) under 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 the 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 will be 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 by the 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 they are 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, such as iPods, phones, and digital cameras, to store in lockers.
4. Only store food or other perishable snacks in your locker if you plan to eat them for 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 before the 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 the school administration.

BREAKFAST

Breakfast is available for purchase until 7:45 each morning. If a student arrives late and needs breakfast, please check with the office staff for assistance. All food items, including any items brought from outside the school, must be consumed before heading to their first hour class. This includes breakfast items, coffees, energy drinks, etc.

LUNCH

Parents are welcome to come and check out their student(s) 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 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 are not allowed (e.g. fast food restaurants, pizzas, etc.). This includes delivery services such as Uber Eats, DoorDash, 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.

Motorized Bicycles and Scooters (NEW for 2025-26)

Motorized bikes and scooters are permitted to travel to and from school but may not be ridden on school property at any time. Students must walk with these modes of transportation while on school grounds. There are locations in the front and rear of the school to lock these up during the school day.

In an effort to provide a safe environment on the grounds of our schools, middle and elementary school students who operate motorized or electric-assisted bicycles or scooters on District property will be required to complete a [Student Permit Agreement](#) and have it signed by a parent or guardian. Upon submitting the permit, the student will be issued a sticker to display on his/her bicycle or scooter.

The Student Permit Agreement can also be obtained from a front office administrative assistant or an assigned school police officer. There is no charge for the permit.

INTERSCHOLASTIC SPORTS

Kansas State High School Activities Association (KSHSAA) rules require the completion of an approved physical examination before a student is eligible to take part in practice sessions or to represent his or her school in interscholastic athletic contests, drill team, or cheerleading. The physical examination must have been completed after May 1, 2024.

Any student representative of the school in interscholastic activities must pass 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.

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%

GRADING OF STUDENTS

Evaluation and feedback on 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:

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 they need a password or if grade cards are not received.

NON-DISCRIMINATION STATEMENT

Board Policy 3625; Prohibition Against Discrimination, Harassment, and Retaliation: Students states, “The Blue Valley School District is strongly committed to fostering an educational environment and workplace that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. The District will provide equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service. The District strictly prohibits discrimination and harassment against students, employees, or others on the basis of race, creed, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, genetic information, or any statutorily prohibited basis. The District also strictly prohibits retaliatory actions against those who engage in protected activities.”

The District’s complete non-discrimination policy (3625: Students) can be found at bluevalleyk12.org under Board of Education policies.

Code of Conduct-Introduction

This guideline document supports the enforcement of Board of Education Policy 3500 *Behavior and Discipline*. The application of the policy and guidelines is intended to maintain a safe and healthy school climate and to support the academic and social-emotional growth of students.

Building administrators have the authority to use discretion and common sense in enforcing the Blue Valley Code of Student Conduct. In addition to referencing the guidelines, administrators should consult with other building and/or district administrators as they determine appropriate consequences in order to promote respect for other student responsibility and assist in providing for the safe and orderly operation of district schools. No Code of Conduct can list each and every offense which may result in review and potential disciplinary action; however, it is the purpose of this policy to list certain offenses that, if committed by a student, will result in disciplinary action. Building-level administrators are authorized to narrowly tailor potential consequences as appropriate for the age level of students in the building, along with considering the context and details associated with the specific student discipline incident. While discipline is typically

progressive in nature, administrators are able to use significantly higher levels of consequence for serious violations.

The Student Code of Conduct may be revised annually and shall be applicable through the current regular and summer school term(s). The notification will be available on the district website under the Board of Education policies and the Student Code of Conduct. A print copy may be made available to families at the request of the district's main office.

The Blue Valley School District seeks to foster a strong home-school partnership as this is a critical variable to a quality educational experience. Students benefit when families and teachers are engaged in communication and shared expectations for academic success, student behavior, and emotional wellness. Individual students and the school ecosystem benefit from adherence to the Blue Valley Student Code of Conduct. Administrative actions taken as a result of a violation of the code of conduct are determined following proper investigation, review, and/or consideration of the age/grade of the student, context, and situation in which the behavior in question occurred.

The scope of authority of the Blue Valley Student Code of Conduct applies at all times when students are on school buses or other vehicles used by the district to transport students, school district property, or engage in social school activities. Additionally, this code of conduct applies to any student whose conduct at any time or place has a direct and immediate effect causing substantial disruption and impacting the order of school operations and/or the sense of student and staff safety that exists in the school or school-related environment.

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.

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.
- We encourage healthy nutritional habits and high energy drinks, caffeinated sodas, etc. are discouraged. Water is the only drink available to students during instructional time. All other drinks must be consumed before students go to class. 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, watches used for texting or phone calls, and other electronic devices 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. Please note, we will be rolling out a new digital hall pass process later this fall. Watch for updates in the weekly Falcon Flyer newsletter.

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, TikTok, 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.

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. This includes phones and some watches.
- 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.
- At OTMS, students violating the cell phone policy will be given up to 4 warnings each semester. Parents will receive email communication from the teacher or staff member. Once the student reaches 4 violations, school administration will reach out to the parents, and the student will no longer be able to have their cell phone for the remainder of the semester. This may result in the parent keeping the phone at home or the student turning in the phone to an administrator at the beginning of the day and picking it up at the end of the day.

ACADEMIC INTEGRITY

Academic Integrity violations include obtaining, attempting to obtain, or aiding another to obtain, credit for work, or any improvement of evaluation of performance by any dishonest or deceptive means including cheating or plagiarism. Violations of building honor code codes or academic integrity policies are included in this code of conduct.

Note: Academic Probation is the time in which students may be restricted from membership in honor societies and must not commit any further infractions of the honor code. After a one-year probation, a Faculty Honor Committee may consider the student for reinstatement or admittance into honor societies.

CHEATING

Cheating includes, but is not limited to:

- Lying
- Copying another's work
- Allowing another person to copy work
- Using unauthorized technological devices
- Using unauthorized notes, aids, or written material

- Giving or receiving unauthorized information by signs or gestures
- Having anyone, including parents or tutors, complete work and submitting it as one's own work

DISCIPLINARY ACTION

Consequences may include but are not limited to:

- Reduced or lost credit
- Student conference
- Parent contact
- Restorative actions
- Referral to administrator
- Referral to Faculty Honor Committee
- Detention
- In-School Suspension
- Academic Probation*

PLAGIARISM

Plagiarism includes, but is not limited to

- Presenting someone else's work as your own, in whole or in part, whether intentional or not
- Using another's ideas and/or written work without proper citations
- Using another's graphics, charts, diagrams, illustrations, etc. without proper citations
- Resubmitting substantially the same work that was produced for another assignment or course without authorization

DISCIPLINARY ACTION

Consequences may include but are not limited to:

- Reduced or lost credit
- Student Conference
- Parent contact
- Restorative Actions
- Referral to administrator
- Referral to Faculty Honor Committee
- Detention
- In-school suspension (ISS)
- Academic Probation*

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- Parent contact
- Restorative Actions
- Referral to administrator
- Referral to Faculty Honor Committee
- Detention
- In-school suspension (ISS)
- Academic Probation*

BEHAVIOR

The standard and expectation of student behavior expectation for all school levels translates to those age appropriate actions or choices which maintain a safe and healthy school climate. Such choices or actions ensure the best possible academic success and social-emotional growth for the individual child and others around them.

These behavioral expectations foster positive school citizenship. Students will interact with other students and adults in a civil, fair, and respectful manner. Students will have the opportunity to attend school and receive an education without fear of harm or injury to a person or property. No person will be allowed to endanger the safety of students or district staff, damage property, interfere with the educational process, or attempt to close the schools.

BULLYING and CYBERBULLYING

Bullying is any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive to create an intimidating, threatening or abusive educational environment for a student or staff member.

Examples of bullying and cyberbullying include but are not limited to:

- harming a student or staff member, whether physically or mentally
- damaging a student's or staff member's property
- placing a student or staff member in reasonable fear of harm
- placing a student or staff member in reasonable fear of damage to the student's or staff member's property
- any other form of intimidation or harassment prohibited by the Board of Education of the school district
- cyberbullying through the use of any electronic communication device or means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites

DISCIPLINARY ACTION

Discipline according to the seriousness of the act

- Student Conference
- Parent contact
- Restorative Actions
- Detention
- In-school suspension (ISS)
- Out-of-school suspension (OSS)

- Report to School Resource Officer (SRO)
- Referral to the school district's Long-term Suspension and Expulsion Committee

DISRUPTIVE CONDUCT OR SPEECH

Disruptive conduct or speech occurs when someone directs verbal, written, pictorial or symbolic language or gesture(s) at a person(s) that is otherwise rude, vulgar, defiant, considered inappropriate in the educational setting or that substantially disrupts learning, school operations or activities. Disruptive conduct or speech can occur when someone intentionally offends, attacks, violates, or assaults someone regarding their race, religion, ethnic group, disability, gender, or sexual orientation.

Students will not be disciplined where it is protected by law.

DISCIPLINARY ACTION

Discipline will be according to the seriousness of the act

- Student Conference
- Loss of privilege
- Parent contact
- Restorative Actions
- Detention
- In-school suspension (ISS)
- Out-of- school suspension (OSS)
- Referral to School Resource Officer (SRO) or Law Enforcement

FALSE ALARM

Reporting of false fire, bomb threat, or other actions endangering the safety of students, staff, and the public.

DISCIPLINARY ACTION

Discipline according to the seriousness of the act

- Student Conference
- Parent contact
- Restorative Actions
- Detention
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Report to School Resource Officer (SRO)
- Referral to the school district's Long-term Suspension and Expulsion Committee

PHYSICAL ALTERCATION(S) / FIGHTING / HITTING

Physical altercation includes hitting, assaulting, striking, or pushing in an attempt to cause physical injury to another person who knowingly will regard as offensive, harmful, or provocative.

DISCIPLINARY ACTION

Discipline will be according to seriousness of the act

- Student Conference
- Loss of privilege
- Parent contact
- Restorative Actions
- Detention
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Referral to the school district's Long-term Suspension and Expulsion Committee
- Referral to School Resource Officer (SRO) or Law Enforcement

SEXUAL HARASSMENT

Sexual harassment is defined as sexual advances, request for sexual favor, or sex-based behavior that is not welcomed and not requested. Examples of sexual harassment include, but are not limited to:

- unwanted attention of a sexual nature
- continued or repeated unwanted remarks about an individual's body
- sexually degrading words used toward an individual or to describe an individual
- the display of sexually suggestive actions, gestures, objects, graffiti or pictures.

DISCIPLINARY ACTION

If a school employee receives a complaint from a student or parent, he/she will notify a building administrator as soon as possible.

Discipline according to the seriousness of the act

- Student Conference
- Parent contact
- Detention
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Report to School Resource Officer (SRO)
- Referral to the school district's Long-term Suspension and Expulsion Committee

THREAT(S)

Threat is someone communicating a statement or indication of an intention to inflict pain, injury, or other hostile action. Threats can occur via social media or other written or verbal means.

DISCIPLINARY ACTION

Based on a Threat Assessment discipline will be issued according to the seriousness of the act

- Student Conference
- Loss of privilege
- Parent contact
- Restorative Actions
- Detention
- In-school suspension (ISS)
- Out-of-school suspension (OSS)

Immediate Removal:

Building or district administration may require immediate removal of a student upon a report or a finding that that student poses a threat of harm to self or others. Any such removal and return to the school environment is subject to appropriate due process procedures and will occur in accordance with the law.

- Referral to School Resource Officer (SRO) or Law Enforcement

Possible referral to the district's Long-term Suspension and Expulsion Committee

WEAPONS

The term weapon is defined by Blue Valley Board of Education Policy 3516. The possession of a weapon, items resembling a firearm, or explosive devices on school premises or at a school-sponsored activity is prohibited. Intentional lighting of fire or the use of explosives is also prohibited.

DISCIPLINARY ACTION

- Out-of-school suspension (OSS) for no more than ten (10) school days by the school administrator
AND
- Referral to the district safety and security officer AND
- Report made to the School Resource Officer (SRO)
AND
- Referral to the school district's Long-term Suspension and Expulsion Committee

Any student found to be in possession of a weapon on district property or at a district-supervised activity shall be expelled from school for one calendar year and may be subject to other appropriate disciplinary action.

OTHER ACTS

- Discipline according to the seriousness of the act
- Student Conference
- Parent contact
- Restorative Actions

SUBSTANCE ABUSE

These behavioral expectations promote the health, safety, and welfare of students, and assist in the protection of students from dangers which may result from the use and abuse of alcoholic and cereal malt beverages, tobacco products, controlled substances (drugs), and the improper use of legal substances, including prescription and non-prescription medications and other products.

The possession and distribution and/or sales or intent to distribute or sell drugs and alcohol endangers the safety and health of all students. Infractions of this policy are a very serious matter.

ALCOHOL AND CEREAL MALT BEVERAGES

The use, possession, or transfer of any alcoholic or cereal malt beverage, including being under the influence of such a beverage, on school property or at school-sponsored activities, either within or outside the school district, is expressly prohibited.

CONTROLLED SUBSTANCES

The use (including being under the influence of a controlled substance, as defined by Kansas law), possession, or transfer of a controlled substance on school property or at school-sponsored events, 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 is written is expressly prohibited.

TOBACCO AND TOBACCO PRODUCTS

The use, possession, or transfer of any tobacco or tobacco product on school property or at school-sponsored activities, either within or outside the school district, is expressly prohibited. This includes lighters, e-cigarettes, vapes, vape juice, and other paraphernalia.

DISCIPLINARY ACTIONS

Consequences for possession and use of the substances included in this policy may include, but are not limited to:

- Parent contact
- Restorative Actions
- Referral to School Resource Officer (SRO)
- In-school suspension (ISS)
- Out-of-school suspension (OSS)

Transfers or intent to transfer controlled substances shall result in a suspension of no more than ten (10) school days by the school principal and in addition may result in referral to the school district's Long-term Suspension and Expulsion Committee.

During out-of-school suspensions, the student is prohibited from participating in school activities and may not be allowed credit during the period of suspension.

The length of suspension may be reduced if the student seeks professional substance assessment and provides evidence of having done so.

Additional consequences apply for students who are participants in high school activities and athletic programs.

INHALANTS, NON-PRESCRIPTION MEDICATION AND DRUG PARAPHERNALIA

The inhaling of products such as solvents, aerosols, nitrates, or anesthetics, which are not manufactured for the purpose of inhalation, are expressly prohibited. 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 on school property or at school-sponsored events, either within or outside the school district, is expressly prohibited.

DISCIPLINARY ACTIONS

Consequences for possession and use of the substances included in this policy may include, but are not limited to:

- Parent contact
- Restorative Actions
- Referral to School Resource Officer (SRO)
- In-school suspension (ISS)
- Out-of-school suspension (OSS)

Transfers or intent to transfer controlled substances shall result in a suspension of no more than ten (10) school days by the school principal and in addition, may result in referral to the school district's Long-term Suspension and Expulsion Committee.

During out-of-school suspensions, the student is prohibited from participating in school activities and may not be allowed credit during the period of suspension.

The length of suspension may be reduced if the student seeks professional substance assessment and provides evidence of having done so.

Additional consequences apply for students who are participants in high school activities and athletic programs

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 office 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 that 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.

